

Minutes
Friends of Menucha Foundation
Board Meeting of January 7, 2014
Home of Brenda and John Morris

Present: John Morris, Mike Starosciak, Chris Rasmussen, Spencer Parks, Donna Leamy

Absent: Susan Hedlund **Guest:** Erich Merrill

The Minutes of the December 8, 2013 meeting were approved as written.

December Financial Report – As the December report will not be prepared until January 11th Donna reported that we had received 35 gifts from the December “Plea Letter” totaling \$22,875 bringing funds designated to the Greening of Menucha campaign to \$44,446. A total of \$2,675 of unrestricted funds was received of which \$970 was in memory of Gail Post. Combined with previous unrestricted fund balances of \$2,587 brings total cash to \$49,708 as of January 7, 2014. John and Chris will be meeting with Nanita Sammons on January 11, 2014 after the year-end financials are prepared by Nanita to pass the Treasurer duties from John to Chris.

Executive Director’s Report:

1. The meeting with David Leatherwood and Joyce Malin has been delayed indefinitely due to Dick Malin’s illness.
2. Spencer has written a note of appreciation to Erik Berg thanking him for his service on the Board.

PR & Marketing Update - Lauren Deming continues to do a fine job marketing Menucha to a variety of organizations. Her report is attached as an addendum. Menucha now has 800 “Likes” on Facebook. Lauren will be attending the General Assembly meeting this year and will have a presence at the General Assembly when it meets in Portland in 2016 to make attendees aware of Menucha and its facilities for use in outside events which occur in conjunction with the General Assembly.

Discussion of Fund Raising Activities in 2014 – In addition to our regular fund raising events of the Croquet Tournament in July and the Annual Dinner in September it was noted that 2014 marks the 100th anniversary of the purchase of Menucha by Julius Meier. We will look further at how this might be used for an event or similar effort.

Board Recruitment Update/Discussion – Spencer reported that he was unable to talk to Cynthia Winter due to her illness. Susan Hedlund reported through John that she is continuing to work on a couple of prospects. John noted that Linda Killen has reportedly shown an interest in joining the Board. Spencer will follow-up on this.

Other Business –

1. John noted that the Foundation’s By-laws state that the Board can have a maximum of 12 members (who are designated Stewards) with the smallest majority being members appointed by First Presbyterian Church and designated as Church Stewards. Mike will take this matter to the Session Meeting on January 8th to ensure that Church Stewards are appropriately designated.
2. It was noted that the By-laws call for a minimum of four meetings a year. John raised the question of whether we shouldn’t try meeting every other month for the rest of the year to

see if this might be satisfactory. After discussion it was decided that the Board would meet every other month for the remainder of the year recognizing that unexpected events may require a special meeting. Accordingly the next meeting date is March 11th.

3. It was also noted that the By-laws state that former Stewards can be re-appointed or re-elected after a three-year absence from the Board. After discussion it was determined by all attendees that this period is too long and should be reduced to a one year absence. This change will be proposed and voted on at the next Board meeting which is scheduled for March 11, 2014.
4. In the past members of the Foundation Board have been invited to attend the Planning Retreat of the Menucha Commission. The Retreat will be held February 21 and 22nd beginning with dinner the evening of the 21st. Any Foundation member who would like to attend should contact Donna Leamy. Overnight accommodations are available upon request.

Next Board Meeting Date/Location: Tuesday March 11, 2014 at the home of Sarah and Spencer Parks

The meeting was adjourned with a closing prayer by Erich Merrill followed by the signing of thank-you letters to recent donors by those present.

John C Morris Jr
President/Acting Secretary
January 9, 2014

Edited by Donna, Mike, Chris and Erich

NO FEBRUARY 2014 MEETING. Next meeting March 11, 2014.

FRIENDS OF MENUCHA FOUNDATION
Minutes of March 11, 2014

PRESENT: John Morris, Chris Rasmussen, Susan Hedlund, Erich Merrill, Mike Starosciak, Spencer Parks, Donna Leamy

The meeting opened with prayer by Susan.

