

Deep Spring Center

Board of Directors Meeting

27 MARCH 2022 / 8:00 PM EST / ZOOM

Attendees

Tavis Taylor, Tana Dean, Barbara Brodsky, Julian Dean, Patricia Polanski, Terri McClernon
(quorum met)

Regrets: Colette Simone, Isabelle Mook-Jodouin

Aaron's Guidance

My blessings and love to you all. I am Aaron. Nothing esoteric today. I want to share something I've been reminding Barbara of. A very simple song she learned at the Casa, and I cannot sing it.

Perhaps Terri or Tavis can sing it for us. Simple words: "Start the day with love. Spend the day with love. Fill the day with love. Close the day with love. That is the way to God, that is the way to God."

It is the way to re-centering in the truth of your being. It's such a simple practice. First thing when you wake up in the morning, with mindfulness, start the day with love. And in reminding yourself as you go through the day, spend the day with love. Watch where the heart is closing. What where you're separating from yourself and from others. Fill the day with love, not just be there, but really fill it with love. And as you get in bed at night, close the day with love.

It's so easy to- for the thoughts to go off here and there, to become lost in everyday thinking, planning. What is the direct experience of love? It's really a physical experience: the open heart. There's a sense of joy and lightness of being. A sense of embracing and connection with everything. So that's all I would like to share with you today. Whatever is going on in the world, it is helped by you, filling the day with love.

Terri, do you know that song? Can you sing it for them? Tavis, can you? Either of you have the voice to sing it. I obviously have never heard the tune, so I can only imagine it. But the tempo of it goes (rhythmically), start the day with love (pause), spend the day with love (pause), fill the day with love (pause). I imagine that the tune goes up a bit there. Fill the day with love. Close the day with love. Just that. Remember that. We'll see if we can find some recording of it. I thank you. I am Aaron.

President's Report

Action Items

1. Aaron asked the Board members to do a daily positive manifestation visualization exercise
2. Trish to meet with board members individually to support work on policy and procedure manual
 - a. Work continuing
3. Trish to look into drafting release from liability/waiver for students, due to voices being potentially on audio file, to be included in registration process

- a. Tavis drafted liability, Robert reviewed it. Tavis to send to Tana with copy to Trish.
- 4. Tana to create webpages for classes for teachers to share with students; will include all non-confidential material for that event
 - a. Done, Tana loading transcripts as they come in
- 5. Isabelle and Colette finalizing new template to align with other DSC email templates
- 6. Tana, Trish, Colette, Julian and Pat to meet to create a 1-pager to lay out scheduling for curriculum for 2022-2023 to send to teachers
 - a. Tana got dates from teachers, things coming along well.
- 7. Terri and Trish to meet to work on language for email appeal
- 8. Terri and Tavis to discuss need for folder for volunteers' policy and procedures for them to access on G-Drive
 - a. Emails get lost, so want folder for them to refer back to
 - b. Include basic policies and procedures, contact information for volunteer coordinator/ Tana, other volunteers, follow-up procedures
- 9. Pat and Trish to meet with Zoom Team in March
 - a. Meeting will be on the 30th

90-day review of new employees

- 1. Tana and Tavis will meet with new employees Trish and Emily
- 2. Please have any comments/feedback to Tavis before Mar. 31

Conflict of Interest forms

Board members to be completing forms yearly

Blank one is in DSC Board Google Drive

Board members to complete and re-upload into Google Drive

Board Members Monthly Reports

Template in Google Drive and Tana sent copy out

Please submit the week before the meeting

Passwords

- 1. Julian and Isabelle have copies of all the DSC account credentials
 - a. No others to be granted access at this time
- 2. Need several people at once to have access
 - a. Concerns about Access to LastPass information
 - i. Carries significant liability, in situation of hacking or information breach
 - ii. Board access on a need to know basis only
 - 1. Staff members need access
 - iii. No way to know if board members who have resigned have kept copy of passwords
 - b. Passwords for emergency use only

