

# DEEP SPRING CENTER

DSC Board Meeting Minutes

July 31, 2016 / 8:00 PM / Online videoconference using Zoom

## Attendees

Robert Lee, Tana Dean, Bill Riccobono, Barbara Brodsky, Roann Altman, Evelyn Ghosh Williams, Lalita Doke, Tavis Taylor, Isabelle Mook-Jodouin, Celeste Zygmunt

Regrets: Mary Lawton

## Meeting Notes

- I. Brief Silent Sitting
- II. International Community Meeting (Sunday August 7- 2:30 – 4:30pm ET) agenda development
  - Review purpose/goal of international meeting
  - To bring people together, in a community, to share, and recruit volunteers to help with various aspects of Deep Spring.
  - Also, to share what is going on at DSC
  - Assess community needs for future programming
  - To solicit financial help for the centre as well
  - There was discussion about the best way to reach people - several board members felt that phone calls were most effective, especially for the financial aspect. There are a few lists of phone numbers that could be used for this - class registration, monthly donors. Also, people reaching out to others they know personally could work well. Facebook also suggested as a means of reaching people.
  - It was suggested that Barbara write a short message to go into the email invitation. Barbara agreed to prepare something, and suggested that we include a message from the board, with the names and locations of current board members. Everyone agreed.
  - Agenda: will use the June 11th agenda as a template. Remove DSC Today and replace with the message from Barbara. Read mission statement (as it is currently on the website).
  - Agreement that we are not yet ready to recruit more volunteers, as the committees need to be set up and running first.
  - International meeting will be in person for those who are local, and on Zoom for those who are not.
- III. Discuss vision and mission statements

- Evelyn suggested a separate meeting to work on vision and mission statement. Everyone agrees.
- Evelyn suggesting that at the community meeting, we can just say that the mission statement's wording is being refined, and will be updated in the near future, or we can opt to say nothing at all. Agreement that we will be reading the old mission statement at the international meeting.
- There was a suggestion that the Board invite members of the community to participate in this work. Barbara cautioned that having a committee to work on this is fine, but we need to be careful to ensure those working on the mission statement know DSC and what we are about.
- Evelyn suggested that it be restricted to Board members and others that Barbara directly identified as contributing to the current draft.
- Roann moved that the mission/vision subcommittee, made up of a subset of the board and others interested have a meeting approximately 2 weeks after the community meeting. Lalita seconded. Everyone agrees. Roann to organize this meeting.
- Celeste, Roann, Lalita, Evelyn and Barbara to participate in this subcommittee from the Board. Barbara to identify any other participants.

#### IV. Determine Team Lead "Check-ins" for future meetings

- Video Production – Bill Riccobono – team leader. Bill and Tana are working with consultant, Mark on video production. Mark is volunteering his time.
  - Working to get video capability set up for September
  - Focus is currently on becoming familiar with is on becoming getting familiar with new equipment and getting it operational.
  - Long-term goals: want to provide quality audio and video, either live or uploaded online. Technology is available but learning curve is steeped, and there are more considerations than were originally anticipated.
  - Immediate future, focus on Zoom for meetings such as this, also focus on Wednesdays with Aaron.
  - Barbara offered thanks to the tech committee for their work.
- Retreat Manager – Celeste Zygmunt – team leader
  - Retreat committee is Celeste Zygmunt,, Mary Lawton, Nancy Beckman, and Bill Riccobono.
  - Committee met last night, Mary sent in regrets to that meeting as well.
  - Oakwood retreat coming up, planning is going well.
  - Celeste started working on 3-day retreat by videoconference, but at the meeting yesterday, Bill informed that technology needs to be finessed in order for it to be possible technically. Questions remain: Is the Mother

participating? If not, this could be a strictly vipassana retreat. How can we make the Mother more available to those not local to DSC?

