

Mid-Atlantic Pathwork Board of Trustees
Meeting Minutes
January 30, 2020
5:00 – 7:00 p.m. EST

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

Claire opened the meeting and John 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) **Future Meeting Dates:** The following meeting dates were confirmed (Note takers in parentheses)
 - a) Thursday, February 27, 2020 – 5-7 p.m. EST (Cibele)
 - b) Thursday, March 26, 2020 – 5-7 p.m. EDT (Elaine)
- 2) **Approve Minutes:** The Draft minutes from the December 2019 Board meeting were approved, subject to the amendment suggested by Brad to the MAP and Sevenoaks Long Term Finances Discussion.

ACTION COMPLETED: Minutes were amended, and the Final Version was later added to Dropbox and distributed to the Helper community.

3) **Updates from Board President – Claire Kelly**

- a) Dan is taking a sabbatical from regular Board duties to attend to personal business issues. He will attend Board and Committee meetings as he is able and hopes to return this summer.
- b) Claire proposed the creation of an action item checklist to track any Board and Center action item assignments. The Board agreed, and Brad will look through previous Board minutes to identify outstanding action items. Kent suggested the Chair track Board actions and the Center Director’s assigned supervisor track Center actions. Claire suggested that in order to save time in Board meetings, only new action items, or anomalies in existing items, be specifically addressed in the meetings.

ACTION: Create Action Item Checklist - 1) Brad to prepare initial list of Board action items. 2) Further discussion required to finalize Action Item Checklist and to clarify responsibilities. 3) Volunteer needed to assist in maintenance of the checklist.
Responsible Party: Item 1) Brad; Items 2) & 3): Claire

- c) Due to ongoing health issues, John will not be taking the next rotation as Board Chair, however, he will remain on the Board and continue as Pathwork Budget Manager.

ACTION: Volunteer needed to serve as Rotating Chair for March, April, and May.
Responsible Party: Claire

4) **Discussion on How We Interact – Elaine Shaw**

Elaine led a discussion on how Board members communicate with each other. References included the Pathwork Second Stage of Commitment, Steps to Loving Confrontation, Guidelines for Meetings created by Kent, communication insights from the Kripalu Yoga tradition provided by Kimberly, and input provided by Cibebe via email. There was a fruitful discussion, recognizing that the Board as presently constituted is assimilating several new members, and that we are still getting to know each other. It was agreed to continue the discussion in future meetings.

ACTION: Continue discussion on healthy Board communication and interaction.
Responsible Party – Rotating Chair

5) **Pathwork Council Chair to Attend Board Meetings – Claire Kelly**

The proposal to invite the Pathwork Council Chair to attend future Board meetings was discussed. Since this is a continuation of past practice, and in the interest of promoting transparency and cooperation between the two bodies, it was decided that the Council Chair would be invited to future Board meetings (excluding Executive Sessions, unless specifically invited). A question was asked whether Executive Sessions were included in the By-Laws.

The invitation from the Pathwork Council for a Board member to attend Council meetings was also discussed, but a decision as to who would be attending was not made.

ACTION COMPLETED: Brad determined that Executive Sessions were not covered in the By-Laws.

ACTION: Invite the Pathwork Council Chair to attend future Board Meetings.
Responsible Party: Claire

ACTION: Select a Board member to attend Pathwork Council meetings. **Responsible Party:** Claire

6) **Retreat Experience Committee – Gretchen Schutte (for Rixie Dennison)**

A copy of the report is included in Dropbox.

- a) The committee is exploring a “Premium” rate scale for smaller groups. A first draft is under review by the committee.

ACTION: Finalize Sevenoaks Premium Rate Scale. **Responsible Party:** Paul and Retreat Experience Committee

- b) Sevenoaks Contract and Booking Info Document – Paul presented the document to the committee for review. Gretchen said all retreat leaders should get a copy up front.

ACTION: Look at inconsistencies in implementation of procedures and communications with retreat leaders. **Responsible Party:** Paul and Retreat Experience Committee.

- c) Post-event emails: Need to come up with a standard post-event “Thank you” and Survey for retreat leaders, as well as a central place to keep them. Paul is looking at automation options.

ACTION: Prepare standardized post-event “Thank you” and Survey for retreat leaders, as well as a centralized repository for the information. **Responsible Party:** Paul and Retreat Experience Committee.

- d) Exploring use of DocuSign, or similar software, for allowing automated signatures on contracts.

ACTION: Explore DocuSign as an option for automated signature on contracts. **Responsible Party:** Paul and Retreat Experience Committee

- e) Exploring use of Venmo or Zelle for payments as an alternative to check or credit cards, in order to provide more options for renters.

ACTION: Explore Venmo or Zelle as alternative payment options for Center rentals. **Responsible Party:** Paul and Retreat Experience Committee

7) Center Operations Report – Paul Klinger

- a) Fall Fund Raiser is completed – had 96 total contributions for a total of \$22, 312 (may go up slightly), against a budget of \$10,500. It was a strong, coordinated effort. Year end tax receipts sent out this week via USPS and email.
- b) Thanks to Kent Peterson for his personal fund-raising effort that resulted in \$22,000+ to be designated as an Operational Reserve Fund (see Item 8b), below).
- c) Nearing completion of an ongoing monthly contract with an addiction treatment and recovery program that will provide a small (6-10 people) mid-week rental. This will help fill in historic mid-week rental gaps.
- d) The yearly center rental revenue projection has been revised to \$548,755, which is 97.7% of the budgeted amount of \$561,714. There were no rentals in January (other than 2 Pathwork events), which puts pressure on the remaining months. However, May is projected to be a record month.
- e) During the slow January, the staff has been working on painting the Holly House interior, deep cleaning the spaces, and installing a new (used) ice machine to replace the broken one.
- f) W-2’s and 1099’s went out timely.

