

Mid-Atlantic Pathwork Board of Trustees

Notes: Wednesday, January 30, 2018, 3:30 - 5:30 pm

1) Attunement, invocation, check-ins

In attendance: Tom Hubbard, Brad Smith, John Blum, Claire Kelly, Kimberly Middleton, Paul Klinger, Kent Peterson

Absent: Rixie Dennison (out of U.S.)

2) Future meeting dates [recorders]

i) Wednesday, February 27, 3:30-5:30 [Brad]

ii) Wednesday, March 27, 3:30-5:30 [Claire]

iii) Wednesday, April 24, 3:30-5:30 [Rixie]

iv) Wednesday, May 29, 3:30-5:30 [Kimberly]

3) Reports

a) **Center Operations** — Paul presented a center operations report that included sales-marketing activity and results. Staff is now using a Bloomerang software for improved communications and exploring more community outreach. In last 60 days, 5 new rental events for FY2019 have been booked; unfortunately 3 March rental events were recently canceled. Projected YE rentals are now 96% of budgeted, \$21,762 short. As a result, staff have begun cutting back on projects and discretionary expenses. Finance Committee had approved purchase of a new power generator; this is on hold for now. New Wi-Fi boosters have been installed in all buildings to improve internet service. The kitchen has hired a full-time staff person, and passed the 2019 Health Department inspection.

Action: Board asked Paul to express to staff our great appreciation of their successful efforts to sustain outstanding service and control expenses, especially in light of unexpected March rental cancellations.

b) **Membership & Fundraising** — Brad, Kimberly, Claire

Have had 2 meetings with Beth Hedquist; making progress toward two membership categories: MAP/Pathwork and Sevenoaks. Currently focusing on Pathwork, which needs money from MAP membership to support new Pathwork initiatives. Preparing preliminary report for Finance Committee and want to complete before May membership campaign. Will then focus on Sevenoaks membership, with report in June. Membership is a community building activity, not primarily fundraising.

Fall fundraising campaign successful, bringing in >\$8000. Doubled number of contributors. Most solicitation done by phone. Some of this money is in pipeline and will be reported in January. Insight: contributors need to know how their money will be utilized.

The committee visualizes Sevenoaks/MAP as becoming sustainable.

c) **Finance Committee** — John presented financial reports in Dropbox.

Through the first two quarters of the fiscal year, total income is \$14,756 below budget (short on contributions/membership and Pathwork; above budget for rentals). Total expenses are \$14,530 above budget. Part was due to seasonal expenses (maintenance and grounds), significantly increased utility (propane) expenses. To help control expenses, staff salaries are under budget.

Cash flow is running low, especially with the March rental cancellations. We will need additional capital by the end of March. Kent will seek an additional loan in February.

Finance Committee has 3 active subcommittees: Sustainability (Brad and Paul); Partnership (Tom, Kent, John); Capital contributions (Kent and Paul)

d) **Pathwork Council** — Reports from Beth Hedquist.

The Council has been very active proposing live and online learning activities. Council minutes and notes are posted to Dropbox, and are also being shared with Helpers.

Upcoming Member's Weekend looks very promising. Registration over 50; all beds filled. Over half of attendees not Pathworkers.

4) Partnership Initiative

Status update and discussion. The board held a wide-ranging discussion regarding solicitation of a partner with compatible values that will infuse capital, expand use of Sevenoaks land and facilities, reduce overhead and lead to greater financial profitability. Need to approach potential partners from a position of strength, adhere to land trust agreements and ensure preferential availability for Pathwork activities. Can built ~10,000 square feet within central area, plus there is wide latitude in front triangle. Brad will join subcommittee of Tom, John and Kent.

5) Executive Session (Trustees met without staff.)