

# Deep Spring Center Board of Directors Meeting

19 SEPTEMBER 2021 / 8:00 PM EST / ZOOM

## Attendees

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

## Aaron's Guidance

My blessings and love to you. I am Aaron.

There is no self or other. Everything is an expression of the one. All of you find it easy to give of yourselves to others, to take care of others. You choose to do this and it's interesting how challenging it can be to take care of yourselves. But there is no self or other. If you are not taking care of yourselves, you are not taking care of everybody and everything. Let go of any idea that it is selfish to give yourself the rest, the space, the ease, the play, the delight that you need. Because when you feel it, it spreads out and everyone will feel it.

My love to all of you.

Thank you. I am Aaron and I love and appreciate you all very much.

## 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. Isabelle and Colette to work on getting the banner done for the blog section of the new site as a priority
10. Isabelle, Colette and Roann to work on determining where the inclusive statement should be posted other than YouTube posts
11. Isabelle and Roann to work on the new template for Daily Reflections emails
12. Terri to assist Tana in coordinating inventory process
13. Pat to confirm with John details of help wanted for the New Hope Sangha retreats

~~14. Pat to check with Nancy, Nina and Iris regarding their preference for dana and coordinate to get their information onto the website if applicable.~~

### **Publishing Projects**

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

Portuguese translation of PKF complete.

### **Potential Team/Program Manager**

Need to start formal search campaign

Position title still to be determined

Tavis to meet with Julian and Roann to discuss position title

## **Teams**

### **Reorganization**

Board members to consider changing team structure to have fewer teams; to discuss at next meeting

Isabelle to place chart of suggested structure and associated document from Roann in DSC Board Google Drive, in Reorganization folder

### **Current Financial Update**

DSC's finances currently healthy

### **Development**

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

Tavis to invite Victoria Watson (long time IONS board member and fundraiser) to speak to the Board at annual strategic planning meeting if possible

Current needs

- easy access to data surrounding fundraising, donors, etc. and production of reports
- protocol for acknowledging and cultivating donors -Fawn has completed thank you calls to donors and she will coordinate with Tana and Julian until a team leader is in place
- personally address all emails, using mail merging-software
- Data entry help needed
- Plan for development

Terri to draft email asking for a data entry volunteer, Roann to review and Tana to send out once reviewed

Colette's idea for video fundraising to be discussed at a future meeting

New document for fundraising ideas created in development folder, includes video fundraising idea already

### **Retreats**

Oakwood: Next October 2-9, on Zoom

Barbara to send Oakwood schedule to Pat once prepared for logistics and Zoom planning

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

## **Curriculum Team**

### **Events**

#### **Classes**

##### **Eden Project**

Progressing well

Some hiccups with registration due to multiple parts of class; sorted now

Tana to prepare a report with information on registrations for each section of TEP and overall

##### **Learning to Live from the Awakened Heart:**

Preference from teachers is to have any dana offered to Barbara. Teachers to inform students in class.

Barbara to discuss running this class again in the new year or next fall with teachers

#### **Events with Spirit**

**Evenings with Aaron:** resumed this month as part of new Eden Project

##### **Remembering Wholeness**

Resumed today

Some of the medium-support volunteers attended without being registered today; volunteers must register to receive Zoom link

Terri to send Tana a list of all the medium-support volunteers to share with RW host

## **Zoom**

Tavis to review draft policy and procedure on Google Drive.

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

## **Marketing**

### **Web redesign:**

Daily Quote on site - will need Leslie's assistance to implement

Board members to send any needs for Leslie's assistance/expertise to Tavis before his October 7 meeting with Leslie

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 Office Manager (Tana) who sends to editor (Jim Maney) for review and editing

Editor returns final draft to Office Manager

Office Manager (Tana) works with Surelations to post final information to the web

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 B/A prior to posting

## B. Corrections to website

Individuals 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. Graphics

Colette working on policy/procedure for graphics/images

Colette to draft guidelines to be provided to anyone involved in creating graphics

Colette, Barbara and Aaron to attend meeting with blog team to discuss image/graphics policy and procedure

Any images/graphics to go through Colette for appropriateness and also energetic cleansing

Anytime a reviewed image is uploaded to any DSC platform, individual is to do so with the intention for it only to be used for the highest good

## **Blog**

Isabelle drafted policy and procedure

Templates being redone to coincide with branding

Remember to have ALL images blessed by Barbara and Aaron prior to loading

Isabelle to call a meeting with Board members (and other long-time members, if appropriate) to discuss design and content

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

## **Archives**

No update on Omeka project since last meeting.

Isabelle drafted policy and procedure.

## **Volunteer Coordinator**

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

**Volunteer page on website:** Tana to work with Leslie to get page set up

**Transcript volunteer:** Terri to draft out volunteer request to be sent out

**Documents for volunteers:** will explore having a shareable, read-only Google Drive folder for volunteer resource

## **Manager's Report**

Tana's responsibilities reviewed and 3 positions created: Office Manager; Office Assistant; Program Manager; titles TBD.

Looking for personnel. A temporary / permanent assistant for Tana is urgently needed. Board members to forward any candidates to Tavis and Tana who will then contact candidates.

### **Emails P/P:**

All announcements/emails are developed and written by the individual who wants it sent out.

Sent to Program Manager (office manager until PM in place) for review of accuracy

Sent to Editor for final draft

Returned to Office Manager who sends out emails

All emails to students/sangha members are sent with BCC to protect privacy

## **Teams' Duties Table**

Board members to continue to update these for their team as new decisions and processes develop

### **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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16. Terri to draft email asking for a data entry volunteer, Roann to review and Tana to send out once reviewed
17. Barbara to send Oakwood schedule to Pat once prepared for logistics and Zoom planning
18. Tana to prepare a report with information on registrations for each section of TEP and overall
19. Barbara to discuss running this class again in the new year or next fall with teachers
20. Terri to send Tana a list of all the medium-support volunteers to share with RW host
21. Tavis to review draft Zoom policy and procedure on Google Drive.
22. Board members to send any needs for Leslie's assistance/expertise to Tavis before his October 7 meeting with Leslie
23. Colette to draft guidelines to be provided to anyone involved in creating graphics
24. Isabelle to call a meeting with Board members (and other long-time members, if appropriate) to discuss design and content
25. Tana to work with Leslie to get volunteer page set up on website
26. Terri to draft out transcript volunteer request to be sent out
27. Board members to forward any candidates for office assistant position to Tavis and Tana who will then contact candidates.
28. Board members to continue to update team duties table for their team as new decisions and processes develop

## Next Meeting

Regular meeting: October 31, 2021, 8 PM Eastern

Strategic meeting: December 15, 2021, 10-5 or 10-7 Eastern with break 2-3