

USHS Board Minutes (Unapproved)

2/24/15

Present: Maxine Adelstein, Catherine Antunes, Pat Aylward, James Cotton, Donna Crews-Finney, Elizabeth Donihoo, Sharmela Graefer, John Laird, Carol Lee, Renata Parrino, Cheryl Ritenbaugh, Carolyn Shenmen, Phil Sorenson, Lincoln Wachtel, Patricia Walzer, Kimberly Bach,

Excused: Robert Jaffe, Lora Laird, Dawn Meltzer

Unexcused: Maria McConchie

Guest: Christine Lee

Next Meeting:

Tuesday 3/24/2015

2pm-4pm PST

Call-in: [\(605\) 475-4800](tel:6054754800) Pin: 271411#

Decisions:

- The board agreed to support the offering of a 403b plan to USHS employees, which has no cost to the University and minimal set-up fee to participants.
- January minutes were accepted with inclusion of corrections.
- A bylaws task force was formed to review minutes for any changes to the 2007 bylaws.

Meeting:

Carol Lee opened meeting with the Fatiha.

Agenda:

Changes: Christine Lee asked give marketing report before she leaves at 2:30.

Approval of minutes:

Cheryl Ritenbaugh submitted some typographical corrections to January minutes, which were accepted with inclusion of corrections. Secretary to complete Web version of January minutes.

Marketing report

Christine Lee gave a marketing update covering teleclasses, workshops, introductory events (both USHS and Jaffe) and Year 1 Spring status.

Enrollment report

Lincoln Wachtel gave the enrollment report, which was also sent out before the meeting: Y1 spring at Farm looks like on target. Y1 spring in the Bay Area scheduled to start April 25. Nobody enrolled yet but have been focusing on Farm of Peace. Plan a year 1 intensive starting July 26 at SSRC. Overall we expect to hit budget, and if so, will be in good shape.

Christine is working on getting a master calendar up on the website, even if all marketing info is not out yet. There are already early inquiries about program not even advertised yet.

Financial report

Phil Sorenson reported; wrong spreadsheets sent out but pretty much the same report. No significant variances, surprises or changes since last month's report. We are overall ahead of budget through the first 6 months, by approx. \$36,000, even with Year 1 enrollment so far below budget.

Brief financial review:

1. Year 1-4 Academic Program revenue is under budget \$68K due to low 1st year enrollment. This is offset by increased enrollment in years 2, 3, public programs and donations.
2. Public Program revenue is \$44k above budget largely due to success of Fawzia's program.
3. Donations are \$20k above budget.
4. Expense management going well, even with adding a bit of additional staff time.
5. Budget-to-actuals doing well, reserve is strong versus historicals. No concerns at this time.

In March, we should begin budget process for next year.

Co-Presidents Report

Carolyn Shenmen sent report out a few days ago, took questions.

- Energy and morale of staff are mostly good. Has not heard of any issues among faculty.
- Fireside chat went well; there were about 50 on the call. People are enthusiastic about strategic plan, questions were great.
- A 403b retirement plan for employees looks feasible - she gave details. There is no cost to university unless we provide matching contributions. Minimal fee to participants.
- The board agreed to support the offering of a 403b plan to USHS employees.

Discussion

Continued with second part of a discussion around the co-marketing agreement with Jaffe organization, specifically the wording of email promotions (being clear which are co-sponsored). It's not finalized yet. The co-presidents feel the co-marketing is working and Dr. Jaffe is not taking students who are ready to come to USHS, in fact, his programs seem to serve as a "holding tank" for USHS until those people are ready to enroll.

Development Report

Catherine Antunes does not have an update. Katina Bishop has been away.

Maryam Reimer has been working with a long list of potential major donors from Val, not alumni but may have some link of interest.

John Laird: Y2 class solicitation seemed well received.

Pat: Reminder about board participation to achieve \$5K grant.

Other Committee Reports

No other committee reports.

Pat Aylward reported on Sufi communities phone meetings, usually have between 30 and 50 on a call. People show up, participate, have ideas and discussion, they seem to find it valuable.

Strategic Discussion.

Pat Aylward led discussion in three areas.

1. Bylaws update; last one was in 2007. After short discussion, agreed to form an ad hoc committee consisting of two prior secretaries, Carolyn Shenmen and Kimberly Bach; the current secretary, Renata Parrino; and one other member, Elizabeth Donihoo. They will go through all minutes from when bylaws were adopted to the present, and bring any suggested changes to the Board in a few months.
2. Soliciting ideas for possible strategic discussion topics for future meetings. Secretary to send list of suggestions to co-chairs and co-presidents.
3. What do we need as members to participate more in meetings, speak up, ask questions? There are a lot of silences. Some topics we have a lot of engagement, others not. Is there anything missing? Anything we could be doing differently?
 - a. Suggestion to send reports with more lead time, hard to digest it all the day of.
 - b. Questions relating to programs and student life appropriate during discussion of co-presidents' report.
 - c. Explanation of why there is often silence after a vote - we go on "no objection" principle rather than a roll-call vote. That is deliberate. You'll often hear the chair say, "If anyone is speaking, come off mute" to ensure any objections are heard.

No other comments.

Carolyn closed the meeting closed at 6:52 with the Fatiha.