- There will be a Steiner retreat in 2017 (March), but no Howell retreat in 2017.
  - Discussed possibility of doing a 1-day online full-day retreat.
  - Tana noted that any decisions for 2017 retreats need to be taken soon, as we will need 9 months lead time to plan.
  - Evelyn suggested that the retreat team meet soon to make suggestions and propose to the board.
  - Roann suggested that we have an item on the community meeting, to ask what the community wants in terms of offerings.
  - It was noted that it's important to consider retreats within the wider range of offerings that DSC has: classes, sittings, etc.
- Moving Archives – Roger Mook-Jodouin and Janice Keller
- Tana: Archives team needs to meet to discuss what needs to get done, and from there figure out who does what and when.
  - Barbara: The archives is about collecting 28 years of talks from Aaron and myself, thousands of talks. Only about 1/3 to 1/2 are on the website now. Need to get them posted and cross-referenced make them accessible. Archives committee is to help this.
  - Tana will organize the meeting with: Roger Mook-Jodouin, Tavis Taylor, Lalita Doke, Tana Dean, Isabelle Mook-Jodouin, Janice Keller. Tana to connect with Barbara to identify others who may be involved.

V. Review / Q&A of Tana's Business report (please read prior to meeting Sunday)

- Tana spoke with Bob and Evelyn about the report. Equipment was by donation.
- Tana noted that Mark (videographer) is a volunteer as well, helping with technical details – very grateful we have him to help. Tana shared that DSC offered to pay him, but he said he was happy to volunteer his time.
- Lalita suggested the Board offer Mark thanks for his help. Bill agrees, and would like us to include how much Tana and Bill have appreciated his help and expertise. Tana will send a thank you card on behalf of the board.
- Tana shared that she has been sending thank you cards to the monthly donors, especially when they initially set up the donation. Board agreed that this was a good idea.
- Tana shared that we have a new registration system, as the archives registration system broke down in the fall last year.
- Tana thanked Roann for suggesting Zoom for our meetings, as this has been a great tool.

- Some of the funds in the profit section of the reports from Tana will need to be moved into scholarships, and for retreats. Tana working with Bob on this.
- VI. Treasurer's report from Bob Lee
- Financial statements came from Tana by email.
  - Improvements to financial reporting suggested by Bob: 1 cost center, and 2 profit centers. Bob wants to see more detailed reporting specifically on retreats.
  - Tana suggested that monthly donors get free access to Evenings with Aaron, and Bob agrees.
- VII. DSC programs and offerings
- See II. International Community Meeting section
- VIII. Advertisement for approval
- Several people noted that it was confusing to have "Human" (the book title) in the meditation and spiritual inquiry offering, so Barbara recommended we simply remove the work "Human" as well as the hyphen following it from the ad.
  - Ad approved for placement.
- IX. TTY converter for Barbara at Interfaith
- Bill wants permission to look into this for Barbara at Interfaith
  - Tana suggested looking into TTY using bluetooth because installing a land line at Interfaith is very expensive
- X. Salary raise for Tana Dean
- Tana's salary to rise to \$25 an hour in September, as per decision from Board earlier this year.
  - Determined that \$2,500 to \$3,000 needs to come in monthly to ensure that DSC needs are met and that Tana's raise (and everything else) is fully funded.
  - Tana offering to go up to \$20 an hour instead of \$25 in September, and banking the extra \$5 an hour to get a bonus as the center begins to thrive. Could have another raise in the new year to bring it up to \$25 per hour.
  - Bob suggested: 20\$ per hour now, and \$25 per hour in February and will give her back pay as a bonus as of September if we have the money. Bill agrees. Evelyn felt that we are rushing this, and maybe we need another meeting before the end of August to discuss further.
  - Evelyn: this item will be tabled and discussed at a further meeting.
  - Lalita asked if the fundraising plan for July went ahead. Tana replied that she would have liked to do it but workload was too steep to allow this to be realized.
- XI. Roundtable:
- Celeste: steep learning curve but very excited

- Tana: Very excited and feeling very supported
- Tavis: Excited to be working with such a diverse group. Thanks to Hal for signing for Barbara during this meeting.
- Roann: Excited to be moving forward.
- Bill: Good start, appreciated doing it, good meeting. Thanks to Evelyn for taking on the leading role.
- Barbara: Aaron says thank you for engaging your hearts in this work. Thanks from Aaron.
- Bob: Great job Evelyn keeping us on task.

## Action Items

1. Tana and Evelyn to finalize agenda for community meeting (Evelyn, please confirm I got this right)
2. Roann to organize a meeting for the mission/vision subcommittee
3. Barbara to identify potential members for the mission/vision subcommittee
4. Celeste: Retreat Team to meet soon after community meeting to make suggestions to Board at next Board meeting re: retreat offerings
5. Tana to organize a meeting with Archives committee
6. Tana to send a thank you card to Mark (Videographer)

## Next Meeting:

August 28, 2016, 8 PM.