Publishing Projects

- 1. Printed copies needed for Path of Clear Light, Human
- 2. Translated books needed (Only English translations up on Amazon)
 - a. Need new ISBN for the translations
 - b. Barbara already has purchased ISBNs that can be used

3. Cosmic healing cover edit (Henry)
 - a. Need to verify Henry has edited cover
 - b. Need to schedule in-person meeting with Henry, BB, Tana and Trish
 - i. Tana to draft email to Barbara and Henry this week
4. Audio Book
 - a. David from Interfaith has editor for audiobook "Human"

Old Business

Parking Garage Items

- a. Ideas on community participation (Isabelle)
- b. Video editing procedure/training (Tana)
- c. Video of Barbara talking about DSC to send to newcomers (Tana)
- d. Video reorganization project (Isabelle, Tana)
 1. Merging channels
 2. Labeling
 3. Blog - indefinite suspension (Isabelle)
 4. Sangha Community webpage on hold (Isabelle)
 5. Webpage of "Resourceful Links"
- e. Board Transition Manual in progress
 1. Onboarding and offboarding board positions
 2. Need trajectory of DSC - will help us fill board positions with like-minded people

Office Staff Reports

Current Financial Update

Julian presented update

No significant changes from last Board meeting

Development

1. Streamlining Communication
 - a. Trish meeting with each board member to update policy & procedures (Trish)
 - i. Helps create policies and procedures manual to protect DSC
 - ii. Helps create Board Transition Protocol
 - iii. Helps in project management
 - b. New Data Entry System (Emily with Todd consulting)
 - i. Importing DSC contacts from last three years - aiming for mid-April
 1. Working through technical challenges
 - ii. Registration
 - iii. Email Automation
 - iv. Overall, system helps streamline communication with DSC community
 - c. Strong communication with teachers about schedules must be prioritized
 - i. Helping us to keep things on track
2. Marketing Architecture (Tana, Trish, Colette, Julian)
 - a. Email Campaigns (to communicate DSC events) with links to website
 - i. Introducing DSC's free content (i.e. blog, YouTube, PFDs)

1. Testing out providing resources in our emails alongside other content
- b. Build social media presence to create warmth and rapport (Emily)
 - i. FaceBook, IG
- c. Use the above platforms to promote fundraising, retreats and Fall 2022 offerings
3. Policy & Procedure Updates/Announcements (Tana and Trish)
 - a. Audio Transcripts
 - i. Teachers responsible for sending audio files to students (with disclaimer)
 - ii. If delegated to staff, need a 48-72 hour window to complete task
 - iii. Zoom volunteers not to send audios out to students
 - iv. Password protected webpage for audios only for paid students to access
 1. Isabelle spoke with Leslie last month, Leslie had concerns about the password-protected site for unedited audio
 2. Not proceeding at this time
 - b. Written Transcripts
 - i. Placed on public-facing portion of site
 - ii. Reviewed to remove identifying information, but not carefully reviewed

Teams

Technology

1. Archives (Isabelle)
 - a. Meeting with Leslie in Jan. DSC will continue developing in Omeka instead of Wordpress
2. Daily Reflection emails (Isabelle)
 - a. Isabelle and Colette finalizing new template - aiming for May/June
 - i. Perhaps adding rotating images
 - ii. Adding new quotes to the list
 - iii. Adding brief information about DSC
 - iv. ALL images blessed by Barbara and Aaron prior to uploading
3. Website Edits (Tana and Leslie)
 - a. Maintenance proceeding

Curriculum Team

Fall 2022 Curriculum

Meeting in April with team (**Colette, Julian, Pat, Trish and Tana**)

1. Fall dates approved for
 - a. TEP
 - b. Robert Jacobs class series
 - c. EWA and RW
 - d. Oakwood Retreat
 - e. John Orr Meditation class series
 - f. Celeste Vipassana class series

