

**Jewel Heart Cleveland Sangha Council Executive Committee**  
**Meeting -1<sup>st</sup> Quarter 2006**  
**Minutes**

Attending: Bill Kirchner, Donna Kwilosz, Susie Kirchner, Sarah Ralston, Yael Crawford, Tom Ferguson

Absent: Dawn Wegenek, Kunga Yeshe

The meeting began at 1:20PM

- No additions or corrections to the minutes from the last meeting.
- Old Business:
  - Reviewed the rationale for writing up the procedures for various volunteer tasks such as cleaning the center, operating the sound system or modifying the mailing list. The intent of the SCEC is simply to capture the knowledge of the volunteers on paper for future reference.
  - Reviewed the Jewel Heart Cleaning Tasks checklist and schedule drawn up by Dawn. Approved it for use at JH-C. Bill will be creating a week-by-week checklist based on the cleaning schedule to make it easy for volunteers to determine what tasks are needed. Instructors will ask students to help with cleaning tasks if they arrive early for class.
  - Other chairpersons will create written procedures for each of their functions.
- Tom Ferguson proposed a tentative idea on how to create a pool of volunteers that can be drawn against for tasks as needed. The volunteers would indicate the amount of time they would be willing to offer.
  - The SCEC will work with the volunteer coordinator in the creation and application of this process.
  - Tom will write up a proposal for a process to use in facilitating and engaging volunteers. It will be posted on the yahoo group website for SCEC review.
  - Donna suggested reviewing how a new process is working after a reasonable period of time.
  - Taking info on volunteer interest and availability before or after major events was suggested as a strategy for recruitment.
- In accordance with the Sangha Council charter, Bill will be putting a suggestion box in the Center. He will collect the suggestions and distribute them to the SCEC. Reviewing suggestions will be a permanent agenda item for the SCEC meetings.
- It was proposed to have a local petty cash fund for Cleveland Jewel Heart to be used for routine operating expenses such as buying flowers for the altar, cleaning supplies, altar supplies etc. Major purchases must be approved in advance by the SCEC and coordinated with Ann Arbor to arrange for transfer of necessary funds for payment.

- Questions were raised on who has access to the petty cash fund; how receipts and records will be kept of expenditures; and how/where it will be stored.
- Bill proposed a petty cash fund of \$250 with receipts sent to Ann Arbor monthly with the other donations.
- As Associate Treasurer, Dharma Coordinator Susie Kirchner suggested that those buying supplies ask her about the need and arrange reimbursement with her. Tom Ferguson will work with her to audit expenditures.
- Susie suggested using the money raised during Sonam's visit to initially fund the petty cash fund.
- The proposal for a petty cash fund was unanimously approved and was put into effect immediately.
- It was suggested that money collected be provided to Tom twice a month so he can send it to Ann Arbor at least once a month. The proposal was unanimously approved.
- Bill proposed that membership payments be sent by the member directly to Ann Arbor rather than being collected locally and mailed after the fact to the national office. Membership application forms are available at the Center and Ann Arbor will provide pre-addressed envelopes to be used for this purpose. The proposal was unanimously approved.
- Dennis Gilligan Scholarship Fund –
  - Donations can be targeted for that purpose.
  - We recently received an additional \$150 for the scholarship fund in targeted donations.
  - The Dharma Coordinators and facilitators agreed that their fees for teaching classes would be waived and considered donations to the scholarship fund. Since no Cleveland instructor has ever received payment for any of the classes they've taught since the national policy of splitting course fees with the instructors was instituted, the SCEC calculates that at this point the Dennis Gilligan Scholarship Fund should have several thousand dollars in it. Bill will work with Ann Arbor to determine the actual balance available in the fund.
- Donna Kwilosz gave a report on the first meeting of the Conflict Resolution Committee held January 21, 2006 with Donna, Dawn, Yael, Tom and Nancy Reynolds in attendance.
  - Members of the committee will be following Tom's suggestion to go back to the teachings for guidance on how to resolve conflict.
  - Bill voiced a strong interest in having a neutral channel of communication available for sangha members to use in resolving a conflict or disturbing situation.
  - The next committee meeting is scheduled for March 4 at Tom's house.
- Dharma Coordinators Susie Kirchner and Sarah Ralston talked about:
  - Rimpoche's teaching on February 25-26;
  - The Three Principles class beginning on March 8
  - A Gateway class is currently being planned

- The question was raised about the possibility of having some programming available for the general sangha community and interested people every Sunday. It was agreed to continue the monthly First Sunday talks for now and review ways to possibly expand the weekend programs over the next couple months.
- The meeting was adjourned at 3:21PM.