

Mid-Atlantic Pathwork Board of Trustees

MINUTES: Wednesday, August 29, 2018, 3:30 - 5:30 pm

Recorder: Tom

1) Attunement, invocation, check-ins.

Present: Tom Hubbard, Brad Smith, Claire Kelly, Tilghman Broaddus, Kimberly Middleton, Kent Peterson, John Blum, Paul Klinger. Rixie Dennison was absent.

2) Future meeting dates (and recorders)

- a) Discuss future dates, times
 - i) Wednesday, September 24, 3:30-5:30 (Rixie)
 - ii) Wednesday, October 24, 3:30-5:30 [Kimberly]
 - iii) Wednesday, November 29, 3:30-5:30 [Tilghman]
 - iv) Wednesday, January 30, 3:30-5:30 [John]

3) Reports

- a) Center Operations — Paul Klinger
 - i) Gretchen Comer & Paul Klinger have booked 7 new events worth \$80,887, \$39,062 for FY 2019 and \$41,825 for FY 2020
 - ii) Maintenance: Jason Dalton & Pat O’Hanlon have painted interior CB entrance to dining room,
 - iii) installed new ventilation flow for Kitchen, got permit approved and electrical work completed or kitchen expansion, reconfigured internet to Mifi System, installed new vent system from convection oven to reduce heat distribution and fumes.
 - iv) Grounds: Alex Comer has harvested 100 pounds of tomatoes in past six weeks.
 - v) Kitchen: Conny Crossgrove has been providing stellar service and has new recipes in the pipeline.
 - vi) Housekeeping: Shannon Dalton has been providing stellar service, is replacing new bed covers, frames and mattresses as necessary.
- b) Membership & Fundraising — Brad, Kimberly. No activity to report. Discussed possibility or enlarging the membership community.
- c) Finance Committee — Kent — Kent presented the financial dashboard, showing positive results for the first two months of the fiscal year. Discussed sales backlog, with around \$140k in additional bookings required to meet budget, which will be a stretch. Performance for July & August have exceeded expectations. Kent proposed promotional ideas for bringing in rentals for Thanksgiving and Christmas.
- d) Pathwork Council — Report, appointment of a PWC liaison.

Tom presented a summary report from the PWC describing their recent activity. The Board discussed ways to interface with the PWC. Tom will consult with Beth Hedquist and propose a plan at next meeting

- e) Land & Building — Tilghman. Paul & Tilghman have been making improvements in the draft proposal for expanding facilities on campus, working towards getting cost estimates. Paul has had a contractor looking at our plans. Paul will have a draft for Board comment by next meeting.

4) Pathwork International Conference, 2020

- a) The International Pathwork Foundation is considering holding its biennial conference at Sevenoaks. It was agreed that this is mainly something that the Pathwork Council and staff will handle. Because he was involved in the last conference, Kent offered to help Paul with this one.

5) Election Status

- a) Tom provided an update on the election, which ends August 31. Members have been invited to vote online, and many have. Tom will send notification of the results.
- b) Tom asked the Trustees to be prepared for an election of officers at September's meeting. (See Bylaws excerpt below.)

6) Executive Session (Trustees meet without staff)

- For discussion: Paul has requested that his title be changed to "Executive Director", from Center Director of Sevenoaks Retreat Center. Brad moved that, in recognition of the responsibilities that he has and his effectiveness in the role, that he be designated as Executive Director of Sevenoaks Retreat Center. Claire seconded. The motion passed unanimously.
- The Board voted unanimously to appoint John Blum to the Board, filling the vacancy left by the resignation of Laurie Harris.

- 7) The meeting adjourned at 5:00 pm.

ARTICLE IV. OFFICERS

Section 1. Officers

The officers of the Board of Trustees shall be a President, a Vice-president, a Secretary and a Treasurer.

Section 2. Election and Term of Office

The officers shall be elected annually by the Board of Trustees at its first meeting after the election of new Board Members. Each officer shall hold office until a successor shall have been duly selected.

Strategic Plan Objectives [Revised 2/26/18]

1. Increase the size of the annual operating surplus, so that we can:
 - a. Improve compensation and conditions for staff.
 - b. Improve the amenities of the facility so that guests have an extraordinary experience.
 - c. Fund development of Pathwork programs.
 - d. Reduce our debt and develop a reserve fund.
2. Increase the **size** (in number of participants and duration) of rental events, to improve the profitability of each event.
3. Increase the number of rental events that meet or exceed **target attendance** levels.
4. Increase the **revenue per guest** per night, so that more of our indirect costs are absorbed by rental activity.
5. Increase the number of **weekday rentals**, to “sell” unused inventory and increase the overall occupancy rate.
6. Improve amenities to **enhance Extraordinary Guest Experience**.