

Governing Board of Contemplative Outreach
Conference Call/Zoom Minutes
January 19th, 2021
12:00 – 1:30 pm ET
Final

GOVERNING BOARD MEMBERS PRESENT: Jenny Adamson, Kathy Di Fede, Maru Ladron de Guevara, Phil Jackson, Pat Johnson, Carol Quest, Julie Saad, and Tom Smith
ALSO PRESENT: Mary Jane Yates, Administrator

1. Opening reflection given by Julie: Reflections as a tribute to Martin Luther King, Jr.
 - a. "...hate is too heavy a burden to bear, I have decided to love."
2. Approval of minutes, with changes, for January 5th, 2021 meeting. Carol motioned to approve the minutes and Pat seconded. All approved.
3. September 2021 Conference update, Carol. Therese, Kathleen, and Carol met and clarified their roles as the Conference core team. Kathleen will do the administrative/financial piece working with the hotel. Carol and Therese will work with content and supporting volunteers. Two volunteers from Iceland have offered to 'share duties' for the conference planning team. Maru will recommend someone from ECI. Kathy will be GB liaison. There was also discussion among all GB members regarding priorities and possibilities, i.e. including Circle of Friends, Board, Staff, and using Zoom to "bring" more people to the conference. The Board confirmed that the Conference would take place from Thursday evening September 16th through Sunday morning September 19th. Those attending by Zoom will benefit from ample breaks providing time away from the screen and Thursday through Sunday Conference better justifies transportation costs for those attending in person. The GB agreed to have a Board meeting beginning Tuesday evening September 14th, prior to the start of the Conference. The Conference committee will need to make sure the hotel is expecting Board members for Tuesday afternoon/evening and overnight accommodations for Tuesday and Wednesday added to the Conference.
4. *Administrator's report, Mary Jane: **1.** a question was raised by staff at meeting last week "How were priorities for budget decided?" I reviewed the reflection process we had done as staff in October as well as what was shared by Board as 'priorities' after your October meeting. Pamela raised the example of the Denver Centre in setting 'clear priorities for the year' as something we might want to follow so it is clear having more discussion on this between board and staff at Feb. meeting will be helpful! I have asked staff to prepare a reflection similar to what I will be preparing for the Board and plan to meet with each of them in February for 'year-end' reviews. **2.** Program Coordinator position is still being determined. There has been a hold up with getting the family benefits information from Christian Brothers which the candidate needs in making his decision. Mary Jane spoke to Emily Carroll, an applicant for the Program Coordinator position, to determine if she had the skills needed for the Tech Support position. She does have these skills and also great potential to help build our volunteer base in social media, youth, and international areas. Emily accepted the position and was hired on a short term basis to start with CO on January 18th. **3.** Two new volunteers have been engaged to help with writing content for Word of the Week. Isabelle will also be recruiting for more volunteers to help with Facebook site and Emily will also work with Isabelle to build volunteer involvement to support Instagram, Twitter & other social media in preparation for Isabelle finishing her contract with us by the end of February. **4.** Pamela now working with 'ad-hoc' planning group of 6 international reps to finalize plans for United in Prayer Day March 6. **5.** Donna finished entering all of the 2020 donations in database. A total of \$169,150.00 was received from approximately 1000 individuals. **6.** Advent online

retreat was extraordinary both in content and participation; over 1/3 of participants showed up for the 3 weekly prayers groups, including on Christmas Day. Word of the Week program and prayer groups are profoundly enriching, hopeful and connecting. **7.** Pamela worked with Chandra Hanson to prepare a report for the Consandine foundation about distribution of newsletters to prisoners. Chandra sent 'final' version of survey re Prison Outreach work to Marie for Chapter Service team to provide input. CS team is happy with survey and keen to support distribution. MJ will help Chandra upload survey to Survey Monkey this week and it should be 'live' within a week or so. **8.** Ray Mueller convened first meeting of 'sub-title working group' on Friday, Jan. 15. Isabel C., Maru & Patty from ECI attended along with Polish, Hungarian and Korean reps. Ray also prepared a list of videos for the wider 'Translation group' to review on Jan. 29 to advise on which of TKs works they feel will be important to prioritize for preparing English subtitles for translation. A priority for subtitles is to, as much as possible, stick to TK's original works. The Spiritual Journey Series would take priority over the online SJ series. **9.** Marie and Mary Jane were invited to participate in a retreat day that Seattle area chapter planned for this weekend. This event models a lovely way to 'partner' with Shalem Institute to address Principle 11, i.e. the Chapter signed up as a group to participate in Shalem's online retreat focused on Howard Thurman's life and teachings and then had their own 'break out group' scheduled on zoom to reflect on sessions in between. At the prompting of the Gift committee, Mary Jane sent an e-mail out to CAC and others to convene a 'partner' meeting in the next few weeks. One thing I hope to learn more about is the publishers used by Richard Rohr and others that might help us in getting TKs work out to a larger audience.

5. Adal and Nick will join us on Feb. 23rd for the Administrator's review.
6. There will be no meeting on Feb. 2nd which is the first Tuesday. The next meeting will be Feb. 5th and 6th.

Respectfully submitted,

Kathy Di Fede, Secretary

*Administrator's report: notes taken from "Highlights" prepared by Mary Jane Yates