



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

### March 7, 2022 Meeting Minutes - Board Affairs Committee

Attendance: 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 5:00 pm

2. *Opening Prayer*

John shared a leadership prayer to start our meeting.

3. *Review Agenda*

The agenda was reviewed. Jim motioned to approve it, and Toby seconded the motion. They were unanimously approved. (Note: the agenda and the following minutes were approved with one vote.)

4. *Review Minutes from Last Meeting*

The minutes were reviewed. Jim motioned to approve them, and Toby seconded the motion. They were unanimously approved.

5. *Review and confirm list of candidates for the evening of discernment.*

The committee reviewed each name on the potential Board Member Excel spreadsheet. Some names were removed from the list, but they are good contacts to be Board Members in the future, to serve on committees, or to network to other people.

6. *Confirm invitation process.*

John suggested a reminder/confirmation email be sent to all of the potential Board Members who agreed to attend the evening of discernment, which is Monday March 14, 2022. **Each committee member will send a follow up email to the person he or she contacted on the potential Board Member Excel spreadsheet. Jim will revise and send the email invite template.**

7. *Confirm agenda for the evening of discernment.*

Toby talked about a PowerPoint he put together to use at the meeting. All members agreed it is best to keep the information at a high-level overview. We discussed the number of attendees including the Board Officers who were invited. The count was determined to be 15-16 people. **John will send Jim Bologna the count.** The committee discussed the guided questions from a template Jim sent to the group. There were some edits and reordering of the questions. The following are questions to be used for the evening with respect to time:

1. What is your personal connection with St. Paul of the Cross Retreat Center?
2. What led you to decide to say "Yes" to the Board membership discernment process?
3. What are your views about the lay Christian vocation and lay involvement in church ministry and administration?
4. What gifts would you bring to St. Paul's as a Board Member?
5. What does the Passion of Jesus mean for you?

The evening will end at 8:15 pm, but will allow for a few more minutes if needed.



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Toby will run the PowerPoint, and each Board Officer in attendance or Board Affairs Committee member will read the charters of the Board committees. Currently this is slide nine in Toby's deck. The committee discussed the PowerPoint. **Jim will print the committee charters for the meeting.** Cindy raised a question about name tags. **Jim will print name tags for the meeting. Toby will tweak the PowerPoint based on our discussion.** Toby brought up a question about if we would be able to give a small token of appreciation to the potential Board members invited to the evening of discernment. **John will ask Jim Bologna if he has any items for this purpose.** Roger asked if we would have printed copies of the agenda for everyone. **John volunteered to print the final agenda after Toby is finished editing it.** A question was raised about follow up with the attendees. During the meeting, Jim emailed everyone phone scripts for successful and unsuccessful candidates and a letter template for newly elected Board members. The email has a subject line of "Scripts / Letter."

### 8. *Round Table Discussion*

All committee members shared their thoughts about our meeting and the progress we have made in recruiting Board Members and the evening of discernment. Cindy updated the committee on the health of her brother who is recovering from a severe heart issue that resulted in surgery and a hospital stay. We will keep him in our prayers.

### 9. *Closing Prayer*

John led the group in a Glory Be prayer.

### 10. *Adjournment*

The meeting was adjourned at 6:03 pm.

Minutes respectfully submitted,  
Roger Frank  
Board Affairs Committee Recorder