

Mid-Atlantic Pathwork Board of Trustees

Monday, May 2, 2016, 3:30 - 6:00 pm - Minutes

After wishing Steve Cooper a happy birthday and attunement and check-in, the board agreed on future meeting dates of May 31, 2016, July 25, August 29, and September 26, all from 3:30 to 6:00. The following will record minutes May 31: Brad; July: Darlene; August: Kent; and September: Lisa.

1) Reports

Center Operations — Paul reported that the **new website** was being tested and it should be launched tonight. Beth Hedquist is working on the Pathwork part of the site. Lisa raised questions about the membership and donations sections. Paul is doing research for new business development including a new profile on Rappahanock Rapidan Regional Commission sites, the Virginia Piedmont and Madison County Chambers, outreach to UVA athletics and other ACC teams, research on AARP and other groups. He is researching grant options and has modified rental pricing, removing coop pricing and adding fees for room rental.

Sales — added 1 new group for FY 2016, 8 new groups for FY 2017, and 1 for 2018 for a total of \$79,000 in new revenue. Questions were raised about potential large, mid-week groups such as Road Scholars and AARP. Board members asked how they can support staff in outreach.

Maintenance — is pricing out renovation of Center Building deck.

Well Project — has entered its last phase, having passed its in-house water quality test, the county inspection went well, asking only for inclusion of two new valves and expect that approval next week. The state has approved the well for bacterial tests and the engineer asked that cement be put around the well head and expect that approval next week. Should have full approval by the Virginia Department of Health by mid-May.

Land & Building report — request has been made for a path from Morning Glory to Lighthouse which staff is investigating. A new bathroom has been installed in Corn Crib and bathroom work done in Center Building.

Fund Raising — Lisa reported on membership, making a recommendation that the membership payments from PTP and Helper Training tuition that haven't been, be transferred to the membership account and recommended that a fee of \$50 for membership be added to each Graduate program module for those participants who are not current members. Kent recommended that this be identified as a partial membership fee, to give participants an incentive to become full members. Brad moved that we approve this as policy and Lisa seconded it. Lisa will let the administrative coordinators for each program (Gary, Julia and Zim) know that it is the sense of the Board that students in programs be members of Mid-Atlantic Pathwork and that this fee would be added to the student's bill. Kent will raise this at the June Graduate program meeting. Lisa will provide

the Finance Committee with a summary of this information so that funds can be transferred.

Finance Committee — After a lot of hard work and many hours put in by members of the Finance Committee Steve Cooper agrees with the books that Brad Smith re-worked and the Finance Committee believes that the accounting is accurate, with a few remaining questions.

Financial reports – Current forecast for bottom line at the end of the year in June is that we will have a \$89,000 loss, about \$50,000 more than what we project in the budget and the Sustainability budget. The largest shortfall remains in rentals but donations and membership are also off. While a lot has been corrected in the financial documents, there are still about \$4000 in items that are known to be incorrect.

Financial management update – Board will hire an accountant to oversee the bookkeeping process and draft procedures; it will look for a part-time bookkeeper to replace the current firm we have.

Update on budget process for 2017 – Steve has put together a first draft of an FY 2017 budget based on figures projected by the school, contributions and rentals.

Pathwork Council Report — Council minutes have been placed in the Dropbox. Council is projecting a new first year class this year. It has also scheduled a Helper's retreat later in May and is planning a Members weekend August 20-21.

2) Executive Session (Trustees meet without staff)

3) Adjourn

Motion was made and seconded to adjourn at 6:10 pm.