

Meeting Minutes

Meeting Title	Shambhala Board
Date/Time Start	Jun 11, 2019 at 7:00 PM
Date/Time Stop	Jun 11, 2019 at 8:30 PM
Location	Boston Center
Attendees	John Ranco, Judy Vreeland, Mary Lang, Max Roberts-Zirker, Sarah Kimball
Minutes by	Judy Vreeland

Topic: 1.0 - Board applications

1.1 -

As of today, only one application has been submitted.

Deadline for nominations is Tuesday, June 18. A reminder will be sent to the community tomorrow, June 12.

Topic: 2.0 - Capacity Building

2.1 -

Summer and early fall will focus on capacity building through a series of programs:
Compassion Training Group - weekly, Wednesday evenings
Community training and information sharing - roughly monthly, Thursday evenings, dates will vary
Fun, community building activities - periodic; dates and times dependent upon activity

Topic: 3.0 - Hiring administrative/marketing support

3.1 -

A generous community member has offered to donate and solicit additional donations to support the hiring of a part time temporary staff person to assist with administrative and marketing tasks.

Max shared a draft job description for feedback.

Next steps - Max will revise job description and will meet with donor to discuss how to move forward.

Topic: 4.0 - Supporting Max

4.1 -

The board discussed how we can support Max as he handles a tremendous amount of work without a colleague or a supervisor. Hiring an admin/marketing assistant will help with the many tasks to be done, but we want to also provide assistance with organizing and prioritizing the many responsibilities Max faces as the executive director in these challenging times.

Board members will rotate monthly, offering weekly calls or meetings. June 11 - July 20: Sarah.

Topic: 5.0 - Marketing

5.1 -

Hiring the part time support will assist with managing social media postings, but assistance is needed with copy writing as well. Mary will work to organize a small group for this purpose.

Topic: 6.0 - Updating commonwealth information

6.1 -

Max is currently the only authorized check signer. John needs to be added, but the bank will not allow that until our board information is updated with the Commonwealth of Massachusetts.

John will update that information and get the needed documentation.

Topic: 7.0 - Mission statement/job search

7.1 -

The board continued to discuss process and timing for the hiring of an executive director. Max's interim appointment continues until Shambhala Day, 2020. It was decided that this will be the primary agenda for the retreat in July.

Sarah has a call scheduled for next week with the facilitator we hope to hire to do a visioning workshop with the community.

Topic: 8.0 - Reaching out

8.1 -

The board discussed how best to reach out to those who have become less active or left the community over the past year. The goal is to have a personal contact from someone known to the individual to let them know they are missed and share the work currently being done by the center.

Judy will contact MIs and gateway leaders

Topic: 9.0 - Visiting teachers

9.1 -

Continued discussion regarding possible teachers who will be in the Boston area or those we might want to reach out to and invite to address the community. Mary will meet with the committee tasked with this for further discussion and planning.