

# Tucson Center for Spiritual Living

Board Meeting Minutes

January 8, 2009

Call to Order: 5:59pm

Evocation & High Watch: Kathy Belk, RScP

Board Attendees: Don P., Kevin B., Kay P., Rev. Donald, Karen K.

Absent:

Guests: Jim Ward, Mark Flint, Jane Austin, Rollie Potter, Britt Mbuthia, Phyllis Grimes

## Visioning

### **What is the Highest Vision or Highest Ideal for Tucson Center for Spiritual Living?**

Many people, much joy, vital, deeply connected community, active in support of members, vibrancy, joy, celebration, everything is right here- find it, a river, perfection, happiness, energy, strength, active community involved in the heart of Tucson, ease, comfort, joy and life, compassion, sensitivity to all, team together in harmony, moving forward, new life, new blood, expanding outward

### **What changes, evolves or becomes, in support of this highest vision?**

Leaders take more responsibility, understanding who we are, what's to accomplish, what it takes; sensitivity to all needs, a place to call our own, larger community, diversity, string financial base; numbers, synergy; understanding and acceptance. All with same desires, our outlook changes, the time has come! The sun always rises, look to the dawn and the new day, growth in every regard, more leaders, new programs developed, commonality, joyful expression, growth, sharing, teaching, letting go

## Secretary's Report – Kay Prince

### Discussion

- Administration
  - Found cordless phone at Costco: Panasonic, full bells and whistles, with three handsets: \$89.
  - Policies and Procedures update and clarifications (attached - Kevin B.)
  - Donation Letters for 2008 will be ready to be mailed by January 23, 2009.
  - Babette and Dawn are making exceptional progress with the filing system.

## Treasurer's Report – Don Poore

### Monthly Financials:

	3-Month Avg. (S, O, & N)	Dec. 31	2008 YTD (Jan.-Dec.)
Sunday Offerings	\$ 8,241	\$ 7,744	\$ 92,339
Total Income	\$11,041	\$18,489	\$138,941
Total Expenses	<u>\$ 9,940</u>	<u>\$10,705</u>	<u>\$129,951</u>
Net Income (Loss)	\$ 1,100	\$ 7,785	\$ 8,991

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<b>Cash Balances</b>	<u>Oct. 31</u>	<u>Nov. 30</u>	<u>Dec. 31</u>
Checking	\$2,471	\$ 4,679	\$ 1,985
Education Fund	\$1,294	\$ 1,674	\$ 1,014
Savings	<u>\$6,178</u>	<u>\$ 8,617</u>	<u>\$17,653</u>
Total	\$9,943	\$14,970	\$20,652

## **Comments;**

- Profit for the month was whopping \$7,785... however, this includes a \$9,000 Building Fund Donation from one person. Excluding the \$9,000 gives us a deficit for December of \$1,215. Expenses that were higher than normal includes \$963 for Administration (Dawn & Babette), \$1,110 for Music which includes \$260 for the Candlelighting Service, and \$395 prepaid conference expense for Rev. Donald. In addition, Sunday Offerings of \$7,744 were \$500 below our last three-month average of \$8,241.
- For the entire year 2008, we had total Sunday Offerings of \$92,339 and total income from all sources of \$138,941. Total expenses for 2008 were \$129,951, which gave us a net profit of \$8,990. However, if we subtract total Building Fund Donations of \$17,250 we end up with a "loss" of \$8,260. The largest part of this shortage was due to duplicate rent for the Midway office plus the first and last month's rent required by Tower Realty, which totaled \$5,300.

## **Stewardship Core**

- December tithing went to EMERGE!, which came to \$300 total from Charitable Giving funds and contributions, and a fair amount of food was collected. We received a Thank You letter from them. (Britt Mbutia comment)

## **Other:**

- Funding Team Report: Kevin Anderson, Chair
  - Report of activities since the November Community Planning Session
  - Kevin and Rollie Potter are co-chairs
  - Outstanding presentation outlining the proposed "5 GIFTS" pledge program. Implementation funding requested = \$195 for "Facilitator Training" and \$1,395 for the pledge program. Unanimously approved. Pledge program will start in Spring of 2009.

The Board authorized the Treasurer to purchase a two- year certificate of deposit from the Building Fund savings account and that the amount of the CD would be determined by the Treasurer.

## **Chair's Report – Kevin Brown**

### **Old Business (Action Items from last meeting):**

<u>Description</u>	<u>Responsibility</u>	<u>Due</u>
• Meet to discuss actions for nominating committee	Kay / Rev D	done

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- Facilitate By-laws placed on web Rev D (in process)
- Add door lock to Office closet door Kevin B. (in process)
- Shampoo Office carpets Kevin B./Ruth. (in process)

### **Other:**

- Phyllis Grimes presented a flyer for board approval.

