

**Governing Board of Contemplative Outreach**  
**Conference Call/Zoom Minutes**  
**October 6<sup>th</sup>, 2020**  
**12:00 – 1:30 pm EDT**  
**Final**

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

ALSO PRESENT: Mary Jane Yates, Administrator

1. Opening reflection by Nick: A poem from Mary Oliver entitled “Wild Geese.”
2. Minutes for September 15<sup>th</sup> 2020 meeting. Pat made a motion to approve the minutes and Nick seconded. All agreed and the minutes were approved.
3. Mary Jane: Administrator update. From the staff call: 1. Mary Anne asked if CO was going to host a day of prayer for the U.S. elections. Comments: since CO is an international community, we probably should not focus on the U.S. Some suggestions were to promote Shalem’s prayers for the election. Or have a day of prayer focused around Fr. Thomas’ and Abbot Joseph’s anniversary of death and also prayer for all the issues happening all over the world. 2. Mary Anne is sending the direct mail appeal out early. The appeal was drafted by Mary Anne. She also asked for recommendations of people to write a short piece about why they contribute to Contemplative Outreach (time, treasure, and talent). 3. The staff also expressed the lack of communication from the GB to the staff (i.e. new board members.) 4. A timeline for budget planning was sent by Kathleen. There was also a question about the Board Intentions. Pamela asked if the staff could have just 3 – 5 specific intentions for planning and will the GB be discussing the Intentions at the next “face to face” meeting (which will be over 3 days in October on Zoom). 5. Mary Jane presented reflection exercise to the staff to help with planning for 2021. She also suggested some topics for the GB: Partnering and 2021 Conference. Responses from the GB: We agreed that there is a need for better communication from the board to the staff. We also will have the Intentions on the agenda for our extended meeting and will look at providing 3 – 5 specific intentions to the staff for planning.
4. Meetings with Chapter Support Team. Tom’s meeting was canceled. Nick met with Ruth Hoffman and 4 other coordinators. He said the meeting went very well and was similar to the GB’s face to face meetings with Chapters.

5. September 2021 Conference: Kathleen sent the contract to the GB. It was suggested that a lawyer would be contacted to review the contract. Pat agreed to do this.
6. October 16<sup>th</sup> – 18<sup>th</sup> Board meeting on Zoom. Tentative schedule: Friday 6:00 – 8:30 pm, Saturday 9:00 – 11:30 am, Saturday 12:30 – 3:00 pm, Sunday 9:00 – 11:30 am. All times are EDT. Nick will lead the first Centering Prayer time on Friday. The new Board members, Carol Quest and Phil Jackson, will be joining us. Julie suggested that as part of our check-in on Friday we each share what being on the board has meant for us. Julie will post suggested agenda and everyone can add to the agenda.

Respectfully submitted.  
Kathy Di Fede, Secretary