



Sky Creek Dharma Center

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Minutes of the Meeting of the Board of Directors

Sky Creek Dharma Center

June 5, 2008

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

Board Members Present:

Jasper Lerch, President
Kirsten Boyd, Co-Secretary
Jessica MacKenzie, Treasurer
Joanne Hamilton
Bob Egert
Lakshmi Ariaratnam

Proceedings:

Meeting called to order at 5:40pm by Jasper Lerch.

Minutes from the previous meeting held on March 26th were reviewed and motioned into approval by Bob; Seconded by Jasper; Aye: all; Nay: 0; Abstain: 0.

Agenda:

Executive Committee Report:

Jasper reported that the Executive Committee met and agreed to allow Rocky's Sunday Morning Dharma Talks to occur according to his schedule and the Board's approval. The Center has had a number of smaller retreats since the previous Board meeting. Watering around the Center has been done at random, as well as some landscaping that has yet to be completed. There is a bulletin board now, as well as a hand-crafted donation box.

Treasurer's Report:

Jessica presented a verbal report to be followed up with a formal written report and appended to the minutes. All rent has been paid on time since the lease has been in the Dharma Center's name. With hopes to expand our donor base, she advised the Board to consider circulating another letter that would inform the sangha's about the progress of the Center as well as to remind them of the importance of dhana. The last two months has not yielded much headway for promotions. It is now time to take the next step in creating a capital campaign. She requested that an Executive Committee meeting be scheduled to discuss that topic.

Rental Committee Report:

Jessica reported that she spoke with Ann Ponzio about the rental committee. Together, they agreed it best to not the empty rooms in the Center to people who will live in the Center. Instead,

they agreed to rent the north space to a professional business and the southern rooms to overnighters during retreats or other small events. There is a professional business that is tentatively interested in renting the north space in October 2008 for \$400 per month.

Continuing Business:

A. Sunday Morning All-Sangha Sits

Attendance has been consistent during the Sunday morning sits. Rocky's talks have been going well. He requests that the Board consider allowing his talks to continue after his series of talk is complete.

Motion: *To retroactively approve the ratified decision to permit Rocky to give an initial "trial" Dharma talk, followed by a short series of regular Dharma talks on Sunday mornings at the Dharma Center with the Board's consent.*

Motion to approve by Jessica McKenzie; seconded by Joanne Hamilton; Aye: all; Nay: 0; Abstain: 0.

B. Fundraising

Lakshmi proposed that the Board consider having its meetings/potluck gatherings at The T Spot where 20% of the money spent for food/drinks will be given back to the Dharma Center.

The only new idea for fundraising besides hosting more community events and gaining a professional tenant for the north space is to create a capital campaign.

Motion: *To defer the discussion of Agenda Item 4.b.i. & 4.b.ii. to a later date and time in which the Executive Committee will take up the matter.*

Motion to approve by Joanne Hamilton; seconded by Lakshmi Ariaratnam; Aye: all; Nay: 0; Abstain: 0.

C. Tax-Exempt Status

Joanne reported that she received the papers for filing California tax exempt status from Jessica, drafted answers to required questions and gave the financial section back to Jessica for completion. It appears that the corporation is automatically exempt from paying Federal income tax. However, in order for the Board to solicit for larger amounts of funding, it is advisable to have a written exemption letter from the IRS. In order to get that letter, the Board must file a 1023. Maintaining tax exempt status will require yearly filings, probably by a tax professional (in Joanne's opinion) and keeping written minutes of all its proceedings including committee meetings and consents. Jessica will bring the 1023 to a tax professional for an opinion about what will be involved regarding filing and maintaining tax exempt status.

New Business:

A. Frequency of Board Meetings

The Board discussed that keeping its meetings to a quarterly time span will be best, however, no definite decision was made. The Executive Committee will meet in four weeks on July 3rd at 5:00 to discuss tax exempt status and fundraising ideas.

B. Executive Director

The Executive Director's position has not been filled yet.

C. Tree House

Jasper will examine the status of the tree house and report back to the Board with his findings.

D. Phone/Answering Machine

Jasper is willing to check the messages on the phone and follow up with them on a regular basis. Bob will send out an email which will ask for a volunteer to take care of the messages left on the phone as they are not being checked in a timely manner.

E. Website

Jasper reported that he received new feedback about the website. The person informed him that it is missing a few phone numbers, and that there are also a couple dead end links. That is in the process of being fixed.

F. Resident Caretaker

There is a woman who is part of the Tuesday night sangha who is interested in being the resident caretaker at the Dharma Center in exchange for free rent.

Motion: *To authorize Jessica to draft a job description for Sky Creek Dharma Center's Resident Caretaker and to find a person suitable for that position.
Motion to approve by Bob; seconded by Lakshmi; Aye: all; Nay: 0; Abstain: 0.*

Next meeting scheduled for Thursday, September 11, 2008 at 5:00-7:00pm.

Meeting adjourned by Jasper Lerch at 7:05pm.

Minutes respectfully submitted by-
Kirsten Boyd
Secretary to the Board

Having considered the matter at the June 5th board of directors meeting the undersigned agree to ask Rocky to extend the series of talks for another 6 weeks:
