

Jubilee Board Agenda 2022

Date: January 17, 2022

Present: Michelle, Phil, JD, Tim, Michael, Elizabeth

Regrets: Jenny

Absent: Brian

Observing: Bruce, Michele B., Steve Kallan, Mary O'Connor

Board Meeting

PLUS: Finalizing Board Retreat goals

- **Establish Big Picture Aims**
- **Identify pathway forward**

Purpose and Intended Outcomes:

- To review the work done at the retreat (see [Retreat Report summary](#)).
- To review what has happened since the retreat
- To review the [Gap Analysis graph](#) and determine if the BOD is aligned on the outcomes of our proposed work with BOD
- To have the BOD see what Mary & Steve can deliver (as partners) and potential benefits
- To determine how BOD can organize themselves in order to do this work (is it the whole BOD? Who are the sub-groups to work on each of these areas?)
- Deliberate the issue of engaging consultative support for productive transition in 2022. Decide whether to accept Epic Mind proposal. Decide next steps for BOD and Consultative Team (Mary & Steve)
- Decide work we will do between now and 2/18 (next BOD meeting)

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

6:05 Administrative Matters: (Michelle)

- Consent to Minutes of last meeting (4 min)
- Confirm date and time for next meeting (1 min.) Feb. 21, 2022
- Announcements and Upcoming Events (5 min.)

- Welcome **Phil Guida** . Accepted at Dec. 27 meeting
- Review Content of Agenda (5 minutes)

6:25 Matters of Content

Issues (time)

Issue (Name)	Team/committee	process phase	time
Recap: What we adopted at Dec. 27 meeting	Finance	<input type="checkbox"/> Procedures and plans adopted as living, working and will adapt as feedback arises: <ul style="list-style-type: none"> <input type="checkbox"/> Jubilee Budget Procedures from Tim <input type="checkbox"/> Budget and FR process and timeline from LC <input type="checkbox"/> Reactions round:	10 min.
Proposal to adopt budget for 90 days. To be reviewed by April 18	Tim, Finance Committee	<input type="checkbox"/> 2022 Budget Summary <ul style="list-style-type: none"> <input type="checkbox"/> Round: Clarify Questions <input type="checkbox"/> Quick Reactions <input type="checkbox"/> Adjust proposal <input type="checkbox"/> Test for Consent 	10 min

6:45 JokeMeister (5 min) (Jenny)

6:50 Mary and Steve

- Recap the retreat outcomes/ what got accomplished

- ~~Review what has happened since the retreat & decisions from 12/27~~
- [Review Follow-up report](#) and suggested actions from that report
 - The results of the retreat highlighted a number of tasks and 3 clear priorities.
- Review high level aims and priorities/ things for 2022
 - Over the course of the next 12 to 24 months, it is critical that Jubilee! strengthen these priority functions of the organization.
- Mary and Steve present proposals for areas to develop in this coming year including board governance and decision-making
Resource: (the Gap Map from their proposal)

THE GAP

Where we are now Where we want to be

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| <ul style="list-style-type: none"> o Governance, staff and ministerial leadership is in transition o There is waning enthusiasm in the community o No clear spiritual leadership o Board clarity and roles are in transition and fragile o Jubilee! still struggles with founder syndrome. o The culture of the first generation has strong positives as well o Fundraising plan is unclear | <ul style="list-style-type: none"> o Staff roles are clear and all jobs are being performed with efficiency and grace o Business and infrastructure priorities are met, organization is stable o The fundraising machine is inspired by the mission and is working well o The Board is functioning well together, with effective decision-making, rules and responsibilities, governance; new appropriate Board members are onboarded with efficiency o There is a strong, charismatic and inspiring ministerial leadership and spiritual programming (i.e. Pathways, youth spirit, etc.) that is attracting new people o We have strong, engaged teams making an impact on the community (i.e. social equity, Earth, Art, Singers etc.) |
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8:05 Board convenes in special session: (30 min.) (Michael)

- Proposal: Engage consultative support for productive transition in 2022 as recommended by Laura C in the fall and as accepted by board at that time.
 - Round: Clarifying questions
 - Round: Quick Reactions
 - Adjust proposal
 - Test for Consent

- Decide whether to accept Epic Mind proposal.
 - Round: Clarifying questions
 - Round: Quick Reactions
 - Adjust proposal
 - Test for Consent

8:35 Decide next steps for BOD and Consultative Team (Mary & Steve)

8:45 Closing round (10 min) (Michelle)

- What worked? What could have worked better?
- Elizabeth: Feel energize by robust discussion
- Phil: Impressed by full engagement, and taking a board seat no brainer sad not everyone was present.
- Micheal: Trilled by the consent culture shift
- Michelle: Liked Micheal's facilitation would it work better to be in person. Happy the agenda accomplished in time
- Bruce (observing):
- Michele: Worked together on consent, impressive with the growth of the board in the year she has observed.
- Steve: I never want to work for a client where I care more about the org. that they do and that isn't the case here.
- Mary: Felt the spirit of Jubilee well reflected in the board and wants to be spiritually moved to tears on Sundays.
- JD: Heartened that we continue to work through our business in a deliberative fashion (I didn't have to turn into a pumpkin!). Wish we could meet in person. Grateful for the technology to met remotely.

8:50 Closing Blessing (5 min) (Michael)

9:00 Adjourn

Minutes:

Item	decision	term
Budget Process	Tabled	Feb. Board Meeting
Epic Mind Proposal	Approved in principle details to be adopted in special session TBD 1st week of Feb.	Feb. 7th(ish)

- Tabled adoption of Budget Proposal for Q1 2022 (to serve as working model for the entire FY 2022) to Feb. Board Meeting. Tim will be getting actual cashflow for Q4 2021 (not budget projections) to inform our thinking.
- Having said that we moved ahead with a vote to hire Epic Consulting to assist us in the ongoing transition for an initial period of three months at a cost not to exceed \$9,000 for 15-20 hours of work per month.
- A more detailed proposal of deliverables in that time frame with an option to hire Steve to do more hands-on work will be created in collaboration with board and staff over the next two weeks and a special board meeting will be called the first week of Feb. to review and adopt the proposal.
- Tim will update the budget to include the consulting work and better reflect the reality of current spending especially around human resources, if upward adjustment to compensation are necessary to reflect the approved budget, HR committee will make those changes retroactively.
- A brief and robust discussion was had on the need for a reconciliation ceremony and ritual. JD reminded the board that CelCom has 2/27/22 scheduled as Reconciliation Sunday timed to Ash Wednesday. CelCom will discuss this in our next weekly meeting.

- Much love and gratitude to all that participated in this meeting. JD is a fitful note taker so if I missed anything here **please** tack it on.
- Michelle I leave the satisfaction of checking off boxes to you, love.

Addition, the minutes from Jan 31st meeting:

Present: Elizabeth, Michelle, Jenny, Michael, Phil, Bruce

Regrets: JD, Vinite, Tim, Brian

- The board quorum gave consensus for the proposal of Epic Consulting!
- Michael is coming up with a draft to add to the proposal for our vision of what we are working toward. Coming soon. :)
- We will propose to integrate Epic Consulting to the budget in our February meeting. Bruce and Tim will work together.