

## 9/22/14 Agenda

- Debrief on Santa Barbara
- Complete discussion and approval of Leadership and Government policy
- Draft Specifications for New Online Sanctuary Platform
- Update regarding volunteers
- Visioning for Retreat Center proposal

===

In attendance: David, Regina, Jacquelyn, Nyki, Maile, Teddy, Ken, Tom

Absent: Lyn, Jay

Begin at **5:30 PM MT**

- 1) Read and approve 9-8-14 Minutes
- 2) Read and observed the Tao Te Ching chapter 18 with a moment of silence
- 3) Reviewed the Preliminary Santa Barbara Financial report.
- 4) Discussed the Leadership and Governance policy
  - a. Approved
- 5) Reviewed the Draft Specifications for New Online Sanctuary Platform
- 6) Updates regarding volunteers
  - a. Agreed to create a policy to discourage volunteers from using their position to further their business needs.
  - b. Agreed to have an official Pal Talk Tech Support
- 7) Visioning for Retreat Center proposal

Regina presented a budget, which is not an actual budget for the retreat center, but a “test” budget to see if such an idea is feasible. She slightly exaggerated expenses and under-estimated income on purpose. The result of this budget exercise is that it showed a retreat center is feasible. The feasibility budget is Attachment A. Trustees asked some questions about the budget. The questions and answers are:

  - a) Q: What are the special retreat costs/income
    - I. The budget was made with an assumption that we will have certain times when there are special events at the retreat center. For example, we may fly a teacher in from California or another location for a 3-day retreat. The budget assumes one event per month, \$500 airfare and \$500 facilitator fee paid for a total of \$12,000 per year expense. The assumed income was double the cost. Remember, this is not an actual plan; just a test of possible expense and income for feasibility purposes.
  - b) Q: What are the misc. improvements?
    - I. We can’t answer that until we know what property we will have. However, it is possible we will want to add additional buildings, possibly a meditation chapel and/or large building for special events. We may not spend \$20k per year, but we may set aside those funds until we have enough for a major improvement.
  - c) Q: Is the salary of \$15,000 to a live-in caretaker?
    - I. Yes. However, I don’t have authority to set salary. That authority belongs to the Board of Directors. So that is simply a reasonable number for the feasibility test.
  - d) Q: Please discuss the reasoning behind the percentages for room occupancy.
    - II. Although our rooms may be fully occupied during special events, and overflow may use local hotels, we may not be fully occupied when there is nothing special

occurring at the retreat center. The assumptions look at a 365-day year. I purposefully under-estimated as a part of the feasibility test. If we over-estimate expenses and under-estimate income and it still works, we know it'll work. And that is what this budget shows.

- e) Q: According to your numbers, the weight of the 94.5K estimated income coming from visitors is 74.6%, and from special events 25.3%. so a vast majority of our estimated income from the center is proposed here as from visitors.
  - III. The "special event" income does not include room cost. It includes the fee paid for the event. That fee is the same for those staying in the house or in hotels. Those staying in the house would pay an additional room fee.
- b) There is no mortgage payment in the feasibility budget because it assumes AT will raise the money In advance and pay cash for the property.

Meeting Adjourned at **7:22 PM MT**

## Attachment A

### Initial Feasibility Budget for Retreat House

#### One Time Costs:

Average cost of home:	\$335,114
Estimated closing costs:	\$5,000
Estimated cost of furnishing:	\$8,000
Estimated immediate improvements:	\$10,000
<b>Estimated Cost of Acquisition:</b>	<b>\$358,114</b>

#### Ongoing Annual Costs:

Insurance	\$3,500
Propane or Natural Gas	\$2,820
Electric	\$2,025
Water	\$900
Septic	\$250
Telephone & Internet	\$1,080
Trash	\$300
Taxes	\$1,800
Groceries	\$13,000
Salary	\$15,000
Special Retreat Costs	\$12,000
Misc Improvements	\$20,000
<b>Total Est Costs</b>	<b>\$72,675</b>

Ongoing Income:		Assumption:	Cost Per Person Per night:
		75%	
Bedroom 2 - Private	\$26,006	occupied	\$95
		50%	
Bedroom 3 - Private	\$17,338	occupied	\$95
		10%	
Bedroom 4 - Private	\$3,468	occupied	\$95
		30%	
Bedroom 5 - Share	\$14,235	occupied	\$65
		20%	
Bedroom 6 - Share	\$9,490	occupied	\$65
Special Event			
Income	\$24,000		
<b>Est Annual Income</b>	<b>\$94,536</b>		