

Mid-Atlantic Pathwork Board of Trustees

MINUTES: October 1, 2018, 3:30 - 5:30 pm

1) Attunement, invocation, check-ins.

Present: Tom Hubbard, Claire Kelly, Kimberly Middleton, Kent Peterson, Rixie Dennison
John Blum, Paul Klinger

2) Future meeting dates (and recorders)

- a) Discuss future dates, times
 - i) Monday, October 29, 3:30-5:30 [Kimberly]
 - ii) Thursday, November 29, 3:30-5:30 [John]
 - iii) Wednesday, January 30, 3:30-5:30 [Kent]
 - iv) Wednesday, February 27, 3:30-5:30 [Brad]

3) Reports

- a) Center Operations — Paul Klinger
 - i) Paul is focusing on building Sevenoaks as a brand, sales, as well as seeking more social media opportunities and looking for other outside specialists.
 - ii) Gretchen and Paul have booked 7 events for FY 2019 and FY 2020.
 - iii) Gretchen has produced new artwork in our lobby area!
 - iv) Paul will create an Action Plan that will define the process for the staff to take when there is a power outage – due October 29th.
 - v) Internet solution is in place and the kitchen remodel is in process.
 - vi) Our fall landscaping is beginning and we have hired a professional landscape architect to create a new entrance path to offices so that guests can find more easily.
 - vii) Kitchen continues to provide stellar service as well as new recipes by Chris.
 - viii) Housekeeping is reviewing inventory so updates can be made quickly - especially for bed frames and mattress covers.
- b) Membership & Fundraising — Kimberly
 - i) Looking outside of Pathwork for members.
 - ii) Creating a spreadsheet to look at what other retreat centers are doing for their members.
 - iii) Tom is working with SCORE, a volunteer organization, to line up some marketing help.
- c) Finance Committee — Kent —
 - i) Kent presented the financial dashboard, showing positive results for the first two months of the fiscal year.
 - ii) There was a cancellation in September due to Hurricane Florence with was a revenue loss of \$3,700.

- iii) We are behind on bookings for the next 9 months with 10 open weekends. We are looking to help our clients resource more attendees so that can increase our sales. Also looking for more ideas for Thanksgiving weekend and Christmas week.
- iv) Utility bill has become much higher because of propane provider and negotiations are in progress.
- v) We are waiting for financial proposals from contractors for our Capital Improvement project.
- vi) Paul is doing a good job keeping our salaries in check.

4) Election of Officers

There was a motion by Kent and Seconded by Kimberly and decided unanimously.

- President – Tom
- Vice President – Claire
- Secretary – Rixie
- Treasurer – John

5) New Business – Paul

Board vacancies need to be filled – perhaps 3-4 new board members

6) Executive Session (Trustees meet without staff)

- Recruiting new Board members - Tom will pursue and circulate the list to everyone.
- Tom suggested a new Board Agenda Item – What do we need to do to plan for a possible financial shortfall?
- Kent suggested Board Succession planning.
- Kent suggested looking into a partner for Sevenaoks – an organization that wants to own a retreat center with leadership skills and money to support.

7) The meeting adjourned at 5:30 pm.
