

# Insight Meditation Ann Arbor

January 11, 2015 Board Meeting Minutes

Date: January 11, 2015  
Location: Harmony Yoga  
Time: Meeting called to order at 11:40 a.m.  
Present: Phil Kneessi, Pat Conner, Bryan Wagner, Dawn Lemon

## 1) Community Comment:

Request made to incorporate the community meeting minutes into the Board minutes. The community meeting minutes will be appended to the Board minutes. See appendix: January 4, 2015 community meeting minutes.

## 2) Board's new composition

- a) Existing Board welcomed Richard King and Bryan Wagner to the Board.
- b) Treasurer & Bank Account Signatories
  - 1) Phil drafted resolution to accept Judi Green's resignation and to remove her as signatory on PNC Bank account. Phil to send copy of resolution for incorporation into minutes.
  - 2) Pat volunteered to serve as treasurer. Moved and unanimously approved that Judi Green's resignation be accepted and Pat Conner be appointed as Treasurer of the IMA2 Board, effective immediately.
  - 3) Board resolved that Pat Conner (as Treasurer) and Dawn Lemon (as Secretary) be authorized as signatories on PNC Bank account.
  - 4) Phil to prepare documents to facilitate modification of signatories on PNC Bank account.
  - 5) Phil will provide authority for all board members to view account information online.
- c) Board Members' Terms of Service: - desire to achieve staggered terms
  - 1) The board positions currently held by Phil and Pat will expire on September 30, 2015
  - 2) The board positions currently held by Dawn Bryan and Richard will expire on September 30, 2016

## 3) Recordkeeping

- a) All physical documents to be held by Secretary.
- b) Sharing of documents electronically: Board will ask that Richard and Terry Gliedt discuss and determine best option: Dropbox vs Google Docs

## 4) Donation Tracking and Acknowledgement – for tax deductions to donors:

- a) Pay Pal Account – Bryan will look into whether a Pay Pal account will serve us in a beneficial way, how it operates and what is required to establish one.
- b) Donations – Discussion regarding the fact that under law, donations for retreats are deductible only as to amounts that exceed what is determined to be a good faith estimate of the monetary "value" or "cost" of the retreat. Pat will prepare a statement of explanation regarding our policy pertaining to donations. Statements for donations can be prepared for people who request them.

**4) Issuing 1099s to Chaz DiCapua and Sister Susila:**

- a) Sister Susila's honorarium was less than \$600; no 1099 required
- b) Chaz' honorarium exceeded the minimum. SS# required to issue 1099. Will follow-up with Susan on this issue.

**Next meeting:** date not set

**Adjourned:** 12:30 p.m.