

Mid-Atlantic Pathwork Board of Trustees

Thursday, June 22, 2017, 3:30 - 6:00 pm

Attending: Tom Hubbard, Kent Peterson, Paul Klinger, Lisa Walker, Laurie Harris, Brad Smith.

1) Attunement, invocation, check-ins.

Board members checked in, letting others know what is happening in their lives.

Future meeting dates (and recorders)

August 28, 3:30-6:00 (Kent)

September 25, 3:30-6:00 (Darlene)

October 30, 3:30-6:00 (Laurie)

November 27, 3:30-6:00 (Brad)

2) Reports

a) Center Operations — Paul provided a summary of work ongoing at the Center including exploration of new insurance quotes, bids for trail signage, negotiations on linens, installation of new hot water heaters in Oak House and Center Building and completion of first stages of work on kitchen expansion. Kitchen appears to have come through very busy season well-adjusted. Rentals completed the year at 100% of budget; for new fiscal year, rentals have already booked 92% of the year's target, with 8 weekends to fill. Six new events have booked with revenue that exceeds four cancellations, but with two of the cancellations in August, the revenue will be impacted for first couple months of fiscal year. Staff will monitor operation of new on demand hot water heaters. With larger groups and higher rates, cancellations may have erratic impact on the budget. On building and grounds, the pond water level is very low; staff is looking into what is causing it.

b) Fund Raising and Membership — Lisa reported that contributions for the Spring Campaign met the budget target and membership is at 70% of the last year's level.

1. c) Finance Committee — Kent reported that Finance Committee wants to provide the Board with simplified information and reports, including monthly (profit and loss summaries showing budget and actual figures and a balance sheet, as well as specific rental forecasts and actual figures. On a quarterly basis, a budget analysis with actuals, budget, and YE projections; occupancy rates and price per night; and annually a draft and final budget, and capital expense proposals. Preliminary FY2017 Year-End figures show profit of approximately \$23,773 and staff achieved 100% of rental budget goal. Much of this profit, though, and the board will need to look at the impact of deferring facility expenses until FY2018. Areas that raised less than expected by the budget: Contributions and Pathwork programs. Finance Committee will continue to examine other key metrics needed, including a pipeline measure and a cash projection on a monthly basis. Another issue is whether the Center should look at investing some of the \$99000 bank account balance in something other than savings rate which is very low.

d) Pathwork Council — Darlene reported that fewer people were signed up for the helper retreat and right now for the community weekend. This is unusual as attendance for both has been very strong recently, so it may be a one-time occurrence.

3) Strategic planning

- a) Kent made the most recent changes in the strategic plan which all should review and the plan is coming along. Pathwork's last meeting had a breakthrough that is fresh and exciting so that is coming.
- b) Board will discuss the direction generally at the upcoming Community Weekend as a work in progress but staff, while contributing, has not discussed the whole plan. Tom will meet with staff after the meeting. Discuss about board membership and possible directions.
- c) Tom suggested Membership group look at Sarah Slabak's book, End of Membership as We Know it.

4) Executive Session – Trustees discussed end of year results and employee compensation. Personnel committee will meet and bring back a recommendation.

5) Adjourned at 5:30 pm.