

Mid-Atlantic Pathwork Board of Trustees

Minutes - Monday, March 28, 2016

- 1) **Attunement, invocation, check-ins.** Attending - Tom Hubbard, Kent Peterson, Brad Smith, Darlene Rollins, Lisa Walker; Steve Cooper (consultant); Paul Klinger (Center Director)
- 2) **Future Meetings.** Dates of future meetings, along with responsibility for taking minutes.
 - i) May 2, 2016, 3:30-6:00 - Lisa
 - ii) May 31, 2016, 3:30-6:00 - Brad
 - iii) July 25, 3:30-6:00 - Darlene

3) Center Operations, Land and Building Report - Paul

Paul presented a written report. Some highlights:

Center Director: Paul has focused working with bookkeepers to align financial records, developing a 2016 business development strategy, monitoring completion of the upgraded well/water system (which is hooked up, pumping water, and awaiting final inspections), and overseeing staff.

Sales and Client Services: Gretchen and Paul have booked \$43,000 of new business this month. Paul has made sales calls to 25 or 80 prospective customers on his list.

Maintenance: Jason and Patrick are considering options for dealing with leaking hot water heater in Holly House, and have been integral to the completion of the well/water system upgrade.

Grounds: Alex has addressed a large sink hole in the ground between Holly House and Oak House, filling it with truckloads of sand; harvested the first crop of spinach in the organic garden, been doing spring pruning, weeding a bulb planting, and training Kate Gilbert, a new Sevenoaks resident living in Acorn, who will be staying for a year.

Food Services: Conny and her staff have been busy feeding clients; selling recipes, cutting boards and aprons in the bookstore; developing new recipes for soups and entrees; and working on community outreach,

4) Fundraising Committee Report – Lisa

Lisa will be preparing a new membership renewal letter this week. She has been active in client development, contacting people at AARP and military for potential rental activity.

5) Finance Committee Report - Kent

Kent, Brad, Steve, Tom and Paul all reported on recent intense committee activity. In the past month Brad has devoted considerable time to reviewing our current financial accounting system and our Profit and Loss statements and Balance Sheets.

Brad triaged our financial statements for the prior FY ending June 30 to develop clear, consistent reporting. In April he will provide final figures for submitting a slightly revised 990 tax form for the year.

For the current FY Brad took over role of comptroller. Based upon his review, he recommends improvements in our financial systems in three areas:

- A. Simplifying current financial processes and creating well-documented guidelines and protocols to be followed by bookkeeping data entry.
- B. Onsite bookkeeping continuing to use the desktop version of QuickBooks software (abandoning the idea of using QuickBooks online).
- C. Adding a comptroller function to be performed by an accountant monthly in reviewing and verifying bookkeeping entries, and being available to answer bookkeeping questions as they arise.

The Finance Committee has decided to seek an alternative to our current outsourced bookkeeping service and will report on progress at the next Board meeting.

MAP has used money from first "Friends and Family" loan and taken the second planned loan. Fall contributions plus money in reserves have been used to fund completion of water system, so financial reserves are now limited.

Paul reported on the Business Development plan that he developed in conjunction with the Finance Committee. By removing coop pricing, charges for use of meeting spaces, recruiting new large clients for recurring business, hosting niche weddings, and renegotiating key large contracts, he projects that revenue can increase by \$62,220 in FY2017 and \$106,190 in FY2018. Sevenoaks spends approximately \$50K a month and must therefore bring in \$12K each week.

Steve has begun developing our budget for FY2017 and expects to present a draft budget in May.

6) Pathwork Council Report – Darlene

Darlene provided Council minutes through March 10 and reviewed highlights. Zim Putney will continue as chair. Megan will hold an introductory Pathwork workshop in conjunction with an upcoming PTP weekend. The Council wants to clarify Sevenoaks administrative logistics. A group of prospective PTP1 students has coalesced after the recent Member's weekend and are communicating regularly. Cindy has been designated to lead a new PTP1 class. Megan and Julia will teach PTP3. Darlene has proposed a stand-alone program resembling PTP5. Plans are underway for a August community weekend which may add to the prospective PTP class.

- 7) **Election of Trustees** — All current Board members were elected for 3 year terms in March 2014 and terms will expire in March 2017. The Board agreed that elections are not required in 2016. There was discussion of appointing an additional representative from the Pathwork Council to strengthen continuity and connection.
- 8) **Executive Session** - Trustees held a brief executive session without staff.
- 9) **Adjourn** - The meeting was adjourned at 6:15 pm.

Respectfully submitted,

Kent W. Peterson, March 29, 2016