



# Sky Creek Dharma Center

## Final Minutes of the Annual Meeting of the

Board of Directors • CA 95973 •

Sky Creek Dharma Center

November 7, 2007

5:30 – 7:00 PM at Sky Creek Dharma Center

### ***Board Members Present:***

Jasper Lerch, President

Ann Ponzio, Co-Secretary

Kirsten Boyd, Co-Secretary

Jessica Mackenzie, Treasurer

Lakshmi Ariaratnam

Greg Mirick

Bob Egert

Joanne Hamilton

### ***Others Present:***

Exec. Director: Amos Clifford

Other: Ann (Last Name?)

### **Proceedings:**

*Meeting called to order at 5:30 p.m. by Acting Chair, Jasper Lerch*

*Review of Minutes of the Strategic Planning Meeting:* Amos Clifford briefly reviewed notes compiled from the Strategic Planning Meeting. A short period of discussion followed.

**Election of Board and Officers:** The acting board of directors nominated and elected officers and members as follows:

### **Officers:**

**Board President** Jasper Lerch, (Motion by Lakshmi, Seconded by Bob). Votes:  
Unanimous Aye

**Board Vice President:** No nominees

**Board Treasurer** Jessica Mackenzie: (Motion by Jasper, Seconded by Lakshmi).  
Votes Unanimous Aye

**Board Secretaries:** Ann Ponzio and Kirsten Boyd nominated to share the post of  
Secretary (Motion by Lakshmi, Seconded by Jasper) Unanimous Aye

**Board Members:** Bob Egert, Joanne Hamilton, Tracy McDonald, Greg Mirick, plus the above officers. Moved by Lakshmi, Seconded by Kirsten. Unanimous Aye

**Appointment of Executive Director:** After brief discussion the Board of Directors voted to appoint Amos Clifford as Executive Director. Amos informed the Board that he will be committed to this position through March 2008, at which time the Board and Amos will evaluate the situation. Motion by Jasper, Seconded by Lakshmi. Aye: 7, No 0, Abstain 1.

**Delegation of Tasks:** Amos distributed a Task Reassignment Worksheet (attached) consisting of a list of tasks that have until now been completed mostly by Amos. The Board reviewed the list and delegated many of the tasks. See attachment A. This task also included a list of duties that have not been fulfilled and will be taken up by committees in the future. There are unassigned tasks to be reviewed at the next board meeting.

**Appointment of Committees:** The Board identified a list of suggested committees to be headed by Board Members. These committees will be opportunities for non-board members to become more involved in operations at the Dharma Center. Committees Include:

**Executive Committee:** Consisting of elected officers of the Board and the Executive Director. Responsible for governance of Sky Creek Dharma Center.

**Education Committee:** Jasper spoke to a need to develop a Buddhist Education program that is provided by Sky Creek Dharma Center (as distinct from any of the individual groups that meet here). Joanne stated the teachers we invite should be qualified as teachers in their own tradition, by whatever method their tradition uses. Amos reported that the Spirit Rock website has a code of ethics for teachers that we might review in a future meeting and consider adopting here for group leaders.

**Events Committee**

**Marketing Committee**

**Site Committee:** This committee will be charged with care of the site. Bob Egert was appointed as chair.

**Fundraising/Capital Campaign**

There will be more discussion of committees and their membership and responsibilities at the next board meeting.

**Resident and other Rental Options:**

**Residential:** Amos gave notice that he will be moving out of the Dharma Center no later than the end of December, earlier if we have a renter before then. Therefore, we are presently recruiting for tenant. Amos mentioned three

possibilities: Jen, Matt, and Tarita. Ann also mentioned that Julia Livia is interested. Matt said if he rented he would pay \$750. Jen said she would pay \$450 for a bedroom and the living room. Tarita felt that if she rented here it would be a short-term. The Board decided that the Executive Committee will be responsible for recruiting and screening applicants. Jessica offered to provide rental contract forms.

**Office Space:** Amos said he would like to rent the North room as office space, and is willing to pay \$400 per month. He and any employees he has will work at the Dharma Center during business. This will allow him to have an administrative presence at the Center during the daytime.

**Residential Retreats:** Amos reported on a proposal from Adrienne Parker-Moreno to hold an “Enlightenment Intensive” retreat here spanning Thursday evening through Sunday evening. This would conflict with residents. The options were to not have residents or to make the center available for overnight retreats. The difficulty of lodging a large group of people was discussed. For purposes of financial stability the Board felt that it was better to rent to residents than to keep the facility vacant for overnight retreats. By board consensus, Amos was tasked with informing Adrienne Parker-Moreno that we declined her proposal.

**Pledge Options:** Jessica and Amos will draft forms for people making pledges. Lakshmi reported that it was difficult for her to use the pledge method provided on the website. Further discussion deferred to next meeting.

### **Board Resolutions:**

**Board Resolution 2001-1:** Transfer of Checking Account from Amos Clifford to Sky Creek Dharma Center, with Executive Committee as Signatories. Motion by Kirsten, Seconded by Lakshmi, Passed Unanimously.

**Incomplete Board Resolution:** Resolution to transfer utilities from Amos to Board was deferred until the next meeting.

**Discussion of Purchase of the Facility:** Ann requested that we make this the first topic of discussion at the next board meeting. Due to lack of time we did not discuss this time in detail.

**Overview of Capital Campaign:** Deferred into the next meeting.

**Financial Report:** Amos reported that we have \$1088 in our Checking account, but have not yet paid this month’s rent and utilities. He stated he will be able to contribute enough rent to ensure that these payments are made soon.

**Other Business:** Guest Ann (?) raised the following concerns: The location of the Center is seen as too far from town by many; and that there is a perceived lack of focus regarding the purpose of the Center. She specifically mentioned offering the site as a wedding venue. She encouraged the Board to be open to considering other locations.

There was brief discussion of positives and negatives regarding the location.

*Meeting adjourned at 7:00 p.m by Jasper Lerch, President.*

Minutes respectfully submitted by-

Ann Ponzio and Kirsten Boyd,  
Co-Secretaries to the Board

With assistance from Amos Clifford.