

Mid-Atlantic Pathwork Board of Trustees

Meeting Minutes

Monday, February 29, 2016, 3:30 - 6:00 pm

1) **Attunement, invocation, check-ins.** All Trustees present, plus Paul Klinger. Tom has laryngitis so Lisa is leading the meeting.

2) Administrative items

a) Review dates of **future meetings.**

- i) March 28, 2016, 3:30-6:00
- ii) April 25, 2016, 3:30-6:00
- iii) May 31, 2016, 3:30-6:00
- iv) Proposed: June, no meeting; July 25, 3:30-6:00

b) Assignment of **recording duty**

- i) February: Darlene
- ii) March: Kent
- iii) April: Lisa
- iv) May: Brad
- v) July: Darlene

Dates approved. With July kept as a target date due to Steve's possible travel. Recording duties approved.

3) Reports

a) Center Operations, Land & Building combined. Lots of time has been needed to get the new book keeping service to be able to work with us and put our books into a form that they can use as well. There has been much improvement but there is still more needed.

The interface with the new systems for our Pathwork programs is also being worked out over time and creates some confusion. Zim is working with Paul on the Helper Training enrollment and budget.

It is clear that more revenue opportunities are needed. Paul looked into price comparisons with 2 other comparable retreats Rosalind and Claymont. Both have acreage, our food is considered better. Rosalind and Claymont have more luxurious lodging conditions. Overall it is a reasonable apples-to-apples comparison for our area. Our prices for rooms, and meals were comparable. We have a grounds fee others didn't but others had meeting space fees that we do not include. It is proposed to charge an additional 150 per day for small meeting space and \$4-500 for the Light House sanctuary.

Another pro-active approach was to work at keeping cancelations. Two recent ones were unsalvageable with one being replaced with something better. Two customers were able to

make some suggested adjustments and the events were not cancelled. Kent volunteered to help Paul in negotiations with Birth Keepers. Kent has connections with two leaders of Birth keepers.

Paul was able to realize some cost savings by switching fuel venders to Tiger and installing electric heaters in Oak House and Morning Glory.

Staff remodeled the inside of Acorn after doing the outside last year. Also we have an applicant, Kate Gilbert, approved as long term resident volunteer to live in Acorn for a year. She's connected to Sevenoaks through the Psychoenergetics program, and will work 30 hours a week as a volunteer in grounds, kitchen and housekeeping.

The well upgrade project is nearing completion. Pipes are installed, electrical connections coming next week. The State will inspect by end of next month. The project is about 10 days behind schedule.

The kitchen staff has completed recipe cards, 13 recipes so far. They are sold individually and as a pack.

Paul is working on upgrading the Sevenoaks website, story boarding the layout and analyzing which pages getting most hits. Pathwork visibility and navigation is less than desirable. This should be a main focus for our marketing. Beth Hedquist from the Council has offered to try to help with this.

Sales – February is a difficult sales month. A winter storm postponed yoga retreat to April.

b) Fund Raising — Lisa No report in drop box. Time to think about membership renewal and Spring campaign. Looking at Spring campaign as end-of-year and membership campaign, letters need to go out soon. Will work with Darlene and w/ council to consider some members who didn't pay last years membership.

c) Finance Committee: We have filed preliminary taxes for 2015 after month of struggle making progress on creating workable system to review entries on income and expenses. We still need to make progress on a way to document what is being done so it isn't redone each month. Budgeting cycle comes up in April.

Kent summarized the financial report. Rental sales projections for the current fiscal year are about \$98,000 behind what was budgeted. After deducting the estimated costs of supporting rentals, this still leaves an anticipated deficit for the year of about \$57,000. We will need to continue borrow from supporters to fund this deficit.

The Finance Committee will work closely with Paul to develop and flesh out a strategy for maximizing revenues and increasing sales and report at the next Board meeting.

- d) Pathwork Council Report — Darlene, see Council minutes in Dropbox and Report on Community Gathering and Pathwork initiatives. In summary, the weekend was a great marketing success for Pathwork even though the numbers were down. It seems more than feasible that we will have at least one new class next fall and possibly more. Helper training is soon launching with a good number of at least 13 students.
- e) New Business: Kent made a motion to give Laurie Harris a board commendation for her excellent work with the Pathwork Newsletter, getting out the deadlines and doing a beautiful job. Tom will write a letter.

4) Executive Session (Trustees meet without staff)

5) The meeting was adjourned at 6 pm.