



ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

June 19, 2023 Meeting Minutes - Board Affairs Committee Zoom Meeting

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

1. *Call to Order / Welcome*
John was unable to attend due to the passing of his uncle. Please keep his family in prayer. Jim chaired the meeting in John's absence.
2. *Opening Prayer*
Jim led us in prayer with a reading from the *Living Wisdom for Every Day* book.
3. *Review Agenda*
The agenda was reviewed prior to the meeting through email, and there were no changes.
4. *Review Minutes from 4/17 Meeting*
Toby motioned to approve the minutes, and Cindy seconded his motion. The minutes were unanimously approved.
5. *Assign mentors for the new Board Candidates*
The committee discussed the pairing of current Board Members with new members and determined mentors will be assigned as follows:

New Board Member	Mentor
David Austin	Neil Sobeck
Rob Galbraith	Matt Greenough
Mark Moening	Cindy LaFond
Keir Coleman Ward	Brian Owens
Katie Montes	Mary Martin
Jim Gendron	Deacon Steve Mitchell

Cindy will contact Neil to ascertain if he can be a mentor.

6. *Review / Approve documents for New Board Members' Orientation (GP2.2)*
Jim will update the script for the PowerPoint used at the meeting and update the Agenda with roles for the items. Jim will then post these to the portal. He will also contact Jim Bologna to ensure the retreat center will be prepared for the meeting.

Concerning roles at the New Board Members' Orientation meeting, the agenda specifies who will be responsible for each item. **Brian and Roger will handle the "Review of the Binder" item.** The notes in the PowerPoint will indicate who will have which slides to present. Brian made an excellent suggestion to navigate to the portal and show new members how to access the content. He will incorporate this into his review. **John will print the "Ten Principles of**



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Policy Governance” for distribution at the meeting. The signing of the Board Member Agreement form will be taken off the agenda. This item will be done at the Board Retreat in the fall. **Matt will prepare a “Board Calendar” to distribute at the meeting, and he will also share the “Operating Budget.” Toby will take on the “Closing Prayer” for the orientation.**

7. *Assign responsibility for updating and emailing the contents (13 items) of the Orientation Manual to the new members*

Jim will up update the necessary items and upload them to the portal. He will also email a zip file to the new members.

8. *Round Table Discussion*

As the Board secretary, Cindy brought up a concern about how detailed the minutes should be for the Board meetings. Matt commented as a best practice the minutes should be a general summary of discussions, but specific when concerning items that are voted upon, for example policies. The committee also discussed the contents of monitoring reports delivered by retreat center staff. Committee members would like to have the information in the reports presented so that Board members can determine if the policy is in compliance. There was discussion about if additional policies need to be written or how this desire can be conveyed to the staff within the Policy Governance model of the Board. Roger will no longer be on the Board due to term limits and has decided not to continue to serve on the Board Affairs committee. He is grateful for the time he has served but has some new volunteer roles with another organization. He also feels it would be good to have some time away from Board service roles at the retreat center. The committee thanked Jim for his years of excellent service and wisdom as he has chosen not to continue serving on the Board Affairs Committee. Brian offered to become the Chair of the Board Affairs Committee as John is term limited as the committee’s Chair.

9. *Closing Prayer*

Deacon Steve led the group in a beautifully worded closing prayer.

10. *Adjournment*

The meeting was adjourned at 6:20 pm.

Note: The New Board Members’ Orientation will take the place of the next Board Affairs’ Meeting and will be on Monday, June 26, 2023 at 5:00 pm. Committee members are asked to arrive early to test technology and make sure all is prepared for the meeting. The Board Meeting will be on the same day, and new members are invited to stay for the meeting.

Minutes respectfully submitted,
Roger Frank
Board Affairs Committee Recording Secretary