

# Deep Spring Center Board of Directors Meeting

23 OCTOBER 2022 / 8:00 PM EST / ZOOM

## Attendees

Tavis Taylor, Barbara Brodsky, Julian Dean, Patricia Polanski, Colette Simone, Terri McClernon, Stephanie Katz, Isabelle Mook-Jodouin

## Aaron's Guidance

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

What does it mean to abide in love? It does not mean that there will only be the experience of love, it means that love becomes the foundation, the resting place, so that when something that is uncomfortable, frightening, painful, unpleasant, arises, as it certainly will in this human experience, you don't lose touch with the foundation.

I would like us all, personally, for Deep Spring Center, and for the world, to devote this month especially to remembering to come back to love, to abide in love. And don't tell me you don't know how to do that. You all know how to do that.

What is your intention? If you lose touch because there is anger or fear, you lose touch with the intention to choose love, then you lose touch with it. When you come back just to these words, "I choose to abide in love", it raises the intention and you find that foundation is with you. Even if briefly it was lost.

The imaginal cells: how does it feel when you imagine abiding in love? Can you feel my loving energy, right here with you now. I love you. You are right here with me, we are all abiding in love. And it doesn't mean that Tavis won't be cold, or that Julian's laundry might [not] have frozen. That's not what losing - let me say it differently - when you abide in love, you are centered and watch these things happen without losing your center of love.

I consecrate this Board meeting to our ability to hold this foundation of love for ourselves and all of the Deep Spring community. I love you. I am Aaron.

## President's Report

### Action items

1. Aaron asked the Board members to do a daily positive manifestation visualization exercise
2. Isabelle to connect with Jim Hoyt re: treasurer position
3. Tavis to sort out getting 47 Stories of Jesus on Audible
  - a. Tavis spoke to Beckett for instructions on getting recording up on Audible; Tavis to work with David Bell
  - b. Work on this audiobook was completed by volunteers and proceeds to go to Barbara only; Tavis to connect with Barbara to set up account for Barbara

4. Tana to email Barbara to sort out Deep Spring Press Amazon issue
  - a. Tana has been in contact with Barbara and Henry
5. Tana/Trish to contact Todd about fixing mobile formatting of emails
6. Trish and Tana to update policies and procedures to reflect changes in staff duties and board attendance

### **New Board Member Orientation**

See section at end of minutes

## **Teams**

### **Current Financial Update**

October bank balance slightly lower than September

Annual expense is 70-80k presently, and current income not keeping up with projected expenses

Julian leaving his position - Job description uploaded on Google Drive

### **Staff Reports**

#### Fundraising

##### Ongoing

Adopt a bill

Amazon smile

Monthly donations

##### Nov and Dec planning

Fundraiser #GivingTuesday (Nov. 29)

Matching Funds Dec

Board members to recruit matching donors

Suggestion to have a matching "pool" with smaller donations from multiple donors from which we match donations

Trish needs help getting stories from community

Amazon Prime Days (July 12-13)

Black Friday (Nov. 25)

CyberMonday (Nov. 28)

#### Conflict of Interest forms

Received: Julian, Isabelle, Pat, Tavis

Need: Terri, Colette, Stephanie - Isabelle to send link to form on Google Drive

Tana will be moving into the year end for financials and preparing for tax season.

Holiday period

Tana suggested that the center be shut down Friday, Dec. 23 to Monday, Jan. 3

Unanimous agreement for center to shut down for these dates in the for holiday period

### **Important Dates**

Awakening and Living Awake (9/13-June?)

EWA (9/21-12/14)

RW (9/18-12/11)

Fall Retreat (10/29-11/5)

Healing Workshop (1/21-1/28) - Year-at-a-glance section on website has incorrect February dates - Tana to correct to Jan 21 - 28.

June Intensive (6/3-6/10 or 6/10-6/17)

Celeste Vipassana (9/5-12/5)

Living Awake

### **Fall 2022 Retreats**

Healing Workshop 2023

Need to start sending marketing and registration emails by November 1

June Intensive 2023

Need to market registration info by April

### **Events Livestreamed**

Remembering Wholeness

Evenings with Aaron

Weekly Silent Meditation (Celeste Zygmunt)

Discussed Celeste's idea for new class for a book and accepted

### **Volunteer Coordinator - Terri**

Terri looking to recruit a new volunteer coordinator

### **Zoom**

Need to confirm dates with Tana for fall

### **New Policy & Procedures**

New board member orientation

Review Google drive, Bylaws and P&Ps first

Meet with Chairman and outgoing board member if being replaced, ie Treasurer, VP, secretary to ensure smooth handoff

