

Board Meeting on Tuesday, August 18, 2009

- Present: Machelie Kendrick, Fred Howe, Justin Merritt, Bruce Hanson
- Time: 6:15-7:15pm
- The meeting opened with a minute of silent meditation, after which Machelie requested that we take a minute or two to write down what we thought were the most important issues facing the center. Afterwards everyone listed their choices and we picked an agenda for the meeting from the following master list created from the choices.
 - Logistics of move to the Quaker side of the hall
 - Scheduling sittings, retreats and classes
 - Finances
 - Liaison position with the Quakers
 - Strengthening community
 - Center Website
 - Children's Program
 - Transparency of Board's functioning and communications
 - Building up membership base and goodwill in the community
 - Improving advertising of the center
 - Welcoming newcomers

- As Justin was attending the meeting specifically to talk about the children's program and the website for the center it was decided to include those two topics on the agenda for the meeting, which is given below:

- **Agenda**

- Children's programming
- Center Website
- Preparations for moving in with Quakers
- Scheduling sittings

- **Children's Programming**

The importance of having a thriving children's program was discussed first. Fred noted that previously the children's program was a driving force in the life of the center and was a great experience for teenagers in particular. He also noted that the Quakers have a children's program that is an important part of their community. Justin then reported on the two children's circle meetings that he had organized for the center. They took place on Sunday afternoon and were attended by approximately 5 and 8 kids respectively. The children ranged in age from 2 to 6. Activities included giving flowers to the Buddha, listening to a story read by an adult, doing a sitting and making a craft. Justin felt that the afternoons were successful and was interested in continuing the program. Fred suggested the possibility of coordinating the children's program with the Quakers and Justin was very open to the idea. Fred offered to contact the Quakers and find out who Justin should talk to about this. The board voted unanimously to set up a regular children's group once a month at the center

on Sunday afternoon. The first meeting will be on September 13 or 20. Justin will decide this soon and report back to the board on his choice. Machelles also suggested that Justin write a news release about the program and send it to the Northfield News as well as northfield.org. It was also agreed that the children's program should be announced to the center membership in the newsletter.

- **Website**

Justin reported briefly on the website for the center. At present it is rather simple, but functional, a good medium for getting basic information to members and advertising future programming events. Justin mentioned the possibility of including embedded audio. Most invited dharma talks are recorded, but it was not clear where the recordings are held. Bruce will contact Jerri Hurlbutt to ascertain this. It was also decided that e-mails to the center will be auto-forwarded to Machelles's e-mail account so that they can get a prompt response. In the interest of promoting transparency, it was also decided that minutes from board meetings will be posted on the web. Bruce will write up the minutes and forward them to Justin who will post them.

- **Moving Preparations**

Preparations for the move to share space with the Quakers were discussed briefly. Machelles commented that there was some confusion among the members as to when and if the move was to take place. Fred reported that the current situation is as follows: We will stay in our current space as long as Steve Schmidt (our landlord) is unable to find a new tenant or until our lease runs out at the end of next spring. We can do this at the reduced rent of \$420/month. This means that our move could take place at any time and we should begin asap making plans for it. Fred will start by making tentative lists of items to put into 3 categories: 1. Items to sell or give away. 2. Items to give back to original donors. 3. Items to take with or find storage for.

- **Scheduling Sits**

This item was discussed very briefly. It was agreed that the Sunday schedule should be re-considered, possibly changing to one sit instead of the current two. No decision was made regarding this.

- **Next Meeting**

It was agreed that the next board meeting will take place on Wednesday, Sept 16 at 6:15 pm. Justin will post this information on the website.

Action Items

- Fred will talk to Linn Jensen with the Quakers about using their space for our board meetings.
- Fred will make tentative lists for the move to the Quakers.
- Bruce will finish the minutes within a week and forward them to Justin for posting on the web.
- Fred will find a contact person from the Quakers regarding children's programming and forward the information on to Justin.
- Justin will institute the email forwarding system so that email sent to the center website will automatically be forwarded to Mabelle.
- Bruce will contact Jerri Hurlbutt about the location of recordings of dharma talks.
- Mabelle will look into the creation of flyers that advertise the center and its activities.
- Justin will send Mabelle a general outline of the programming for the children's class.