The minutes of the previous board meeting were approved.

By-laws Revision: John proposed that Section 4.4 of the Foundation's By-laws be revised to reduce the time former Stewards must be off the Board from 3 years to 1 year. It was noted that this change has been approved by Church Session and brings the Foundation in alignment with the Session's By-laws. Following discussion this was approved unanimously. Erich Merrill was then welcomed back on the Board.

Financials: The 2014 budget was approved. Chris reviewed the March financial report prepared by Nanita Sammons. Cash balance of \$58,786 is currently on deposit.

Donna reported that memorials for Gail Post were 66 gifts totaling \$5,150 to date. After discussion the Board voted and approved that these funds be designated restricted for use in purchasing a new lawnmower with leaf collection capability.

Executive Director's Report: Spencer reported that the Ukulele Band Camp has generated much interest, as has the church leadership series. The Dulcimer Camp and the Blues in the Gorge have also generated much interest. The Pink Lemonade project will be overseeing their retreats at Menucha going forward.

Spencer met with David Leatherwood and Joyce Malin to discuss the Greening of Menucha project. Phase I will focus on the historic buildings. This will involve insulation and air, particularly in Wright Hall, as well as Ballard, Boyd, and Bowman, along with LED lights. There are anticipated rebates from the Energy Trust.

Ernie Yoder, Head of Maintenance, is retiring and a party is being planned for Sept. 28th from 3-5 pm. Presentations at 4pm.

Lauren's Marketing Update was presented. Her report included the mini-assessment of development efforts, Facebook postings, and the promotion of Menucha's own programs: Pastor's Unplugged, Ukulele Band Camp, Scrapbooking retreat, Practical Church Leadership, and Blues in the Gorge.

Future endeavors:

2014 Annual Croquet Tournament will be held July 19th. We still need a chair for this event. John was tasked to approach Natasha Seeley on this.

2014 is the 100th anniversary of the purchase of Menucha by Julius Meier. Is this something we should focus on? In the Spring edition of the Menucha newsletter, we reprinted an article from the August 8, 1914 edition of the Oregonian regarding the purchase. For the Fundraising Dinner, Spencer is working on securing a speaker. It might be appropriate to get oral histories from George Perry and George Erdenberger. These should be videoed and edited to meet time constraints. The honorary chairs will be Murlan and Ginny Kaufman.

A plea letter will go out in May; Erich will draft this.

Board Recruitment:

Cynthia Winter asked to be considered at a later date – perhaps after May or June.

Spencer approached Linda Killen and was told that she was too busy to take on anything else at this time.

Susan will contact Jennifer Helmer as a potential Board member.

Next Meeting: May 13th at Chris's house.

The meeting was closed with prayer by Spencer, followed by the signing of thank you letters to recent donors.

Minutes prepared by Susan Hedlund with comments by John.

NO APRIL 2014 BOARD MEETING. Next meeting: May 13, 2014

Minutes
Friends of Menucha Foundation
Board Meeting of May 13, 2014
Home of Chris Rasmussen

Present: John Morris, Mike Starosciak, Chris Rasmussen, Erich Merrill, Jennifer Helmer, Spencer Parks, Donna Leamy

Absent: Susan Hedlund **Guest:** Kathy Teckman

The Meeting was opened with prayer by Chris.

Chris made the motion to vote Jennifer Helmer in as a member of the Board, motion seconded, all in favor. Jennifer was welcomed to the Board by all.

The Minutes of the March 11, 2014 meeting were approved as written.

December Financial Report – Financials for April were not available due to Nanita spending her time responding to requests from First Church for financial information for its audit. Chris handed out a copy of the March financial summary and reported that there has been little or no change from the information shown there. The Foundation's tax return has been submitted and acknowledgement of receipt has been received by the office.

Donna reported that monthly pledges are coming in as scheduled. The Ukulele Workshop was given a ukulele which was raffled off and the proceeds of about \$1,000 were donated to the Foundation for the Greening campaign.

