

Agenda for AT Team Meeting

1/6/14

- * Approve 12/30 minutes
 - o Discuss level of detail appropriate for posting publically
 - o Discuss posting process
 - o Past minutes still needed: 10/28, 12/2, 12/16
- * Board of Directors Meeting Schedule
 - o Items submitted for next agenda
 - o Application for Church Status
- * Update regarding Admin Subcommittee
 - o Consider Previous Suspensions
- * Update regarding web site
- * Update regarding first AT Satsang
- * Regina's Travel Schedule next week

[[Financial Report review was appended to the agenda.]]

Meeting Begins [5:36PM Central]:

Board Members Present: David F., Jay, Regina, Nyki, David H., Lyn

- 1) Review 12-30-13 Minutes.
 - A. Read 12-30-13 Minutes aloud.
 - i. Discussed level of detail appropriate for the minutes; **decided that the current depth for recording of meetings is adequate.**
 - ii. Ascertained the posting process of Trustee minutes; **Minutes will be written by David, collected, stored, and converted to PDF format by Regina, extracted from storage and posted by Jay.**
 - iii. Lyn updated that 10/28, 12/2, and 12/16 minutes are ready.
 - iv. **Unanimously approved 12-30-13 minutes.**
- 2) Board of Directors meetings.
 - A. Noted that meetings would be held on the second Sunday of the second month every quarter (February, May, August, November)
 - i. Regina **recommended to the Board that they add onto their agenda for February 2014 the following:**
 - I. Review revised bylaws
 - II. Review Sacraments of Grace policy
 - III. Review Special assembly Policies and Procedures
 - ii. If possible – meaning the policies are complete – the Trustees will also suggest:
 - I. Review of the Online Gathering Room Policy
 - II. Review of the Leadership and Governance Policy
 - B. Noted to the Trustees that the first board meeting of every year will always consist of a review of the previous year's (2013) activities, a review of this year's (2014) planned activities, approval of the financial report of the previous year (2013), a review of all salary paid employee's salary, and approval of the current year's (2014) budget.
 - i. Noted that this year's Board meeting will also be reviewing the relationship with some partners. (O-Books, Diamond Clear Vision)
- 3) Discussed January 31st Deadline for church application status.
 - A. Recognized that the current deadline is impossible considering the appropriate policies will need to be reviewed and approved by the Board of Directors – the meeting for which will not be held until February.

- i. Also recognized that in order to fill out the paperwork to apply for church status, around four weeks of time will need to be given to an employee to fill out the application. Under our current staff, considering their availability and schedule, this will translate to a May 1st deadline for applying.

I. Unanimous approval.

4) Admin Subcommittee

- A. Admin Subcommittee has official began with four members: Lin, Lyn, Dov, and Maggie.
- B. **Unanimously reached a consensus** that considering we have officially changed our chatroom name, policies, and administrative staff, we will review prior administrative decisions and come to a conclusion on whether to extend or terminate previous suspensions made during the interim of our transition.
- C. Received a **positive report** from the Paltalk room director informing the Trustee board that the name change has been followed by an increase in people joining our sanctuary room, and even communicated a generally positive participation from said new participants. A great sign of positive development.
- D. Also noted a nearly doubled count of radio listeners after switching the radio software on the Awakening-Together website. Another fabulous sign of positive development.
- E. **Proposed** to purchase a license for third party software to better run the radio on our website. (Noted specific issues with the current license, such as the account not being owned by Awakening-Together) The license would cost \$99 annually.
 - i. **Reached a unanimous consensus** that the proposal sounded reasonable.
 - ii. Noted that the board can vote later on customizations such as pictures, designs, fonts, and texts used for the third party software radio player.

5) For Members Website Menu

- A. Jay updated the board that he and David will meet with a skilled user of the new tools required in the For Members Menu on Tuesday January 14th to get an introduction and tutorial for how to utilize the unfamiliar tools.

6) Informal Auditing

- A. Informally invited the Trustee Board to “informally audit” or browse the Awakening-Together website to look for outdated info, bugs, typos, and other such inconsistencies.

7) Financial Report Review

- A. Commented that in 2013 Awakening-Together spent LESS money than it received in donations, which meant that Awakening-Together is receiving the dollars it needs to operate efficiently.
- B. Commented that some line items need to be split into more specific categories;
 - i. The 6501 line item about books does not show the difference between money spent for reference books and the money spent for book re-sell.
- C. Noted that all posts to the website, including financial reports, be saved, stored, and converted to a PDF before being posted.

8) Awakening Together Satsang

- A. Mike Loween agreed to do the first At Satsang.
- B. Requested that Jay teach Regina how to sync Skype with Paltalk in order to allow Satsang teachers who are not familiar with Paltalk to alternatively use Skype.
- C. Read the list of suggested people for later Satsangs.

9) Next Trustee Meeting

- A. Due to traveling schedules and a negligible amount of work needed to be discussed on the next agenda, the January 13th meeting has been cancelled to compensate for the projected absences of Trustees, and to allow Trustees time to travel conveniently.

[6:40 PM] Meeting Adjourned.