

Deep Spring Center

Board Meeting Minutes

January 23, 2012 at 6:30 PM Action items are underlined

Location: Deep Spring Center

Attendees: Tana Dean, Ken Morley, Tony Rome, Thomas Slank, Sandra Villafuerte, Jim MacBain

Also attending:

Not Attending: Lisa Zucker, Barbara Brodsky.

Sharing / Brief sitting

Agenda

1. Sangha commentary (5 minutes)

2. Board Changes (10 minutes)

- ❖ Welcome Jim to Board. Orientation at Panera's with Lisa, Tony and Sandra gave Jim an overview of the Board vision and mission.
- ❖ Acknowledge Phil's resignation
 - Phil has agreed to head a committee to promote the creation of committees to support the center with activities. This item will be kept on the agenda to discuss with Lisa. Tana brought up Phil's proposal regarding submitting proposals for activities or events.
- ❖ Selection of new VP: Ken agreed to be VP with the intention of not being President next year
- ❖ Add additional new member to board?
 - Sandy Norton and Elizabeth Cheslak have agreed in the past to be on the Board. Keep it on the agenda to discuss further.
 - Jim suggested picking additional board members keeping in mind the necessary leadership qualities for a future board President..
 - Any proposed names send it by e-mail

3. Additional Chairs for center (all, 10 minutes)

Ken bought 10 banquet chairs and 4 church chairs. Ken will be reimbursed. This item is

resolved.

4. Deep Spring Center keys follow up

1--Discussion of whether new lock for front door is needed. Ken and Jim will read the lease regarding the landlord's responsibility to fix the door. Tana will send the lease by email to both Jim and Ken.

2--Should creating a master list of keyholders be created? If the lock is changed a list will be created and maintained.

5. Treasurer's report (Tom) (15 minutes)

❖ December 2011 actual

- P & L: at the end of December 2011 the loss is of \$2000 a better situation compared to the \$10,000 loss in 2010. Reasons, revenue from Aaron books, classes and retreat went up and the silent auction. Expenses went up due to silent auction and chairs. Retreat cost went down mainly because there Emrich retreat is shorter by one day.

❖ 2012 Budget

- An increase of \$1500 in occupancy for retreats. If we adapt this budget we need to select someone to organize a fundraising event on the sale of the auction held in 2011. Also, encourage Deep Spring members to adopt a monthly donation plan for the Sangha. Consider a committee for this as well as the fundraising event.
- We adopted the proposed budget and invite Karen Mori and the retreat committee to discuss ways to increase revenue through retreats. Lisa will coordinate it with Karen. The Discussion of a 2012 special fundraising event will be placed on the next agenda.
- Discuss with Lisa to turn over to Phil to create a fundraising committee for a special event.
- Tana mentioned the cost of sending a printed newsletter to Sangha members. It costs \$1800. This cost could be reduced by receiving the newsletter by email. In the next newsletter, a note will be added to inform the Sangha if they want to receive the newsletter by mail a cost will be associated with it.

6. Administrative (Tana/others 15 minutes)

a. Update on Year-End Fundraiser

the total income was \$12,184.89 about 779.92 less than 2010.

b. other items

Books for sale by Barbara and Aaron are purchased online. Tana prints them and are dana based. The Board agrees to print and price them with all costs covered including operative.

7. Retreat committee update (Ken) (5 minutes)

As previously discussed we will invite Karen and the retreat committee to join the next meeting to discuss the possibility of increasing revenue

8. Teachers' corner (5 minutes) (Lisa): Not discussed

9. Social committee report (2 minutes)

Nothing to report

10. Ongoing issues

a. Potential use of building fund (Ken) (10 minutes)

1-- Discuss alternative use for building fund: Tana pointed out that we have a low balance in the checking account of \$ 3,000. This reflects the need to have emergency funds available.

2--Finalize list of donors to the building fund in order to address about using fund for alternative use

3—Draft document to donors stating need to access funds. It has been suggested that the building fund may be used to pay the rent.

Ken to draft the letter. He will send it soon.

11. Other items or issues to be discussed.

Committees: Phil has suggested in the past creating a site committee to look for an alternative place to rent. The building we occupy now is for sale. Too early but should be done 12 months before the leasing expires. (Tana will send the date)

12. Calendar (10 minutes)

a. Next meetings – February 27, March 26, April 23 - all at DSC @ 6:30 PM

Meeting adjourned at 8:40 pm

Wireless at Deep Spring:

Name: DeepSpringWiFi

Password: simplicity

Respectfully submitted,