

Mid-Atlantic Pathwork Board of Trustees

Minutes: Monday, February 26, 2018, 4:00 - 6:00 pm

Attendance: Tilghman Broaddus, Rixie Dennison, Laurie Harris, Tom Hubbard, Claire Kelly, Kimberly Middleton, Kent Peterson, Darlene Rollins, Brad Smith, Paul Klinger

1) New Trustees

Four new Board members were warmly welcomed to their first meeting, each having been appointed to the Board in accordance with the MAP Bylaws. The MAP community will hold formal Board elections later this year (see below).

2) Attunement and check-ins

Tom Hubbard led an attunement, followed by brief personal check-ins.

3) Future meeting dates (and recorders)

a) Dates and times of meetings. Because of potential conflicts with Mondays (Kimberly on 4th Mondays; Laurie booked until 5:00 PM), the Board will consider shifting to Wednesdays or Thursdays late in the Month. The next meeting will be held Thursday, March 29 at 3:00 PM. Future dates will be set at that meeting.

b) Responsibilities for taking Board minutes were discussed.

Action: Future recorders are:

- i) March - Laurie
- ii) April – Tilghman
- iii) May – Darlene
- iv) June – Brad

4) Center Operations Report - Paul

a) Paul has been exploring software to support Customer Service Relations (candidate: Salesforce) and also for non-profit fundraising (candidate: Bloomerang).

Action: Claire will share information on CSR and fundraising software with Paul.

b) Paul has begun creating a Business Plan to support the Board's proposed Capital Development Program.

c) Paul is also exploring establishing a 403b non-profit retirement contribution plan that would not require any MAP funding or matching.

d) Bookstore has begun carrying Sevenoaks postcards.

e) Center rentals during the past month have added 4 events with projected revenues of \$57,285 and had 1 cancellation with a loss of \$3,113. Year-end projections are still close to \$100% of budgeted.

f) Maintenance has installed new flooring in Lighthouse bathrooms, thanks to contributions of materials from Julia Jensen and volunteer labor of Pathworkers Buddy and Rodney. Construction work is underway to improve the kitchen breezeway.

- g) Grounds staff are clearing pond debris, supported by a financial contribution from David Estrada.
- h) Kitchen is experimenting with new recipes, did a volunteer lunch for Madison County Senior Center, and is reviewing staff to achieve allocated budget levels.
Action: Board members expressed appreciation for the homemade cupcakes and want kitchen to emphasize Sevenoaks having **homemade** desserts.
- i) Housekeeping is battling a ladybug infestation.

5) Capital Proposals to Increase Beds and Meeting Space

Paul presented preliminary thoughts on capital improvements to increase both bedroom capacity and a new Movement meeting space that could accommodate 20-30 guests. Currently we have 21 bedrooms, with up to 55 beds. Options for adding beds include a) installing 4 cabins in the wooded area beyond the lower parking lot, b) converting Center Building office space to bedrooms with relocating staff to a new Welcome Center in the middle of the parking lot, and c) using Lighthouse down for bedrooms once additional meeting space has been created. Paul presented preliminary financial numbers for how long it would take for additional revenue to pay for construction costs.

The Board discussed whether we need to add beds or additional meeting space first (i.e., Phase 1 and Phase 2). It was suggested that we need BOTH in order to be able to accommodate two simultaneous groups of 25 people. Furthermore comments were made that the total number of beds is misleading because dormitory rooms are unappealing. People want more double rooms and private spaces.

Action: The Board will discuss this further. Financial analysis of costs and return on investment was referred to Finance Committee.

6. Membership

Currently we have about 75 paid MAP memberships. Laurie led a discussion of increasing MAP and Sevenoaks membership, referencing ideas in the Strategic Plan. A new membership committee will include Laurie, Kimberly and Darleen. The committee anticipates surveying the membership on key issues. Also need to follow up to ensure that all Helpers are renewing their memberships. Member discounts were suggested for retreats and workshops.

7. Board Elections Committee

An elections committee was formed to plan the process and oversee 2018 Board elections in accordance with the MAP Bylaws. Members will be Tom, Claire and Tilghman. New nominations and volunteers will be solicited In addition to consideration of current Board members.

8. Finance Committee Report

Kent presented a brief financial summary of materials in the Dropbox folder. The “Dashboard” of highlights shows that through the first 7 months of the fiscal year, center rentals are \$20,897 below budgeted figures. Center salaries are over budget by \$14,557, largely representing extra hours worked beyond what were budgeted, especially in the kitchen. Overall earnings before depreciation for the first 7 months are behind budget by \$32,525. As reported above Paul projects that rental income should be close to 100% of budgeted by the end of June. Paul has been asked to work with staff to bring their hours closer to budget.

Kent will conduct a detailed financial orientation for all four new Board members in early March and invite Board members to join at least one Finance Committee meeting. Hopefully one or two new Board members can be persuaded to join the committee.

9. Deferred Items

Due to time constraints, proposed new “Conflict of Interest” and “Whistleblower” policies were deferred to the next Board meeting.

Action: All Board members are to review these proposed policies.

Proposed revised wording to the Strategic Plan Objectives and discussion of the Pathwork Strategic Plan were also deferred until March.

10. Executive Session

A brief Executive Session was held in which Trustees meet without staff. No actions were taken.

The meeting was adjourned at 6:10 PM.