



Sky Creek Dharma Center

Three Oaks Court ♦ Chico CA 95973 ♦ 530.893.8088

Board of Directors/Annual Meeting Agenda November 7, 2007, 5:30 – 7:00 PM

1. **Call to Order**
2. **Communications**
 - a. Review of Minutes of the Strategic Planning Session
 - b. Discussion of Job Descriptions of Board of Directors
 - i. Introduction of Outline of Policy and Procedure Manual (Amos)
3. **Action Items**
 - a. Election of Board and Officers:
 - i. President: Jasper Lerch
 - ii. Vice-President: Open
 - iii. Treasurer: Jessica
 - iv. Secretary: Kirsten or Ann
 - v. Members
 1. Bob Egert
 2. Joanne Hamilton
 3. Tracy McDonald
 4. Lakshmi Ariaratnam
 5. Kirsten Boyd
 6. Greg Mirrick
 7. Janeese Charpentier (tentative)
 - b. Appointment of Executive Director: Amos
 - c. Designation and Delegation of Task List
 - i. Identify the tasks involved in operating the Center
 1. List what Amos Does
 2. List what others Do
 - ii. Organization and Delegation of Tasks
 - iii. Appointment of Committees
 - d. Action Plan for Budget Proposals and Rentals
 - i. Rental Options (current proposals)
 1. Long-term resident
 2. Short-term resident
 3. Overnight extended retreats
 4. Office day use
 - ii. Membership/Pledge Options
 - e. Board Resolutions
 - i. To Open a Checking Account with Executive Committee As Signers
 - ii. To Transfer Utilities from Amos to Sky Creek Dharma Center
3. **Information Items**
 - a. Discussion of Purchasing the Building
 - b. Educational Presentation: Overview of a Capital Campaign
 - c. Financial Report