



ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

December 6, 2021 Meeting Minutes - Board Affairs Committee

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

Absent: n/a

Note: Roger was late to the meeting, and John updated him, so the minutes could be complete.

Assignments are in bold print.

1. *Call to Order / Welcome*
John called the meeting to order.
2. *Opening Prayer*
John led the committee with a prayer from the Little Blue book for Advent
3. *Review Agenda*
The meeting agenda was approved by the committee.
4. *Review Minutes from last meeting*
Toby moved to approve, and Jim seconded the motion. They were unanimously approved.
5. *Review and summarize list of potential board members.*
The committee discussed the rotating off of members from the board and the need for new members. Board affairs committee members shared names about potential new members. We decided to glean the list before contacting people. **Roger will publish the list with the meeting minutes.** The committee recognized a need for recruiting documents. **Jim will assemble documents we can use for recruitment.**
6. *Review Board Monitoring Schedule. Creation of policies for GP9, Conflict of Interest and GP10, Acceptance of Gifts.*
Work is in progress for this item.
7. *Review of Portal and Document Retention Protocols.*
Toby reported this work is ongoing.
8. *Updating New Board Member's Orientation Manual*
Jim shared information with the committee regarding the need to edit the conflict of interest form that board members sign. **He will share documents for the committee to review.** Jim shared some of the work he's done thus far. **He will continue to work on updating the manual.**
9. *Round Table Discussion*
Individual members shared thoughts regarding our work on the committee and the board.
10. *Closing Prayer*
John led the group in a Glory Be prayer.
11. *Adjournment*
The meeting was adjourned at 6:01 pm.

Minutes respectfully submitted,
Roger Frank
Board Affairs Committee Recorder