

Steering Committee Call

November 10, 2018 10am Pacific

Present: Laura Craig Mason, Ealasaïd Haas, Nancy TannerThies, Jenn Herbert, Sandra Pomeroy, Ari (Elizabeth Kopruki), Ryan Pierce

Facilitator: Sandra

1. Facilitator leads everyone in taking a breath together and reciting the Holy Mother prayer
2. Approve minutes from previous meeting
 - a) Laura moves to approve, unanimous agreement.
3. Updates on action items from the previous meeting
 - a) Laura: Confer w/Jenn re: Doodle, newsletter, confirm Pillar contact
 - i. Yes! They did all the things. Made a post about retreat and Doodle; discussed website.
 - b) Sandra: 1023 EZ and other forms
 - i. Stalled on forms, we need to identify officers, wasn't clear on who is what. We have to name a president, and have a vote in the minutes that this happened.
 - ii. If tax laws change, they might apply to us in the middle of the year, assuming we wind up paying taxes that year.
 - iii. EIN letter is also stalled, needs an officer to sign.
 - iv. DOJ stuff also needs an officer to sign.
 - v. So: do we want to elect officers now or just hold all of this for the new board?
 1. Laura: Are we assuming officers, Board, and steering are the same?
 2. Sandra: No, officers don't have to be on board, board appoints them.
 3. Ryan moves to appoint Sandra Pomeroy as President, John Mirrasou as Treasurer, Ealasaïd Haas as Secretary; vote called by Nancy, unanimous agreement.
 4. Incoming board will have an election, this is just until we get the new board.
 5. Sandra will move forward with all the forms.
 - vi. Ryan: We've completed our first fiscal year, we have to file our tax stuff and make end of year statements, they're due soon
 1. Discussion around due dates; John will be looking into it, we may want him to come to the next meeting

2. Sandra: Due 2/15. That's part of the urgency around getting it all filed.

- c) Ryan: Talk to insurance broker about what Morningstar needs
 - i. Hasn't done this yet. Hard to get a hold of the person, plus it's an IL agent and we're in OR; wants to try anyway because she's really awesome.
 - ii. Ealasaid: couldn't get a quote without the 501(c)3 letter; will reach out to insurers and try to get quotes. Our articles of incorporation show we're nonprofit, we won't get 501(c)3 status for a while but we need insurance now.
 - iii. Ryan: Mostly worries about insurance for in-person retreats
 - iv. Laura: as long as we keep making progress we're probably good
 - v. Ryan: we don't actually have money at this point, until we get it from Solar Cross.
- d) Jenn: Discuss reaching out to less-active members with R&A Pillar, draft some language; iron out definitions of Alumni and Researchers
 - i. Trying to set up meeting, haven't yet. Has made a list of decisions, hopes to have that done in the next 2 weeks.
 - ii. Website content- has gotten some submissions for the public part of the website! That will be happening soon.
 - iii. Will send info about members/alumni/etc directly to Sandra when they've got it.
- e) Ealasaid and John to open bank account
 - i. Got it.
 - ii. Need to set up Paypal and start taking dues
 - iii. Laura: setting up Paypal as nonprofit – need evidence of “nonprofit reg”, but include articles of incorporation. Will email it to all of us. Wants to make sure we don't mess anything up in setup. Once we have PayPal, will put up everything on the site, we can start taking dues and then get a Zoom account.
 - iv. Ryan: DOJ registration – doesn't that have to be done before we take money?
 - v. Sandra: it has to be done asap. Commits to getting it drafted this weekend. IF we haven't filed our 1023 EZ yet, we have to provide an explanation for why not.
 - vi. Ryan: PayPal/expenses – we need to account for all the money spent in the first fiscal year that was basically loaned by people, so we can repay them asap and get that accounted for in the first year fiscal statement.
 - vii. Sandra: John's put out a call for people to send him expenses.
 - viii. Laura: hasn't done that yet, will do so.
 - ix. Jenn: has money left over from retreat, in contact with John about that.

- x. Ealasaid: put \$105 of own money into checking account to get it opened.
- xi. Ryan: we need to remember to give John the date as well as amount of any expenses.

