

**Governing Board of Contemplative Outreach**  
**Conference Call/Zoom Minutes**  
**September 1<sup>st</sup>, 2020**  
**1:00-2:25 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: Kathleen Gilgannon, Financial Administrator

ABSENT: Mary Jane Yates, Administrator

1. Opening reflection by Julie: Parker Palmer quote which included a poem by William Stafford. “Hold to inner peace as best I can.” “Be a conscientious objector to frenzy.”
2. Update on the staff: Mary Jane asked Kathleen to give an update on staff activity. Some things have been left on hold until Mary Jane returns. There are no pressing issues right now. Marie handled phone calls and emails for Donna who has been on vacation. So far, staff is handling everything okay while MJ is away. Kathleen is still working with the auditor for 2019 financials. There was some discussion about posting the financials on the website. A plans and highlights report and a financial report in graphic form was posted for 2018. A report for 2019 is being prepared by Kathleen, Tom and MJ. It was suggested that the financial report be posted in a section of the website specific for financials rather than the GB section where it is now.
3. Minutes for August 18<sup>th</sup> meeting. Pat made a motion to approve the minutes and Jenny seconded. All approved.
4. GB Bylaws. The suggestions made by Mark Nowak were reviewed. It was agreed to keep Article VIII, Section 7 (Audit Report) as is. The terms gender and sexual orientation were added to Article XII, Section 6 (Statement of Nondiscrimination). Article V. Section 9 (Officer Salaries) removed references to assistant secretaries and assistant treasurers. Kathy made a motion and Julie seconded to approve the Amended and Restated Bylaws of Contemplative Outreach, LTD. All approved. These bylaws have been duly adopted as of the 1<sup>st</sup> day of September, 2020.
5. Welcoming new board member in October and mentoring. It was suggested that each of us talk about how it has been for us on the board. Also suggested that the new members be given the choice of choosing their mentor or having a mentor assigned. A copy of the bylaws will be sent to them by Kathy. Jenny will contact the new members regarding mentoring.

6. Jenny reported that Maru along with Myrna Castro from ECI translated the 12 Step Brochure into Spanish.
7. Regarding the “Facilitator” of the GB (which is used in the bylaws instead of Chairperson), Chairperson may need to be used for legal purposes.
8. Update on Chapter Support Team Calls. Jenny attended the call with the Iowa Chapter. A new Chapter has been formed which includes Iowa and Illinois. Jenny said the call was very much like meeting in person with Chapters.
9. October 16<sup>th</sup> – 18<sup>th</sup> (face to face) Board meeting will be on Zoom.  
Tentatively scheduled times are EDT.  
Friday 6 – 8:30 pm; Saturday 9 – 11:30 am and 12:30 – 3 pm; Sunday 9 – 11:30 am.
10. Next Board Zoom call September 15, at noon EDT. Kathy will be the reflector.

Respectfully submitted.  
Kathy Di Fede, Secretary