

# Deep Spring Center Board of Directors Meeting

27 JUNE 2021 / 8:00 PM EST / ZOOM

## Attendees

Isabelle Mook-Jodouin, Tana Dean, Roann Altman, Tavis Taylor, Barbara Brodsky, Patricia Polanski, Colette Simone, Terri McClernon, Julian Dean

Guest: Linda Gunter

## Aaron's Guidance

I am Aaron. Something I was deeply touched by, watching the pictures of this building collapse, the terrible loss of life: in one scene, a closeup that I saw through Barbara's eyes on the computer, all of this debris, and somewhere in that debris, what must have been a houseplant that came down, and there was a small bit of a flower growing, in the middle of the debris. They did not bring it up and talk about it; simply, I observed it.

The building collapses. Over 100 people die. But life persists. What is this life? You are such beautiful human beings. You are spirit, you are body, you are mind. But the essence of you is that which continues to flower through everything, whether within the body, or past the body. You are loved. When you think of your fragility and the fragility of other beings, please remember also the enormous strength and radiance that you are. Cherish yourselves. I thank the Deep Spring Board, for the persistent message of, "Cherish yourself". Thank you.

## President's Report

1. Aaron asked the Board members to do positive manifestation visualization exercise on a daily basis.
2. Tavis to collect information on cost of recording audio books as one of the projects.- onhold
3. Barbara to determine which son will take over DSC property in the event of DSC dissolution
4. Isabelle to start brainstorming an approach to invite community participation
5. Zoom team to create an outline of the host's responsibilities, how Q&A works, and other helpful tips and put on Google Drive.
6. Blurbs for website: need short descriptive blurbs for Yeshua and the Mother, and potentially Father John, and one about the Brothers and Sisters of Light in general. Colette to draft a short blurb for Yeshua and send to Barbara for approval. Colette to work with Barbara on the others.
  - a. All content needs to be sent to Leslie ASAP to be included on the new site
  - b. Blurbs for the Mother, Yeshua and Aaron drafted. Colette to send to Roann
- ~~7. Need Policies and Procedures folder, subset folders for each team~~
- ~~8. Inventory list DSC property at Tana's and Interfaith will need some local Ann Arbor volunteers to help with this inventorying, Terri to reach out~~

- ~~9. List types of DSC email listings communications team have identified 3 types of marketing messages + blog message, design~~
- ~~10. Need Celeste Zygmunt's and Robert Jacobs' (guest teacher) bios for the fall classes.~~
11. Pat and Roann worked on re-formatting Jotform for new teachers, Pat to reach out to Celeste and Robert for bios and course info
- ~~12. Need Policies and Procedures folder, subset folders for each team Isabelle to prepare on Google drive~~
13. Tana to follow up on getting 47 Stories in Kindle (e-book) format.
- ~~14. Barbara and Tana to work on the list of mailing addresses for the postcards~~
15. Isabelle, Colette and Roann to work on determining where else the inclusive statement should be posted.
- ~~16. Isabelle and Terri to meet for Terri to be oriented to Board Google Drive~~
17. Tana to write procedure of highlights of video editing process and creating training video
18. Isabelle to keep copy of the passwords encrypted electronically
  - a. Isabelle recommends signing up for password management service - Isabelle to look at Last Pass, which Tana has been using for years
  - b. Isabelle and Tana to connect to sign up for this service as an organization
  - c. Will need policy/procedure for password changes
- ~~19. Tana to place copy of all passwords in the firebox~~

### **Publishing Projects**

Books: 47 Stories on Amazon in e-book and paperback ordering update: 1<sup>st</sup> paperback order placed, e-book still to be completed

47 stories audio recording started by David Bell

Cosmic Healing almost ready for publishing in Portuguese and English

### **UMSI Request**

Tavis submitted request to UMSI to consider hiring a student to work as program manager

To be discussed further at future meetings.

