



ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

February 15, 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 5:01 pm
2. *Opening Prayer*
John shared the Feb. 15th entry and prayer, "Danger of Pride", from the *Living Wisdom for Every Day* book.
3. *Review Agenda*
All members approved the agenda.
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.*
The committee reviewed each name on the Excel spreadsheet shared via email before the meeting. Each committee member gave updates on the people they contacted. Discussion centered on a recent interview with April Vonner. Many positive things were shared about April. The committee also discussed Brian Owens and his interest in serving on the board.
6. *Review Timing and Action Steps for New Board Members.*
The committee discussed the steps leading up to an evening of discernment event at St. Paul's for prospective board members. A date of Monday, March 14, 2022 was chosen for the event. Alternate dates of Tuesday, 3/15 and Wednesday, 3/16 were suggested. Jim shared an agenda that was used in the past. **The committee members will review an agenda and PowerPoint to be used at evening of discernment before March 14th.**
7. *Review of Portal and Document Retention Protocols.*
Toby shared the current process for uploading documents to the portal is the document gets sent to Kari, and she sends it to a person named Anthony who manages the portal for the province. Toby and Jim met previous to the meeting, and Jim gave files to Toby so that Toby can begin working on the update to the portal.
8. *Board calendar and forms*
Jim brought up the issue of the board adopting the monitoring matrix that would cover all policies throughout the year. He also spoke about the need for the board to have a conversation about incorporating a vision statement in the board's work. Committee members agreed that a vision statement should be used to guide the board's activities. He shared a vision statement from a few years ago that has not been put into action.
9. *Round Table Discussion*
There was a brief discussion about putting the gifts and conflict of interest information in the board handbook under policy governance committee section.



ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

10. *Closing Prayer*

John led the group in a Glory Be prayer.

11. *Adjournment*

The meeting was adjourned at 6:07 pm.

Minutes respectfully submitted,
Roger Frank
Board Affairs Committee Recorder