



## ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

### January 10, 2022 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 5:05 pm
2. *Opening Prayer*  
John led the committee with a prayer and reflection sent to him by Jim.
3. *Review Agenda*  
The upcoming meeting date was changed to Feb. 15, 2022. All approved the agenda with the change.
4. *Review Minutes from last meeting*  
Jim motioned to approve the minutes, and Cindy seconded the motion. They were unanimously approved.
5. *Review and summarize list of potential board members.*  
Toby added three names from Fr. Eno to the list. We discussed our next steps with the list of names. Roger created a new version of the list in a spreadsheet format in order to improve tracking and a brief description of the candidate. Jim shared with the committee that he would be resigning from the Board at the end of this fiscal year, 6/30/22. However, he would like to continue serving on the Board Affairs Committee. In light of this news, the Board Affairs Committee will recruit four members for the Board. **All committee members will contact their assigned names on the 2022-01-10 Potential Board Member List (spreadsheet) emailed to the committee before the next meeting. Toby will contact current Board members by email to inquire about their plans to continue serving on the Board.**
6. *St Paul Board Policy Handbook.*  
Jim explained the revisions he sent to the committee prior to the meeting. **The committee will review and bring questions and feedback to the next meeting.**
7. *Review of Portal and Document Retention Protocols.*  
Jim did a phenomenal job with a plan to reorganize the portal. Toby received approval to make changes from Anthony who maintains the portal for the province. **Toby and Jim will redo the organization of the documents and give the portal structure.**
8. *Board calendar and forms*  
These will be on the portal and are included in the work Toby and Jim will do on the portal.
9. *Round Table Discussion*  
A brief discussion ensued regarding the materials we use to approach potential Board Members. Toby shared a bit about a Policy Governance conversation he had with Elizabeth Velarde. All committee members thanked Jim for his work prior to the meeting.
10. *Closing Prayer*  
John led the group in a Glory Be prayer.



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### **11. *Adjournment***

The meeting was adjourned at 6:33 pm.

Minutes respectfully submitted,  
Roger Frank  
Board Affairs Committee Recorder