Executive Director's Report:

1. Following meetings with David Leatherwood and Joyce Malin it has been decided to bundle all historic buildings (Wright Hall, Ballard, Boyd, Habitat and Hideaway) together for the Greening of Menucha campaign and push for grants
2. Spencer discussed the efforts being made to increase utilization of the facilities through possible alternate uses of space. In this regard he mentioned a woodworker who has expressed interest in setting up a not-for-profit woodworking school in Corbett which might utilize space in the Barn.
3. Spencer announced the delivery of the new lawnmower which was purchased primarily using funds donated in memory of Gail Post.
4. The inaugural Practical Church Leadership Workshop went well.
5. Easter Sunrise Service was attended by well over 100 people with sermon delivered by Rev. Dick Wiggers.
6. The May fund raising letter is ready for mailing with a draft copy passed around for review.

PR & Marketing Update – Lauren's Marketing Update is attached. Menucha had a low-key celebration of its 100th Birthday on May 9th marking the day the property was bought by Julius Meier in 1914. About 45 people attended including a number from the Corbett Community, many visiting the property for the first time. Analysis of Menucha's web-site shows a 20% increase in hits over previous years. More analysis is required to determine if this results in increased demand for Menucha's services/programs.

Discussion of Fund Raising Activities in 2014 –

1. The Croquet Tournament will be on July 19th and we remain without a Chair for this event in spite of all efforts to date. Spencer will contact Kelly Farrell-Oliverson and Erik Oliverson regarding their taking on this task. Mike will make arrangements for music. Donna suggested that Board members donate a bottle of wine to make up auction baskets as we have done in the past. This idea was met with general approval by all.
2. The Annual Fund Raising Dinner will be on September 7th. We still need a Master of Ceremonies as Chip Sammons is unavailable. As the focus of the dinner will be Menucha's 100th anniversary and the Greening of Menucha it was suggested that it might be appropriate to have a member of the Meier family serve in this role. Jennifer will check on whether Peggy Hammond would be willing to do this. If not, Spencer will approach Debbie Kaye. If these efforts are unsuccessful we will be looking for one of the Board members to step up. Mike will do the "Ask" speech. Sally Penley will be the speaker. Kathy Teckman suggested that we look for corporate sponsors for food, etc. to offset expenses and increase the fund raising results of this dinner. John and Jennifer will work with Spencer on this very good recommendation.

Board Recruitment Update/Discussion – No new developments here with Jennifer's presence acknowledged again by all.

Other Business –

1. John noted that the move to bi-monthly meetings has not been successful and recommended that we return to monthly meetings. This was approved with no objections.

Next Board Meeting Dates/Locations: Monday June 16, 2014 at the home of Brenda and John Morris. The July meeting will be Tuesday July 15th at the home of Sarah and Spencer Parks.

The meeting was adjourned with a closing prayer by John followed by the signing of thank-you letters to recent donors by those present.

John C Morris Jr
President/Acting Secretary
May 14, 2014

With corrections by Donna, Susan, Erich and Mike

Minutes

Friends of Menucha **Foundation**

Board Meeting of June 16, 2013

Home of John and Brenda Morris

Present: John Morris, Mike Starosciak, Chris Rasmussen, Erich Merrill, Jennifer Helmer, Susan Hedlund, Spencer Parks, Donna Leamy

The Meeting was opened with prayer by Susan.

The Minutes of May 13, 2014 meeting were corrected, and approved with the edits.

The Financial Report for May- Chris reported that the YTD balance of restricted funds is \$46,980 for the Greening project and there is \$4,649 in non-restricted funds. Croquet income thus far is \$90 with an anticipated budget of \$1500. A riding lawn mower was purchased resulting in a huge improvement in mowing times.

Donna reported that there have been 11 donations totaling \$1700 from the May plea letter, including some first time donors.

Executive Director's Report-Spencer gave an update on the Greening of Menucha. He indicated that Tim has solicited bids on windows, doors, and insulation which will be discussed at the Commission meeting on the 17th.

