St Paul of the Cross Board Meeting Minutes of June 25, 2023

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| **ATTENDING:** | **ABSENT:** |
| David Austin  John Bodary  James Bologna  Fr. Pat Brennan  Roger Frank  Rob Galbraith  Matt Greenough  Kari Klinski  Cindy LaFond  Mary Martin  Mark Moening  Faith Offman  Brian Owens  Fr. Alex Steinmiller  Toby Tabaczynski  Apryl Voner  Keir Ward | Jim Gendron  Steve Mitchell  Katie Montes  Neil Sobeck  Greg Soule |

Earlier this evening the Board Affairs team conducted orientation for the new incoming board members.

1. **Call to Order** – Matt Greenough called the meeting to order at 6:30 p.m.
2. **Consent Agenda and Minutes –** There were no changes to the agenda. The minutes from the April meeting were previously approved via email and that approval was confirmed unanimously.
3. **Update on Paul Micallef –** Paul has accepted a job out of state for a few years and will not be available to serve on the board at this time. He might consider joining the board when he is back in Michigan.
4. **Charism Sharing** –Faith shared videos and reflective readings on Laudato Si, The Passionist Way and racial and cultural diversity and immigration. These were the topics addressed at the recent Passionist Chapter. Board members were asked to reflect on these and share with another board member some new thoughts or insights they gained.
5. **Board Resolutions:** Board members approved two resolutions:
   1. **Donated house in Livonia** -: Step relatives of the previous owner want to buy the house in Livonia which was donated to St. Paul of the Cross by the previous owner. Net proceeds would be in excess of $120,000. Mike McCarthy served as legal counsel working with Jim Bologna. The transaction was completed in less than a year. Board approval is needed to sell the house. Brian moved to accept the resolution to sell the house. Apryl seconded the motion. Unanimous approval was given by the board. On behalf of the board, Brian will send a thank you to Mike McCarthy for his service.
   2. **FY 24 Budget-** The budget for FY 24 was reviewed by Matt and Greg and presented to the Finance and Audit Committee. The Committee accepted the fiscal plan and recommended board approval for FY24 Operating and Capital Budgets. Apryl moved to accept the FY 24 budget. Kari seconded the motion. Unanimous approval was given by the board. The fiscal year is July 1-June 30. Board members may ask to see the budget if time allows between review and final approval. Fr. Pat said that although it is the board’s job to monitor the budget, the board may also offer ways to improve it.
6. **Monitoring Reports Review –** Jim used old ends policy numbers for his monitoring report. In the future, he will refer to new ends policies numbers.

**Ends 6 -**Jim reported on how a culture of Passionist vocational encouragement exists at St. Paul of the Cross Passionist Retreat Center. This was in compliance with the Ends Policy.

**EL 3-** Jim reported on the public relations and communications program at St. Paul’s and efforts to strengthen the bond between the Retreat Center and the public. He is reaching out to the Brightmoor area and the City of Detroit Region 1 Leadership who are connecting with local houses of worship. He also reported to the board that the individual who was attempting to smear the retreat center’s name has stopped with his threats. Local churches are welcome to use St. Paul’s facility at a discounted rate and more diocesan programs are coming to the Center. Board has asked for a retreat count at next meeting. St Paul is in compliance with EL3.

**EL 8 -**.Jim reported that all programming at St. Paul’s fits within our Mission. Regular financial statements are presented to the Audit and Finance Committee and to the Province for approval. As of April, revenues are 17% above budget and expenses are 20% below budget. Expenses have been reduced by $4,000 per year for Internet and postage machine rental. Additionally, the Retreat Center now provides internet connectivity to the Passionist community saving the community $150/month. Additional revenue will be received in FY24 from the sale of the house that was gifted to us once it is sold in July and from the Federal Employee Retention Program (ERP). St. Paul’s qualified for the ERP because it retained employees through the pandemic. With the help of our auditors Gordon and Associates, St. Paul will be filing for the ERP in July. St Paul’s is in compliance with EL 8.

**El 11 –** Jim reported that monitoring reports are submitted regularly. The Board is not over-stepping or hindering performance. St Paul’s is in compliance with EL 11.

