



ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

October 17, 2022 Meeting Minutes - Board Affairs Committee

Attendance: John Bodary, Roger Frank, Matt Greenough, Cindy LaFond, Jim McKelvey, Brian Owens, 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 us in prayer with the October 17th entry “Be at Peace When Needy” from *Living Wisdom Every Day* book.

3. *Review Agenda and Minutes from last Meeting*

The committee reviewed the agenda and minutes. There were no changes. Toby motioned to approve, and Jim seconded the motion. All voted yes to approve.

4. *Assign responsibility for creating the GP 5 Monitoring Report for December*

Jim volunteered to take on this task. GP 5 is the governance policy about mentoring. A quick review of the assigned mentors and mentees took place. The mentors/mentees are as follows:

Mentee	Mentor
Matt Greenough	Toby Tabaczynski
Mary Martin	Kari Klinski
Paul Micallef	John Bodary
Deacon Steve Mitchell	Greg Soule
Brian Owens	Neil Sobeck
Apryl Voner	Cindy La Fond

5. *Determine the number of potential opening due to term limitations and report at the Board's December meeting*

Toby commented that we currently have 13 Board Members, and we are losing four due to term limits. Nine Board Members is a good number with respect to policy governance. He raised the question; do we need to recruit more? Discussion followed. Matt stated that he hopes that Board Members who leave the board stay on committees. This is especially pertinent as policy governance comes into maturity at St. Paul's. Discussion also took place regarding leadership at St. Paul's involving the CEO and Director of Mission and Ministry positions. Matt commented that this committee needs to be prepared for change and have structures in place to deal with change. Jim brought up that we have documents and procedure guides that are designed to assist us with change and other board affairs.



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6. *Determine which officers will be term-limited and advise the Board in December*
Matt talked a bit about elevating current Board Members to officer positions.
7. *Preview of tonight's report to the board on feedback/recommendations of the Retreat Day.*
While no survey was sent out to the members, the item will be opened up for discussion at the meeting.
8. *Review the Board Service and Skill Set Matrix for distribution to the Board in December*
The committee reviewed the matrix. Jim encouraged us to look at the skill sets and determine what needs to stay on or be removed. Given time constraints, no decisions were made at the meeting to change the matrix.
9. *Review the Board Affairs Charter for possible revisions.*
Cindy pointed out that we needed to remove number six about facilitation the annual evaluation of the Director of Mission and Ministry. We no longer do this as the evaluation is done during the year through policy governance reports. There was a discussion about sending Board Affairs meeting minutes to the Board Secretary within five days of the meeting. We will strive for meeting minutes to be approved via email before sending them to the Board Secretary, but with the understanding that revised meeting minutes may need to be sent if need be. Distributing minutes as soon as possible after the meeting is the goal.
Brian needs to be added to the charter.
10. *Prepare suggested Board Education topics for the upcoming year for the December board meeting.*
Toby spoke about previous education topics and presentations from St. Paul's and the greater Passionist community. Jim pointed out that per our charter we are to "Implement a Board Education and Training Plan." Cindy suggested having Fr. Alex share some of the work he is doing in the community. Roger mentioned that the Passionists are sharing many events on Zoom involving lay members and vowed.
11. *Review/update job descriptions (board, officers, and Director of Mission and Ministry) and distribute to the Board in December.*
There was no discussion on this topic.
12. *Round Table Discussion*
Members of the committee expressed gratitude for being at the meeting. John shared, "to never underestimate the power of the Holy Spirit."
13. *Closing Prayer*
John led the group in the Glory Be prayer.
14. *Adjournment*
John adjourned the meeting at 6:00 pm.



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Note: The next meeting will be on Monday, December 5, 2022 at 5:00 pm. The Board of Directors meeting will be on the same date.

Minutes respectfully submitted,
Roger Frank
Board Affairs Committee Recording Secretary