He reported that the new chef, Doug Lang, comes to Menucha from University of Oregon, and is being well-received. His plans for the Annual Fund Raising dinner includes a menu from 1914, Menucha's 100th birthday year. It will include 4 courses. Sally Penley, will be the speaker for the evening. Debbie Kaye, the great granddaughter of Julius Meier, will be the emcee for the evening. Mike Starosciak will do the "ask". The theme will be the "Greening of Menucha/100th Anniversary of Menucha".

The Croquet Tournament will be on July 19th and the co-chairs will be Erik Oliverson and Kelly Farrell-Oliverson. Melinda Thornes will be the emcee and Chris Rasmussen will do the "ask". Foundation members brought bottles of wine to contribute to the baskets for the silent auction.

PR & Marketing Update- Spencer reported that there have been significant "hits" on the Menucha website. It is not known yet if that has contributed to greater use of Menucha.

Board Recruitment- No new developments, and the Board currently has 6 active members.

Other Business-Gail Post's memorial gifts allowed us to purchase the new lawnmower. A letter will be sent to Wes.

Next Board Meeting will be on July 15th at Menucha. Kelly Techman will give her report with fund raising suggestions at this meeting. The meeting will be followed by tasting "tests" for the Annual Fund Raising Dinner.

Susan Hedlund, Secretary (with edits by Donna and John)

June 18, 2014

Minutes

Friends of Menucha Foundation

Board Meeting of July 15, 2014

Home of Spencer Parks

Present: John Morris, Mike Starosciak, Jennifer Helmer, Susan Hedlund, Spencer Parks, Donna Leamy

Absent: Erich Merrill, Chris Rasmussen

The meeting was opened with prayer by Mike.

It was announced the Kathy Teckman would not be in attendance as planned.

The minutes of June's meeting were amended to read that Spencer closed with prayer, and Kathy Teckman's name was corrected.

June Financial Report-Donna reported that \$48,960 has been collected for the Greening of Menucha campaign. The Croquet Tournament on July 19th has 97 people registered.

Executive Director's Report:

1. Spencer reported that he spent a week with youth from the congregation in Mississippi at the Spencer Perkins Center working with issues of economic and racial disparities.
2. Bids are being obtained for the Greening of Menucha campaign, and David Leatherwood has been very involved.
3. The Commission meeting is on August 19th at 6:30 in Portland.

PR & Marketing Update-Lauren's Marketing update included the Croquet Tournament, an interview on the radio show, Metroscope, and continued Facebook Postings.

Fundraising Update: The Croquet Tournament will be on July 19th, and 97 people are registered. Chris will do the "ask" and Kelly Farrell Oliverson and Erik Oliverson are the co-chairs and Mike's group, The Loafers, will provide the Bluegrass music. Spencer announced the "modified rules" for this year's tournament.

The Annual Fundraising Dinner will be on Sept. 7th. Debbie Kaye has agreed to be the Emcee, and Sally Penley will be the speaker. Mike will do the "ask". Susan will ask the Portland Brass Quintet to provide the music. A traditional dinner from 100 years ago, including squab and birthday cake will be served.

Kathy Teckman's report was discussed, and a recommended book on fundraising has been purchased. The concept of "teeing up" donors and keeping them engaged was discussed, and Jennifer will be analyzing the report for ways to implement some of its suggestions.

Board Recruitment: Spencer will contact Cynthia Winter.

Next Board Meeting Date/Location: The next Board meeting will be on Wednesday, August 20th at Susan's.

The meeting was adjourned with a closing prayer by Jennifer, followed by the signing of thank-you letters by those present.

Susan Hedlund

Secretary

July 21, 2014

MINUTES

FRIENDS OF MENUCHA FOUNDATION

BOARD MEETING OF AUGUST 20, 2014

Home of Susan Hedlund

Present: John Morris, Mike Starosciak, Jennifer Helmer, Erich Merrill, Chris Rasmussen, Spencer Parks, Donna Leamy, Susan Hedlund.

The meeting was opened with prayer by Erich.

