EXECUTIVE COUNCIL MEETING MINUTES

AS AMENDED May 15, 2013

April 6, 2013

**Present**: Betsy Wexler (for Ginny Crawford, Bodhi School), JoAnna Macht, Ray Robinson, Jen Padre, Janet Marquardt, Pam Shifflett, John Lamoureux, Eric Laufe (GC member)

**Not Present**: Robin Williams, Bev Parsons, Ginny Crawford (sub sent), Dave Penney, Kate Purcell, Kathy Shulman, Lisa Wenrich, Cynthia Morin, Tom Abrams

Ray reviewed center achievements since Feb 1, roles of GC and EC, and preferred governing style.

**Discussion:** How will the executive committee (EC) function? EC will reach agreement by broad consensus. What is agreement by broad consensus? After discussion and compromise, there is general agreement. If close, the topic can be presented and discussed with absent members via email or in another meeting. Alternately, the idea may be sent to GC or community for input. If time is of the essence, majority rules. According to SI policy, Director’s vote breaks a tie. For decision-making, a meeting quorum will be 50%. If 50% of members are not present, the meeting is not official. Once a decision is made, we agree to comply with the decision with the understanding that each individual may not be fully satisfied, but will support the decision without open dissent in the community.

EC needs to be self-governing. This process will be developed over time. Pam Shifflett will be the EC secretary. The Secretary will contact all members in advance of meetings to solicit agenda items, and then send those items to the Director who will create and disseminate the agenda. Secretary will record meeting minutes, send minutes to EC members, and arrange for a printed copy of minutes to go in the notebook under the bulletin board.

All ongoing EC projects should be reviewed quarterly. Director will schedule these on agenda for now. Eventually we can set report dates when we start projects.

EC and GC should meet jointly at least quarterly.

**Proposed for Discussion:** How will the EC handle accountability? What is expected of EC members in terms of meeting attendance, reliability, performance, and deportment? How will we handle variations from the expectations? Table until next meeting.

**Calendar Discussion** led by Eric, (Topics suggested in an email from Cynthia and Pam):

* Too many programs- There will be fewer programs. Smaller group will work on the details of calendar. Shambhala Arts wants to be included. Eric will set this up once he and the shastris map out training needs for the year. New Calendar starts in Sept.
* Program overlap- No meetings during sitting time. Avoid large administrative meetings during weekend programs. Schedule administrative meetings on the first weekend of month. No programs will be scheduled on first weekends.
* Who schedules Thursday night speakers? Linda. Can we be more inclusive about who speaks by including Khandro Rinpoche students again? There is interest in re-engaging those people. (They are significant donors.)
* Excessive cancelling or rescheduling- Sometimes this is unavoidable. A more spacious schedule should address most of this. Yearly schedule should have quarterly reviews.
* Communication about program changes- When Eric makes changes, he will communicate with Cynthia. Cynthia or her designee will communicate with any effected staff.

**Committee Reports**

Bodhi School is flourishing. More staff might be needed. Report given by Betsy Wexler.

Treasurer’s report- See budget docs John L. sent earlier. He is training office staff.

Member Communications-

* Pam reports the quarterly/semi-annual report (formerly called the newsletter) describing the governance structure and membership will go out to members soon. In addition, a monthly member newsletter will be instituted, hopefully with Kate’s help. The governance structure info will also be posted on the website and on the bulletin board, with the help of Kate and Janet. Photos have not been returned by the photographer yet.
* Once membership status is clarified,
	+ Publish member directory.
	+ Conduct a comprehensive Listening Campaign with all members. This Listening Campaign could elicit how members view themselves as members, why they are members, what direction they would like the Center to go in, and other related questions. The results from this Listening Campaign could then inform our discussions on what qualifies a person as a member and also initiate ways to enhance our members' engagement. Chris Kreeger will be invited to the next EC meeting to describe this activity more thoroughly. The Listening Campaign should obtain info that all committees can use. Its implementation will involve the effort of 20 or more listeners.
* For now, those in attendance at this meeting suggest that members make a minimum $5/ year contribution.

Community Building Committee (aka CBC)- Janet presented. They are developing a definition of deleg and will be surveying membership regarding interests. Also, Ed counted the number of new people attending each weeknight and found Tues is big night for new people, so greeters being added Tues night.

Shambhala Arts- Jen presented. Art festival was a big success! Small arts groups are running on weekends. Attendance varies. Ray suggested Arts make a presentation regarding their vision for center involvement to the EC (next time?) Is Arts a potential deleg area? Betsey suggested arts community service with special populations.

Outreach- JoAnna Presented. Clean up day April 20. Sign up! More t-shirts should be available for sale by then so participants can wear them during the clean up.

**Further Discussion** led by Ray

Choosing a new director. Ray’s last day is June 4.

Characteristics of next director- see Ray’s PowerPoint that he will email to the EC separately.

Process for choosing next center director

* Nominations made by EC. EC wants GC input too.
* Selection committee formed of select EC and community members will vet those nominated and make one or more recommendations to GC.
* GC will accept or reject and forward candidate(s) to Halifax.
* The job is a volunteer position (20 hours/wk). The director’s position involves having conversations with volunteer coordinators to help them form projects, access resources, and stay on track. The Director also chairs the EC and GC and disseminates information to appropriate individuals/groups.
* If Director wants to be paid, s/he will need to raise funds to support own position.

At-large seat for EC member on GC. Tabled until next meeting.

GC Secretary seat may become vacant soon.

EC and GC to meet together on April 15 at 7 pm at the GC meeting to discuss nominating a new director. Ray will send invitation to EC to join the GC meeting.

Minutes were prepared by Pam Shifflett.