

## Mid-Atlantic Pathwork Board of Trustees

AGENDA: Monday, October 31, 2016, 3:30 - 6:00 pm

In attendance: Laurie Harris, Tom Hubbard, Paul Klinger, Kent Peterson, Darlene Rollins, Lisa Walker; Steve Cooper (advisor). Laurie was welcomed as a new Board member and expressed her enthusiasm in joining, with hopes that her skills as an organization development consultant can be helpful.

### 1) Future meeting dates, all 3:30-6:00 pm (and recorders)

- November 28 (Brad)                      - January 9 (Darlene)
- February 27<sup>th</sup> (Lisa)                      - March 27 (Laurie)

### 2) Reports

a) Center Sales and Operations — Paul reported on both. The new website continues to draw increased attention - had >5000 hits in last month. Preparing two wedding proposals. Booked two new clients for January 2017, but also had three winter cancellations. Shamans, who were 7 guests short last year, added 3 guests beyond projected this year, benefitting revenues. Currently at 94.7% of rental projections for current FY; need additional \$26,432 to meet budget.

Paul reviewed activities of each Sevenoaks department. New deck on Center Building was installed during 3-day break October 3-6. Plan another modest tree cutting weekend once leaves are down. Discussed overgrowth of tree of heaven in certain areas.

b) Fund Raising and Membership — Lisa presented a proposed color brochure that she and Paul developed for the fall fundraising campaign, with plans to mail to approximately 500 individuals in November. New MAP membership currently at 63; will send reminder notices soon.

c) Finance Committee — Steve summarized his extensive financial documentation: budget analysis for current year, cash flow projections, key metrics and analytics. Four months into our current year, projections show loss of \$39,802, compared to a budgeted profit of \$3,262 – so still need to improve finances \$43,064. This seems very achievable.

Kent reported on other FC activities: a) moving from modified cash to modified accrual accounting (September Board action), which will be complete in November, b) a careful update of balance sheet with input from Brad, c) securing additional funds for future loans as needed, d) developing a workable template for affordable Pathwork events at Sevenoaks.

d) Pathwork Council — Darlene reported on Pathwork Council activities. The Council held a number of emergency sessions prior to initiating a new PTP 1 class in September.

Council minutes are posted for review. Helper Training class has gained an additional member, who previously completed the first year of Helper Training. The Council is eager to work with the Finance Committee to work out details of supporting Helpers offering low cost workshops at Sevenoaks on weekends when other events are taking place simultaneously. Tom Hubbard will carry this forward, with input from the Council.

**3) Executive Session** - Trustees met without staff. One item that arose was need to report to the Board rental cancellations as well as new bookings. It was recommended that the Center Director include in his monthly report a section on “Challenges and Proposed Solutions.”

**4) Meeting adjourned at 5:21 - a record for timeliness.**

**Recorder: Kent**