

Mid-Atlantic Pathwork Board of Trustees

Minutes: Monday, June 27, 2018, 3:30 – 5:30 pm

1) **Present:** Tom Hubbard, Claire Kelly, Kimberly Middleton, John Blum, Kent Peterson, Tilghman Broaddus, Brad Smith, Rixie Dennison, Paul Klinger

2) **Future** meeting dates, times (recorder):

- i) Wednesday August 29, 3:30-5:30 pm (Rixie)
- ii) Wednesday, September 26, 3:30-5:30 pm (Kimberly)

3) Reports

- a. Center Operations – Paul, see report in Dropbox. There was an exceptional last quarter versus Q4 in 2017. There are 5 events scheduled – 2 in July, 2 in August and 1 in March 2019. There is a group coming in the first weekend of July with 74 people that was projected at 55. Some of the people will be camping. It is the ICSW Family Weekend.
- b. Membership and Fundraising – Brad, There was the immediate issue of getting \$ in for membership which was addressed. We are now ready to take the next step – what do we want membership to be? We are carried by several large donors – we can't continue this way. Brad raised the question of whether we want to rely on contributions at all. There was discussion about the membership data base that Kent had sent our (that resulted in the last hard copy membership directory). Karen Millnick had a data base of 20k names and Jill Loree had a data base with about 1k names. Paul will ensure that we have these various data bases in Dropbox. Kimberly will work with Paul on the data bases. Kent will send the data base that he previously sent to Brad and Kimberly to Paul. Tom will contact Jill Loree for her data base.
- c. Finance – Kent, see report in Dropbox. We ended up \$25k short on total income. Expenses were \$3k over due to maintenance that was not anticipated. Our profit is estimated at \$22,199. Budget was \$50k, but this result in still good. We have \$61k in cash in the bank without including June and July. The 2018-19 budget has been finalized. Paul led the budget development effort. The first draft had us with an \$80k loss, but changes were made that we now have a breakeven budget. Six staff members will get a .50/hour raise. Paul gave himself a cut in salary in order to balance the budget and give modest raises to some staff members. Staff is going to reach out to the rental community for donations – this is a new idea. There was a big reduction in telephone and Internet services with the elimination of fax lines. The Committee is still looking at possible reduction in insurance which could involve looking at other vendors. Kent moved that the Board approve a breakeven budget. Claire seconded the motion. The Board passed the resolution unanimously. Paul noted that he'd appreciate not having to take his own salary down with Board approval.
- d. Land and Buildings – Tilghman, The Committee has looked into a yurt (30') for the movement center and cabins (4+) for personal retreats and additional group bed space.

The Committee looked into what other retreat centers like ours offer. It was noted that the guest rooms in CB are not that great compared to other rooms we offer and that perhaps CB could be spruced up to be a Welcome Center. The Board requested a set of recommendations and associated costs. Tilghman noted that there would be some costs in order to get good estimates. Paul will get costs and potential revenue with new buildings. There are several issues here: 1) How much of an appetite for risk do we have? 2) Is there enough revenue to pay back loans and debt service? 3) Lender needs to decide if they'll loan us the \$. We should add ADA compliance for existing buildings as a project for this Committee.

- e. Elections – Tom, the only bios developed so far are Kent, Claire, and Tom. Other Board members (Brad, Tilghman, Kimberly, Kent, Rixie, Darlene, and perhaps Laurie) need to develop their bios using the existing bios as a guide. The existing bios are on Dropbox.
- f. Pathwork Council – Darlene, this agenda item was deferred due to Darlene's absence.
- g. Thesenga Liaison -- Kent

4) **Executive Session** (Trustees meet without staff)

5) **Adjourn**