

Meeting Minutes: Sangha Council Meeting, December 15, 2005

Meeting participants:

SCEC members:

Geoff Lutz
Jeff Belanger
Beth Locke
Birgit Roller

From JHC:

Debbie Burr
Kathy Laritz

Agenda Points

1. Meeting Minutes

Checked status of minutes for last meeting. To be published a.s.a.p.

2. Building Cleanup

2.1. Kathy presented the need for a volunteer cleaning plan to support the limited one day a week professional cleaning of Jewel Heart, saying that numerous programs run throughout the week, often all 7 days.' Kathy agreed to provide a cleaning to-do list for the volunteer log/book". The following is a short overview of the cleaning tasks that could be covered by volunteers:

- ◆ Sweep or mop the floors in the lobby, meeting room, bathrooms, back-hallway.
- ◆ Empty trash bins.
- ◆ General tidying of lobby and general areas.
- ◆ Bathroom cleanup.
- ◆ Wash front door windows if fingerprinted. Clean doors where hands mark up near handles and surrounding areas.
- ◆ Final clean sweep following large meetings, such as Sundays and Tuesdays. Check trash, mop wet floors, wipe bathroom sinks, etc.
- ◆ Chairs in meeting room need to be moved to different side (perhaps each week) if possible so cleaning can be more thorough.
- ◆ Recycle paper and broken-down corrugated card board boxes

The follow up when closing up shop after large meetings is especially important.

Sangha Council decided to find one or two volunteers to organize and coordinate an ongoing cleaning program by volunteers on a weekly basis.

2.2. A second area that needs constant maintenance is the space behind the altar in the main meeting room. Currently, too many items are being stored in that space, often times items, which have no connection with the altar space or

the meeting room. Beth Locke will identify what type of shelves should be installed in order to create better storage space in the small area available. The space then needs to be cleaned out and reorganized and items that do not belong there should be removed.

3. Winter Retreat

3.1. Pre-Retreat Building Clean-up is scheduled on the following days:
January 21, 2006: 2:00 p.m. – 6:00 p.m. (Followed by Pizza & Movie)
February 1st, 2006: 6:00 p.m. – 9:00 p.m.

We hope to find as many volunteers as possible to make it a successful and easy undertaking. Announcements will be made during upcoming events.

3.2. Volunteers have agreed to coordinate or are needed for the following activities:

◆ Lodging	Carol Ilku
◆ Airport Transportation	Louis Daher
◆ Transportation to Hotel	Needed
◆ Cleaning Coordinator	Needed
◆ Flowers	To be confirmed
◆ Greeting	Needed
◆ Registration	Nancy O'Boyle, Debbie Burr
◆ Restaurant Discounts	Needed
◆ Refreshments	Needed
◆ Soup for Lunch	Needed
◆ Tsogh	Needed
◆ Audio/Visual	Jonas Berzanskis (needs volunteers)

3.3. Space and set-up for the sick area during the retreat was discussed. We will endeavor to set up a more comfortable space for retreat participants who fall sick during the retreat. Given the limited space we will have to use the same room in the back of the office area. We will find out what options we have to reduce draft, provide sitting cushions, hot beverages and snacks upstairs. The sound team will ensure that the Audio Visual set-up for the sick area will be sufficient.

3.4. Other items:

Some ceiling tiles in the Sacred Space need to be exchanged before the retreat.

Post retreat cleaning: February 18, 2006

3. Suggestions

No suggestions from Sangha members on the agenda.

4. Additional topics:

Je Tsong Khapa Day, December 26, 2005

Lights for the Sacred Space: Minimum of 300 tea lights. Jeff Belanger will coordinate and set up the lights.

Tsogh plates and bowls:

Hartmut is to assess inventory and how many new plates etc. we need.

5. Agenda points for the next meeting:

Winter Retreat (Continued)

Further topics are to be determined.