

**Mid Atlantic Pathwork  
Board of Trustees  
Minutes  
8/29/2019 Meeting**

Meeting Opened at 3:30 EDT

Attending: Tom; Kent; Claire; Kimberly; Rixie; John; Brad; New Trustees Elaine Shaw; Gretchen Schutte; Cibele Salviato; Kevin Jandreau (from 4:10 until 4:25); Paul Klinger.

Tom welcomed our **new Trustees** and expressed on our behalf our deep gratitude for their willingness to serve. After attunement, attendees provided brief check ins.

**Schedule for future meetings** was led by Claire. After discussion it was agreed another Doodle Poll would be useful. Kimberly agreed to do the poll for October through December. September 26 evening was tentatively agreed as the September meeting date; some uncertainty about time remained.

**Bylaws Change** increasing the number of Trustees from a maximum of 9 to a maximum of 12 was presented and discussed by Tom. The following motion was proposed by Brad, seconded by Claire:

*The MAP Board, having obtained approval from The Pathwork Council and the Stewards of the Pathwork Helpers Guild, and having notified MAP members of the proposed change, hereby adopts the revision of the Bylaws dated August 29, 2019, increasing the allowable number of Trustees to twelve.* The motion was passed unanimously.

**Election Update** was provided by Claire. As of the meeting, 39 votes had been received. The voting will remain open for a few more days.

Kent and Tom discussed both the proposal to approve **Beth Hedquist living at Sevenoaks**, as described in the agreement between MAP and Beth (document the Dropbox) and also the separate proposal to establish a Director of Pathwork Programs, which role would be taken on by Beth. The Director role would not necessarily be filled by a person resident at Sevenoaks, and Beth's arrangements are not a precedent. Paul stated that the cost of preparing the site for the accommodation that Beth will provide will be approximately \$2,200. In a follow up answer, Paul stated this cost would be absorbed by the Maintenance Projects budget and it would not increase total maintenance costs above the budget.

Brad moved and Claire seconded a motion:

*The Agreement between Beth Hedquist, Pathwork Helper, and Sevenoaks Retreat*

*Center/ Mid-Atlantic Pathwork Dated August 22, 2019 and included in the Dropbox for this meeting is hereby approved. Further, a position of Director of Pathwork Programs, as outlined in the Dropbox document of that name, is hereby established.* The motion carried unanimously.

Tom pointed out the need to replace him as **Pathwork Budget Manager**, and suggested John take on that role. John said he was looking forward to this. The Board agreed informally that this is a good fit. Tom said he and John would get together to assure a smooth transition.

Tom pointed out the need to appoint someone to chair future Board meetings. Tom also pointed out that the role of President could be filled in any number of ways, and that there was not necessarily a need to have someone with that title. Tom, Claire, and Kent suggested appointing a **rotating Board Chair**. Kent offered to take role for the next three months. Trustees expressed appreciation to Kent and approved this arrangement. Kent will chair the September, October, and November BoT meetings.

**State of the Center Report:** Paul presented his State of the Center report. A new convection oven is required to replace our present oven; kitchen preparation area expansion is substantially complete and is functional; emergency portable generators continue to be evaluated; rental reservations are good, with 92% of budgeted rental income already booked for the year.

**Finance Committee Report:** Brad reported Finance Committee activities. Included in the Dropbox is a summary of the **Annual Business Plan** for Sevenoaks/MAP, including as an appendix the entire plan document. Brad pointed out this was the first such document for MAP, and that it would evolve during the next few months. The Budget for fiscal 2020 is based on this plan and its priorities. The **Budget for Fiscal 2020** (in the Dropbox) will be discussed and moved for approval during the Executive Session. Membership renewals and Spring Campaign contributions have been disappointing, perhaps reflecting the lack of follow up due to the significant demands on Brad's time for the Budget and the Annual Business Plan. Hopefully, future follow up will be possible.

Kent reported on two Finance Committee documents in the Dropbox:

1. Upon the recommendation of our outside accountant, the Finance Committee has reviewed the nature of MAP's and Sevenoaks' operating policies in light of its status as a tax exempt organization under the Internal Revenue Code. The Committee recommends that the following motion be adopted by the Trustees and included in the minutes of this meeting:

Whereas the MAP Board of Trustees has reviewed the original Purpose and Mission of the Sevenoaks Pathwork Center, Inc., incorporated in 1988 and granted 501(c)(3) tax-exempt status by the IRS in January 1992; and

Whereas the MAP Board of Trustees has reviewed the Purpose and Mission of the Mid-Atlantic Pathwork, Inc., as reaffirmed in the current bylaws adopted on September 29, 2014, which is identical to the Purpose in the 1988 Articles of Incorporation; and

Whereas the MAP Board of Trustees has reviewed the most recent Strategic Plan for Sevenoaks Retreat Center adopted on February 26, 2018;

Therefore be it resolved

That the MAP Board of Directors reaffirms that the **Purpose and Mission of the Sevenoaks Retreat Center and the Mid-Atlantic Pathwork** have remained unchanged; and furthermore

That the Sevenoaks Retreat Center and Mid-Atlantic Pathwork continues to serve our community, state, region, nation and the world as a not-for-profit organization in accordance with the guidelines promulgated by the IRS for a Section 501(c)(3) organization.

Adopted this 29th day of August 2019 by unanimous vote of the Mid-Atlantic Pathwork Board of Trustees. This motion was moved by Kent, seconded by Brad. Trustees voted unanimously for its adoption.

2. Kent reviewed the desirability of establishing a Board Designated Fund titled The Pathwork Development Fund, pursuant to the notes appended to the motion draft in the Dropbox. Upon motion by Kent, second by John, the following motion was unanimously adopted:

*The Board of Trustees hereby establishes a board-directed restricted fund under the title "**Pathwork Development Fund.**" This fund will be used to help develop, market, promote and disseminate Pathwork programs and activities within the mid-Atlantic region. Determination how these funds are spent will be under the direction of the Pathwork Council as long as they conform with MAP policies and practices.*

**Retreat Experience Committee Report:** Rixie reported on the newly established Retreat Experience Committee (document in the Dropbox). Gretchen offered to join the Committee and was warmly welcomed by Rixie. The committee will report regularly on its activities, findings, suggestions, and concerns.

**Appreciation of Tom Hubbard:** The Trustees and Paul then spoke to Tom of their appreciation of his years of service as Board President, and of their individual experiences with Tom both as a colleague and as a warm and caring friend. There are neither sufficient nor adequate words..... Tom accepted our appreciation graciously.

The Board then moved to Executive session. **Budget for Fiscal 2020:** The Budget for fiscal 20230, showing a projected Net Ordinary Income of \$18,102 was unanimously approved.

Respectfully, Brad Smith