

Mid-Atlantic Pathwork
Board of Trustees
Meeting Minutes
September 26, 2019
6:30 – 8:40 EDT

Attendees: Kent Peterson (Rotating Chair); Claire Kelly; Brad Smith; Rixie Dennison; Kimberly Middleton; John Blum; Cibeles Salviatto; Dan Cheetham; Elaine Shaw; Gretchen Schutte; Kevin Jandreau; Paul Klinger (Center Director)

Kent opened the meeting and Elaine led an opening attunement. Attendees then took turns doing a check-in and sharing, prior to the opening of the business portion of the meeting.

Agenda items discussed:

- 1) **Board Election Update** - Claire reported that 38 MAP members participated in the online voting process and that each nominee (Cibeles, Dan, Elaine, Gretchen, and Kevin) received at least 36 votes. With that, the new Trustees were officially welcomed to the Board.

- 2) **Board Values and Ground Rules** – Kent acknowledged outgoing Board President, Tom Hubbard, for his gift of a set of Values, Guidelines, and Practices to help inform the Board’s actions going forward. Kent intends to add to the document and refer to it in future meetings. The document is in Dropbox, and Kent highlighted some items for all to consider:
 - a) Be open to diversity of views - We have a larger and more diverse Board – Honor all points of view.
 - b) Use kindness in our interactions and give other the benefit of the doubt – Thank each for what they can give and do – Express appreciation, rather than criticize.
 - c) If we have an issue with another, take it directly to them rather than complaining to others – If necessary, get coaching in advance of confrontation – Lean into, not away from issues.

- 3) **Future Meeting Dates** – Kimberly reported the results of the Doodle Poll to determine the next meeting date. The date in October that the most were able to attend was Monday, October 21, at 6 p.m. However, that date was only selected by 8 members. Discussion followed offering various meeting options (e.g., early mornings, lunch times). Kimberly suggested looking at trends over the next few months while the Board members get to know each other and work out schedules. Brad suggested looking at the short term to establish specific dates for the next couple of meetings, and then look for a long-term solution. Several members indicated that the further out we go on the calendar, the more flexibility there will be. It also appears as though Thursdays might be good meeting days in the long term.

ACTIONS: A decision was made to hold the next meeting on October 21, 2019 at 6:00 p.m. EDT.

Kimberly will set up Doodle polls for the November and December meetings, and Dan offered to assist in setting up a more generic poll to help determine what might work best for the most people going forward.

- 4) **Board Minutes – ACTION:** The minutes for the Board Meeting of August 29, 2019 were approved (Copy in Dropbox). The rotation for the taking of minutes for future meetings was presented (in order): Kent, Brad, Claire, Rixie, Kimberly, John, Cibele, Dan, Elaine, Gretchen, Kevin. The minutes for the next meeting will be taken by Claire (John was taking minutes for this meeting, on behalf of Brad, since both Kent and Brad had switched with John while he was absent).

Kent highlighted some important actions at the last meeting:

- a) Change to by-laws authorizing up to 12 Board members;
- b) Approval of agreement for Beth Hedquist to live on campus at Sevenoaks as the Director of Pathwork Programs;
- c) Reaffirmation that the Sevenoaks mission remains consistent with the requirements of a Section 501 (c)(3) Not-for-Profit organization;
- d) Establishment of a Board-Directed Restricted Fund, the Pathwork Development Fund, to help develop, market, promote and disseminate Pathwork programs and activities within the mid-Atlantic region;
- e) Approval of the 2019/2020 budget.

The Board Minutes process was confirmed as follows: Assigned Trustee drafts minutes and provides to the Rotating Chair for review/comment; Chair forwards edited minutes to the Board for review/corrections; Board approves final minutes; Chair posts minutes on the website and distributes to Pathwork Helpers. Board member available to discuss with Donovan and Susan Thesenga as needed.

- 5) **Leadership Tasks** – Tom Hubbard and Kent have put together a list of tasks for the Rotating Board chairs to use as a template in facilitating Board meetings and performing other leadership functions. This list will be updated over time; it can be used to assign tasks to willing Trustees.
- 6) **State of the Center Report** – Paul’s complete report is in the Dropbox. Highlights included:
- a) Beth has moved in and is getting settled – has already attended two staff meetings to assist in her orientation and is making a positive contribution;
 - b) A new convection oven was purchased for the kitchen;
 - c) Paul evaluated proposals for 2020 Health Care Providers in conjunction with the Health Care Task Force (Kent, Claire, and Paul);
 - d) Paul is working on developing a strategy for the Fall Fund Raising Campaign – more to come;
 - e) Paul and Gretchen have been giving lots of tours (one a week for the last 5 weeks).

