

Deep Spring Center

Board of Directors Meeting

17 SEPTEMBER 2023 / 8:00 PM EST / ZOOM

Attendees

Barbara Brodsky, Stephanie Katz, David Teare, Terri McClernon, Tana Dean, Trish Maley

Regrets: Isabelle Mook-Jodouin, Tavis Taylor

Guest: Karl Frederick

Aaron's Guidance

Aaron did not incorporate to offer opening guidance to the Board.

President's Report

Action Items

1. Tavis to work with David Bell to get 47 Stories of Jesus up on Audible
 - a. In process
2. Isabelle to prepare form to recruit volunteers with WP experience to help build and maintain
3. ~~Board members and Barbara to review Excel spreadsheet of marketing timelines to ensure content sent to staff in timelines they need~~
4. Board members to cc Stephanie on all emails to staff
5. Barbara to draft request for experienced vipassana volunteers for when Tana has beginner series ready on the site
 - a. Trish working with Barbara on this project
6. Pat to draft policy/guidelines for small group instructions for students
7. Isabelle to draft policy for Board member personal Google Account
8. Barbara to continue to regularly invite new Zoom host volunteers and ask that they contact Terri if interested
9. David to send a short paragraph explaining the duties of Zoom for Barbara to prepare a short message to send to email list
10. Isabelle to work with Julian to copy all DSC Board files and folders / transfer ownership
11. Terri to connect with Tana to have file and bookkeeping volunteer requests temporarily removed from website
 - a. Completed
12. Isabelle to prepare the jotform when ready to recruit volunteers to help with transcript reviewing

- ~~13. Tana/Trish to create a report for Board comparing 2023 summer fundraiser to past years~~
14. Tana to work with Leslie to streamline dana for teachers (button) and also look at adding volunteer button to homepage
 - a. Completed
15. Terri to prepare written procedure for Tana to follow to coordinate emails to medium
 - a. Tana has created automatic emails for mediums only
16. Each board member to review and comment on policies identified by Tana as needing review on Google Drive
 - a. Folder for policies needing consensus created by Trish on Google Drive - Board to review

Staff Reports

New Board of Directors summary worksheet: purpose is to track what staff are doing and create accountability to timelines, also useful for planning purposes

ActiveCampaign: Automation function not firing correctly at this time - Tana working with AC technicians to resolve. Slow, with technical issues, but working well for some items with some workarounds. Tana and Trish continue to persevere, given great benefit once it is working.

Fundraising: see graph from Trish

Workshops and classes

Online independent newcomers program: delayed because of issues with AC

2023 Zoom hosting: set for fall offerings; 1-2 new zoom hosts needed, team leader needed

2024 Winter classes: descriptions needed by October 1; program material needed October 15; fundraising date is Nov 28 (giving Tuesday); Barbara has approved Word form created by Tana to consolidate program information from teachers

Website Changes

Working well; registration improved with new setup on website

Volunteers

Covered elsewhere

Board Discussion

President's Report

New Board Member: Board voted unanimously to accept Karl's request to join the Board

Letter of resignation: Tavis resigning as president and chairman of the Board effective by Dec 8, 2023

Tavis will continue legal representation until officially replaced, see letter for recommendations and issues to be aware of

DSC Insurances: reviewing new quotes for 2024, received this week

Taxes:

IRS confirmed we completed our forms and sent them in. HR BLOCK did not send in on time. IRS has a \$10/day interest fee from 2017 and 2021.

Request for abatement of fees in process. If denied by IRS, we will have an issue with HR BLOCK needing to pay the fees.

Oregon-resolved

Need new tax accountant

Books

47 stories audiobook - can be loaded once accounts merged

Human: available on Amazon as a Kindle book; paperback version still not available - Tana to follow up with Tavis

Tavis will continue to manage this project

Policies

Tavis will finish Board, Chairman and President policies by Dec 8, 2023

Treasurer's Report**Current Financial Update**

August account reports: still running small deficit every month

Program fees:

Discussed increasing range of prices as one way to resolve deficit situation

Aaron spoke to the Board about integrating generosity and co-creation of Deep Spring's finances into his teachings in the Tuesday class this semester

Board to further explore how to provide education to students about where their money goes, as people likely don't know

David to prepare proposal for moderate price increases for January 2024 events and send to the Board for approval via email

Prayer Requests

Board discussed the importance of this kind of practice to the sangha overall

Board to reflect on ideas for meeting community need for prayer/energetic support while not inundating people with emails

Item to be discussed at the next meeting

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10. Isabelle to prepare jotform when ready to recruit volunteers to help with transcript reviewing
11. Terri to prepare written procedure for Tana to follow to coordinate emails to medium
12. Each board member to review and comment on policies identified by Tana as needing review on Google Drive
13. Tana to follow up with Tavis re: paperback version of Human on Amazon
14. Board to further explore how to provide education to students about where their money goes, as people likely don't know
15. David to prepare proposal for moderate price increases for January 2024 events and send to the Board for approval via email
16. Board to reflect on ideas for meeting community need for prayer/energetic support while not inundating people with emails

Next Meeting

September 29, 2023, 4:30 PM Eastern (Board member recruitment meeting)

October 28, 2023, 4 PM Eastern

End of year strategic meeting: December 8, 2023