

# Deep Spring Center

## Board of Directors Meeting

31 OCTOBER 2021 / 8:00 PM EST / ZOOM

### Attendees

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

Guest: Ursula Petters

### Aaron's Guidance

My blessings and love to you all. I am Aaron.

We had a very stimulating meeting yesterday, most of the council of 5, looking at different aspects of co-creation, and how we may bring deeper understanding of these to the classes. A primary focus for us was looking at the non-duality of the divine feminine and masculine. And how as each being recognizes how these mingle in the self, and that all creation comes from this mix, this balance, that this is an essential step to larger co-creation, not just within the small neighborhood of the self, but within the world.

So I'm feeling very enthusiastic about what we covered yesterday, and where we are going. Beyond all else I am so grateful for this board of directors, steering the deep spring sangha, for the deep spring sangha, for Tana and all that she does to hold it together, for all of your loving hearts and deep energy.

I remarked yesterday that what we are doing here now has been in the planning for a few hundred years. As I planned with other entities, and then Barbara had to be incarnate at the right time, the world had to be at the right place. Barbara was incarnate 200 years ago. I was really able to talk to her, but the world was not ready for it.

Now, the world is ready for it. We're ready to emerge into a world where there can truly be an end to suffering, can truly be peace. It makes me smile to think of the planning that you all did, to come here together, become this Board of Directors together, for the students to come and be here together, perhaps one of you saying, oh can you give me a decade or two, I'm not ready yet, putting this program together. But here we all are, with a worldwide sangha who are enthusiastic and developing the spiritual skills to be ready to hold what we're offering, and bring it into creation. So it's wonderful.

Thank you, and I love you. I'll release the body to Barbara.

### 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. Leslie to help set up shared system
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.
15. Isabelle and Roann to work on the new template for Daily Reflections emails
16. Terri to assist Tana in coordinating inventory process
17. Tavis to meet with Julian and Roann to discuss position title
18. Isabelle to place chart of suggested structure and associated document from Roann in DSC Board Google Drive, in Reorganization folder
19. Tavis to invite Victoria Watson (long time IONS board member and fundraiser) to speak to the Board at annual strategic planning meeting if possible
20. Terri to draft email asking for a data entry volunteer, Roann to review and Tana to send out once reviewed
21. Barbara to send Oakwood schedule to Pat once prepared for logistics and Zoom planning
22. Tana to prepare a report with information on registrations for each section of TEP and overall
23. Barbara to discuss running this class again in the new year or next fall with teachers
24. Terri to send Tana a list of all the medium support volunteers to share with RW host
25. Tavis to review draft Zoom policy and procedure on Google Drive.
26. Board members to send any needs for Leslie's assistance/expertise to Tavis before his October 7 meeting with Leslie
27. Colette to draft guidelines to be provided to anyone involved in creating graphics
28. Isabelle to call a meeting with Board members (and other long-time members, if appropriate) to discuss design and content
29. Tana to work with Leslie to get volunteer page set up on website
30. Board members to forward any candidates for office assistant position to Tavis and Tana who will then contact candidates.
31. Terri to draft out transcript volunteer request to be sent out
32. Board members to continue to update team duties table for their team as new decisions and processes develop

### **Publishing Projects**

Spread sheet under “Barbara’s books” in Google Drive  
Portuguese translation of PKF and Cosmic Healing complete  
Audio book of 47 Stories recorded and being edited

PKF in Spanish planned to be done in December.

### Program Manager/ED/COO

New title. Ad completed. Sent in email. Listing going out Tuesday.

### Business Coach Meeting

Tavis met with business coach, Dhiresha Marshall, who recommended clarifying the concept of dana on our website, specifically how this practice differs from Western approach of payments for teachers and why.

Recommending the StoryBrand approach.

Suggested some wording we could use when we invite dana.

Barbara to email some materials on dana to Roann to help in editing this wording. Julian to provide feedback to Roann.

## Teams

### Current Financial Update

Net income for 2021 first 3 quarters is positive.

Tana’s CD has been transferred.

### Development

Still need a team leader preferably a community member, but will need to be the new COO until a community member can be found.

Tavis and Julian to meet with Victoria Watson and record meeting, to be watched at annual strategic planning meeting.

- Tana learning new data system for 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
- Need Policy and Procedure
- Will use mail merging-software to personally address emails
- Data entry needed, office assistant job posted
- end of year fundraising to include matching donor campaign-Fawn and Victoria planning approach
- Notes to help with fundraising concepts in file on google drive

### Retreats

Oakwood Oct 2-9, completed

New Hope retreat Nov 12-14

## Curriculum Team

### Events

#### Events with Spirit

**Evenings with Aaron:** resumed

**Remembering Wholeness:** there was an issue with camera and “pinning” of participant’s images. Being addressed by Tana and Pat.

Maximum per session – 40

#### Classes

##### Eden Project

Program has been revamped by Aaron: some students are expressing confusion with the current setup. Aaron and Julian worked together to draft proposal to simplify TEP for the winter-spring term.

Proposal: registration/donation ask will remain as is. Class meetings will no longer have the different names (Mediumship, Dharma Path, etc), but rather all be called The Eden Project classes, except for the Vipassana and Pure Awareness class.

All classes will be from 7-9 PM EST.

When registering for winter-spring, there will no longer be 4 choices.

Students will attend all class meetings if possible, according to their schedule. Recording/transcripts will be sent to all students registered in TEP.

Students registered will automatically be registered for Evenings with Aaron.

Students registered will automatically be registered for the ½ day workshop.

Julian to work with Tana to adjust website for next semester.

Barbara to write email communicating changes to registered students.

##### Other Classes

Progressing well

##### Class/events recording distributions

Audios sent out by teachers after class to **registered class student only**, with disclaimer

Transcripts sent out by Barbara to **registered class students only**, with disclaimer

Video, only edited video links sent to **registered class students** with disclaimer.

There is a back up to this time consuming process of editing video.

Sunsun volunteered to learn editing process. No unedited videos sent to students.

## 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

Request sent out for more volunteers.

Pat and Tana working on specific duty outlines for zoom hosts. Hosts are to support the teachers, not take over the class, etc.

Pat to reach out to Carl to see if he is interested in volunteering with the Zoom team.

## Technology

Isabelle redesigning role

## Marketing

### Web redesign:

Tavis to meet with Leslie to discuss setting up system for Board members to access website, technical and financial systems.

Tana to add disclaimer sentence to home page under Upcoming Programs: "For a complete list of programs, click on program descriptions or year at a glance."

### Blog

Oh hold for now - to be discussed at the strategic meeting

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

## Archives

No update on Omeka project since last meeting.

## Volunteer Coordinator

Procedure for Requesting a Volunteer in the Board Google Drive

Currently need help with:

- Transcripts
- BB financials
- BB groceries
- AV team needs assist

Volunteer now page on website

Proposal to have teachers invite volunteers needed for various tasks at start/end of class.

Isabelle to work with Terri to create read-only folder for volunteers' policy and procedures for them to access on G-Drive.

## Manager's Report

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

### **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**

- 1.

## **Next Meeting**

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