2. Fall Dates Pending
 - a. Newcomers class series
3. Pricing Pending
4. Goal is to have info up on website by May to advertise all summer
 - a. Julian to review any edits to class descriptions
5. Link to Curriculum on Board Google Drive

Winter/Spring 2022 Curriculum

1. The Eden Project
 - a. Meditation: Vipassana and Pure Awareness (John Orr Jan-June)
 - b. The Eden Classes (Jan-May)
 - c. Evenings with Aaron (Jan-May)
 - d. Intensive in June, dates set - June 4-8
 - a. Zoom hosting still to be organized
2. Path to the Awakened Heart: The Yoga Sutras of Pantanjali (Robert Jacobs Jan-May)
3. Applying Vipassana in Daily Life and Seeing Its Progression Along the Path (Celeste Zygmunt Jan-May)

Winter/Spring 2022 Events

1. Retreats
 - a. Emerald Isle (April 23-30)
2. Events Livestreamed
 - a. Remembering Wholeness (Jan-June)
 1. April 10 Julian and Colette workshop
 - a. Terri to arrange 3 energy holding volunteers
 - b. Pat to arrange a Zoom host, and have host record the session
 - b. Evenings with Aaron (Jan-May)
 - c. Weekly Silent Meditation (Celeste Zygmunt)
 - d. Easter Sunday session with Barbara and Colette
 1. 2 - 3 PM
 2. To be marketed on SM by Tana and Trish

Volunteer Coordinator

1. Updates
 - a. Volunteer for BB financials
 1. Volunteer found for now
 - b. Volunteer for BB groceries
 1. Volunteer found but Terri would like to leave this up on website
 - c. P&P Terri and Trish went through entire folder
 - d. Volunteer for transcript organization
 1. Volunteer found; will work directly with Barbara in coming months
 - e. Medium Volunteers
 1. A few have dropped off recently

2. Barbara satisfied with level of energy support
2. Volunteer log form purpose (Trish)
 - a. Blank form in Terri's file on G-Drive
 1. All volunteers to be tracking their hours, including Board members
 - a. Board members to log hours separately for Board duties vs other volunteering (team leader, teaching, etc)
 2. Allows us to look at the actual time it takes to do certain projects
 - a. If position were ever to move to paid position, allows us to know how many hours are involved
 - b. High level donors like to see these kinds of statistics when asked to donate large sums, to help make their decision
 3. Volunteers to log their hours in the G-Drive folder that will be created for volunteers
 - a. Keep it simple for people to report hours of volunteering
 - b. Once a month, volunteers to report # of hours
 - c. At the end of the year, Board members to place on G-Drive/send to Tana

Zoom

1. Pat will attend Emerald Isle. Zoom team support is set for EI
2. Pat and Trish to meet with Zoom Team March 30
3. Pat and Trish reviewed P&P Zoom Team folder

Fundraising

1. Julian, Tana and Trish Met in March
2. Fundraiser in June - PBS Style
 - a. Primary goal is to increase monthly donors
3. Promote AmazonSmile
 - a. Amazon Prime Days (July 18-19)
 - b. Black Friday (Nov. 25)
 - c. CyberMonday (Nov. 28)
4. Fundraiser #GivingTuesday (Nov. 29)
5. Promote DSC community to donate % of yard sales to DSC (May-Sept.)
6. End of Year Fundraiser
7. Align social media and email campaigns with fundraising

Surveys

1. Meet with teachers to finalize questions
2. Present board with feedback
3. EWA, RW, Fall classes
 - i. Testing ground to see how community responds to surveys
 - ii. Easy and quick

Barbara

Action Items

1. Board members to complete conflict of interest forms and re-upload into Google Drive
2. Tana to draft email re: Cosmic Healing to Barbara and Henry this week
3. Julian to review any edits to class descriptions
4. Terri to arrange 3 energy holding volunteers for April 10-Julian and Colette workshop
5. Pat to arrange a Zoom host for April 10-Julian and Colette workshop and have host record the session

Next Meeting

May 1, 2022, 8PM Eastern