



# Annual Board Retreat

January 8-10, 2010

# Meeting Summary

The Board met at the Alton L. Collins Retreat Center to evaluate 2009 and assess how well we are fulfilling the mission of the organization as described in our Statement of Purpose. Using the feedback we've received from the friends of Tea and Cookie who attended our annual Christmas Party along with the data from our website and newsletters we identified our goals for 2010. Our next step was to lay out the strategy and action steps needed to achieve said goals. We also looked at our three and ten year goals to see if we are on track and reassessed the goals to see if they are still resonant with the leadership of the organization.

The overriding goal for 2010 is to create a caring, committed, connected community. Our role as Board Members is to determine how best to serve the various needs and interests of our community while remaining fiscally responsible. We re-affirmed our commitment to one of our key values: we will not hold an event unless the funds are in the bank.

Herein you will find the results of the extensive hours we worked over the weekend.

I would like to express my deep gratitude to the caring and committed members of the Board of Directors who so generously paid for their own retreat expenses less the ten-percent deposit of \$42.00 that Tea and Cookie paid as a symbol of its appreciation for the hours of service the Board Members donate each year.

Thank you, Deb DeWig, Mike DeWig, Mary Butler and Bill Prentice for your dedication and service!

Respectfully submitted,

Caren M Prentice  
President of the Board of Directors





# Meeting Minutes

Attendees: Caren Prentice, Bill Prentice, Mary Beth Butler, Mike DeWig, Deb DeWig

## Evaluation of 2009

### **Our Statement of Purpose and how we met it in 2009**

#### EDUCATION

- Hanny
  - Islam
  - The Kingdom
- Mike & Heidi
  - Upanishads Teleconference
  - Upanishads Seminar in Pdx
- Bahai - speaker
- Ram Dass - Fierce Grace
- Rabbi Berg - Understanding Judaism

#### EXCHANGE OF IDEAS

- Book Club
  - The Shack
  - Evolution Angel

#### UNDERSTANDING POINTS OF VIEW

- Hanny's story from Angry Palestinian to Peace
- Hanny: Believing in Jesus or Believing Jesus

#### STUDY

- Astrology Study Group
- Book Club
- Upanishads

#### SERVICE

- Sisters of the Road
- Transitions Project Meal
- Clackamas Women's Services



## Evaluation of 2009 (cont.)

### Other Achievements in 2009

EVENTS: It was a stellar year (Thank you Events Committee!):

- Monthly meetings were started and held throughout the year!
- Book Club was started! (Thank you Mike!)
- 1st Annual Picnic was held
- Brought Mike and Heidi out from Washington DC for weekend
- Held a teleconference teaching
- Hanny 3-week series
- Sachi donating space for Sunday meetings (quid pro quo for Caren's meditation classes)
- Bulletin Board at Sachi

### BOARD

- New name registered: Tea and Cookie, was registered. (Thank you Bill!)
- Monthly Board Meetings
- New Members on Board: Mike and Deb DeWig, Mary Beth Butler returned
- Held Annual Meeting at Christmas Party

### WEBSITE

- We have a fully functioning site that updates regularly! (Thank you Deb!)
- Website now includes: events schedule, book and movie of the month, org documents, quotes, audio downloads for recordings, speakers pages
- 286 visits in the 81 days between 10/12/09 and 12/31/09
  - 213 unique visitors
  - 933 Pageviews
  - no audio downloads
- Facebook page

### NEWSLETTER

- Newsletter has been going out monthly or bi-monthly since June of 09
- email list is growing
- we have a 56.7% open rate

FINANCES: we brought in more than we spent

- Carryover from 08 469.32
- 09 Total cash donations 3044.25
- 09 Total expenses 2376.92
- Balance 12/21/09 \$ 1145.68

•

- Board Donations = 56.5 % of total donations



## Discussion points

### WHO ARE WE SERVING?

- broad spectrum
  - people who stay at home and use website as resource
  - those who show up for speakers - ideas / education / meetings
  - those who want to get involved through service
- Members of the Board
- Known OTC friends - xmas party
- Fans of Speakers:
  - Mike and Heidi
  - Hanny
  - David
- Our Speakers
- Distance Friends through conference calls, downloads

### MEDIA

#### Website - Deb & Caren

- Purpose
  - to serve people in our geographic area
  - contact and Information
    - a central point of contact for our community
  - Gives us credibility as an organization
  - Means of connecting with our community
    - our philosophy - who we are
    - archival - what have we done
    - Current - what are we doing / going to do
- How do we redesign the website?
  - Guiding Principle
    - We see the website as a central point of contact and information for our community and others to learn about us, see what we're about and what we are doing.

