

# Deep Spring Center

## Board of Directors Meeting

09 JANUARY 2022 / 8:00 PM EST / ZOOM

### Attendees

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

### Aaron's Guidance

When I look back in my many lifetimes, years like that, one breath. And yet from the perspective of an ant, a year is immense. I invite you to live this year at a slow pace. So that you can be mindful of each moment. So that you can be mindful of joy, and of sorrow, of love, and of that which pulls you away from love.

You are not special as being the Deep Spring Board, and yet you are special. You have taken a commitment to carry forth the highest intentions of this organization, and that has to start within the self. What are your intentions? Not even for the year, for 6 months, for 1 month, for one day? What is core to you? And I think if you went around and shared that, you would find that what is core for each of you is basically the core that takes you to the heart of Deep Spring Center, to love, to reflect love, unconditional love in your speech and actions. To do no harm. Through your own being, to bring down light to this earth, that it may reflect onto all beings.

Please know how deeply supported you are in this intention. You are loved. I thank you.

### President's Report

Board members to update POLICIES AND PROCEDURES in your respective teams and put into google drive - refer to previous minutes particularly Strategic Planning 2021-12-15

Action item list from last meeting(s) or for future meetings known to be completed-

1. Aaron asked the Board members to do positive manifestation visualization exercise on a daily basis.
2. Zoom team to create an outline of the host's responsibilities, how Q&A works, and other helpful tips and put on Google Drive.
3. Tana to write procedure of highlights of video editing process and creating training video
4. Isabelle to keep copy of the passwords encrypted electronically, including BB's.
5. Isabelle to look at Lastpass, password management service which Tana has been using for years. Set up password access for Board officers?
  - a. Officers to create LastPass accounts to have access
  - b. Isabelle and Tana to meet to discuss having a business account
6. Isabelle and Tana to connect to sign up for this service as an organization

- ~~7. Isabelle and Colette to work on getting the banner done for the blog section of the new site~~
  - a. Blog on hold for now.
8. Isabelle and Colette to work on the new template for Daily Reflections emails
  - a. Isabelle to send the last draft template to Colette for final feedback
- ~~9. Isabelle to call a meeting with Board members (and other long-time members, if appropriate) to discuss design and content~~
10. Board members to continue to update team duties table for their team as new decisions and processes develop

#### *Parking Garage items*

11. *Barbara to determine which son will take over DSC property in the event of DSC dissolution-Mike?*
12. *Isabelle to start brainstorming an approach to invite community participation*

#### New positions and titles

Tana to update website: remove job description from volunteers page, create board liaison bio, create administrative team info

Board Liaison: Trish Maley, started Jan 3, 2022

Administrative Manager: Tana Dean

Administrative Assistant: Emily Boyer, Nov 30, 2021

#### Publishing projects

Spread sheet under "Barbara's books" in G-Drive

47 stories in Spanish completed

Audio book 47 stories in English recorded and being edited

Only English translations up on Amazon, Barbara to follow up with Henry for other translations

#### Policies and Procedures

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

Board members to add their own policies/procedures as board members to the Board folder

## **Teams**

### **Current Financial Update**

Julian provided an update on 2021 finances

Publishing note: Spanish interpreter waiting until all her projects done to be paid

### **Development**

Still need a team leader, will eventually be the Board Liaison, Trish

Discussed end of year fundraising

Trish and Tana to connect with Fawn so she can thank donors from end of year fundraising

## **Curriculum/Zoom/Retreats**

### **Retreats**

Emerald Isle

DSC assisting with Zoom portion of retreat.

Issue to be resolved with fees for this retreat: fees for online participants supposed to be coming to DSC, and fees for onsite participants supposed to be going to New Hope Sangha

### **Events with Spirit**

Remembering Wholeness: resumed in 2022

### **Classes for 2022**

Eden Project: Vipassana and Pure Awareness, The Eden Class, Evenings with Aaron

Vipassana and Pure Awareness also listed as a standalone class on the website

Path to the Awakened Heart: The Yoga Sutras of Pantanjali

Applying Vipassana in Daily Life and Seeing Its Progression Along the Path

Weekly Silent Meditation

### **Class/events recording distributions policy**

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. No unedited videos sent to students.

Trish to set up a meeting with Isabelle, Trish, Colette, Terri and Tana to discuss new system for dissemination of audio files and transcripts.

### **Zoom team**

Zoom hosts scheduled for all upcoming events

2 new members recently joined team

One of the new volunteers created spreadsheet for all Zoom hosts DSC events until June. Tana also has a spreadsheet for this purpose. Pat to compare both spreadsheets and merge the information to use Tana's file.

## **Technology/Archives**

Isabelle to create new folders in Board G-drive for 2022

No update on archives at this time

## **Marketing**

Blog: on hold indefinitely

Community engagement

Sangha page on website - on hold

Need to ensure that classes and retreats are well publicized far enough ahead to enable people to take time off if necessary; registration for New Hope Sangha and Healing workshop lower than expected

Trish to set up a meeting with Colette, Tana, and Tana to discuss branding on email marketing and working with Jim

## **Volunteer Coordinator**

Terri and Tavis to discuss need for folder for volunteers' policy and procedures for them to access on G-Drive

## **Administrative Manager's Report**

Nicholas being paid monthly to be a technical support for Barbara; Nicholas has set up a cloud backup system. Tana to work closely with Nicholas to ensure good communication.

Tana met with Todd from Peak to Peak Advising for systems review (registration and other systems)

## **Board Liaison**

90 days duties

Policies and Procedures

Marketing editing

Team leaders

Systems review-Todd

Fix agenda outline for Tavis - Trish to connect with Isabelle to match it up to minutes template if possible

## **Action Items**

1. Officers to create LastPass accounts to have access
2. Isabelle and Tana to meet to discuss having a business account
3. Isabelle to send the last draft template of Daily Reflection email to Colette for final feedback
4. Tana to update website: remove job description from volunteers page, create board liaison bio, create administrative team info
5. Barbara to follow up with Henry for other translations

6. Trish and Tana to connect with Fawn so she can thank donors from end of year fundraising
7. Trish to set up a meeting with Isabelle, Trish, Colette, Terri and Tana to discuss new system for dissemination of audio files and transcripts.
8. Pat to compare both Zoom host spreadsheets and merge the information to use Tana's file.
9. Isabelle to create new folders in Board G-drive for 2022
10. Trish to set up a meeting with Colette, Tana, and Tana to discuss branding on email marketing and working with Jim
11. Terri and Tavis to discuss need for folder for volunteers' policy and procedures for them to access on G-Drive
12. Trish to connect with Isabelle to match it up to minutes template if possible

## Next Meeting

February 27, 2022, 8PM Eastern