

## Triangle Insight Meditation Community

### Board Meeting Minutes

Saturday, April 09, 2022

12:00-2:00pm

*Present via Zoom: Board* - Martin Steinmeyer, Cynthia Hughey, Leah Rutchick, Ron Vereen, Marian Place (note-taker)

1. Welcome to meeting
2. Opening Meditation
3. Communication Guidelines read aloud
4. **Minutes** of the 2022 TIMC Annual Meeting on 3/19/22 were approved.
5. **Executive Session:**
  - We referred to our previous email discussions regarding this candidate.
  - The Board voted unanimously to appoint Cornelia Kip Lee for a three-year renewable term.
  - Cynthia contacted one prospective board member, but has not heard back.
  - Affirmed that it's best to let Board know if we're thinking about reaching out to a prospective Board member
6. **Community Connections Committee:** will meet on April 19 to decide on next nonprofit to donate to in May. Cynthia will publish the choice in the newsletter.
7. **Next Board Meeting:** May 21, 9:30-11:30a, time change due to one-time conflict. Martin to convene.
8. **Plans for hybrid meeting test day, 4/23/22.**
  - Martin will order Owl about 1 week prior to 4/23
  - Ron & Martin to bring their laptops; Martin to bring tripod(s) & Owls.
  - Leah will look for her tripod; Martin will arrange to get Leah's for testing with Owl.
  - Ron will order 3 debit cards from Paypal (for Ron, Martin, Cynthia) & see if Jim will host the meeting. He will send out email reminders re the test.
  - Ron will bring power extension cords, a back-up projector, few zafus & zabutons, teas, sweeteners, a creamer option. Ron emailed Sam at EC to see if their projector will work. There is a table for the projector.
  - Marian will bring Izzies, cookies & fruit & toilet paper, garbage bags. Cynthia will bring single packet Starbucks coffee & painters' tape & toilet paper.
  - At the EC, Ron will check that the password is where he thinks it is; Ron will double-check mike & speakers.

- Core tech group arrives at 10: Martin, Ron & Leah; Cynthia & Marian will come then and work on seating set-up. Marian will then set up food.
- Jim and a few Zoom people to check in a bit early at 11.
- Clean-up after test: Martin, Cynthia, Marian. Dumpster is in back & recycling in kitchen.
- At EC: Table for front display is still at EC. Screen came down when tested. 12 zabutons and 6 zafus (in closet). Microphone & speakers & coffee pot are present.
- Kitchen at EC looks fine, as do bathrooms.

#### 9. Editorial Committee on web redesign project:

- **Leah presented on a summary of a Redesign meeting** she and Marian attended via Zoom with Claudia Fulshaw (graphics) and Carol Thomson (site builder, service maintenance): overview of how they work together, what features they offer. Claudia's fee, w/50% discount: \$1,680; Carol ballpark: \$3,500-4,000 for 10-15pp (w/discount). Maintenance & hosting: \$384/year (w/discount).
- Mail Chimp has no charge for less than 2,000 contacts; however, it only has 1 email list available, but can be segmented.
- We might need to subscribe to Vimeo to make videos available (\$7/mo).
- Blog installation would cost \$500.
- WordPress has an analysis app for page-views. Perhaps Claudia or Carol could help us analyze views for the pages we currently have.
- **Discussion of desired content on re-designed website** (Marian)  
Comments: Don't have content repeated on different pages – too hard to update. Delete dated content. HOME: welcome statement; keep simple with info that doesn't change. Overview w/links of major offerings on site. SCHEDULE: keep but rework organization. PROGRAMS: CCC taken off main page, put on subpage (delete winter announcement). How do we build in updates in a timely manner? One idea: ask program leaders to update their pages; Cynthia to check w/Mary re whether Shramadana Project is in effect, and whether we can make a much simpler reference to it on site. PAST EVENTS: Leah would like a way to archive them.
- **Research done to date on web-redesign:** Discussion w/Mary Ka; researched Wild Apricot; met w/Claudia Fulshaw and Carol Thomson.
- **Questions:** Would we own the website after relationship w/Claudia & Carol ends? If we wanted to add new pages, would we need to go through Carol? What would that cost? Get clarity re Carol's charges for updating content (e.g. 15-20 mins included – what does mean: per month? Per instance?) Support from some board members for using local businesses and the fact that some of us have had experience with Claudia/Carol. We

will get these answers before making a decision about whom to hire for the website re-design.

## **10. Closing**