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# Meeting Minutes

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**Call to order** – 5:30 MT

A meeting of **Awakening Together Trustees** was held on **08/15/2016**. Attendees included **Regina, Jacquelyn, Jay, Ken, Lyn, and Sonja**.

## **Approval of minutes**

Minutes from 08/01/16 approved.

## **Contemplated centering quote:**

“Be willing to be a beginner every single morning.” — Meister Eckhart

## **Unfinished business**

### **A. Debrief Board of Directors Meeting:**

- a. The Foundation for the Holy Spirit Bylaws were amended to allow Emergency Meetings of the Board with 24-hours notice via both phone and email.
- b. The Board approved the Trustee’s revisions to the Special Assemblies Policy, revisions to the Sanctuary Policy and the new Overtime Policy.
- c. The Board elected Lisa Hester to the Board of Directors as the Treasurer to replace Raena Avalon.
- d. The Board reviewed the annual performance reviews for the President-Minister, Vice President-Minister and Sanctuary Director. It is noted that the Sanctuary Director resigned during her performance review discussion due to a conflict between her values and the values of the organization.
- e. The Board approved a plan for replacing the Sanctuary Director with a part-time Sanctuary Director and 1-2 Assistant Sanctuary Directors. The Sanctuary Director will be a salaried manager position for about 30 hours per week. The Assistants will be hourly positions and will most likely be hired as long-term contract positions rather than employees. The President-Minister was given permission to begin the search to fill these positions immediately.
- f. The Board of Directors approved revised job descriptions for the President-Minister, the Vice President-Minister, and the Sanctuary Director. The Board also approved a new job description for Assistant Sanctuary Director with the following revision: If the applicant is not a member, the applicant must be willing to become and member upon being hired. If the applicant has not completed True Discernment, the applicant must be willing to complete True Discernment when the next class is offered.
- g. The Board reviewed and approved Awakening Together’s Q2 Financial Reports.
- h. The Board was notified of annual Conflict of Interest training, which will be provided via email for the Board of Directors.
- i. The next Board of Directors meeting was scheduled for November 20, 2016.

### **B. Upcoming Special Member Meetings:**

- a. There will be a special member meeting on Sunday, August 21 at 9pm ET. The agenda includes:
  - i. Reduced Sanctuary Schedule – Regina
  - ii. ACIM Gather will reopen – David Fishman

- iii. Plan to hire a Sanctuary Director and Assistant(s) – Regina
    - iv. Overview of how AT Decisions are made – Jacquelyn
  - b. There will be another special member meeting on Sunday, August 28 at 9pm ET. The agenda includes:
    - i. Overview of the new Sanctuary Schedule
    - ii. Overview of the revised Sanctuary Policy
    - iii. Update on the search for a new Sanctuary Director
  - c. It was noted that Amy Shukat will interview Marianne Williamson, and that will be featured on the Awakening Together schedule on September 19 at 7pm ET.
- C. Annual Conflict of Interest Training:**
  - a. A Minister Trustee asked if it is a conflict of interest for him to receive payment for spiritual mentoring. It is not a conflict of interest for a minister who is on the Board of Directors or the Member Board of Trustees to receive payment for mentoring. However, it would be a conflict of interest for that person to use AT resources to advertise this service.
  - b. Trustees will receive the annual Conflict of Interest Statement via email. They are asked to sign it and return it to the President-Minister as soon as possible.
- D. Code of Ethics Training:** Trustees were provided with Code of Ethics refresher training based on Procedure I of the Leadership and Governance Policy.
- E. 2017 Retreat Planning:**
  - a. Trustees agreed to approach Miranda Macpherson and invite her to be a retreat leader for the 2017 retreat.
  - b. Trustees agreed to actively and creatively explore other ideas for the 2017 retreat between now and the next meeting. During this time, they will also communicate with one another about ideas via email.
- F. The next two regular meetings were rescheduled due to schedule conflicts:**
  - a. The next regular meeting will be on August 29.
  - b. There will be no meeting on September 4.
  - c. There will be no meeting on September 19.
  - d. There will be a regular meeting on September 26.

Adjournment, meeting adjourned at 7:00 MT

Regina Dawn Akers  
President-Minister

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Date of approval