



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

### December 5, 2022 Meeting Minutes - Board Affairs Committee

Attendance: John Bodary, Roger Frank, Matt Greenough, Cindy LaFond, Jim McKelvey, Deacon Steve Mitchell, Brian Owens, Toby Tabaczynski, Absent: n/a. **Assignments are in bold print.**

1. *Call to Order / Welcome*

John called the meeting to order at 5:01 pm.

2. *Opening Prayer*

John led us in prayer with a reading from the *Little Blue Book for Advent/Christmas Season*.

3. *Review Agenda and Minutes from last Meeting*

The committee reviewed the current agenda and the minutes from the previous meeting. There were no changes. Collectively the committee approved them.

4. *Assign responsibility for creating Monitoring Reports for balance of the year (GP 10 for Feb., GP 4 & 13 for April, GP 11, 12, & 14 for June)*

**Jim will send the format of the report and volunteered to work with others.** The reports were assigned as follows:

February GP 10: Toby and Roger

April GP 4 & 13: Jim and Brian

June GP 11, 12, & 14: Matt, Steve, and John

5. *Review of and approval of the changes to our Board Affairs Charter*

**John will add Deacon Steve Mitchell to the charter.** Matt clarified the Board committees and Board members who be leaving the Board at the end of the fiscal year. He stated the value of members serving on committees after they leave the board. It's important to have institutional knowledge.

6. *A review of the Board's Bylaws*

John asked if the Board has approved the current bylaws. There was discussion about the last time they were approved. Toby indicated that the document the was sent to the committee previous to the meeting was not the current set of bylaws. **Toby will email the committee the most recent version.** The committee will review and make sure they are approved by the Board.

7. *A review of the "Job Descriptions for the Board Officers"*

Jim suggested sending the descriptions to the current officers. Cindy questioned having the secretary maintain custody of official records and seal of the organization. In regard to the secretary posting minutes to the portal, Brian commented that this is typically a responsibility of the staff and not volunteer Board members. There was agreement from all on this point. **Matt will bring it to Jim Bologna's attention.** Brian asked if staff could begin to use free technology tools to become more efficient in their work. There was discussion about if the various stakeholders are aware or knowledgeable about the technology available. All



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committee members agreed that the portal should be used as an archival space for historical purposes. Matt noted that this supports the charism. **Jim will work with Jim Bologna to advance the retreat center's use of the portal.** Jim said he would recommend that each committee have a designated space on the portal for their documents. **Cindy said she will begin using the "year-month-day" format for naming files.**

8. *A review of the two job descriptions for the Director of Mission and Ministry and the need for volunteers to reconcile the two and then review the resulting document with Fr. Pat prior to presentation to the board in February*

John shared information about the Earth and Spirit Center in Louisville, Kentucky and how the lay Director is a key person in the success of the center. John shared this to preface his view that this could be a template for us if a lay person were to be the director of the retreat center. The Board Affairs committee will be involved in the next Director of Mission and Ministry whenever that time comes. Matt suggested we look at the other retreat center's descriptions for their director positions. **Matt will contact the other centers and obtain their descriptions for our review.** The committee discussed the roles of leadership at the center and how they are configured. Matt asked Deacon Steve to use his expertise and assist in the creation of a job description, and Deacon Steve agreed to help. Deacon Steve asked if we could set up the roles in a new model. Also, he asked if we are restricted to the Holy Cross Province model. Matt shared that the CEO position model is favored.

9. *Round Table Discussion*

The committee members shared their final thoughts. Roger asked for prayers on an upcoming trip. Brian asked for prayers for his wife who is grieving the loss of family members. Deacon Steve talked about a need to task the staff with a plan to bring new people to the retreat center. Jim said he would be happy to assist Steve with the work involved in the director job description. Toby asked for prayers for two women that have health issues. Matt mentioned that while the charism committee is dissolving, a sharing of the charism will still happen at each meeting. Cindy talked about a need for the retreat center to know its neighbors. John mentioned there is a lot of opportunity to use the acreage at St. Paul's in ways to advance the charism.

10. *Closing Prayer*

John led the group in the Glory Be prayer.

11. *Adjournment*

John adjourned the meeting at 6:06 pm.

**Note: The next meeting will be on Monday, February 13, 2023 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