

MINUTES
Regular Meeting
Board of Trustees of the Center for Spiritual Living - Seattle
November 17th, 2014 6:30 PM

Present: Kathianne Lewis, Rick Gage, Sandy Tomlin, Carrie Sjaarda, Carmin Dalziel, Cynthia Clay, Andrea Weatherhead

Absent: Karen Schiller, Frank Selden

Non-voting Attendees: Chris Carter – Executive Director, Maari Falsetto, Solveig Toft, Alexa Schubert (Practitioners in Training)

OPENING AND CALL TO ORDER

- Meeting called to order by Cynthia Clay at 6:33 pm.
- Alexa Schubert opened with prayer.
- The Sacred Covenant was read.
- Attendee target in consciousness: Kathianne Lewis led the group in prayer.

MINUTES AND REPORTS

Minutes Approval: Kathianne Lewis moved to approve the meeting minutes from October 29th, 2014. Carrie Sjaarda seconded the motion. 7 Approvals and 0 abstentions. Motion carried.

Financial Report: Given by Chris Carter (Karen Schiller absent)

Revenue was favorable by 13%. Extra revenue came primarily from events and retreats (James Van Praagh and Greece trip). Expenses were favorable by 4%. Net income was favorable by \$31K. The CFC ratio is projected to be ~\$370k compared with budget of \$359k at year end. This means an additional draw from reserves of ~\$10k more than budgeted.

Unification Committee: Given by Andrea Weatherhead

Owen Richards went back to drawing board and revised scope down in order to meet our needs at a price point that we can pay. This means the project will have a different level of richness and opulence. We have a congregant who is a general contractor. Chris Carter is tasked with asking congregant to see if they are interested in bidding on the project. Owen needs to know if the congregant is a candidate so that he can finish revising drawings for formal bid. We would then have complete drawings for complete estimates. The question was raised whether there are other general contractors that attend CSL who can do a project of this size and scope. Andrea Weatherhead will email Tim Brincefield to obtain his opinion on GC's available that we would trust. Andrea will also find out cost of finishing the design and drawings on the revised scope.

Motion: Cynthia Clay moved to authorize Andrea Weatherhead to work with Owen Richards to finish the drawings for the downsized scope, so that we can get three estimates total. Motion was seconded by Sandy Tomlin. Motion was amended to add Committee is authorized to spend up to \$15,000 for the design completion. 7 Approvals and 0 abstentions. Motion carried.

OLD BUSINESS

Board Development: Given by Cynthia Clay

The board and Chris Carter participated in a Fascination Advantage assessment and discussion. Of the seven primary categories of Innovation, Passion, Power, Prestige, Trust, Mystique, and Alert, we do not have a person whose primary archetype is Trust. This is something to consider for future board members for 2015.

Personnel Committee: Given by Rick Gage

Currently doing performance reviews and looking at amount of work each person is doing. We need confidence in what our staff is doing. The committee will review critical success factors (see new business below) and take into consideration when doing staff annual reviews. Chris Carter will talk to the staff about the critical success factors and report back to the board.

Meta Model: Given by Rick Gage

The Meta Model Wisdom Council has been changed to Community Builders Wisdom Council.

Administrative Update: Given by Chris Carter

- The new defibrillator has arrived.
- The code of ethics needs to be considered in the violence and harassment policy.

NEW BUSINESS**Critical Success Factors:**

Cynthia Clay explained the purpose of Critical Success Factors for business. We keep looking at what Great means for CSL and we need to define this before we bring the new board in. These represent a first draft of Critical Success Factors that we will continue to refine.

The Critical Success Factors are:

1. We are good stewards of our resources
 - a. Bank reserve
 - b. 2 months operating reserve
 - c. Balanced budget
2. Our community is the right size for our facility
 - a. We regularly have 995 people attend on Wednesday and Sunday
 - b. Classes and programs are attended by X% of congregants
3. Our staff and volunteer community thrives
 - a. Staff functions are well defined, well documented
 - b. Staff are well-managed and highly motivated

Board Tasks:

1. Target minimum reserve
2. Review stewardship campaign pledges and determine if there are any budget modifications required based on actual pledges
3. Define where we need to be financially in order to move forward with unification project

Minimum Reserve:

Carmin Dalziel moved that the minimum reserve amount be equal to the bank reserve requirement (currently \$750k) plus 2 months operating expenses (currently ~\$400k), with an aspirational goal of 1 year operating expenses in addition to the bank reserve. The minimum reserve would currently be \$1.15M. Cynthia Clay seconded the motion. 7 Approvals and 0 abstentions. Motion carried.

Board Nominating Committee:

The committee is comprised of Sandy Tomlin (committee chair), Frank Selden, Carrie Sjaarda, and Karen Schiller.

Agenda Item for January:

Annual meeting planning needs to be put into the calendar.

Minutes respectfully submitted by Carrie Sjaarda, Secretary to Board of Trustees.