**GP 5–** New mentors have been assigned to incoming board members. They are: Neil Sobeck –David Austin; Matt Greenough –Rob Galbraith; Cindy LaFond – Mark Moening; Brian Owens – Keir Coleman Ward; Mary Martin- Katie Montes; Steve Mitchell – Jim Gendron. The role of mentor/mentees was shared at the orientation meeting preceding the board meeting. The board is in compliance with this policy.

**GP 11-** Board follows principle of “Hands around, not fingers in:” Board is in compliance with GP11.

**GP12 –**Board meetings are conducted according to policy. Board is in compliance with GP12.

**GP14 –** The board provides monitoring reports as well as an annual self-survey and posts the Board Handbook, meeting minutes, by-laws and monitoring reports on the Provincial portal. Many thanks to Jim McKelvey who has worked on the portal for the past few years, clearing up the entries and organizing all items for consistency and ease of retrieval by board members. St. Paul’s portal is an example for other retreat centers to follow. The board is in compliance with GP14. The annual individual board assessment was distributed to members at the meeting and will be discussed further at the August board meeting.

**BEL 5** – Matt reported that there is no evaluation of the CEO, per policy governance, but is reflected in the monthly monitoring reports.

1. **Review of Action Items from April 17 meeting –** Board self evaluations were completed and distributed to all, to be discussed further at August meeting. Jim gave a “pitch” for Golf Outing July 13 at Fox Hills. Fr. Eno will no longer be on the preaching team at St. Paul’s but will minister to the Filipino Community and probably serve as a local pastor. A priest from India will replace him as a third member of the preaching team. Board members were reminded that eventually a by--law change will need to be made regarding increasing number of possible members allowed on the board. All members received the most recent Ends Policy.

Jim distributed an extensive FY24 Marketing Plan for St. Paul of the Cross. This includes a revised weekend retreat evaluation, research with past retreatants and feedback from Captains. The plan gives dates for accomplishing tasks throughout the year.

Two major future goals are proposed: to contact all Archdiocesan parishes to spread the word on St. Paul’s and to create and market a Passionist weekend for young adults, aged 19-30. Board members offered ideas on a young adult weekend including contacts of individuals or churches that are successful in this. Jim suggested creating an ad hoc committee with the board to follow through on these ideas. The marketing plan will be a 2-3 year process, in order to evaluate what worked well and what didn’t. The board is encouraged to offer on-going support and help where they can.

1. **Update on Provincial Chapter Meeting-**  **June 7-13, at Sierra Madre**

St. Paul’s was well represented at the Chapter, with Fr. Pat, Fr. Alex, Fr.Eno, Jim, Faith and Toby attending . Toby reported on his 7 days at the Chapter, each day having a full agenda and opportunities for fellowship and community. Provincial vowed leadership was elected as well as lay leadership. Twenty six voting members selected the provincial and council. Faith was a planning chair for the Chapter and was elected to the council as a lay representative. Synodality was the focus. Attendees were encouraged to evangelize, be bold and creative. Diversity was a main topic throughout the week, including speakers and discussions. Toby noticed that lay influence was accepted and welcomed. He felt a call to deep discernment throughout the week. All in attendance were reminded to remember the crucified of today. Toby left all of us with a closing thought: “What can we do to support the Passionists?”

1. **Acknowledge and Thank Outgoing Board Members –** Four board members have served their term limits and are leaving the board: John Bodary, Roger Frank, Kari Klinski and Toby Tabaczynski. They were thanked for their contributions and their specialness to St. Paul’s. Most have served for 7 years, with John serving more as previous board chair and returning member. These outgoing members are encouraged to continue as committee members at St. Paul’s. After a year, they could serve another term, if they were invited to do so. Matt presented each with a token of appreciation.
2. **Closing Prayer -** Fr**.** Pat offered a closing prayer and blessing to all. .
3. **Adjournment -** The St. Paul Board of Directors meeting was adjourned by Matt at 8:35 p.m.

**The next board meeting is scheduled for Monday, August 21, 2023.**

Respectfully Submitted,

Cindy LaFond

Board Secretary