



ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

February 13, 2023 Meeting Minutes - Board Affairs Committee

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

1. *Call to Order / Welcome*

Jim led the meeting in John's absence and called it to order at 4:58 pm as all possible attendees were present.

2. *Opening Prayer*

Brian led us in prayer with a reading from the *Little Book of Wisdom*.

3. *Review Agenda*

The committee approved the agenda.

4. *Review Minutes from last meeting*

The minutes were approved and uploaded to the portal. Meeting minutes in the future will be sent as a Word document for approval, and committee members who have changes can include them in the document and send them to Roger.

5. *Review the Board Membership Selection/ Election Process (see Procedure "GP 2.1 Build a Competent Board" and the "2022-2023 Board Service Matrix", both of which are attached to the agenda email) and assign dates and duties*

Jim shared the document "Build a Competent Board" and guided the committee through the points. The committee also examined the Board Service Matrix. Four Board Members are leaving the Board at the end of the fiscal year. The Board will then have nine members, which is not a bad amount, but the following year three more Board members will leave. Matt pointed out that this will affect the Audit/Finance committee. Matt spoke about a person named Rob Galbraith as a possible new Board Member. No Board members have expressed a desire to leave. There was discussion about possible new Board members. **Roger will send Jim a list of possible candidates compiled previously, and he will combine it with a list he has.** Matt mentioned that the Charism committee possibly being on hiatus. There was a discussion about the monitoring reports for the Board meetings and the timing for each report.

6. *Review/approval of the Board Self Evaluation survey form (see attached Procedure GP 4)*

Matt sent to John a suggestion to change the order of questions about Passionist retreats. **Cindy will forward to John a change she has.**

7. *Review of the Job Description for the Director of Mission and Ministry*

Jim, Steve, and Matt met and discussed the job description. The work is ongoing.

8. *Review/approve attached procedure "GP 2.6 Posting Documents on the Provincial Portal"*

There was discussion about administration at St. Paul's posting the documents to the portal instead of the Board Secretary coordinating the process.



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9. *Round Table Discussion*

Cindy spoke about outreach to the neighborhood. Members agreed to send any possible Board candidates to John.

10. *Closing Prayer*

Roger closed the meeting with a prayer.

11. *Adjournment*

Jim adjourned the meeting at 6:07 pm.

Note: The next meeting will be on Monday, April 17th, 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