Meet with staff

Complete conflict of interest form

#### Board meeting attendance and staff communication

Tavis and Stephanie to meet with Tana and Trish to discuss Friday staffing and Friday tasks for weekend workshops and retreats

Need Zoom link for Board meeting sent by staff

Starting in October, only Board members and Barbara to attend Board meetings; staff will only attend when presenting

If staff have a report to present to the Board, staff member will request to be scheduled on the next Board meeting to get feedback from the Board

Board may also invite staff to participate if there is a need, giving notice of 72 hours

Staff reports to be sent to Chairman by Wednesday before board meeting

Board meeting agenda sent to staff

After each Board meeting, Tavis and Stephanie to keep staff members informed about all relevant items discussed at the meeting, including any action items

Meetings will not be recorded

Board meeting minutes to go out to staff within a few days after meeting

COO or designee will meet with staff mid-way (~2 weeks) between previous and new board meeting, staff to reach out if needed earlier

Staff requests 2 week lead time on new requests/actions from staff

#### Administration Manual of Responsibilities and Procedures

Most policies and procedures already written; compilation into manual still required, Emily may be able to help with compilation

Tana's job description and outline on Google Drive to be included in manual

Stephanie and Tavis to meet with Tana and Trish to discuss feasible timeline in 2023 to complete writing of procedures for all tasks for which staff are responsible

Tana to check that Website Update procedure is still accurate, including all sections requiring update for each topic on the website

Julian to ensure Treasurer policies and procedures are written and on Google Drive

Terri to review volunteer policies and procedures for accuracy

Isabelle to review archives policies and procedures for accuracy

All Board members to review whether any of their Board responsibilities or tasks do not have an accompanying policy/procedure, and complete and place on Google Drive if missing

#### Teachers and Strategic Planning

Request to be sent out to let sangha know Deep Spring is looking for sangha members interested in sharing a skill or experience with the sangha in a class or workshop format

Those interested to be invited to join a meeting about co-creating future process for developing classes and workshops

Starting as early as possible with determining what kind of content we might offer, to allow lots of planning time for staff processes and inform Board strategic planning meeting in December

Distinction between a class offered by a trained Deep Spring teacher and a sangha-member-led event

Barbara to have final say in who can be called a Deep Spring teacher

## Action Items

1. Isabelle to connect with Jim Hoyt re: treasurer position
2. Tavis to work with David Bell to get 47 Stories of Jesus up on Audible
3. Tavis to connect with Barbara to set up account for Barbara for Audible
4. Tana/Trish to contact Todd about fixing mobile formatting of emails
5. Trish and Tana to update policies and procedures to reflect changes in staff duties and board attendance
6. Isabelle to send link to conflict of interest form on Google Drive to Terri, Colette and Stephanie
7. Tana to correct the Healing workshop dates on the Year-at-a-glance section of the website to the January dates.
8. Tana to add Board minutes upload to website process to her policies and procedures
9. Tana to turn all 2022 completed minutes into PDFs and upload to website (non profit requirement to have a public listing)
10. Tavis and Stephanie to meet with Tana and Trish to discuss Friday staffing and Friday tasks for weekend workshops and retreats, including how staff will ensure all tasks are completed for weekend events if Tana is off?
11. Staff reports to be sent to Chairman by Wednesday before board meeting
12. Staff to send out link for Board meeting to Board members
13. Stephanie and Tavis to meet with Tana and Trish to discuss feasible timeline in 2023 to complete writing of policies and procedures for all tasks for which staff are responsible
14. Tana to check that the Website Update procedure is still accurate, including all sections requiring update for each topic on the website. Include: need to change information throughout website on any topic that is changed or deleted since topics often occur in several areas
15. Julian to ensure Treasurer policies and procedures are written and on Google Drive
16. Terri to review volunteer policies and procedures for accuracy
17. Isabelle to review archives policies and procedures for accuracy
18. All Board members to review whether any of their Board responsibilities or tasks do not have an accompanying policy/procedure, and complete and place on Google Drive if missing.

19. Trish to send out email inviting sangha members who want to share by providing a class or workshop to meet with Barbara and board members to discuss how we can co create future programs for the sangha. Date TBD

## Next Meeting

No meeting in November

Strategic Planning annual meeting Friday, Dec 2, 2022