

**STAR ISLAND CORPORATION
BOARD OF DIRECTORS MEETING**

Tuesday, December 16, 2008
By Telephone Conference Call

MINUTES

Members in attendance:

Ron Cordes
Stan Corfman, Treasurer*
Josh Davis
Brad Greeley, President
Sharon Kennedy
Kristin LoFrumento
Karen Mathiasen
Suzanne May
Russell Peterson, Vice President
Jan Prochaska
Jordan Young

Absent:

Dave Brown
John Hickey

Others attending the meeting

Vicky Hardy, CEO
Mike Jackson, Pel Representative
Joe Watts*

* part of meeting

For opening words, Jordan Young read “Keys to Contemplation” from *A Thomas Merton Reader*:

The requirements of a work to be done can be understood as the will of God. If I am supposed to hoe a garden or make a table, then I will be obeying God if I am true to the task I am performing. To do the work carefully and well, with love and respect for the nature of my task and with due attention to its purpose, is to unite myself to God’s will in my work. ... When I act as ... [an] instrument [of God,] my labor cannot become an obstacle to contemplation, even though it may temporarily so occupy my mind that I cannot engage in it while I am actually doing my job. Yet my work itself will purify and pacify my mind and dispose me for contemplation.

Unnatural, frantic, anxious work, work done under pressure of greed or fear or any other inordinate passion, cannot properly speaking be dedicated to God, because God never wills such work directly. [God] may permit that through no fault of our own we may have to work madly and distractedly In that case we must tolerate it and make the best of what we cannot avoid. But let us not be blind to the distinction between sound, healthy work and unnatural toil.

In any case, we should always seek to conform to the logos or truth of the duty before us, [of] the work to be done...

Brad Greeley, President, called the meeting to order at 7:07 p.m. The Clerk took the minutes. We began with items pursuant to our Consent Agenda, namely, Minutes and the Development Report. Upon motion duly made and seconded, no further discussion being necessary, it was

unanimously

VOTED: To approve the minutes of the November 18 Board meeting and to receive the Development Report.

It was noted that a reminder to complete the on-line survey we are conducting to help us in our planning for the Capital Campaign should be added to the Development Report. We have so far received 270 responses.

Chief Executive Officer's Report. The following are excerpts from and comments on the Report, presented by CEO Vicky Hardy.

- **Office Relocation.** Our move to the Portsmouth Historical Society space is scheduled for January 30. Our move will be "green" in that we are using reusable crates, not throw away cartons. There will be a call for volunteers to assist with the move. Upon motion duly made and seconded, no further discussion being necessary, it was unanimously

VOTED: To affirm the CEO's authority to sign a sublease with the City of Portsmouth in accordance with the terms presented to the meeting.

Vicky noted that the sublease will be reviewed by the City attorney.

- **The Chapel.** We have a draft report and are expecting the final version by the first of the year. Nicholas Artim, our chapel consultant has made recommendations, including fire retardant paint, that we believe will permit the chapel to accommodate 80 people. We will be seeking state approval on this.
- **Information Technology.** We have now outsourced IT. Our consultant is currently fixing our computer problems in the wake of the recent ice storm.
- **Energy Audit.** Ron Cordes has drafted a wonderful energy audit of Star with suggestions for conservation.
- **De-accessioning of Painting.** Pursuant to our de-accessioning policy (discussed later in these minutes), we are putting up for auction a painting by J. Appleton Brown that our Island Heritage and Artifacts Committee and the Vaughn Cottage Curator have determined has no connection whatsoever to Star Island, and thus can be sold.
- **Director of Development.** Angela Matthews officially begins work in January as our new Director of Development, but she is already writing proposals for us.

Treasurer's Report. Stan Corfman gave the report. Given the current state of the economy, we are unlikely to meet our Annual Fund goals, and thus we must revisit our budget and cut as much as \$100K. In anticipation of this, Vicky Hardy and Kristi Vazifdar began this process six weeks ago, and will provide a range of options. There is no plan to cut marketing money, and in fact there is soon to be a marketing meeting with Dave Anderson. We are still holding to the

following: (1) a break-even budget, (2) allocating \$50K to reserves, and (3) no accounting for depreciation. The capital budget is divided into what must be done for regulatory compliance and what can wait. Stan noted that there was a recent “Dialing for Dollars” event at the SIC office. Upon motion duly made and seconded, no further discussion being necessary, it was unanimously

VOTED: To accept the Treasurer’s Report.

