

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

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; Kathleen Gilgannon, Financial Administrator.

Tom Smith, IT consultant; Michael Cole, IT consultant.

1. Jenny did the reflection to begin the call.
2. Discussion with Michael Cole and Tom Smith about IT and the CO website. Some points that were made: CO website has many parts to the database. Drupal has a sophisticated built in module database. WordPress did not have the abilities it has now. With WordPress there is no need to be dependent on the people that build the website. It can be maintained in house. The cost to transfer database from Drupal to WordPress is reasonable. There is more control on the backend. Michael suggested Adam Gordon as a possible person to help (employee or volunteer?) with the website. Tom suggested to have someone for backend programming, managing database, maintaining WordPress, and IT systems development. Kathleen commented that there were database problems and duplications.
3. Next steps regarding the website, IT. Having a conversation with Pamela to have questions answered about moving to WordPress.
4. Julie reported on her call with Mary Jane about benefits for her as the new Administrator. More detail is needed regarding benefits since Mary Jane is in Canada. Mary Jane is happy with the salary offered (\$72,000).
5. Spring Direct Mail Appeal: Discussion about having it directed toward the website or scholarships. Pat said we have enough for scholarships at this time. Jenny made a motion to have the spring mailing go to the website. Kathy seconded and all approved.

6. The 2020 Board Intentions, as revised by Maru, were approved.
7. GB minutes from January 7th, 2020 (second draft) were approved.

The next GB meeting is February 18th at 1pm EDT

Respectfully submitted,
Kathy Di Fede, Secretary/Treasurer