It was decided that two tables will be set up at church: one for community events and the other for Church sponsored activities. Flyers for the Community events table do not require board approval.

- Annual Meeting Agenda is being finalized by Kevin B., Don P. & Rev D.
- Ron Graham's resignation accepted by the Board, with gratitude expressed for his contribution of time and energy.
- Update on Nominating Team: Kay and Rev D

Kay & Rev D have identified two people who will be on the ballot for nomination, including Jane Austin and Mark Flint. Jim Ward agreed to attend the Board Meeting to decide whether he would be willing to fill one of the two one-year appointment slots on the board.

- Spring Event Team Update: Britt Mbutia reported that her team is prepared to move the event to the Fall to compliment the funding priorities, as recommended by the Funding Team.

### **CSL's Report – Rev. Donald Graves**

#### **Certificated Classes:**

- Completed "Foundations", while Practitioner 1 continues.

#### **Discussion**

- Will begin "Meditation Is More Than You Think" on Tuesdays, 1/20-3/17, and "The Power of Your Word" following it, 3/24-5/26. "Principles of Financial Freedom" will begin on Thursdays, 2/26-4/16.

#### **Non-Certificated Classes:**

- Will begin "The World's Religions & Their Texts" on Wednesdays, 1/14-4/8.
- Proposal: A fun project idea that our congregation and our community could get a lot out of:

The project is called "**The Prosperous Couple.**" It involves playing the Cash Flow 101 ([www.richdad.com](http://www.richdad.com)) game with couples and creating conversation about their relationship with each other and money, and how the universe supports both relationships (Would you be willing to do the conversation portion of this event?)

I've already gotten lots of good feedback on the idea, as well as a short list of people who want to attend. I think this would be an awesome "outreach" type of event and if done through TCSL, our city will get another opportunity to see and experience the value we add to Southern Arizona.

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This will be a free event. Location TBD & the goal is to play with 50 couples, 25 at the earlier event and 25 at a later event. Lastly, a meet-up group will be started to expose this event to the city and promote its sustainability.

## Proposed dates:

Friday, 27 Feb 2009, 6:30pm-8:30pm

Friday, 27 Mar 2009, 6:30pm-8:30pm

Let me know what you think. – Michael Tucker

## **Guest Speakers / Seminar Leaders & Special Services / Events:**

- Nancy Hopps, 2/1 & 2/8, for Special Music and a Sunday message and workshop, respectively. Go to [www.RelaxIntoHealing.com](http://www.RelaxIntoHealing.com) for information about her.

## **Youth:**

- Status quo with more volunteers and more youth attending.

## **Community Outreach:**

- “Spirituality In The Workplace”, January 29-31. Held at the Presbyterian Church at Broadway and Wilmot

## **Music:**

- David Prouty has taken the helm as Music Coordinator. The \$1,000 remains as the Music Budget, and \$750 will be David’s salary for performing twice monthly, coordinating Special Musicians, and supplies. He has agreed to keep the Kiva piano tuned for \$60, which will be necessary a couple of times each year.

## **Agreed.**

- Music Core had its first meeting since before September, on 12/18, and it was VERY simpatico. The Core visioned and discussed what’s currently on the plate, along with what might develop in 2009. More details will be reported as they become clearer. Next meeting, Thursday, 1/22, 6pm.

## **Upcoming Travel:**

- UCSL Annual Gathering, Anaheim, CA, February 15-20. Will depart right after Sunday service and return on Friday. Kathy Belk, Phyllis Grimes and Barbara Harris are attending also. Phyllis will go as a Practitioner Delegate.

## **Website:**

- Have sent the documents to Ray Bunch for posting to the website, along with other monthly updates. These include Board Minutes for 6 months, Policies and Procedures, Bylaws (current and proposed). Other items may be added later, such as the Business Directory.
- We need to try variations of Religious Science and Science of Mind and Center for Spiritual Living, etc. on Google, and then make the necessary corrections to the

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websites that have incorrect or old information. Donald will ask Dennis Eaves to take this on.

## **Ecclesiastical Core:**

- Met in December for 1<sup>st</sup> Quarter Theme visioning and potluck.

## **Visioning Core Report – Rev Donald**

- December visioning was on Music. Notes attached.

## **Membership Report –**

- Congregation Directory. Pictures will be taken on the weekend of Feb. 20-22. On Friday and Saturday they will be at the Office and on Sunday at church. Ray Stith is coordinating.
- Dawn S. and Flo Sanchez are in communication regarding revival of the Membership core. Anne Hill and Jane Austin have been invited to join. We're awaiting their responses and then will set the next meeting.

