

**Governing Board of Contemplative Outreach
Conference Call/Zoom Minutes
February 4th , 2020
12:00 pm
Draft**

GOVERNING BOARD MEMBERS PRESENT: Jenny Adamson, Nick Cole, Kathy Di Fede, Adal Henriquez, Maru Ladron de Guevara, and Julie Saad.

OTHER PARTICIPANTS: Pat Johnson, Interim Administrator

1. Opening reflection by Pat from *Curriculum of the Soul*. “Imagination is everything. It is a preview of life’s coming attractions.” (Albert Einstein)
2. Minutes of December 17th, 2019 zoom call minutes were approved.
3. Administrator report, Pat Johnson. Donna is receiving end of year donations and making deposits. Mary Anne is working on the online Spiritual Journey series packaging for the public. Kathleen is inputting end of 2019 figures. She will then crunch the figures to get a picture of 2019’s budget versus actual. Kathleen and Pat are working on the 2020 budget that will go to the Board in January for approval. Pat will ask Kathleen to get a check to Denis for the retreat of his choice. From Pamela, the last redesign of the website, which was prompted by a comment from The Trust for the Meditation Process, was for the Drupal migration. Pamela is taking time off right now (three to four weeks). She will work 10 hours a week and take emails. Marie is continuing her work with the volunteers.
4. Update on Administrator candidates - Kathy. We are receiving the letters of recommendation and the background checks are being completed by Rosemary Hall from Peak Staffing Inc. Kathy will send travel information to Adal.
5. Updates on Orlando GB meeting – Adal. There will be 6 GB members arriving on Jan 21st. The 3 candidates will arrive on Jan. 22nd. Local Contemplative Outreach volunteers will transport the candidates to the retreat center. We will have dinner out on the 25th.

6. Julie will start a thread on the HUB for agenda items for the Orlando meeting. Julie reported that Marie is monitoring the service teams for possible board members to replace Thomas Hall to finish his term.
7. Next GB meeting is in Orlando, FL. January 21st to January 26th. 2020.

Respectfully submitted,
Kathy Di Fede, Secretary/Treasurer