

Deep Spring Center Board of Directors Meeting
January 18, 2016, 6:30 pm @ Deep Spring Center
Ann Arbor, Michigan

attending: Jason Riggs, Elizabeth Cheslak, Tana Dean

not attending: Barbara Brodsky, Rori Stienstra, Amy Koch, Beth Mulder

Brief Sitting

Sangha Commentary our meeting was focused on Deep Spring's upcoming move. Beginning March 1, 2016, Deep Spring Center will be renting space from Interfaith Center for Spiritual Growth. This is in no way a merger of these two, independent groups.

Old Business

- I. Emrich refund - discussion deferred to next meeting

2. End-of-Year Fundraiser- total raised \$8372. in one-time donations, better than we'd expected

3. Retreats update- we have three retreats planned for 2016.
 - A. Spring Vipassana Basics Retreat at Steiner - "Body as Doorway Vipassana with Heart Centered Practice" will be held March 11-13. Marcus & Amy Koch and Adria Medina will be leading. Reservation for the space has been made. No deposit is required.
 - B. Spring at Howell- Vipassana Meditation Retreat, April 8-10. Will be led by Amma Thanasanti. Deposit to reserve the space was paid in 2015.
 - C. Fall retreat at Oakwood Retreat Center, IN. Details to be announced.

4. Board Membership. Always looking for people to serve on the Board. Elizabeth invited Craig Brann who has declined at this time.
PLAN: Rori will invite Mary Lawton and Traci Asher to attend a meeting and consider joining

5. Library- Lalita has been working on the Deep Spring Library, organizing, cataloging, etc. We are not sure what will be happening with our collection at this time: move it to Interfaith, box it for storage, leave it on Packard (if ok with a replacement tenant) etc.
PLAN: Elizabeth will talk with Lalita about our current needs and options. Anticipate knowing more in the spring

New Business

1. Moving Plans and status report

A. On January 12th Elizabeth and Tana met with Robert from the management company for Packard Road space and notified him that we need to leave DSC, and plan to move out by Feb 29th. It was a friendly, productive meeting. Robert said he is “confident the owners will work with us”. We established a list of what happens next:

- a. DSC sends written “Notice to Vacate” to the landlord is required 30 days prior to leaving.
- b. DSC will receive written acknowledgment of that letter from the landlord
- c. DSC is responsible for paying our rent through the duration of our lease, until July 31
- d. DSC is allowed to find a tenant to complete our contract (take over our lease). We can do that through networking, Craig’s list, advertising, etc. The landlord will also seek to find a new tenant. They need to call for permission to show the space. We at Deep Spring are actively pursuing an identified potential tenant.
- e. there is no termination fee for breaking the lease

B. If we find a tenant, we can negotiate what contents stay behind for them to use or purchase, donate what we do not need, hold a “tag sale” for what we don’t want, etc.

C. If we do not find a replacement tenant, we vacate the space as follows,

- a. we sort, pack and move everything (details to be determined)
- b. “restore the space” which in our case means: repair holes in the walls, touch up the paint, vacuum and leave it “broom clean”
- c. turn in the keys
- d. there will be an inspection. Our security deposit will not be refunded until we have paid all the rent through the duration of the lease

PLAN: Tana will mail the Notice to Vacate to the landlord (already written and signed) this week

Tana will call the identified potential tenant this week

Tana will list the Packard road space on Craig’s list on Feb 1st

Elizabeth has generated a “to do” list of next steps required to move forward

Elizabeth has completed an inventory of the contents of Deep Spring

Zakia will continue cleaning in Feb. and do any cleaning related to the move

D. Cost of Moving- Our goal is an inexpensive, careful process. Estimates have been obtained from Two Men and a Truck. They are expensive (\$1887 just to move us to Interfaith, \$2322 for packing and moving). A self-move is the way to go with truck rental (U-Haul is \$29/ day local) and volunteers. We already have some volunteers for packing! We have also identified some very low-cost folks (\$15/hr) to move us out of Packard and into Interfaith, should we need them. All volunteers will be welcome to help out in the weeks before and on the day of the move.

PLAN: determine and proceed as the situation unfolds

E. Communication and the Move

1. **Deep Gratitude to Tana,** our wonderful Office Manager, who has agreed to continue working with Deep Spring from her home. We will be moving whatever she needs from the current office.

PLAN: Tana will generate a list of furnishings and equipment that she will need to work from her home office.

2. **Forwarding Address-** we discussed the options of either using the Airport Road address or getting a post office box. The Board agreed that a street address is preferable and spares the

expense of a p.o. box. We agreed that It's time to put the new address on all communication and publicity "Deep Spring is moving: as of March 1, 2016, here's our new address....."

PLAN: Tana will meet with Delyth (Interfaith) about handling our incoming mail

Tana will add a "we will be moving" line to the website

3. Phone- DSC will continue to need its own phone. The Board feels strongly that DSC needs to respect the boundaries of "our organization's office in Tana's private home". We also want to respect "business hours": Tana does not answer the DSC phone 24/7

PLAN: Tana will investigate what to do about transferring Deep Spring's current ATT phone service to an appropriate phone & system for use in the home office.

F. Conference call equipment Our current conference call equipment is an analog system. Everything is moving to digital. Remaining analog will become increasingly expensive over time as it becomes obsolete. The current cost for installing a landline at Interfaith (necessary for using our digital equipment) is \$200-\$300. The ATT monthly fee for analog is increasing. So, if we are to continue connecting with folks at remote locations for classes and offerings, we need to transition to digital/ internet based conference calling.

PLAN: Tana has already begun investigating digital options: VOIP, Skype, etc. and will report to the Board on her findings

Sell our analog equipment to the new tenant or on Craig's list

G. Employee status- Tana has invited Board to consider her employment status once she is working from home: contract worker or DSC employee. She prefers to remain an employee.

PLAN: board will discuss at the next meeting

II. Financials Abbreviated discussion due to no Treasurer's report or P&L statement. Accounts were reviewed (checking, scholarship, unrestricted) and we remain in the black. Upcoming expenses include: Feb. rent, payroll, utilities, small insurance payment, moving costs. Our operating expenses will decrease after our move to Interfaith, and markedly decrease if we can find a replacement tenant to assume our rent obligation. There are no large or one-time expenses anticipated until the deposit for the Oakwood retreat, due summer 2016. Anticipated income includes: donations, Steiner retreat, Howell retreat, Intro classes (4), Barbara & Dan's class, and Dana. The Board continues conserving our limited funds and monitoring all expenditures. The Board welcomes all fundraising ideas, projects and suggestions.

PLAN: Beth, DSC treasurer, will continue financial reporting to the Board upon her return

Adjourned at 8:00 pm

Next Meetings: to be announced

All meetings are held at Deep Spring Center unless otherwise announced. All meetings are open to the Sangha. The agenda and date for the upcoming meeting, and minutes from past meetings can be found at www.deepspring.org

Respectfully submitted by: Elizabeth Cheslak, Secretary