

## **Mid-Atlantic Pathwork Board of Trustees**

**Minutes: Monday, March 29, 2018, 3:00 - 5:15 pm**

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

### **1) Welcome, Attunement, Invocation, Check-ins**

### **2) Future meeting dates (and recorders)**

- i) Wednesday, April 25, 2018, 4:00-6:00 (Tilghman)
- ii) Thursday, May 24, 2018, 3:30 -5:30 (Darlene)
  - a) Laurie cannot attend
- iii) Wednesday, June 27, 2018, 3:30-5:30 (Brad)
- iv) Wednesday, July 25, 2018, 3:30-5:30 [Claire]

### **3) Center Operations — Paul Klinger, Center Director**

- a) Director reviewed Social Media metrics, including FB, Google My Business, and Trip Advisor with great reviews by recent retreat participants.
- b) FY19 Budget planning is in progress. Director has been developing Cash Flow Projections for Capital Improvement Plan and plans to have a report at the next finance committee meeting and BOT meeting.
- c) Sevenoaks will execute 403b non-profit retirement contribution plan that would not require any MAP funding.
- d) Center rentals during the past month have added 4 events with projected revenues of \$18,956 (which individually is below target for individual events). One cancellation for an April rental will hit in this fiscal year, with a loss of \$4,698. Additional financial concerns resulted from (1) the wind storm and resulting power outage lasting six days, which impacted a scheduled weekend rental (loss of \$4000 in remunerations) and (2) traditionally large rental groups that are under performing. Director projects end of year revenue at \$533,926, which is at 99.2% of budget.
- e) Maintenance staff performed heroically, supporting a rental event on generator power for an unprecedented length of time while removing downed trees due to storm. As a result, staff have been leading research for evaluating back up power plans for future needs. Energy saving efforts continue by transitioning bulbs to LED (i.e. in Morning Glory reducing wattage from 100 to 8.5/bulb). Kitchen expansion work continues.
- f) Grounds staff are preparing the garden, performing trail maintenance and cutting and/or removing trees.

- g) Kitchen has been working with Maintenance on expansion and maintained operations, serving hot food, during the power outage.
- h) Housekeeping is cross training staff for switchover support and looking at part-time on call staffing to avoid hiring another person.

**Action Items:**

- 1) *Review / consider process for contacting rental partners at least two months in advance to check on enrollment numbers, support needed, promotional partnerships.*
- 2) *Consider infrastructure needs during weather events – upgraded/alternative sources of power*
- 3) *Investigate burying power lines*

**4) Membership**

Cards to follow up with those who attended the February community weekend will be mailed this week to members / guests / helpers / board members for whom we have addresses. There is interest in developing an electronic survey to send to members to ask about the value of the membership. Board discussed separating membership in two different categories – MAP and Sevenoaks; reaching out to rental partners for promoting benefits (TBD) of such a membership.

**Action Item:** *Laurie will send out a doodle poll to find a time to meet this month with people who have expressed an interest in exploring membership options and to discuss the best way to share the membership directory.*

**5) Fundraising**

Claire sent report that evaluated fund raising software to Director who continues to evaluate platforms, such as Boomerang. This platform helps to capture donors on a grassroots level. Claire and Rixie shared previous experiences, which included board members each committing to cultivating donors; people tend to give more readily to projects and particular needs rather than to general operations of an organization.

**Action Item:** *Brad will assume leadership for the Board for the fundraising function and will bring a proposal on structure and process. Proposal may include how to bring our database up to date, how we would go about contacting potential donors, generating contacts, using strategic plan as discussion starter. Rixie will support/consult.*

**6) Finance**

Kent presented a summary of the Financial Committee agenda and notes, including new dates so that Claire can join this committee. This month, orientation with all new Board Members was completed. Finance will bring third quarter results to next board meeting. Sevenoaks has received notice from the IRS of a full refund of penalty, plus interest totaling \$4500, successfully bringing to close a lengthy process of appeal.

FY19 budget preparation is underway, which will be present to the full Board for adoption in June.

The “Dashboard” of highlights shows that February center rentals were \$7,385 below budgeted figures and MAP revenues short \$17,085. Center salaries are over budget \$12,558 to date. Overall YTD shows a difference in Earning before Depreciation of -\$55,223. However, 4<sup>th</sup> quarter projections are strong leading to the expectation of meeting at least 99.2% of budget as noted above; 4th quarter earnings will offset losses in this quarter.

#### **7) Pathwork Council**

Minutes are available in the Drop Box.

#### **8) Elections**

Committee has communicated and has an outline of the process for Board of Trustee elections

#### **9) Policy Adoption**

- i) Conflict of Interest – Approval proposed by Brad Smith, with Second by Kent Peterson, passed unanimously
- j) Whistleblower – Approval proposed by Brad Smith, with Second by Kent Peterson, passed unanimously

#### **10) Strategic Plan**

Board President shared steps toward adoption of the plan. The MAP section is being finalized and added. Board will be asked for comments prior to finalizing plan. It will then be presented to the Membership for comments. The goal for its formal adoption is June 30, 2018. Next steps will be the development/finalization of the plan of execution.

#### ***Action Items***

*Read / reread final draft of strategic plan prior to next Board meeting and provide comments, additions, final revisions.*

#### **11) Executive Session (Trustees meet without staff)**

#### **12) Adjourn**

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