

Reversing Falls Sanctuary  
*Minutes of the November 9, 2020 Board of Directors Meeting*

**Meeting via Zoom**

**In attendance:** Camilla, Daksha, Gary, Kathleen, Lisa, Ralph, Sheila

**Facilitator:** Daksha

**Recorder:** Camilla

**Opening:** Daksha sent a pre-meeting Youtube offering *The Keep Going Song*, by Abigail and Sean Bengson. It introduced the idea of the heart broken open. Daksha then read us a paragraph from the chapter "Comfortable with Uncertainty" from Elizabeth Lesser's book *Broken Open*. We were heartened by the wise reminder to accept the uncertainty of life; to take a deep breath and relax into the mystery.

**Agenda Review:** Added - Website changes recently made by Kathleen.

**Minutes of the October 19, 2020 meeting were approved.**

**Treasurer's Report:** Treasurer's Report sent prior to meeting.

- Ralph clarified the monthly total monetary assets calculation by explaining that statement balances for RFS and CAN are taken at different times of the month. It includes a) RFS balance as of a few days prior to the monthly Board meeting and b) CAN balance as of the end of the month prior to the Board meeting.

- Internet access to CAN's financial statements is still not available. But Tony continues to do a good job providing CAN's financial reporting. Reports include some activity information, but Kathleen reminded the Board that the RFS/CAN Fiscal Sponsorship Agreement requires Tony to provide us with quarterly reports of all of CAN's activities.

- **Action Item:** Needs Board follow-up.

- **Action Item:** Ralph will complete and mail in the annual financial activity report (AFAR) for the renewal of our license to operate as a charitable organization

- To expedite contact with Ralph, you may use his cell: 469-9990.

**Program Team Report:** Program team to meet the day after Board meeting. Gary will report back to us after the meeting.

**B&G Report:** Detailed report sent by Daksha prior to the meeting.

- Matthew Freedman and LeCain Smith will provide reduced plowing and shoveling services to meet insurance requirements and emergency vehicle use.
- Blain Davis is scheduled to dig the drainage ditch in the very near future.
- Chris Gonyer is completing remaining tasks on the kitchen/bath; windows and doors installed and shingles replaced.
- Water has been shut off for the winter. Snow's Plumbing needs to put the outside faucet back on, as an integral part of the winter water shut off task.
- **Action Item:** Daksha will follow-up with Snow's Plumbing
- Bob Poole's staging is down.

- **Action Item:** Daksha will connect with Bob to arrange for his removal of some items left in the interior of the building and to see if the tower is set for the winter.
- There needs to be closure on the open question concerning the status of our grant application for the steeple restoration. Discussion centered on a breakdown of communication among The Maine Steeples Fund, our liasons, Bob, Bec and Dee, and the Board that has resulted in confusion and lack of understanding.
- **Action Item:** Daksha will reach out to Dee, asking her to address our questions. *Note: In the time between the Board Meeting and the recording of these minutes, Daksha has done this and received a reply. Dee, together with Bob and Bec, hope to have a report for the December Board meeting that provides a status assessment, identifies recommended actions and prioritizes these remedies.*

**GW Report:** The Board discussed in detail Tony's request for a one-weekend exhibit at RFS to showcase 17 paintings by DISHS students. The Board took into consideration the Covid 19 policy to keep the building closed for the foreseeable future; evidence of a need for an in-person student exhibit at this time; and alternative means to direct public attention to these paintings. **Action Taken:** After due consideration, the Board declined to grant Tony permission to hold the exhibit.

- **Action Item:** Daksha will tell Tony of the Board's decision and the reasoning behind it. She will also provide examples of further support that the Board and RFS could provide.
- **Action Item:** Gary will offer additional information to Tony on ways in which RFS could use its' available resources in support of the student exhibit.

#### **Old Business:**

- Appeal 2020 Progress: By general consensus, this year's appeal theme will be "A broken heart lets in the light." Daksha, Kathleen and Camilla will work on a draft of an appeal letter to be sent out after the New Year.
- Virtual Social Platforms: The Board continues to look at ways to integrate RFS programs into remote platforms. We have not been able to find a consultant to lead this task. Daksha met with Hanna Cyrus at BHPL to increase her understanding of the platform, Zoom. The Board felt that we should continue to develop our own ability to use Zoom. Discussion followed on whether we should get our own Zoom account or explore sharing BUMC's Zoom account. It was agreed that we should first try to share an account. If this was found to be insufficient for our needs, we could set up our own.
  - **Action Item:** Gary will approach BUMC to see if they would agree to share their account with us, and if so, under what terms.
- RFS Mission Statement: Prior to the Board meeting, Daksha sent out the program committee's working draft on the mission statement. None of the four core goals of our mission statement were changed. However these goals were drafted in three versions, with statements edited to more clearly communicate the goal's intent.

- **Action Item:** The Board failed to discuss this. Members of the Board need to be polled for their response to the draft in order to provide guidance to the program committee.

### **New Business:**

- CAN artwork cards: Tony notified the Board that artwork cards from CAN are available by donation, with funds going to the DISHS Eco-Club. There is a donate button on the CAN website. After some discussion, the Board agreed that this was a creative and good fund raising effort for CAN and to the benefit of DISHS Eco-Club. We wish them well. Discussion then focused on how RFS could help.
- **Action Item:** Gary will contact Tony to coordinate how he can assist with letting the community know.
- **Action Item:** Ralph will work with Tony to account for funds received through donations and distributed to DISHS.
- RFS dedicated ZOOM account: Board discussion focused on the following question. *If we do not have a dedicated Zoom account, and Zoom information is not included in the website event calendar, how do people wanting to participate in a RFS meeting, program or event through Zoom engage?*
  - **Action Item:** Daksha's email and cell phone number will be posted on the website for people to contact if they want to participate through Zoom.
  - **Action Item:** Gary will work this issue with the program committee. For particular events, it may want to appoint a contact person whose information would be included on the calendar. Kathleen will need this information.

### **Website Updates:**

- About Us: Kathleen, Ralph and Lisa made a new "About" page for the website. The goal is to have postings that are relevant for Board members.
- Oganizational Documents: Kathleen has put up core documents.
- **Action Item:** Kathleen will draft a draft generic Fiscal Sponsorship Agreement for Lisa's review.
- The Board will consider posting RFS policies.
- **Action Item:** Kathleen will collect RFS policies, found in Corporate Book, and in BOD meeting minutes, for Board review at next meeting.
- Board Minutes are up to date.
- Committees: Rosters need to be confirmed and updated if necessary.
- **Action Item:** Gary will confirm program committee team.
- **Action Item:** Daksha will look for members for Gallery Within.

**Next Meeting:** December 14, 2020 4:00pm by Zoom **Facilitator:** Camilla

**Recorder:** We need a volunteer . . .

*Submitted by Camilla Cochrane 11/14/2020 as revised and distributed 12/02/2020*