The minutes of July's meeting were amended to read that "97 people were registered for the croquet tournament (including, players, spectators, and volunteers)",

July Financial Report- A current report was not available as Nanita is out of town. An updated report will be available on the 30th. Chris and Donna reported that a balance of \$57,884 was in the account and that an additional \$16,856 had been added since the last report, totaling approximately \$71,000.

96 tickets for the Annual Dinner have been sold thus far of 112. Donations of \$1020.00 have been received from people unable to attend the dinner.

There were a total of 89 guests and 15 volunteers for the Croquet Tournament. Erich did the "ask" and we netted \$5,440.84 which was an increase of \$1279.21 from last year.

Executive Director's Report:

1. Spencer reported that lighting will be the first priority for the Greening of Menucha project. He noted that for the Annual Dinner, one of the chandeliers will be lit with LED lights, and one with the old traditional lighting.
2. A long time neighbor of Menucha, Bob Johnson, who was a journalist recently died, and in the clean up of his estate, timber on Menucha property was accidentally cut. A claim was made with his insurance company, and they have settled with Menucha for \$96,000, and Spencer is encouraging \$30,000 of this to be dedicated to the Greening project.
3. A claim was made to Menucha's own insurance company for damage in the Beam building from flooding. Menucha was reimbursed \$6459.59.
4. Spencer is the proud new owner of 4 lambs.

PR & Marketing:

Lauren's Marketing update included statistics for January-December 2013 of who uses Menucha. Also, the Facebook Page has received nearly 1000 "likes". The Acoustic Blues in the Gorge Weekend is almost sold out.

Fundraising update:

As noted, the croquet tournament netted \$5440.84.

The Annual Dinner will be on September 7th and will honor Menucha's 100th birthday. Debbie Kaye, the great granddaughter of Julius Meier will be the Emcee. Sixteen Meier family members are attending. In honor of the Meier family photos and historical clips will be shown. Sally Penley is the speaker, and Mike will do the "ask". Susan has hired the Portland Brass Quintet to play during the cocktail hour. There will be wine and champagne stations and the servers will be Jennifer, John, and Susan. A traditional dinner from 100 years ago, including squab and birthday cake will be served. The dinner will serve as the September meeting for the Board.

The annual donor appreciation event will be held at Menucha on December 14th, followed by a Board meeting.

Board Recruitment:

Cynthia Winter will be contacted by Spencer. Also mentioned was Jerry Mishler, a local artist as a possibility.

Other Business:

The Board approved using "Greening" Funds to purchase LED lights for one of the chandeliers for the Dinner.

Jennifer reviewed and discussed Kathy Teckman's report. Jennifer indicated that she was impressed by the report's thoroughness and clarity. The report highlights best practices, and also suggests that the cost of fundraising efforts should not be greater than 20%. With the Annual Dinner, the average net is \$30,000, but the cost is \$9,000 so it is closer to 30% for that event. We plan to invite Kathy to the October Board meeting. It was suggested that person stories/testimonials could be included in fund raising letters, and writing personal letters to first time donors is a good practice.

Jennifer also mentioned that it would be helpful for our Board to develop a "Board Agreement" which would help to clarify roles and expectations. All were encouraged to read Kathy's report prior to the next meeting. The Annual Dinner will be the next meeting.

Next Board Meeting Date/Location: The October Board Meeting will be on Wednesday, October 15th at Jennifer's home.

The meeting was adjourned with closing prayer by Chris, followed by dinner and letter signing.

Susan Hedlund, Secretary

August 28, 2014

No Friends of Menucha Foundation Board Meeting was held in September 2014.

MINUTES
FRIENDS OF MENUCHA FOUNDATION
BOARD MEETING OCTOBER 15, 2014
Home of Jennifer Helmer

Present: John Morris, Mike Starosciak, Chris Rasmussen, Jennifer Helmer, Spencer Parks, Donna Leamy

Absent: Erich Merrill, Susan Hedlund

Guest: Kathy Teckman

The Meeting was opened with prayer by John Morris.

