

## USHS Board Meeting Minutes

9.23.14

**Present:** Maxine Adelstein, Pat Aylward, Jim Cotten, Jamila Crews-Finney, Elizabeth Donihoo, Sharmela Graefer, Carol Lee, Dawn Melzer, Renata Parrino, Carolyn Shenmen, Phil Sorenson, Cheryl Ritenbaugh, Lincoln Wachtel, Patricia Walzer.

Also: Christine Lee

**Excused Absence:** Lora Laird, John Laird, Robert Jaffe.

**Unexcused Absence:** Catherine Antunes, Maria McConchie

**Next meeting:** 10/28/2014 2pm-4pm PST  
Call-in: (605) 475-4800 Pin: 271411#

### Decisions:

- In the future, schedule Year 1 Fall later in the season to allow sufficient time for recruitment.
- Approval of August minutes was deferred as not everyone had a chance to read them. Secretary to send out again.

### Accountabilities:

- Catherine Antunes to present a policy on sale of donated stocks by 8/26/14. (Was not present to report).
- Renata Parrino to compile and circulate vision statements; create Web version of last month's minutes; send out August Co-President's report.
- Members agreed to review list of foundations. Carolyn to have list sent to whole board; with instructions on how to respond, with a deadline.

### Agenda:

- Approval of minutes - deferred until next meeting.
- Co-President's report was sent to all members before meeting. They are reviewing lists of grants and foundations
  - Members agreed to review list of foundations. Carolyn to have list sent to whole board; with instructions on how to respond, with a deadline.
- Action register reviewed (see Accountabilities and Action Register).
- Enrollment Report by Lincoln Wachtel (sent out prior to meeting): Y1F starts Oct 11, still working to fill the class. Ibrahim Jaffe held nice workshop in Portland, 42 for

free lecture, 20 at workshop.

- Comment: masters faculty have a list of about 30 to call in next 10 days to fill those programs.
  - Discussion on timing. Agreed not to schedule Year 1 so early in the fall. Need more time to market this class.
  - Recruiting for Year 1 Spring after January to not subtract from Fall enrollment.
- Marketing Report by Christine Lee. (Written report sent out before meeting). Requested open dates from core faculty to set up more community workshops for a steady pipeline throughout the year. John Laird is putting together a Powerpoint marketing presentation that community/board members can use.
  - Phil Sorensen presented the FOC report, which was sent out ahead of the meeting. First month of our new FY, a quiet month – budget done, no school sessions, accountant is still putting things into budget, awaiting enrollments. Development brought in over \$60K in a month. Cash flow projection for FY is based on info we have now, will be updated monthly. Bottom line is the projected cash cushion; he explained components, mainly orderly shut-down reserve.
    - When number gets close to zero (above the minimum) discussion needs to occur.
    - Discussion on low fall enrollment. If we don't reach 35, plan to keep Y1 enrollment open and let people start in January.
    - Question on development status. Estimate that by end of FY, July 31, had received \$250,000. We based budget with that, then turned out there was an extra \$80K coming in. Of the \$60K that came in last month, \$30K was from the 120 matching pledge from last year. Also, the major donor who matched last year has pledged again for the fall campaign. Moment of silence in gratitude. Maxine Adelstein also gave thanks for cooperation among the other organizations, Dr. Jaffe and the “three amigos” letter between the farm, SSC and Univ., we are moving into more unity and one hand, one heart, deeply grateful for that.
  - No Development Committee report, chair absent this meeting.
  - Pat Aylward reported on community activities and leadership calls.
  - Discussed board members' upcoming meeting with Sidi at SD sufi school this Saturday. Sharmela to find out who will be translating. Meeting will be recorded.
    - Discussion on accreditation issues, as Sidi is pushing accreditation. Maxine: It puts curriculum more carved in stone, didn't seem appropriate to move with that given all changes this year.
    - All facilities would also need to have relevant county/state approvals and site visits. Cheryl had a call with Jim Cotten, Jennifer Kass, Lincoln, and herself on what would it take for mother center to be upgraded. The work on the road

already done was good. Center is also since registered as historical site. Once we file for a permit, the clock starts ticking with a deadline to make all the changes. Suggest we first develop a staged plan, including both use permit costs and upgrading costs, from both org's, USHS and SRC, then how can we jointly fund it. Clearly would benefit SSC, but the real driving needs is from USHS.

- Discussion on which accrediting body to use. Plan is wait until we're ready, then review, because those bodies are always in flux. The need for student loans is our first priority.

- Bayan Claremont has dissolved its former interfaith training structure. The four org.'s that came together for that (Academy for Jewish Religion, California plus 3 others) discovered they could collaborate without an overall structure. Now all are developing interfaith programs. Two of our graduates going to attend Bayan Claremont program in Islamic Leadership. The president of that school encountered Sidi as child or young man that was very meaningful; it opens his heart to us. Connections are developing.