

Deep Spring Center Board of Directors Meeting

29 AUGUST 2021 / 8:00 PM EST / ZOOM

Attendees

Tana Dean, Roann Altman, Barbara Brodsky, Patricia Polanski, Colette Simone, Terri McClernon, Julian Dean

Regrets: Isabelle Mook-Jodouin, Tavis Taylor

Aaron's Guidance

I am Aaron. My blessings and love to you. Yesterday, Barbara went out to the lake for an hour or two, just for swimming. Thunderstorms were predicted. She got into the water, and sure enough, at the far end of the lake, she saw dark, heavy clouds. Above her head, the sky was blue. She said, what shall I do? A storm can come up quite quickly there. One doesn't want to swim half an hour down the lake when it's stormy like that. But where she was, the sun was out. So I reminded her, just stay in this moment where the sun shines. If thunderstorms come, then you will get out. Don't jump out now because there may be a storm in the future. It just feels like a bit of helpful guidance to remember for everyone. If you are somewhere that the sun is shining, enjoy it. If thunderstorms come, there will be a place of shelter somewhere. Just shelter until the storm passes.

There's one thing I would like to add to this. Right now, with the big hurricane in New Orleans, the area of New Orleans, with what's going on in Kabul and all of Afghanistan, it seems like there are a lot of storms. Sometimes you have to hold the sunshine in your heart, and not be deterred by the storms. Everything in the conditioned realm will pass away. The light, the love will not pass away. It is your adherence to this light, your intention to be of service to this light, and to hold it in your hearts, that helps keep it available to the whole Earth. I hope many of you can spend some time in the next few days - spend some time is not the way I want to phrase this - offer some time in the next few days to the things that concern you, like the weather, the wildfires, the people that seem so helpless in Kabul and elsewhere, and just hold it all in your loving heart, holding the intention to offer light, to hold out light and love.

Thank you all for the work you are doing here. I love you. I am Aaron.

President's Report

1. Aaron asked the Board members to do positive manifestation visualization exercise on a daily basis.
2. Barbara to determine which son will take over DSC property in the event of DSC dissolution
3. Isabelle to start brainstorming an approach to invite community participation
4. Zoom team to create an outline of the host's responsibilities, how Q&A works, and other helpful tips and put on Google Drive.
5. Tana to write procedure of highlights of video editing process and creating training video

6. Isabelle to keep copy of the passwords encrypted electronically, including BB's
7. Isabelle to look at Lastpass, password management service which Tana has been using for years.
8. Isabelle and Tana to connect to sign up for this service as an organization
- ~~9. Terri to review the edited volunteering offer form sent by Roann, and return to Roann with her edits~~
- ~~10. Terri to work on the wording and design of volunteer request form.~~
- ~~11. Tavis to meet with each team leader over the summer to develop final Policy and Procedure documents (Colette left)~~
- ~~12. Need process in place for communications team to send changes or additions to site post launch Roann~~
- ~~13. Colette to create a pool of images to be selected for blog posts. Need process for the cleansing and blessing of images before publication Barbara to instruct Pat who will instruct Zoom team and put in procedures~~
14. Isabelle, Colette and Roann to work on determining where the inclusive statement should be posted other than YouTube posts
- ~~15. Julian to work with Tana to create description and title for the new 2 positions (this one and an office assistant position), as well as Tana's revised job description and title~~
16. Isabelle and Colette to work on getting the banner done for the blog section of the new site as a priority
17. Isabelle and Roann to work on the new template for Daily Reflections emails
18. Terri to assist Tana in coordinating inventory process
- ~~19. Julian and Colette available to meet with Terri to discuss supporting volunteers for holding energy~~
- ~~20. Tavis and Roann to find edited video liability statement~~

Publishing Projects

Author's proceeds sharing agreements being updated

Spread sheet under "Barbara's books" in Google Drive

Marketplace: change of verbiage from "profit sharing" to "proceeds sharing"

Potential Team Manager

Tavis in conversation with potential candidate

Board requested to receive resume and meet candidate prior to decision

Equipment Loan

Group (Amy Garber's Enlightened Soul Center) that had been borrowing DSC meditation cushions and bookcases has agreed to purchase these for \$900 at \$75/month for 12 months.