The **Agenda** was approved by common consent as published.

It was moved, seconded, passed (**MSP**) to approve the **Minutes** of the August 20, 2014 meeting as published.

Discussion of the FOMF Development Assessment Report. Kathy Teckman was present to discuss her June 1, 2014 report. We began by asking any questions about the report. We discussed the role of a Development Officer and decided that function was being handled by the board. A general discussion followed around several recommendations from the report:

1. Create and memorize an "elevator speech." (What is Menucha?)
2. Have a (fund) Development Plan. Basically a calendar, example given, with details including events, letters, calls, etc.
3. Segment and maintain the database.
4. Have at least one "cultivation" (no-ask) event.
5. Get thank-you's out faster.
6. Seek corporate donors, especially for the big events.
7. Have a development retreat.

It was decided to pursue having a one-day (~9am-3pm) development retreat in January. Spencer and Donna will look at options for an open building at Menucha for this event.

September Financial Report: Total funds in the bank are \$82,743 of which \$12,511 are unrestricted. The net proceeds from the September dinner were \$16,884. Chris pointed out that we have not paid our "staff allocation" for either the Croquet Tournament or the September dinner. It was **MSP** to pay Menucha half the staff allocation due, \$2,513. Donna presented her spreadsheet of receipts and expenses from the September dinner.

Executive Director's Report:

1. Greening will begin with replacing fixtures in the dining area.
2. Joyce Malin is beginning a round of grant applications but this should not stop us from spending the money we have.
3. The Blues event was a big success, full plus a waiting list. Participants want one next year.
4. The Ukulele event is $\frac{3}{4}$ full.
5. The Wright Lecture event had 20-22.

PR and Marketing Update:

No report from Lauren this month.

Other Business:

- We discussed the annual renewal of the Donor Perfect database software. There are two options: 1. Continue to have it reside on one computer (Donna's) and pay by the year. 2. Go to a web-based version that everyone can access and pay three years in advance. By common consent, it was decided to do 1, continue to leave it on Donna's computer.
- Also briefly discussed was the Donor Appreciation Coffee on December 14th. Donna will assemble a list of invitees and, following-up on a suggestion from Kathy Techman, we will suggest that the invitees bring a friend if they wish.

Next Board Meeting Dates/Location:

The next meeting will be Tuesday November 18 at the Morris' house.

The meeting was adjourned with prayer by Mike followed by dinner and signing of about 90 thank-you letters!

Mike Starosciak
Secretary Pro-Tem
October 17, 2014

MINUTES
FRIENDS OF MENUCHA FOUNDATION
BOARD MEETING NOVEMBER 18TH, 2014

Home of John and Benda Morris

Present: John Morris, Mike Starosciak, Jennifer Helmer, Chris Rasmussen, Susan Hedlund, Erich Merrill, Spencer Parks, Donna Leamy

The Meeting was opened with prayer by Spencer Parks.

The **Agenda** was amended with a request by Chris that we consider beginning meetings at 6:00 pm.

It was moved, seconded, and passed (**MSP**) to approve the **Minutes** of October 15, 2014.

October Financial Report: Total funds in the bank are \$79, 509, of which \$8672 are unrestricted. There are Pledges from the Recipe for Success campaign totaling \$2350 remaining on the books. It was moved that we write off those pledges as uncollectable. It was moved, seconded and passed (**MSP**). It was also moved, seconded and passed (**MSP**) to transfer \$2315 to Menucha to reimburse staff expenses before the end of the year. Donna gave us an update on donations, and indicated it was a quiet month, and there were no thank you letters to sign.

Executive Director's Report: Spencer reported that the Greening Project was moving forward, beginning with lighting in December. All lights in the dining room will be replaced, as well as the fixtures. Insulation will be installed in all of the historic buildings in the next 3 months. Insulation will be placed inside half-walls in the dining room. Joyce Malin is writing a grant for funding to replace the windows and the doors, with rebates from Energy Trust of Oregon. The Commission has pledged \$30,000 from the insurance settlement received from trees cut on our property by a neighbor.

