

Eliot Chapel Board of Trustees Meeting

June 20, 2023

In-person

Board members present: Claire Wyneken (2023), Toni Saunders (2023), , Sara Fleming (2024), Kalen Ponche (2024) Steve Swift (2024); Carole Glauser (2025); Sue Bell; Chuck Schuder (2024); (2025); Dr. Rev. Doug Wadkins

Not Present:

Ministers, Volunteers & Guests: Bob Becker

Gather (5 min)

- Chalice lighting & Opening Reading Claire
- Welcome Board and Visitors and Introductory comments Claire

Check-ins of highs and lows (15 min)

Visitor Comments (2 minutes per visitor) (5 min)

Meeting Preparation (5 min)

- Finalize agenda
- Transparency Ombudsperson's Report
- Confirm meeting assignments:
 - Timekeeper - Carole
 - [Process & Transparency](#) Observer - Chuck

Consent Agenda (5 min)

- Approve May 2023 Meeting Minutes
- Accept Ombudsman's Report
- Affirmation of New Eliot members (Bylaws, Article III, Part A): Welcome to new member Megan Suiter
- Accept Policy Monitoring Reports: ([See Policy Compliance Record](#))
 - 3.5 Policy Non Compliance: Toni and Chuck

https://drive.google.com/open?id=0BwTrzAfK_YPuM3BuLXRPUE1TU3c

Kalen moved and Sara seconded to pass the consent agenda. It was unanimously approved.

Treasurer's Report/Budget Discussion [Sue/Rev. Doug] (10 minutes)

Year to date deficit is \$44,000 and it is expected to grow in May and June to a total of a \$80,000 deficit. Camille expects only 90.5 percent pledge completion (about \$50,000 not coming in). About \$15,000 of that unfulfilled pledge income is from people who moved away or have stopped attending. About \$12,000 is from people who are active members but who have not started to fulfill her pledge.

Questions about revenue and expenses surrounding the trivia night noted on the expense report. Overall income was expected to be close to \$8,700, not the \$2,200 noted. Sue is going to follow up and ask for more details about it.

Sue will send out the letters to folks who have not yet submitted money they have pledged.

What is the Blanke fund? Could we use this fund to hire an intern minister? Typically you bring them in for a year and they basically need to figure out what they need to do to go before the fellowship committee and also do the things they need to do broadly to learn about ministry. One model, they come for 2 years, the first year they are part time, the second year they are $\frac{3}{4}$ time. You pay them a stipend. Part of the complexity is that we are at an all-time low for ministerial students. There are probably at a low for ministerial internship possibilities. Location can matter a lot.

Sue will research the Blanke fund.

Possibly Dee Evans

Draft Sanctuary Art procedure

Some people wanted to donate art to hang in the sanctuary. Rev. Doug requested a process for us to use to deal with issues such as proposed changes to the sanctuary. This is not so much a board policy but a mission-based governance approach to handle this issue.

This is under the lead-minister's domain but because it has high stakes for the congregation, it is a good opportunity for the board to weigh in.

Out of all of the spaces in the church, it has traditionally remained untouched. It is very rare that anything be changed that way. This is practically a mission-statement level change. It transcends operations and is one of the core understandings of a significant component of the

Chuck mentioned that 30 years ago there was an issue with us obtaining the organ because it would block the window. The church compromised by having the pipes stand freely instead of blocking the window.

The proposed procedure would have members and staff formally request the change to the sanctuary by bringing it to the lead minister. If approved, the lead minister will bring the matter to the board for consideration for discussion.

Rev. Doug mentioned that most of the ministers who consider a new piece would consider does this serve the purpose of the congregation and does it enhance the space.

The board unanimously approved the new process regarding aesthetic changes to the sanctuary at Eliot.

Draft Membership count procedure

Claire presented a process for membership verification process.

1. Members who made a financial contribution in the current church year or who had a contribution waived and documented will be considered current members.
2. At the beginning of a new church year, members who did not contribute in the prior church year or had their contribution waived will be sent a letter in the mail or an email following up.
3. We will reach out and if they do not respond within 90 days then they will be removed from the rolls.

Body Break (10)

New Business:

Strategic Planning for 2023-24 Church Year

Suzanne Lelaurin offered to help with a strategic plan. David Pyle can help with giving us information. Form a team- combination of board members and other people. Goal to get a team together. This would be a 3-year rolling plan.

Claire shared the past strategic planning process led to the takeaway that the church should do more to offer adult education.

August Board Retreat: Tentatively set for Aug. 18-19

Unfinished Business (25 min)

- Updates from David Pyle's staffing study (Claire)
 - Claire will send out an update via email and a meeting will be scheduled soon.
- Search Team Update (Rev. Doug)
 - The search team will have an onboarding retreat with Christine Purcell this summer.
- Volunteer Opportunities - Board promotion and collaboration with staff
Most of these report to the staff. We are going to be collecting names for the summer. We need to communicate with people.
Could we get a preliminary report? Sara will ask Camille for a copy of the list.

Onboarding of Rebecca and Bob 6/29 6:30 - 8:30pm

- Get Acquainted
- Policy Governance
- Board Files— the proposed procedure is not going to work.
- Doug will follow up on the proposed plan with Camille.
- Action item find someone to help us
- Sara will reach out to Adam Bockhorst about Google.
- Kalen will do a board briefing.
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Meeting Summary:

Process & Transparency Report

Decisions/Actions Taken/Follow Up

- Adopted Consent Agenda
- Determine Key points for board briefing

Assignments for July Meeting

Policy Monitoring Scheduled for July Meeting: All completed by Sara and Carole

- 2.1 Governing Style
 - 2.2 Board Job Description
 - 2.3 Annual Agenda Planning
 - 2.4 Officers Roles and Responsibilities
- (See [Policy Compliance Rec](#))

Closing remarks and Adjourn