

# Sky Creek Dharma Center



Three Oaks Court ♦ Chico CA 95973 ♦

530.893.8088

## **Final Minutes of the Meeting of the Board of Directors**

### **Sky Creek Dharma Center**

December 12, 2007

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

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

Jasper Lerch, President

Kate Transchel, Vice President

Ann Ponzio, Co-Secretary

Kirsten Boyd, Co-Secretary

Jessica MacKenzie, Treasurer

Bob Egert

Lakshmi Ariaratnam

#### **Proceedings:**

*Meeting called to order at 5:46pm by Jasper Lerch.*

*Review of minutes for November 30, 2007 meeting deferred to next meeting.*

#### **Agenda:**

#### **Executive Director Report:**

Amos was not present; Jasper reported the following:

- There is no music scheduled for the upcoming Christmas party
- There are two people scheduled to rent for the February Lobsang Samten event
- Amos has given a definite move-out date of his and Jamie's residence as well as his office space for January 12, 2008

#### **Executive Committee Report:**

The checking account for the Dharma Center has three current signatories: Jasper Lerch, Jessica MacKenzie, and Lakshmi Ariaratnam. There is one more space for signatory which will be taken by Kirsten as secretary.

#### **Treasurer's Report:**

Jessica MacKenzie has received the checks ordered for the Dharma Center. She has also set up online banking for the Dharma Center's checking account through Tri-Counties Bank.

Jessica presented her Treasurer's Report for the month of December up to the current date of December 12. This report is available by contacting Jessica and also is available for review in the Corporate records upon request.

There is a \$1,226.76 deficit taking in to account received and anticipated December income as well as past due or upcoming expenses.

She is also working on a year to date report to present to the Board as well.

### **New Business**

None

### **Continuing Business**

#### **A. Finalize February Rent Rates:**

The Board discussed finalizing the rent rates for the February Lobsang Samten event. Jessica presented a proposal of rates that vary between \$32-\$48 per day, and that the Dharma Center can accommodate up to nine people in the main building. There is also the possibility of housing more temporary residents in the bunkhouse out back.

**Motion:** to accept the proposed rental rates as guidelines with Jessica's ability to negotiate prices if necessary. *Motion to approve by Ann Ponzio; Seconded by Bob Egert. Aye: all; Nay: 0; Abstain: 0.*

Jessica presented a Task List of items to do in preparation for February's event for consideration. Ann Ponzio requested that the list be included in the next meeting's agenda as an Action Item.

#### **B. Discussion of Ongoing Donations:**

Jessica presented a report of the Board of Directors with attached pledge request form which will be distributed via email. After discussion and review and some changes, the board approved the distribution of the two reports.

- *The website:* is up and running to accept pledges. It will include an option for anonymity upon a donor's request.
- *Pledge cards:* are almost complete. Upon completion, Jessica will bring them to the Dharma Center.
- *Email Reminders:* Bob reported that the website has the capacity for email reminders.
- *Drop Box with Envelopes:* Jasper agreed to make a drop box and presented sample envelopes to consider using at the Dharma Center.
- *Acknowledgements:* Bob's donation website can/will send 'Automatically Generated' Thank You notes to donors who wish to remain anonymous.
- *Thank You Notes:* Ann agreed to take care of hand written thank you notes for donations by those who do not remain anonymous.
- *Thermometer:* will be a graphic representation of the Dharma Center's monthly progress in meeting fundraising goals. Amos is currently working on the

programming for a thermometer to go on the website. Jessica suggested that a thermometer also be posted somewhere within sight at the Center.

**C. Anniversary Party Plans:**

Food and decorations are covered. There will be no live music, but all are welcome to bring cd's for soft background music. Festivities will begin at 4:00pm.

*There were no Action Items or Information Items on the agenda.*

**D. Other Business:**

- Jasper will work with Tri-Counties Bank to set up automatic checking account withdrawals.
- Jasper and Jessica are working on getting a lockbox for the Center
- **Motion:** To authorize Jessica to negotiate short term private loans to keep current on rent and bills until other permanent income sources are secured. *Aye: All; Nay: 0; Abstain: 0.*

**Next meeting scheduled for Wednesday, January 9, 2008.**

*Meeting adjourned by Jasper Lerch at 7:03pm.*

Minutes respectfully submitted by-

Ann Ponzio and Kirsten Boyd  
Co-Secretaries to the Board