#### Newsletter - Deb & Caren

- A doorway into the website and to receive more information
- A way of communicating upcoming and current events

#### Blog - Bill

- Purpose: to engage in discussion and exchange ideas with greater community

### SOCIAL

- Movie Night - this year will be a time of experimentation to find out what works!
  - At private homes
  - Monthly 2nd Saturday
  - Use blog for discussion with individuals and between groups
  - Post movie of month on website
- Christmas Party
- Potlucks after events
- Book Club
  - monthly
  - first Wednesday or Thursday 7:00 - 8:30 @ Sachi



SOCIAL (*cont.*)

- Study Groups
  - Astrology
  - Course in Miracles
- Annual Picnic followed by Movie Night
- Service Projects

SERVICE PROJECTS

- Quarterly: ask people not on board to help co-ordinate projects

Friends of Tea and Cookie requests for 2010:

- Hooponopono
- Anything from the 60's
- Taoism
- Islam
- VooDoo
- Rastafrians
- Protestants
- Woodstock and Wavy Gravy
- Masons
- Quakers
- Rituals
- Native American - Harry
- Course in Miracles



## Goals for 2010

### As per our Statement of Purpose

- I. EDUCATION
  - A. Hanny - Understanding the New Testament from an Aramaic Cultural Perspective,
  - B. Todd Michael - Medicine and Spirituality,
  - C. John Conley - Kirtan,
  - D. Ed Smith Jr. - Gnosticism
  - E. Mike and Heidi - Mysticism
  - F. Chodon Lhundup - Buddhism
  - G. Ri & Renee - The scientific evidence for God
- II. EXCHANGE OF IDEAS
  - A. Vivify Book Club
  - B. Blog
  - C. Website - Update look and logo
    1. Homepage
      - a) look into more white space
    2. Newsletter
    3. Blog
- III. UNDERSTANDING POINTS OF VIEW
  - A. Ask each speaker:
    1. How do we be respectful?
    2. How did you come to this path?
    3. What keeps you on this path?
- IV. STUDY
  - A. Study groups
    1. Astrology - every other monday Mary will facilitate
    2. Course in Miracles could spin off a study group
    3. Yoga study group at Sachi once a month Caren will facilitate
  - B. Book Club
    1. Dancing Wu Li Masters by Gary Zukov
    2. Universe in a Single Atom - Dali Lama
    3. George's List :)
- V. SERVICE
  - A. Butterfly Tree - Judi
  - B. Mercy Corp - Brenda
  - C. Seva - David
  - D. Coffee Creek Prison - ??
    1. We will ask one person per quarter to lead service project
- VI. SOCIAL
  - A. Movie Nights
  - B. Book Club
  - C. Potluck after events
  - D. Picnic



## **Goals for 2010 (cont.)**

### **Financial**

- Transparency in Finances
  - we will mention it in our introduction at events
  - we will send an email Newsletter with our annual financial report
    - Bill Deb and Caren will produce the document to be sent out by the end of Jan
  - desire was expressed to go paperless - we can't as we need documentation for IRS
- Guiding Value: Don't spend what don't have
- Budget for 2010 \$6075

### **Governance / Administrative**

- Continuing Education for Board Members
  - Bill will do five minutes or so of "continuing education" for the board at each board meeting
  - Caren will inform board members of relevant TACS workshops
- Board Members will write their job descriptions for the February meeting and Board will define responsibilities at that meeting
  - Board positions will keep track of their responsibilities to facilitate smooth transitions as the board rotates leadership
- Archives / Institutional Memory
  - Bill will bring notebooks with archives of minutes etc... to Feb meeting
  - events and other committees will gather info and data to give to Bill
  - we will add a journal account to the events checklist
- it's time to get a more professional logo. Board approved up to \$250 for re-design
- Board Meetings will be held on 2nd Wednesday of each month 5:30 - 7:30
  - food will be provided by host

### **Speakers / Activities**

- events will strive to serve the requests of our membership as per topics
  - continue to hold monthly meetings
  - regular book club meetings
  - Thursday speakers
    - Mike and Heidi, David, Hanny
- get book club going again
- Study groups: astrology, yoga etc...
- picnic again - but not with yellow jackets

### **Website and Newsletter**

- move towards being more of a resource
- move towards being able to sell products and accept donations
- redesign of web
- new logo for web and newsletter

### **Community**

- Movie Nights once per month, try for 2nd Saturday, hosted by different homes



- Increase community involvement through quarterly service projects
- Bill will begin Blog

### Misc

- A newsletter will be sent out with our goals and activities for the year that also invites anyone interested to become more involved.
- Caren will send Deb letterhead for donation letters
- We want to be more social and have more fun in 2010
- it's time for a cool t-shirt

### Still to be decided

- do we want to continue to have all the downloads available on the website? No Downloads since October 12 (81 days)

### Estimated Budget for 2010

Rent 3 meetings per month	\$1400
Mike and Heidi	\$1200
David	\$1000
Sundays	\$ 600
Thursday speakers	\$ 300
Social Events	\$ 150
Fllings	\$ 100
Printing, mailings etc.	\$ 100
Website	\$ 175
Board Retreat	<u>\$1100</u>
	\$6075