

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

**DRAFT MINUTES: Wednesday, July 31, 2019, 3:30 - 5:30 pm**

### **1) Attunement, invocation, check-ins.**

Board members on call: Tom Hubbard, Rixie Dennison, Claire Kelly, Brad Smith, Kimberly Middleton, Kent Peterson. Staff: Paul Klinger

Absent: Holding John Blum in our hearts and sending him healing energy as he recovers from surgery. We anticipate him joining our call in August.

### **2) Future meeting dates [recorders]**

- a) Thursday, August 29, 3:30-5:30 [John]
- b) Wednesday, September 25, 3:30-5:30 [Brad]
- c) Wednesday, October 30, 3:30-5:30 [Claire]

It was noted that dates, days, and times of future Board meetings will be subject to change to accommodate the needs of new Board members.

### **3) Rental and Center Operations Report (Paul)**

- a) The Center has been extraordinarily busy and successful in the 4<sup>th</sup> Quarter. Average occupancy rate is 27%. June's rate was 43%. Sevenoaks served over 2000 meals in June, compared to an average of 700. June's gross income was \$85,880, with net income of \$20,068.
- b) Early reported FY2019 rental income of \$550,244 exceeded budget by \$10,208 due to the strong June finish.
- c) FY2020 budgeted rental income is \$561,714. Sevenoaks has already booked \$512,544 -- 91.2% of budget. The rental pipeline is \$129,110 ahead of where it was at the same time last year. The Board congratulated Paul, Gretchen and all the staff, expressing sincere appreciation.

### **4) Finance Committee Report (Brad)**

- a) Brad reported that the focus of the Finance Committee is now on building a trajectory for the organization rather than reviewing Profit and Loss statements.
- b) A MAP Business Plan for 2020 document has been drafted and will be presented in August. Paul's job description and performance goals reflect this Business Plan.
- c) Diligent work has been done to ascertain appropriate salary levels for our Center Director and to specify criteria for determining executive compensation. We purchased access to a GuideStar Survey with over 4600 pages of data, which can be used to determine compensation levels for other positions at Sevenoaks.

**ACTION:** The Board approved the Executive Incentive Compensation Plan, as presented.

- d) Board members were referred to the latest months Financial Dashboard in the Dropbox. Projected FY2019 operating loss of approximately \$11,000 is due largely to shortfalls in contributions and renewed MAP memberships. Year end adjustments will yield a \$15-20,000 loss, considerably better than predicted 2 months ago.
- e) The MAP Balance Sheet needs to be strengthened to increase cash reserves, which are at extremely low levels.
- f) Membership & Fundraising fell short for the year just completed. The comment was made “Don’t ask volunteers to do staff work,” Recently there has been discussion about having staff play a larger role in each of these arenas.

#### **5) Quality Assurance Initiative (Rixie)**

- a) Rixie agreed to chair a committee on Quality Assurance and Customer Satisfaction. The committee will develop a clear statement of purpose. One function will be to collect data to help us understand customer experience of rental leaders and participants so that we may improve our rental program consistent with our values and our customers’ preferences.

**ACTION:** The Board unanimously approved establishing this committee.

#### **6) Board Development and Elections (Claire, Kent, Rixie)**

- a) In Executive Session the Nominating Committee presented a slate of 5 excellent candidates, each of whom has agreed to serve on the Board. There are only three Board openings due to the limit in the current Bylaws. Revising the Bylaws was discussed. Any proposed change will require approval of two thirds of all members of the Board, the Pathwork Council, and the Pathwork Guild, written notice to Members, an opportunity for comments, and a final vote.

**ACTION:** The Board voted to revise the Bylaws to expand the number of Board members from the current “up to nine” to an expanded “up to twelve.”

**ACTION:** The Board agreed to temporarily appoint the five Board candidates to serve as “Trustees Pro Tem.” Once Bylaws changes have been finalized, Board elections will be held among all MAP members in accordance with the Bylaws, most likely in September.

#### **7) Pathwork Development Fund (Brad)**

- a) Brad reported that the Sacred Dimensions workshop program has established a Board-directed Sacred Dimensions restricted fund designed to stabilize faculty expenses when attendance is low or high. The agreement is that once the pool reaches \$5,000, any surplus above \$5,000 will be given to MAP. Brad proposed that this surplus money be devoted to a Pathwork website development fund on an ongoing basis.

**ACTION:** The Board approved directing available moneys to support development of a Pathwork website. Details will be worked out in the Finance Committee.

**8) Change of Officers**

It was noted that August will be the final Board meeting for our President Tom Hubbard. The Board discussed the process by which a new President will be selected, and even considered rotating that responsibility among Board members.

**9) Year End Bonus for Center Director**

**ACTION:** The Board approved a YE bonus for Paul as recommended by the Finance Committee.

Respectfully Submitted: Kent W. Peterson