Pel Report. Mike Jackson gave a brief report, noting that a Pel gathering is planned for a time between Christmas and the New Year.

Committee on Appointments. Jan Prochaska presented the recommendations on behalf of the Committee. After discussion and upon motion duly made (no second being necessary), it was

VOTED: To accept the recommendations of the Committee on Appointments as shown below:

Chairs:

Membership – Kris Lo Frumento (UCC)
Committee on Appointments – Lois Grebe (LOAS) and Edmund Jones (IA) – co-chairs

Reappointments:

Anne Sontheimer King – Committee on Appointments
Martha Copithorne – Committee on Appointments

New Appointments:

Health Committee - John Mark Blowin
Personnel Committee – Lauri Yanis
Membership Committee – Tom Coleman (AS1) and Randall Grometstein (LOAS2)
Rutledge Marine Lab – Anne Ogilvie (IA)
Committee on Appointments – Lisa Jennings (AS1)
Strategic Facilities Planning Committee – Karilyn Heisen (AS1, IRAS, UCC), Martin Schrage (IA), Nick Dembsey (IA) and Laury Bussey (ISHRA)
Finance Committee – Steve Blakney (LRY, RE, IRAS) and Jeremy Hill (ARTS)
Fund Development Committee – Emily Cann

Generally committee memberships are three-year terms, renewable once. In the case of a few committees, however, such as Facilities, there are very specialized requirements and it is important that we not disqualify people who can fulfill them. It was suggested that we need guidance from the Committee on Appointments regarding term limits, re-election, and the role of ad hoc membership. It was voted to table action on this matter for the present, and suggested that we ask the Committee on Appointments for guidance. Upon motion duly made and seconded, no further discussion being necessary, it was unanimously

VOTED: To increase the membership of the Strategic Facilities Planning Committee from eight to ten.

Long-Range Planning Group. Dave Anderson is willing to continue chairing this group. He agreed that it become a subcommittee of the Finance Committee, with the Treasurer as a liaison to the Board. The subcommittee will especially look at occupancy and at impact from Appledore. The current subcommittee members are Dave Anderson, Stan Corfman, Bruce Parsons, and David Yermack. An additional member is needed.

Stan Corfman left the meeting due to a previous commitment.

The 2010+ Calendar

This will be the topic of the January 17 Council of Conferences (CoC) meeting. It was emphasized that the calendar needs to be set out for the greatest good of the Corporation. The calendar question has been looked at periodically for at least the last twenty years, but this is a once-in-a-generation opportunity to redo the calendar, bearing in mind what is best for Star's long-term viability. Having put forth the calendar options, we then need to work with the conferences to address problems, making clear that we are asking for advice, not a vote, and on what. There were no waiting lists for present family conferences, but another family conference might be beneficial in the future. .

Discussion followed on materials to be sent to CoC delegates. We need to recognize that because of inherent conflicts, some people will end up unhappy.

We have promised IRAS that we will publish the 2010 calendar by February 1. This will be voted on at our January Board meeting.

Retreat Planning. We have four goals for our February retreat:

1. The strategic plan review
2. Team building
3. Introduction of Angela Matthews/The Capital Campaign
4. Policy governance updating.

Board Self-Evaluation. Suzanne noted there was overall improvement and that "Relationship to Staff" got the highest score.

De-accessioning Policy. This is a 1988 document that we have reviewed.

Executive Session. At 8:46 p.m., the Board voted to go into Executive Session, the minutes of which are kept separately. The purpose of the Executive Session was to discuss personnel matters, the Makers of Light Award, and Appledore.

The Executive Session ended at 9:05 p.m.

The Board meeting reconvened at 9:06 p.m. for the purpose of adjournment.

Next Board Meeting. The next meeting is Tuesday, January 27, at a place to be determined in downtown Boston.

There being no further business, it was

VOTED: To adjourn the Meeting.

The Meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Karen Mathiasen, Clerk