4. Pillar and other standing reports

a) Research & Alumni Pillar – Jenn

- i. Trying to meet in the next two weeks, that's the report.
- ii. Sandra: any plans for the next year discussed so far?
- iii. Jenn: not really. Will add to agenda for meeting.

b) Teaching & Curriculum Pillar – Ryan

- i. Two classes still ongoing.
- ii. Not sure around expenses other than the website and basic school infrastructure; may want a marketing/outreach budget eventually to get new students.
- iii. Discussion about finances/budgeting, marketing, getting new students.
- iv. Ryan: suggests getting a PDF flyer done so anybody could print them out and hand them out at events.
- v. Sandra: Ryan's suggestion is something we can implement quickly with a subcommittee, proposes that we do it. Likes that the creation of the flyer will help us solidify what we're doing.
- vi. Laura: cosigns and volunteers to help – we should have one person from Teaching & Curriculum and one from Research & Alumni on the subcommittee.
- vii. Sandra: Suggests each of pillar reps can go back to pillars and get a person who agrees to work on this project; subcommittee to be formed within the next month so that by next meeting we know who the reps are.
- viii. Laura will handle wrangling.
- ix. Sandra: The way the school is set up, the pillars are supposed to come up with proposals and steering is a sort of management. Asking for budget and vision from the pillars is specifically to push the power back out to the school, to decentralize it from Steering.

c) Temple & Tech Pillar – Laura

- i. Site and wiki still up, yay! Will be looking at the website in total to see what is still needed and come up with project plan. There's not many action items yet. We have people signed up for chat facilitation and new moon temple for the next couple months.

d) Retreat Committee - Laura

- i. Jenn made a post about it, we haven't gotten dates finalized yet. Will be helping to move things forward so Jenn doesn't have to be doing it all.

e) Nonprofit Status / Other Bureaucracy – handled above.

5. Tuition and Membership Benefits (aka what are students getting for their dues?)
 - a) With no budget, let's stick with \$25 dues for now. Once we've got the PayPal set up, can start gathering
6. Any new business?
 - a) Timeline for board of directors election
 - i. Let's set a nomination deadline and promise to post the slate as of a particular date?
 - ii. Laura: proposes seven days from day of posting, then three day turnaround from deadline to ballot survey being sent out. If we post today, noms due 17th, ballot goes out 20th, we close voting the day before winter solstice. Nice! Then we need to figure out tallying. Can't do anonymous voting, need to designate who will do the counting and how we'll keep records.
 - iii. Sandra: is there a way to make it so only the current board sees votes, or a single board member? Anonymous to membership but not universally so. We must do everything we can to keep the board election from turning into a popularity contest. Keeping things as anonymous as is feasible may help with that. Let's find someone who's not a current member or at least not up for election to do it.
 - iv. Nancy: Treasurer?
 - v. Sandra: doesn't want to make it always the Treasurer, because they might be on the board in the future.
 - vi. Nancy: it'd be smart to have the Treasurer not be part of the Board, just reporting to the Board.
 - vii. Ryan: we don't have to make a decision for all time, just this election.
 - viii. Sandra: this needs to be in our bylaws. We need to specify how the election happens, who's responsible for conducting the election. We can make it a function of the Treasurer, that's diff from asking John to do it. We could specify in the bylaws that the Treasurer can't be a director, but we need to make sure we keep in mind that we need to have enough people for all the roles.
 - ix. Nancy: moves we ask John to do it. Unanimous approval.
 - x. Laura: will do it.
 - b) Paypal Account – Laura is doing the research, can shepherd the process. Sandra moves to authorize, approved.
 - c) Creation of Zoom account – Laura. Nancy moves, approved
 - d) Coordination of transfer of funds from Solar cross – John. Nancy moves to authorize, approved; Ealasaid will email official request.
7. Go over everyone's action items for next time

- a) Ealasaid: reach out to insurers for quotes, actually talk to people; send info on money I put in account to John - remember to give date; ask John to handle SC money transfer. Ping Steering re: treasurer coming to December meeting
 - b) Jenn: meet with pillar, get definitions
 - c) Ryan: Contact insurance agent; Teaching & Curriculum to come up with vision for the Pillar
 - d) Sandra: DOJ forms, EIN letter, 1023 EZ
 - e) Laura: Contact John about the election
 - f) All Pillars: get a rep for the flyer subcommittee; put in contact w/Laura
 - g) Ask John to come to next meeting. Ealasaid will email.
8. Confirm next month's meeting: 10am Pacific time 12/8/18.
9. Facilitator leads everyone in taking a breath together and reciting the Holy Mother prayer.

Upcoming Dates of Importance

Dec 8, 2018 December Call

Jan 12, 2019 January Call

Feb 9, 2019 February Call

Feb 15, 2019: Tax forms due (federal); (state forms due later)