

Mid-Atlantic Pathwork  
Minutes  
Board of Trustees Meeting, November 27, 2017

Meeting opened at 3:30 PM. Tom, Kent, Darlene, Brad, Paul attending. Laurie had previously informed Board members that she would join later, due to last minute rescheduled meeting at work. The Agenda of the meeting, previously emailed by Tom, is attached to these minutes.

After attunement, those attending checked in. Future meeting dates of 1/5/18; 2/26/18; 3/26/18 were confirmed. An April meeting was agreed for 4/23/18. All meetings to begin at 3:30 PM local time and end by 6:00 PM.

Paul Klinger gave his State of the Center report. Highlights were:

1. Continuing challenge getting acceptable linen service. We have returned to our prior provider, with discussions about assuring they will meet our quality requirements ongoing;
2. Budget for the year appears OK. However, the allocation of some annual expenses on a monthly basis in the budget fails to reflect seasonality and other factors. Paul is working on this so that variations in current year are better understood, and so that budget preparation for future years will be better;
3. Capital improvement program is still in the brainstorming phase, nothing new to report;
4. Rental report shows six new events booked during October. Total new rentals exceed \$30,000 One event is for this fiscal year, the other five are for fiscal 2019. There was one cancellation, for a January 2018 event, reducing our forecast January rental income by less than \$5,000, and probably resulting in a vacant weekend in January. At this time, it appears we will be very close to budgeted rental income for the fiscal year.
5. The maintenance group has refurbished the couches in Center Building Down, resulting in more comfortable and attractive seating in that room. Water quality in the new well was tested, and found fine.
6. The grounds group has planted new fall flower beds. Seasonal staffing is starting to decrease.
7. The kitchen group continues to put out delicious and healthful meals. They will be working to keep personnel expenses within budget limits, allowing for the monthly variations in staffing required by guest numbers, which vary significantly from month to month.
8. The housekeeping group continues to perform very well, no issues outside of the linen service, discussed earlier.
9. The fall fundraising campaign is gearing up, with material to go out this week. Much work has been done to improve our materials, and finished products look good.

Tom discussed a draft of our proposed Rental Policy, which had been discussed at the last meeting and edited during the past month. After discussion, the Mid-Atlantic Pathwork Board of Trustees Rental Policy was adopted unanimously. A copy is attached to these minutes.

Kent then gave the Finance Committee report. Highlights were:

1. Operations are back to very close to budget, after a slow start due to last minute August and September rental group cancellations. Kent reviewed budget to actual variations by broad categories. No action items resulted from this review.

2. MAP's Federal informational tax return on Form 990 was timely filed electronically on 11/15, and was accepted by the IRS.
3. The IRS penalty, assessed last fiscal year on a return which to the best of our knowledge was timely filed, has been lifted it appears, and we look forward to the return of the penalty during the next couple months. Kudos to WO Mills for his diligent work on our behalf in getting this matter resolved in our favor.
4. Drafts of a Conflict of Interest and a Whistleblower policy were discussed. It was decided to review them further to assure we got them right, and to act on them at our next meeting. It was also noted that these policies have been in effect informally for many years.

Darlene brought the Trustees up to date on Pathwork Council activities. There has been no Council meeting since the Helper Retreat. Council members are getting started on the February Members Weekend, which is scheduled for February 24-25. The theme of the Retreat will be "Expanding the Light". Helpers have begun submitting programs they would offer at the Weekend.

The Board Development Committee (Tom, Kent, Laurie, and Brad) reported on their activities in connection with finding qualified people to add to the Board. Four candidates have been identified and contact initiated with all of them. Three have responded, all of whom are interested in exploring the matter further. Additional persons were suggested, and the Committee agreed to expand its consideration of possible candidates at its next meeting. After discussion, it was agreed that all three responding candidates should continue toward possible appointment or election to the Board.

Tom then reviewed the Board Development Committee new project, the development of a document which states the values of the Board of Trustees. Other, similar, documents are being sought, and a preliminary draft of a MAP document will then be crafted. It is intended to be a short and straight forward statement of our values and expectations regarding behaviors.

The Meeting adjourned to Executive Session at approximately 5:15 PM

Respectfully,  
Brad Smith