

USHS Board Meeting Minutes

07/30/13

Present: Maxine Adelstein, Pat Aylward, Kimberlee Bach, Robert Jaffe, Dean Janeff, John Laird, Lora Laird, Carol Lee, Renata Parrino, Cheryl Ritenbaugh, Phil Sorensen, Lincoln Wachtel, Patricia Brady Walzer, Catherine Antunes, Candice Saylers

Excused Absence: Isaac Goren, James Cotton, Carolyn Shenmen

Unexcused Absence: Dean Janeff, David Tierney, John Whalen

Decisions:

1. The minutes from 6/18/13, both sets, were approved.
2. Hiring Part-Time Development officer for USHS and continue contracting with Valerie Jones for her expertise and training in fundraising. Motion passed.

Accountabilities:

1. FOC to provide budget to Board at August Board meeting
2. Kimberlee Bach to check on term limits for Board members and verify if any are at their term limit

Agenda:

Maxine Adelstein opened with the Fatihah

Enrollment update:

- Taste of the Love free teleclass August 15th – 124 enrolled. Most are new people.
- Path of Love September 19-22 – five already enrolled.
- Year 1 Fall starts November 9th – applications being taken

Finance Report: Report was sent before the meeting.

- Financial position stronger.
- Received proposed budget will bring to August Board meeting for Board approval.
- Using QuickBooks format this year so much easier to work with going forward.

Development Committee: Two parts to the report

- John Laird reported on results of Oneness Campaign
 - Successful and blessed campaign
 - John Laird then asked the Board to acknowledge the following: Catherine Atunes who took on the task as chairing the committee and making the campaign happen. Lincoln Wachtel for all extra work unplanned on to the Admin staff and how he managed the extra work so well. Cheryl Ritenbaugh and Pat Aylward who stayed the course amidst all the challenges through the years.
 - Catherine Atunes acknowledged John Laird as well who unofficially was co-chair and held the team as well.
- Catherine Atunes presented to the Board the idea that it is time to move this process to the next level by hiring a part time development officer for the university. There is still a lot of potential with over 700 graduates as possible donors alone. Valerie Jones has been an incredible resource and we could persist to gain from her knowledge and expertise by continuing a contract with her. This was all explained in a document sent before the meeting.
 - Proposal was made: Hiring Part-Time Development officer for USHS and continue contracting with Valerie Jones for her expertise and training in fundraising. Motion passed

- The following acknowledgement from the Board was given to the Development Committee:
 - Pat Aylward – gave rave reviews to them
 - Kimberlee Bach – gave rave reviews and especially called out Wadude for his holding
 - Robert Jaffe – congratulates whole committee on this. And delighted with how whole board holding it
 - Patricia Brady-Walzer – touched and wowed
 - Carol Lee – congrats and so happy finally got to this stage.
 - John Laird – acknowledge Carol Lee with her busy schedule and her support and envisioning this. Nickname this the Zahra Lee Development proposal. Thank you for all many ways you contributed through the years.
 - Cheryl Ritenbaugh – acknowledge John Laird for opening and containing a donor who wanted to give a match. That opened it for the committee and for those who gave after it was proposed. And thank Allah.
 - Lincoln Wachtel – thank you John Laird for stepping in and bringing it to life the last few months. Done it so well. Immense gratitude for how you stepped in. Thank entire committee wonderful job and example of the board coming together and working together and how worked with admin team. Thank you Catherine Atunes for stepping in – such professionalism and worked with us so could effectively run all the tasks in Basecamp. Group continued to want to learn. Thank Pat Aylward for how he held it as well.
 - John Laird – if people would like to join a winning team – asking for additional members for coming year.

Committee Reports:

Alumni – Master’s letter went out first. So decided to wait a week – letter will go out this Thursday.

Strategic Discussion:

A discussion was held around the “Who We Are” document and some questions the Admin staff had asking for clarification.

The “Who We Are” will now be incorporated into the Strategic Plan Document per Pat Aylward.

Robert Jaffe closed with Fatihah