

Governing Board of Contemplative Outreach
Conference Call/Zoom Minutes
November 3rd, 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, Phil Jackson, Pat Johnson, Carol Quest, and Julie Saad. ABSENT: Tom Smith

ALSO PRESENT: Mary Jane Yates, Administrator

1. Opening reflection by Julie: A quote from Parker Palmer on democracy.
2. Minutes for October 16th – 18th, 2020 meeting. Jenny made a motion to approve the minutes and Carol seconded. All agreed and the minutes were approved.
3. Mary Jane: Administrator update. Mary Jane has been developing the Tech Specialist and the Program Coordinator work descriptions with input from Pamela and Marie. Kathleen worked with the accountant to complete audit and draft 990. 3rd quarter financial report also ready for review. The online Welcoming Prayer course was launched with over 500 participants. This is the third time the course has been offered. Pamela worked with Donna to update the database for the Fall Direct Mail Appeal (DMA). Mary Anne drafted the letter and sent it to Mary Jane for review. Mary Jane is working with Mary Anne to transition the Circle of Friends (CoF) as Mary Anne retires. Members of the CoF will be invited to a Zoom event on Dec. 3. Marie is supporting the Facilitator Service Team in planning a Feb. Zoom retreat/workshop. Mary Jane met with Keith Kritisch on Oct. 14th about the ‘Under 40s’ prayer groups that started in Sept. So far they have averaged 12 in each group, though over 50 people have signed up as interested in joining. Mary Jane is attending Living Flame sessions with Iceland (being presented using Zoom). This is proving a wonderful way to get to know some of our members in Iceland. A memorial Mass for Thomas Keating was hosted by the Philipino community on Oct. 26th. Mary Jane, Fr. Carl, and Pat attended (virtually) as well as a number of other from the U.S. There was a request from “Interior Mythos Journeys” (<https://interiormythos.com>) regarding the use of excerpts from Thomas Keating’s video for an upcoming production. They are also very interested in partnering with Contemplative Outreach. Mary Jane also met with representatives from non-English speaking countries (including ECI) on Oct. 21st to discuss translation issues.
4. Mary Jane explained that the posting of a Tech Support temporary/part time position would include 6 months with possibility of extension.

5. Discussion of the process of integrating staff priorities with board priorities was postponed. Julie suggested we have a joint meeting of staff and board in January.
6. Update on the 2021 conference contract. Mark Nowak recommended that Kathleen go back and talk to the Marriott again regarding moving the conference to 2022. We cannot get out of the contract for 2021 at this time. That would change if the hotel has to cancel due to Covid-19. A suggestion was made by Mary Jane to keep the dates for 2021 and plan it for a smaller number of people (for Covid restrictions) and possibly Zoom availability. It was also suggested to ask Fr. Vincent Pizzuto to be a speaker. Mary Jane agree to contact him. Other suggestions were to have the Circle of Friends meet then as well as the staff and GB.
7. Decision on dates for early 2021 GB meeting. It was decided to have the first meeting of 2021 on Feb. 5th, 6th and 7th instead of in January. This would be an extended Zoom meeting replacing meeting in person. It was decided to ask the staff to join us on Feb. 5th. We could meet during the day on that Friday to accommodate their work schedules.
8. The next regular Zoom meeting is Nov. 17th at 12 noon ET. Carol will do the reflection.

Respectfully submitted,

Kathy Di Fede. Secretary