

Morningstar Mystery School

Board of Directors

March Meeting Minutes

3/14/2020

Present: Ealasaid, Ken, Katie, Laura, Louise, Sandra, Lyssa,

Facilitator: Katie

Called to Order at: 10:04 am

- Facilitator leads everyone in taking a breath together and reciting the Holy Mother prayer
- Three word checkin
- Katie is having trouble with her connection, is now audio only.
- Welcome 2020 Board!
- Approve minutes from previous meeting
 - ◆ Unanimous
- Pillar and other standing reports
 - ◆ Teaching & Curriculum Pillar (Lyssa)
 - Really excited for Elements launch on 19th!
 - They approved 12 new students!
 - Breven is drafting the letters of acceptance.
 - Teaching group on the forum for teachers of ongoing classes to support them – using existing forum for that.
 - Tony reached out to offer mentoring with Elemental teachers.
 - Finished, Lyssa left the call.
 - ◆ Research & Alumni Pillar (Katie)
 - They haven't met, not sure what they're working on. Happy to have Louise here as a fellow Pillar person
 - ◆ Temple & Tech Pillar (Laura)
 - Almost have the .org URL moved onto our account.
 - They are discussing ownership of the opening and closing of astral temple.
 - Next week whole school will be traveling to the Temple. Still need someone to lead us through the meditation for it.
 - Need a formal role for someone tracking where students are dues-wise. Treasurer is tracking our members, but someone needs to do it for the Elements class students too.

- Sandra: Now that the Pillars are functioning better, we need to make sure we have good links between them. Multiple tracking systems are happening and they're tracking different things but it'll make it tricky to keep things straight.
- We have to have a list of who our members are (by law), we need to keep track of this stuff. We need a point of contact to know who's a member, how many members we have, whose job is it to reach out and find out if a member is leaving or just can't pay dues? We need a plan around this.
- Temple & Tech also wants to do an engagement survey.
- Sandra: this is a role connected to all of the pillars, and who reports to the board. Works directly with the treasurer.
- Louise: was admin assistant for many years, worked in areas where that kind of thing was needed. Worked for a nonprofit for a bit and had to track various programs and funders. Has familiarity with it. Might need help with tech stuff but is interested in taking on that role.
- Sandra: it's perfect to have someone from R&A doing it, that's probably the right place.
- Laura will reach out to Louise, draft Google doc, set meeting w/Louise.
- ◆ Retreat Committee (Laura)
 - Shuffling committee members.
 - Can't schedule things right now, but group is a bit revitalized.
 - Thinking about having people rotate off the committee after a couple years so they don't get burned out.
- ◆ IRS Stuff (Sandra)
 - No updates. Will ping treasurer to make sure we file our taxes. They're due tomorrow.
- ◆ Marketing Committee (Katie)
 - No updates until something new comes their way.
- ◆ Treasurer's Report (John)
 - Election: 13 people voted, 13 yesses for everyone.
 - Official 2020 Board members: Louise, Sandra, Katie, Laura, Ealasaid.
 - Financials 2/14-3/13: received \$275 from Paypal, \$11.09 cut; a person shifted to paying by check. \$100 via check. Outgoing, reimbursed Jennifer \$10 for graphics for Elements. \$12.86 to Louise for cords and postage; \$50 to Sandra for Oregon Business Filing back in 2019.
 - Laura: also we spent money on the URL, \$15. Used Debit card.
 - John will make edits when he sends the written report after the meeting.
 - John will look into when our taxes are due, we're doing postcard filing so he can do it quickly. Also have to file something with Oregon, charges a fee (not a tax, OR doesn't tax nonprofits).
 - Laura: what ever happened with notes from annual meeting?

- Ealasaid: that's on my plate; will do the annual meeting notes and John's report and send around.
- Updates on Action Items from February:
 - ◆ Laura:
 - Draft scholarship policy – not done yet
 - Email Sandra about ribbons – event cancelled, so nevermind.
 - Send email for survey monkey and agenda for annual meeting (get from Sandra) - Done
 - Do forum post - Done
 - ◆ Sandra:
 - Put survey monkey together – Done
 - Finalize annual meeting agenda and send to Laura - Done
 - Update minute book – not yet
 - Continuing to work on bylaws amendments, putting accounting stuff together for – Not yet
 - The D&O Insurance, review Board onboarding material – not yet
 - ◆ Everybody: minutes from last two months
 - all approved by email, yay.
- New Business from February
 - ◆ Reimbursement Policy - Proposed Policy
 - https://docs.google.com/spreadsheets/d/1sTaBDKpgwBa4r5X89Cu-9S_3-Y55muPkgNzaaSXFIF0/edit?usp=sharing
 - Laura: there's a possibility as we do marketing and other stuff that we'll get a series of small expenses that add up quickly. Need to be sure we have a way to keep an eye on that.
 - Discussion.
 - Should the "small" expenses threshold be more like \$50? We're only bringing in a couple hundred a month.
 - General agreement that we should base the thresholds on our monthly income.
 - Ken: good to have this discussion now, before it's a problem.
 - Laura: This is also why budgets from pillars are important.
 - Discussion of what the time period is, maybe a month?
 - This isn't a policy for recurring costs. Recurring costs should have board approval.
 - For recurring, reimburse up to \$50 annually without question, but anything else needs approval?
 - Much discussion. Sandra updating policy as we talk.
 - Sandra to make updates and send around (Reimbursement policy)
 - ◆ Proposed Request Form EVERYONE REVIEW THIS PLEASE
 - <https://docs.google.com/document/d/1ro9F6a1E5k7Jh-L6AXPumsCSHkJzmwDtXDYpnV8MoDs/edit?usp=sharing>
 - ◆ Sandra's draft pillar reporting form <https://docs.google.com/document/d/1Ba0->

[ZwG7Df91X0MpC9XFoMi1UaUm-XkrWoTnfn-K-4Q/edit?usp=sharing](https://www.google.com/document/d/1ZwG7Df91X0MpC9XFoMi1UaUm-XkrWoTnfn-K-4Q/edit?usp=sharing)

- General folks like it.
- Katie: do we want someone from the pillars to actually come to the Board twice a year?
- Sandra: idea is form is an option so they don't have to send someone. If they have something significant to discuss, then they should send someone.
- Discussion - "board asks" maybe not clear? "Feedback requested?"
- Sandra: wants to empower, not coddle. Don't want to encourage them to ask tons of questions.
- Laura making edits.
- Laura moves to approve
- Katie seconds, unanimous approval. It's good to go.
- ◆ Tony's reimbursement request (which maybe we can do by email if the reimbursement policy is adopted)
 - Tony was paying dues while teaching, unaware there was a dues holiday for people actively teaching. He's asked for those payments to be reimbursed.
 - Laura moves to approve, Katie seconds, unanimous.
 - Treasurer will write a check.
- Action Items
 - ◆ Laura:
 - Reach out to Louise, draft Google doc, set meeting w/Louise – re registrar info.
 - Draft scholarship policy
 - ◆ Sandra:
 - Update minute book
 - Continuing to work on bylaws amendments, putting accounting stuff together for – Not yet
 - The D&O Insurance
 - Review Board onboarding material
 - Update and send around Reimbursement policy
 - Email treasurer formal request to reimburse Tony
 - ◆ Ealasaid:
 - Annual meeting notes and John's report and send around.
- 2018 Board Steps Down – thanks to Ken for his work, we will miss him.
- Confirm next month's call – April 11, 10am Pacific; Laura's turn to facilitate.
- Three-word checkout
- Facilitator leads everyone in taking a breath together and reciting the Holy Mother prayer.