Style lighting will be installed in the Wright Great Hall (art deco).

Other business: One of the groups that uses Menucha, Subud, a faith based group, has proposed partnering with us to help with fund raising for Menucha. Discussion ensued and it was agreed that Spencer, John, and Susan would arrange to meet with them.

Also, a long time Menucha friend, Betty Jo Lee has moved to Virginia and is donating a new refrigerator and TV to Menucha that needs to be moved. Mike, Chris and Erich volunteered to assist on this.

PR and Marketing Report

Report from Lauren was distributed.

At the Dec. 13, 2014 Commission meeting, the Mission Statement will be re-written, shaping the direction for the next 15-20 years.

Other Business:

The Donor Thank You Dessert will occur at Menucha on Dec. 14th. 101 invitations were mailed out, 27 people have rsvp'd thus far. Donna will ask Foundation members to follow up with those who have not rsvp'd. Donors who gave in memory of Gail Post that had incomplete contact information will be crossed off the list.

John reminded members to circulate the book on Donor Centered Fund Raising, so that all will have reviewed it by the January Board Retreat.

It was moved, seconded and passed **(MSP)** to begin Board meetings at 6:00pm going **forward**.

Next Board Meeting Dates/Location:

The Thank you Dessert will be followed by the Board Meeting **and dinner** at Menucha, on December 14th, 2014.

The meeting was adjourned with prayer by Erich followed by dinner.

Susan Hedlund

Secretary

Nov. 26, 2014

With edits by John and Donna.

MINUTES

FRIENDS OF MENUCHA FOUNDATION

BOARD MEETING, DECEMBER 14, 2014

Held at Menucha

Present: John Morris, Mike Starosciak, Jennifer Helmer, Chris Rasmussen, Erich Merrill, Susan Hedlund, Spencer Parks, Donna Leamy

The Meeting was opened with a reflection/prayer of Goethe by Jennifer.

It was moved, seconded and passed to approve the **Minutes** of Nov. 18, 2014.

November Financial Report: Total funds in the bank at month end November are \$77,242.00. Donna reported that so far in December we have received \$6250 of which \$5,575 are unrestricted, of which \$2000 was from the Leupold and Stevens Foundation. We also received \$500 in memory of Gail Post, and \$175 in memory of Dave Mesirow. These amounts are not reflected in the Financial Statement of 30 November. Nanita suggested moving \$7000 from unrestricted to Board restricted, as it is seen as favorable by grantees, to have the money in a designated space. The Board moved, seconded and passed to move \$7500 to a Board restricted account.

The Board also moved, seconded and passed the motion to hire Gary McGee & Company to complete Menucha's tax return again this year.

Executive Director's Report: Spencer reported that the Greening Project continues to move forward with the lighting conversion for the Dining Hall to occur over the next few months. He also reported that David Leatherwood and Tim did a pressure test of Wright Hall which revealed lots of "leaks". The hope is to install insulation next summer which will cost approximately \$80,000. The Commission will provide \$30,000 to help cover the costs of insulation, lighting, and the ½ wall in the Dining Hall.

Spencer also reported that Menucha has been doing some outreach to the Corbett Community including providing cookies for the School Board meetings. There is a large community attendance at the Easter Sunrise service at Menucha, and there is a holiday dinner planned Dec. 21st with 40 people currently signed up.

PR and Marketing Report: According to Lauren's report, 2014 has seen the busiest December at Menucha ever. The Quilting Retreat numbers are down, however, and it is being reevaluated.

Other Business: The neighboring retreat center, Crestview is for sale. The Board Retreat will be on January 10th from 9 am to 3:00pm. The notification of the annual re-election of officers will occur at the next meeting.

Erich made the suggestion that Menucha consider publishing a cookbook.

Next Meeting Date/Location: The next meeting will be at Menucha at the January retreat on January 10, 2015.

The meeting was adjourned with prayer by Susan, followed by thank you letter signing.

Susan Hedlund

Secretary

Jan. 7, 2015