

Governing Board of Contemplative Outreach
Conference Call/Zoom Minutes
February 18th, 2020
12:00 pm
Final

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

OTHER PARTICIPANTS: Mary Jane Yates, new Administrator; Pamela Begeman, Communications.

1. Opening reflection by Pat from *Curriculum of the Soul*, chapter on Art, paragraph “Changes” poem by Gregory Orr.
2. We welcomed Mary Jane Yates as the new Administrator of Contemplative Outreach. We also welcomed Tom Smith back to the GB to complete Thomas Hall’s second term (2 years left).
3. Pamela: questions about the website in order to approve the budget. Julie read Nick’s email about the money spent on the website since 2016 and what was done on the website. Tom responded that most of those amounts had been approved at the time. Per request, Pamela agreed to do a one-page summary about the benefits with each expenditure. Pamela’s response: our date base was aging out and changes needed to be made. The move to WordPress was determined because data base support was finally available with WordPress. Expenses moving forward will depend on what we need. The monthly for support for 6 months is higher, however after 6 months that expense will be cut by two-thirds. Regarding the Centering Prayer mobile app: customers have been asking for a component to be added to the app that will track how much time is spent in Centering Prayer. It would be an additional cost of \$3576 to add this to the mobile app. Pat stated that the GB had already voted against this added expense. Pamela added that more people are now accessing the website on their mobile devices than on a computer.
4. Adal’s schedule conflict: everyone agreed to begin the meeting an hour later, 1 pm ET, while Adal is in Green Bay, Wisconsin.

5. Jenny made a motion to approve the minutes for the Orlando meeting Jan. 21st – 26th, 2020. Pat seconded and the Board approved.
6. Approval of the Budget. Payroll was finalized before Jan. 1, 2020 and has been approved. Adal asked for more time to look over expenses for WordPress so the budget will be approved at a later date.
7. 2020 intentions were finalized and approved. Maru sent them to Pamela to post on the website.
8. “Ask Fr. Carl” section in the e-bulletin: Julie agreed to contact Isabelle to join a future call to discuss having other people available to answer questions for this section. Everyone one agreed to proceed and to include Pamela in the discussion.
9. Isabelle emailed Nick asking if the GB wanted to have an article in the June Newsletter (paper addition that is mailed out). Nick asked her to hold a spot for us. Jenny asking Nick to write one and Pat suggested Nick and Julie should write one together (outgoing facilitator/incoming facilitator). Julie agreed to work with Nick on an article.
10. Hiring for a part-time position after Claire leaves: Claire is willing to stay part-time as long as needed. Pat commented that the GB should let Mary Jane make that decision.
11. Other business: Selection team report postponed. Julie shared her talk with Pamela regarding being on the March 3 GB zoom call. Discussion on whether to have Mary Jane included. Julie will ask Pamela what she wants.
12. Next GB call is March 17th at 1 pm EDT.

Respectfully submitted,
Kathy Di Fede, Secretary