## **Teams**

### **Current Financial Update**

Financial reports have been reformatted to support our work

CD to be transferred to Tana, likely in August

### **Development**

2021 Spring fundraiser postcard and email completed

Fundraiser update document placed in Development folder on G-Drive; with shortcut to file placed in the Financial folder on G-Drive

Considering adding volunteer hours as a line item to reports for development and other activities (no dollar value)

Need a team leader, preferably a community member

Development team to work out process for providing easy access to data surrounding fundraising, donors, production of reports

Process for acknowledging and cultivating donors to be developed. Roann, Tana and Fawn to meet for the initial outlining of this process.

Want to personally address all emails, using merge tags; change to be implemented when new site and branding goes live

## **Retreats**

Oakwood: Next retreat, October 2-9

Likely a Zoom retreat again this year, due to pandemic situation

New Hope Sangha retreat: November, on Zoom, DSC helping with logistics

## **Curriculum Team**

### **Events**

#### **Classes**

Eden Project: all set, information has been sent to Leslie for new site

Julian to write out a basic calendar for Barbara to share with those students who have been asking for class dates to plan

#### **Events with Spirit**

Evenings with Aaron: summer break, resume in September as part of new Eden Project

Remembering Wholeness: summer break, resume in September (Max per session – 40), dates already sent to Leslie for new site

## **Technology**

Liaison is Isabelle to help with each team requiring IT tech support: Marketing/Blog; Curriculum; Retreats.

Please work with Isabelle for all the brainstorming ideas and changes. When team needs are clarified, Isabelle and Tana will go forward with implementation.

## **Marketing**

**Web redesign:** in process, moving along well, more work being done next week. Roann to advise Board members when site is finalized for final review; forms (registrations, sign-up for mailing lists, donation forms, volunteer forms) still need to be created according to standardized format

Need process in place for communications team to send changes or additions to site post-launch

### **Blog**

Break for summer to create new visuals matching new site branding

Concern about blog images becoming portals for negativity - blog team to work with Colette to create a pool of images to be selected for blog posts. Need process for the cleansing and blessing of images before publication.

Process: Zoom meetings and DSC workings to begin with setting an intention and short meditation

Isabelle and Colette to work on getting the banner done for the blog section of the new site as a priority

Isabelle, Colette and Roann to work on determining where the inclusive statement should be posted other than YouTube posts

**Community engagement:** Sangha page on website-on hold for now

### **Zoom**

Pat and team are designing a process to set up zoom hosts, instructions will eventually be on google drive.

All who need Zoom for class/workshop/retreat must coordinate with Zoom team

### **Archives**

No update since last meeting.

### **Volunteer Coordinator**

Folder on Google drive for volunteer process and projects

Inventory list created in table in Google Doc on G-Drive

Draft volunteer procedures on G-Drive

Terri to review the edited volunteering offer form sent by Roann, and return to Roann with her edits

Terri to work on the wording and design of volunteer request form.

Linda to send some suggestions for software for volunteer management to Tavis

### **A/V Team**

Requested UMSI student for video editing.

Liability statement regarding videos in process - Tavis and Roann to find edited statement.

Tana writing up procedure for video editing

## **Manager's Report**

### **Marketplace Profit Sharing Agreements**

All completed

SM stats 21.05.20: 2,134 sessions; 3,363 views

21.06.23: 1,074 sessions; views 1,732

(compared to last year: 20.06.24: 745 sessions; 1,464 views)

## Teams' Duties Table

Board members to review and edit team duties table

Tavis to meet with each team leader over the summer to develop final Policy and Procedure documents

### For all programs:

To receive a link to join there must be a registration. Tana will only send the link to those who are registered.

Registrations will be closed a day before (RW and Eve w/Aaron) to give the office time to prepare. Many of these events are on weekends, Tana's time off.

Registrations are needed for IRS tax filing purposes, IRS requires an accounting of number of attendees for each event.

## Action Items

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12. Isabelle and Tana to connect to sign up for this service as an organization
13. Julian to write out a basic calendar for Barbara to share with those students who have been asking for class dates to plan
14. Isabelle and Colette to work on getting the banner done for the blog section of the new site as a priority
15. Terri to review the edited volunteering offer form sent by Roann, and return to Roann with her edits
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17. Linda to send some suggestions for software for volunteer management to Tavis
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## Next Meeting

August 1, 2021, 8 PM Eastern