- f) Paul reported Center Rentals Revenue Projections for FY2020 of \$545,788, against a budgeted amount of \$561,714 (97.2%). \$50K of that amount is “iffy,” but it still is a positive situation;
- g) Roof painting in Oak House has been completed;
- h) Paul is working with Keith Kikuchi to find a permanent solution to the internet problems that have worsened recently. This is the biggest infrastructure challenge for the Center right now, since it affects both the guest experience, as well as the staff’s ability to do their work. One option is digging a trench from lighthouse to extend the T1 line (expensive option, and in order to get a firm price, carrier is asking for a firm contract); another is raising the antenna on Center Building to, hopefully, get a better wireless signal (less expensive, but results are unsure). This problem is a high priority.
- i) The housekeeping staff continues to receive positive comments on their services. There were 9 events in August and 8 events in September that required rapid turnover, and the staff met the challenge. A new person was brought in last month and the staff is now fully trained.

7) **Finance Committee** – Brad referred all to the Dashboard in Dropbox. For the month of August, net revenue is about \$5,679 above the budgeted amount. However, Brad cautioned that the final numbers are not yet in; not all expenses have been reflected and he projects that we might break even once all the numbers are in. Overall, Brad raised concerns about the cash situation going forward. Health care costs will be about \$2K above budget for the year with the new insurance policy (see below), but, while the old policy was still in effect, July, August, and September was \$3600 above budget, for a total of about \$5600 above budget. Bottom line is that there is no meaningful cushion in our cash reserve, and we need to operate with that in mind. Future rental prospects are good, and Paul has shown that Sevenoaks provides a good product at a price that’s attractive, and if we continue to do that, we will be okay, but there’s not a lot of room for error.

Kent asked if it was possible for new members to sit in on the Finance Meetings to get familiar with the operation. **ACTION:** Brad will email the new members with the dates of the next 3 meetings to see if anyone is interested in attending.

8) **Health Insurance** – Claire presented a comprehensive report of the Task Force’s (Claire, Kent, Paul, with input from Dan) study of the health insurance issue. The Task Force formed in response to the rising costs of health care and the need for Sevenoaks to cut costs. In FY2019 health insurance costs totaled \$36,843. Staying with the same Anthem health insurance plan would have raised costs to \$43,986. In response to the overall need to cut costs, the amount budgeted for health insurance in the approved FY2020 budget is \$25k. Paul got quotes for 20 plans; analyzed them and performed a more detailed analysis of 10 plans. The proposed Aetna plan was chosen based on our attempt to provide the most affordable insurance that is still adequate for our staff. We received several cheaper options that would not provide adequate coverage.

The Aetna Insurance plan being recommended will take effect October 1st and will result in an annualized savings of \$20,939 when compared to our current plan with the proposed rate

increases. We will continue to provide health insurance benefits to our employees, move from a gold to a bronze level plan, continue to contribute the same percentage (75% for eligible fulltime employees) for medical, and make dental coverage self-pay.

The pros of this new plan are:

- a) It is the most affordable of the group plans evaluated, while providing a reasonable level of health benefits;
- b) Copays for PCP (primary care physician) and Specialists are still reasonable;
- c) Hospitalization and prescription coverage are good.

The cons of this new plan are:

- a) The personal deductible and out-of-pocket maximums are much higher, although none of the staff have met the current deductible;
- b) There is not out of network coverage. This will most affect the staff if they seek medical services while out of the state. However, discussions with staff have indicated they were not concerned about this issue.

Rixie praised the task force for the thoroughness and clarity of the report. Paul indicated that the staff has been kept apprised of the situation so they will not be surprised, and he will give them the details tomorrow. **ACTION:** Going forward, the health care issue will continue to be looked at in search of more cost-effective solutions that will continue to adequately serve the staff.

- 9) **Retreat Experience Committee** – Since the last meeting, Rixie and Gretchen met and developed a list of areas for further study that can lead to “updated policies, procedures, and protocols to help us understand our customer experience so that we may improve and grow our rental program.” The list is included in Dropbox and is presented in order of difficulty to implement. **ACTION:** The next step is to meet with Paul to discuss the list and to get data to support their efforts.
- 10) **New Board Members** – **ACTION:** Kent will talk to each new member to gauge their interests, skills, and areas where they can contribute.
- 11) **Next Meeting** – **ACTION:** October 21, 2019 at 6:00 p.m. EDT. Rixie will provide the opening attunement and closing.

Elaine led the closing and the meeting was adjourned without Executive Session.

These minutes respectfully submitted by John Blum