

Jubilee Board Agenda 2021

Date _August, 16, 2021_

[Notes document](#)

[Future board agenda items document](#)

Present: Michael, Jenny, Laura C. Tim, Marc, Bruce, Laura Ann, Brian, Elizabeth, Michelle

Observing: Daniel

Regrets: John David

6:00 The Main Thing (5 min) (Elizabeth)

meditation or process for reminding us why we're here and why we're doing this.

6:05 Opening Round (10 min) (Laura Ann)

(suggestion: What percent of you are here tonight? Example: I'm 75% and 25% thinking about my upcoming vacation)

6:15 Administrative Matters: (Laura Ann)

- Consent to Minutes of last meeting (5 min)
- Confirm date and time for next meeting (5 min.) Sep 20, 2021
- Announcements and Upcoming Events (5 min.)
 - New [Board Agenda Items](#) document
- Agenda adjustments; accept Content of the agenda (5 minutes)

6:40 Matters of Content

Issues (60 min)

Issue	Team/committee	process phase	time
Elect Secretary (Michelle)	Exec	1. Consent on the role description	10 30

		2. Consent election process	
Committee development (Laura Ann)	Exec	Picture Forming *see notes doc	10
Interim Minister's scope of work through Fall.	Interim Minister	<ol style="list-style-type: none"> 1. Laura C. presents assessment of priorities and capacities 2. Picture forming (Laura Ann) <ol style="list-style-type: none"> a. quick reaction rounds b. proposal shaping for moving forward 	30

7:40 JokeMeister (5 min) Marc Foster

7:45 Reports: (30 min) (Laura Ann)

- Financials & Budget (10 min)
- HR: Hiring process and timeline: Administrator (see notes doc), Band Leader, Nurture Leader, Pastoral Care Leader (10 min)
- Communications (5 min)
- Facilities (5 min)

8:15 Closing round (10 min) (Michelle)

- What worked? What could have worked better?

8:25 Closing Blessing (5 min) (Laura C.)

8:30 Adjourn

Minutes:

Item	decision	term
Minutes of July 2021	Approved	
Elect Secretary	<p>Board consented to Secretary role description:</p> <ul style="list-style-type: none"> ● Board Secretary has equal power of consent in Executive Committee meetings. ● Attends all board meetings ● Ensures the creation of safety protocols, accuracy and necessary confidentiality of all Board records ● Ensures minutes for Board meetings ● Assumes responsibilities of Chair if Vice Chair and Chair are absent ● Provide notice of meeting ● Serves on Executive Committee and participate in agenda development. 	Feb. 2022
	<ol style="list-style-type: none"> 1. Jenny was selected for the role of Secretary by consent and then unanimous vote 2. Noted that Tim has offered to provide support to Jenny 	
Committee development	<ul style="list-style-type: none"> ● Nominating: Marc ● HR: Elizabeth, Michelle 	till August 2022

	<ul style="list-style-type: none"> ● Finance: Tim ● Fundraising: Michael, Michelle ● Facilities: Tim, Bruce ● Nurture: Jenny <p>It was recognized that since the Minister holds important perspective on all of the work of these committees and their work is affected by decision made in these committees, the Minister will be consulted and have consent on all board committees.</p>	
Interim Minister's scope of work through Fall.	<p>Laura Collins presented the Jubilee Staffing report linked here.</p> <p>Laura C announced her resignation with notice that her last day will be Nov. 21, 2021.</p>	
Dialogue	<p>Dialogue included expression of appreciation, sadness and shock at the announcement. Also included expressions of urgency of Short-term staffing needs identified in Ministers report as well as the planning of a Board retreat.</p>	
Meeting Adjourned	<p>Due to dialogue and processing of Ministers announcement meeting adjourned at 9pm</p>	

	<p>Reports were tabled.</p> <p>Closing Round moved online. Space provided below.</p> <p>Board sang “We are going” to close the meeting.</p>	
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CLOSING ROUND

Name	What worked about the meeting?	What could have worked better?
Michelle	I appreciated everyone going along with the election process. It felt like we had moment and productive dialogue that led to decisions about action.	Obviously, Laura’s news sucked. And we didn’t get to reports or closing round, which created several extra emails the following day.
Jenny	I like going around the circle and having everybody talk. It’s good for the exercise of listening and being heard. It also gives everyone a chance to talk. Sometimes I sit back and listen so that was good for me.	