

Insight Meditation Ann Arbor

May 18, 2014 Board Meeting Minutes

Date: May 18, 2014
Location: Harmony Yoga
Time: Meeting called to order at 11:40 AM
Present: Phil Kneessi, Tom Slank, Judi Green, Dawn Lemon, Pat Conner
Mary Hickey

1) Community Comment:

Tom Slank announced and discussed that he will be leaving the Board at the end of this month. He indicated that he intends to continue his involvement in IMA2 activities including retreat work, community meetings, and other special events.

Dawn has agreed to assume the position and duties of the Board Secretary.

Moved and unanimously approved that the Board accept the resignation of Tom Slank from the Board and Secretary position effective May 31, 2014 and that Dawn Lemon be appointed as Secretary to the IMA2 Board effective June 1, 2014 and that the Tom Slank's signatory authority for PNC account #4273501466 be replaced with Dawn Lemon.

2) 2013 tax filings

Pat has contacted the appropriate Federal agency and initiated the set-up of our electronic filing account and although this process may take up to six weeks, we may file at that time without penalty.

Pat has agreed to handle the on-line 990-N filing. Update.

Pat discussed the eight questions that will need to be answered, and after clarifying the President's address which is required to be filed, he now has all the information to file the 990-N and will do so when the required electronic account is established by the Federal agency – which is in process.

3) Bank account (PNC Bank account #4273501466):

Signature data has been updated at PNC; Judi, Phil and Tom are signatories. Judy has also set up her online access to the account.

Information only.

4) Job descriptions for Board officers:

Tom to report.

Tom discussed the attachments to his recent email. The Clark/Hill attachment, the link to Federal filing deadlines, and the State of Michigan document are for information only and review by other board members if desired.

After some discussion about the three job descriptions and "annual deadlines" document, all four have been modified and emailed to the board members and Susan. Changes primarily incorporated a greater

sharing of responsibilities among the officers and board members for financial and budgetary work. The job descriptions will remain on the agenda for further review and discussion.

5) Donation Tracking and Acknowledgement – for tax deductions to donators:

Do we want to establish a PayPal account?

After discussion it was agreed that Judi will do some research prior to the next Board meeting into various options that might assist with accepting on-line donations, including PayPal, Network For Good, Square, and possibly others.

We'll need to establish policy for cash donations, if donor wants some form of written acknowledgement.

On the specific topic of how other organizations who operate retreats on a "donation no fee basis" treat those donations – Dawn has agreed to research the topic specifically with IMC in California, and possibly other entities. A committee of Dawn and Pat was established to research this topic in more depth.

Additional discussion surrounded fiscal reports and what should be available. It was discussed and agreed that fiscal reports (specific format to be determined?) should be available at Community meetings. Phil agreed to report to the community regarding the Chas DeCapua event.

6) Initial discussion of Terry's proposal for utilizing Dropbox for IMA2 documents:

Phil will attempt some initial fact finding re: an organizational dropbox.

Item tabled until Terry's return.

7) 501.c.3 status/progress:

Pat has agreed to draft the 501.c.3 form 1023 application which is due no later than September 2015. Judi and Pat, with input from Terry Gliedt, will work together to estimate an initial annual budget. Update.

Brief discussion occurred. Pat will need the 2013 actual data, 2014 budget and actual date, and the 2015 budget to complete the application. It was clarified that the effective date will retroactive to May of 2013.

8) Discussion of report from 05/04 community meeting re: deposits/reservations for retreats

Copies of Terry Gliedt's report will be available.

There was discussion which included a summary of recent Community Meeting discussions about whether or not to establish a deposit for retreat registrations. The Board discussed other options for addressing retreat cancellations including increased follow-up prior to the retreat with those who register, over-booking, and other strategies.

The formal set-up of a retreat committee for each retreat was stressed. Further discussion of this subject at the next Community meeting is anticipated.

Next meeting: *Date not set*

Meeting adjourned at 1:15 PM