## **Marketing Report – Kay Prince**

- Submitted a second article to Natural Awakenings, to be published in February issue. Articles being published twice a month now.

## **Facility Report – Kevin Brown**

- Repair and Maintenance for Alvernon Office:
  - Shampoo carpets: Will need to rent a shampooer, for ~\$50 total. Kevin and Ruth W. will coordinate.
- Build-Out for Kiva Room:
  - Awaiting formal approval for storage cabinet installation. Jim Ward and Kevin B. will build and install it. Other build-out includes mounting projector and speakers and creating a "map" for chair setup.

## **New Business**

- Agenda item here

The next board meeting is scheduled for February 5<sup>th</sup> at 6:00 PM. Before the meeting we will gather for dinner at 5pm. March meeting will be held on March 5<sup>th</sup> at 6pm, with a gathering for dinner beforehand.

**Meeting Adjourned:** around 8:00pm

**Benediction:** Kathy Belk, RScP

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## **Summary of Action Items**

<u>Description</u>	<u>Responsibility</u>	<u>Due</u>
• Make signs for tables- Community Bulletin Board and TCSL Sponsored Events	Kay P.	
• Merge forms (project, event, programs, etc)	Kevin/ Barbara H.	
• Get Bylaws and P&Ps on line	Rev. Donald	
• Get Bylaws and P&Ps printed out	Rev. Donald/Dawn	
• Deposit \$500 monthly into Bldg Fund Acct. (difference between Jr. League rent and Women's Club rent)	Don P.	
• Ask Dennis Eaves to monitor website	Rev. Donald	
• Create flyers for Nancy Hopps	Rev. Donald	
• Enroll in 5 GIFTS Facilitator Training	Rev. Donald	
• Get a Cong. Phone List to Jim Ward	Rev Donald/Dawn	

### **Meeting Debriefing:** (What worked and didn't work)

- All agreed meeting was efficient and on track

Respectfully Submitted By,  
Kay Prince, Board Secretary

**Vision Core Notes**

December 11, 2008

Attending: Barbara Harris, Mark Flint

The Board requested Visioning for Music Program

**What is Spirit's highest ideal/vision regarding The Music Program at the TCSL?**

Joy, diversity, harmony  
Beyond Sundays  
unification (crowd of happy faces)  
"raise the roof"  
many voices  
picture of a large group holding hands in a circle  
"one voice"

**What moves aside, releases or lets go to allow this highest vision to unfold?**

Notions/preconceptions  
"because we have/"it has always been"  
limited thinking  
the way it's always been before  
"It's the vibration, man"

**What gets embraced to allow this highest vision to come forth?**

New  
difference

Crowd of happy faces  
cooperation  
community effort  
"many hearts beating as one"

**What changes, evolves, becomes to allow this highest vision to come forth?**

change is welcomed  
new is welcomed  
more faces in the crowd  
"willingness to allow"  
"it's a cooperative effort"  
"God is and so are we"  
open to possibilities  
newness

**What else wants to be known?**

music system/facilities/equipment  
Joy, Joy, Joy  
("I've got joy.....Down in my heart")  
exhilaration  
"it comes together easily"  
Openness  
"don't be afraid to experiment"

Since there were only 2 of us, we didn't set a date/time for next month. - Barbara Harris

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## P&P Presentation to the Board:

Overview – Flow of information, procedures, and implementation – Kevin

Discussion:

Item	Discussion	Recommendation
Definitions for TCSL purposes	What is an Event? What is a Project? What is a Program? What is Ecclesiastical?	Board needs to agree on what these are to us. (See handout)
Who has overall responsibility for policies and procedures?	The Bylaws state that this is a responsibility of the Board of Trustees.	Appoint one member of the Board of Trustees to be the primary "go to" person.  The P&P Committee recommends that this be the Vice President of the Board, who will make recommendations back to the Board for their consensus and implementation.
Future needs for Policies and Procedures	Need to have Board input for additions or subtractions to the list submitted by the Committee.	See list that Rev. Donald acquired from Committee.
Priorities for new or revised Policies and Procedures		Board needs to determine priorities.
Who is responsible for monitoring the P&Ps on a regular basis?	According to the Bylaws, this is the Board of Trustees.	The P&P Committee recommends that the people / groups using the various P&Ps and associated forms make recommendations back to the P&P Committee, and that the Board communicate its needs to the Committee from time to time.

Overview of Forms and Documents related to Events and Use of the Facilities –

Overview of Project Selection and Planning Tool and the Fundraising / Event / Project Board Approval Worksheet – Agreed to summarize all of these categories into ONE form.

P&P Committee Recommendations for use and implementation of Event related forms and documents –

Communications regarding policies and procedures to and from the Board – Agreed that VP of Board would liaise this function.