



ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

November 15, 2021 Meeting Minutes - Board Affairs Committee

Attending: John Bodary, Roger Frank, Cindy La Fond, Jim McKelvey, Toby Tabaczynski

Absent: n/a

Assignments are in bold print.

1. *Call to Order / Welcome*

John called the meeting to order at 5:10 pm.

2. *Opening Prayer*

John led the committee with a prayer from the Living Wisdom for Every Day book.

3. *Review Agenda*

The meeting agenda was approved by the committee. A discussion about length of service of the current committee members took place at this time. It was determined all members are still eligible. John will continue as chair, Jim will be vice-chair, and Roger will continue as recorder. Start dates for the current committee: John - 2017, Roger - 2017, Toby - 2019, Cindy - 2019, Jim - after time off returned - 2021.

4. *Review Minutes from last meeting*

Cindy moved to approve, and Toby seconded the motion. They were unanimously approved.

5. *Review Board Service and Board Skills documents prepared by Jim 10/26/21 email*

The skills matrix was reviewed first, and a discussion followed about if we should keep all of the skills listed on the document. The guiding question from Jim was, "What are the critical skills we need to have on the board?" The committee agreed to leave all the skills on the matrix.

Next, the committee reviewed the board service matrix which includes the terms and cycles of the board members. Five board members are due to cycle off at the end of the term on 6/30/23. The committee decided we need to be proactive and recruit two to three new board members. Cindy brought up the importance of committee work as a way to stay involved. We agreed to look at the various potential board members that have been suggested by people at the next Board Affairs meeting in December. **Roger will assemble the list of names.** Jim gave two names to Roger at the meeting. Other committee members will bring names to the December meeting. **Toby will talk with St. Paul's religious to see if they have any names. Cindy will talk with a former board member.**

6. *Review Board Monitoring Schedule*

Jim provided two documents that showed when monitoring was taking place. Governance policies have not been formally monitored. Board Affairs will start reporting on these policies. **Toby will review the "suggested detailed board monitoring matrix" schedule and see how it fits with the Board meeting calendar. Jim will create policies for GP9, Conflict of Interest and GP10, Acceptance of Gifts for Board Affairs review.**

7. *Review of Portal and Document Retention Protocols*

Jim suggested we adopt a year/month/day naming convention for documents to ease digital filing and locating items. Jim shared his review of the portal's short comings, and Toby reported on the



ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

procedure for updating items on the portal. **Toby and Jim will do a further review and create a plan on how to proceed in organizing and making the portal current.**

8. *Update on St. Paul's Job Opening*

The committee discussed Sandra, the business administrator, leaving St. Paul's. Interviews for new candidates are in progress.

9. *Round Table Discussion*

Jim stated he will work on updating the new board member's orientation manual. Roger thanked Jim for his work and stated he was glad we have a plan for new board member recruitment. Cindy talked about her willingness to interview new board members and *Laudato Si'*. John spoke about policy and youth engagement. Toby welcomed Jim back to the committee, expressed gratitude for all of our work, and shared about his watching the TV series *The Chosen*.

10. *Closing Prayer*

John led the group in a Glory Be prayer.

11. *Adjournment*

The meeting was adjourned at 7:03 pm.

Minutes respectfully submitted,
Roger Frank
Board Affairs Committee Recorder