Teams

Current Financial Update

DSC's finances are currently healthy

Need to develop a budget to forecast future expenses, especially for hiring purposes

Will need to increase fundraising substantially and strategically to meet those expenses

Development

Still need a team leader preferably a community member, not addressed at this meeting

Want protocol for acknowledging and cultivating donors; calls to donors have started

Use mail merge to personally address all emails

Database:

Tana has purchased databasing software (Big Contacts)

Need someone to help with organizing the data

To include donor information and registration information for classes and workshop

Will produce many kinds of reports for planning and analysis

New hire to be in charge of database

End of year fundraising to include matching donor campaign

Notes to help with fundraising concepts in file on G-drive

Retreats

Oakwood: Next October 2-9, on Zoom

New Hope Sangha retreat: November 12-14, on Zoom, DSC helping with logistics

Pat to confirm with John details of help wanted for these retreats

Curriculum Team

Events

Classes

Eden Project

Learning to Live from the Awakened Heart: Barbara meeting with potential new students.

Pat to check with Nancy, Nina and Iris regarding their preference for dana and coordinate to get their information onto the website if applicable.

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)

Zoom

Learning to Live from Awakened Heart: will use Nina's Zoom account

Eden Project Meditation class: will use John's Zoom account

Pat and team designing 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

Recordings: Pat to connect with Robert and Celeste re: recording for their classes in order to share unedited audio with the registered students only

Will include standard disclaimer for unedited recordings - included below in A/V section

Marketing

Web redesign: site launched!

Roann to continue to be point person for all website revisions until she steps down

Roann working on job description for her replacement

Leslie's contract over September 7; 1-year maintenance contract with Leslie covers only technological components, ensuring the website is up to date, no content changes.

Need plan for updating content on website after September 7

Short notice content: Barbara to send content to editor (Roann for now) for review, and then Tana to send out via email

Until further review, these are P/Ps for the website:

Policy

Only the webmaster shall upload/remove final material to the webpage

Procedures

A. Posting on website

Individual wanting material posted to website is to send it to editor (Roann) for review and editing

Editor (Roann) sends final material to webmaster (Leslie)

Office Manager (Tana) kept in the loop and consulted for accuracy of material and timing of changes

Any questionable material, notify Board for review and decision

ALL images to be posted need review and blessing from Barbara and Aaron first

Graphics advisor (Colette) developing a collection of approved images that may be used, new images need to be approved by graphics advisor and cleansed by Barbara and Aaron prior to posting

B. Corrections to website

Board members requesting corrections are to write in Google Drive file New Website Feedback

Webmaster shall review this file on a regular basis and make corrections, date noted when addressed

C. Images for website and other electronic material

Colette to be graphics consultant for all images used in DSC work, for Spirit to cleanse images just before posting, coordinating with Barbara and Aaron.

Colette working on policy/procedure for graphics/images

Blog

Discussion re: slides for blog, and matching colours and images with new branding look and feel (light and spaciousness).

Submitted slides need to be re-done with a different image and to match new branding.

Will have pool of approved images to pull from but blessing needs to happen close to posting date.

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

Archives

No update since last meeting.

Volunteer Coordinator

Transcripts:

New volunteer offering to help with transcripts.

Arrange for him to meet with Janice Keller for guidance and instruction, and assign non confidential material, ex: Evenings with Aaron, others as available

Inventory list: Terri working with Tana on organizing cleaning out of DSC storage

Sanctuary volunteers: Terri to organize a meeting for Barbara, Julian and Colette with sacred space holder volunteers, to have consistency in process.

Volunteers new to DSC: Barbara to write a short introductory letter of thanks, to invite sharing some details about how they found DSC and what kind of work they're interested in, for Terri to send out

A/V Team

Disclaimer for all audio recordings sent to students (reviewed by Robert Jacobs):

You are receiving this DSC audio for your personal use only. As producer of this recording, Deep Spring Center has exclusive copyright protection for it. To preserve the privacy and confidentiality of attendees, you are not to share it with others, which means not forwarding to friends, posting on the Internet or social media, or sharing in other ways.

Once these recordings are sent to you from Deep Spring Center, we ask that you respect our copyright rights and the privacy and confidentiality of participants. Thank you for your understanding.

Manager's Report

Tana and Tavis to work on the job descriptions drafted by Julian and Tana

Tana's Responsibilities

Will be looking at Tana's responsibilities over the next several months to determine which to keep for her to focus on (i.e. A/V editing, QuickBooks, etc) and which to delegate to a lower paid office assistant, as funds allow.

Teams' Duties Table

Board members to review and edit team duties table

Policy and Procedures: Tavis met with each team leader 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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Next Meeting

September 19, 2021, 8 PM Eastern