ACTION: Resolve the Yahoo mail issue which is causing emails to bounce.

Responsible Party: Paul

8) **Finance Committee Report – Brad Smith**

a) Brad referred all to the Dashboard in Dropbox. The winter months continue to be lean. At the end of December, there was \$28,000 in the checking account, down from \$53,000 in November. There was an operating loss of \$16,000 in December, bringing the YTD operating loss to \$12,000. With virtually no rental business in January, there is a projected operating loss of \$41,000. However, this is expected to be offset somewhat by an expected \$20,000 in deposits during January. February and March are projecting slight losses, but overall things are not looking as bad as previously projected, due in large part to the strong fund-raising effort, and the lines of credit and other relief generously offered by Donovan Thesenga and Kent Peterson. Hopefully, we won't need to draw upon these lines of credit, but they are available, if needed, in order to get us through to the anticipated strong Spring months. Over the next few months, the Finance Committee will be looking at next steps in order to improve cash reserves.

ACTION: Develop strategy for long-term cash reserves. **Responsible Party:** Brad and Finance Committee.

b) Peterson Reserve Fund – Brad reported to the Board the proposed establishment of a Peterson Reserve Fund. These funds were generated by the personal appeal of Kent Peterson to friends and colleagues, to be matched by Kent. To date, there is \$20,000+ in the fund, which Kent has requested be reserved as a source of funds to be drawn upon as needed, and repaid, in order to help offset future cash flow deficits.

ACTION COMPLETED: Brad introduced a motion to create a Peterson Reserve Fund, designated as a restricted fund, to be used solely as a source of emergency cash in accordance with the terms of the document entitled “Mid-Atlantic Pathwork, Description of the Peterson Reserve Fund, January 30, 2020” (copy in Dropbox). The motion was seconded and unanimously approved, with gratitude to Kent.

9) **Strategic Plan Update – Cibele Salviatto**

Cibele submitted an email update indicating that the Strategic Planning Committee is being formed, and some key people are already on board. The forming of the committee was delayed, in part, due to health issues and surgery experienced by the key consultant on the project. Cibele hopes to have the committee formed, and first meeting scheduled, by mid-February.

ACTION: Form Strategic Planning Committee and report to the Board. **Responsible Party:** Cibele.

10) New Business

ACTION COMPLETED: Kent moved to give accolades to Claire Kelly for her service as Rotating Chair. The motion was seconded and unanimously approved.

John led the closing attunement, and the meeting was adjourned without Executive Session.

Next meeting scheduled for Thursday, February 27, 2020 – 5-7 p.m. EST, with Cibebe taking minutes.

ACTION: Need volunteer to lead the opening and closing attunements for the February 2020 Board Meeting. **Responsible Party:** Claire.

SUMMARY OF OPEN ACTION ITEMS

- 1) **ACTION:** Create Action Item Checklist - 1) Brad to prepare initial list of Board action items. 2) Further discussion required to finalize Action Item Checklist and to clarify responsibilities. 3) Volunteer needed to assist in maintenance of the checklist. **Responsible Party:** Item 1) Brad; Items 2) & 3): Claire; **Target Completion Dates:** Item 1) TBD; Item 2) TBD; Item 3) TBD
- 2) **ACTION:** Volunteer needed to serve as Rotating Chair for March, April, and May. **Responsible Party:** Claire; **Target Completion Date:** TBD
- 3) **ACTION:** Continue discussion on healthy Board communication and interaction. **Responsible Party** – Rotating Chair; **Target Completion Date:** TBD
- 4) **ACTION:** Invite the Pathwork Council Chair to attend future Board Meetings. **Responsible Party:** Claire; **Target Completion Date:** TBD
- 5) **ACTION:** Select a Board member to attend Pathwork Council meetings. **Responsible Party:** Claire; **Target Completion Date:** TBD
- 6) **ACTION:** Finalize Sevenoaks Premium Rate Scale. **Responsible Party:** Paul and Retreat Experience Committee; **Target Completion Date:** TBD
- 7) **ACTION:** Look at inconsistencies in implementation of procedures and communications with retreat leaders. **Responsible Party:** Paul and Retreat Experience Committee; **Target Completion Date:** TBD
- 8) **ACTION:** Prepare standardized post-event “Thank you” and Survey for retreat leaders, as well as a centralized repository for the information. **Responsible Party:** Paul and Retreat Experience Committee; **Target Completion Date:** TBD

- 9) **ACTION:** Explore DocuSign as an option for automated signature on contracts.
Responsible Party: Paul and Retreat Experience Committee; **Target Completion Date:** TBD

- 10) **ACTION:** Explore Venmo or Zelle as alternative payment options for Center rentals.
Responsible Party: Paul and Retreat Experience Committee; **Target Completion Date:** TBD

- 11) **ACTION:** Resolve the Yahoo mail issue which is causing emails to bounce. **Responsible Party:** Paul; **Target Completion Date:** TBD

- 12) **ACTION:** Develop strategy for long-term cash reserves. **Responsible Party:** Brad and Finance Committee; **Target Completion Date:** TBD

- 13) **ACTION:** Form Strategic Planning Committee and report to the Board. **Responsible Party:** Cibele; **Target Completion Date:** TBD

- 14) **ACTION:** Need volunteer to lead the opening and closing attunements for the February 2020 Board Meeting. **Responsible Party:** Claire; **Target Completion Date:** TBD

These minutes respectfully submitted by John Blum