

IYANW Board  
Meeting Minutes  
Sunday, June 7, 2009

### **I. Call To Order**

Tonya Garreaud called the meeting to order at 3:20 p.m. on Sunday, June 7, 2009 at Julie Lawrence Yoga Center in Portland, Oregon.

### **II. Present**

The following board members were present: Tonya Garreaud, Denise Weeks, Karin Brown, Paul Cheek and Jennifer Shonk. General member Amy Duncan was present. Don Gura participated by phone.

### **III. Committee Reports:**

#### **A. Treasurer– Karin**

1. Treasurer's report (see attached): summary of report.
2. Quicken account is reconciled three times a year.
3. Bank Charge notification: a monthly fee will be assessed on the account unless a monthly debit transaction takes place. The board the possibility of changing banks and the details of the fee will be investigated further.
4. Projected budget for 2009 was presented. Clarification is needed on the recipient of the Honorary funds (add to protocols). The annual association fee is sent to Gloria Goldberg.
5. Treasurer protocols updated.

#### **B. Membership – Paul**

1. Membership report (see attached): Membership numbers are down. The board decided to be more proactive in membership retention. Paul will get in touch with IYISF to see how they handle membership. The board also agreed to revise the letter previously drafted to IYNAUS reflecting our concerns and presenting solutions. Letter to be sent by June 13, 2009.

#### **C. Communications – Don**

1. Website: auto submit feature will be removed from website. Studio list on website will be updated by Paul and Don.
2. Constant Contact: billing is updated.
3. URL change. Don and Paul will coordinate a switch in IYANW website hosting and register [www.iyanw.org](http://www.iyanw.org).
4. Postcard project, to replace the scholarship poster. The board and Amy selected a design to go forward with. Other revisions include

web address and text. Text to be refined and edited by Jen, Tonya and Denise. Text revisions will be approved by the board.

5. Newsletter redesign: Inspiration from Yoga Vidya to reformat the IYANW newsletter similar to the IYILA newsletter. New issue can include updates on members, book reviews and possibly reprints. Tonya has been in touch with Yoga Vidya's editor and will inquire about printing permission. Eventually a newsletter committee can be formed to recruit members at large for contributions.
- D. Scholarship – Paul for Judy
1. Award recipient intended to use the funds for a workshop which was cancelled after application.
  2. Letter to promote grant program: Is temporarily on hold. The letter will be revised and sent to certified teachers.
  3. Building Community: Judy requested that meetings be tied to conferences/workshops as a formality. Potentially there can be local chapter meetings or IYANW day for members and potential members.
- E. President – Tonya
1. Newsletter – see above. Length and format will be discussed by Don, Tonya and Denise via e-mail.
  2. Gift was sent to Felicity from the board.
  3. Convention: Marian Pierce was appointed as the Volunteer Coordinator. Revisit volunteer outreach at the October meeting.

#### **IV. Old Business**

- A. Lending Library: Most of the library inventory has been weighed. The list will be restructured, including weights and sent to Don to add to the website. Tonya will write instructions for postage purchase and each board member will generate a list of five items they would like to see in the library. Karin will work library into the budget.
- B. Outreach:
1. Postcard (see Communications report)
  2. Member only workshop: the board discussed methods to get the member only workshops to work. One suggestion was to get a senior teacher involved.
- C. Archives for 2008 have been received and are in the process of being organized. Clarification on what archives will include: Meeting agendas, reports, minutes, protocols, by-laws, legal and financial documents.

#### **V. New Business**

- A. Going Green – Denise proposed that the board participate in an e-mail or conference call meeting one meeting a year to conserve resources. The

board agreed to attempt a meeting through Skype with e-mail follow-up. Tonya and Denise will do a test trial by August 15<sup>th</sup>.

- B. Communication and e-mail protocols: Be mindful of who you are e-mailing, have a clear subject line and include 'PLEASE RESPOND' in the subject line if you wish for the board to do so.
- C. Accountability/Communication: Tonya will follow up on action items and add this task to her protocols.
- D. New Web Address: See Communication above.
- E. Newsletter: See Communication above. Denise will assume responsibility for the newsletter and add this to her protocols. The newsletter committee includes Tonya, Denise and Don.
- F. Membership Meeting: Amy Duncan attended the meeting and is interested in being involved in the convention.
- G. **Next meeting: Saturday, October 3, 2009 1-4 p.m. via Skype.**

### **Summary of Actions**

#### **All:**

- Generate a 5 item wish list for lending library (essential items, items not easily found), send to Jen.
- Sign up with Skype.

#### **Tonya:**

- June 13<sup>th</sup>: Revise letter to send to IYNAUS, with Denise
- August 15<sup>th</sup>: Skype Trial run with Denise
- September 15<sup>th</sup>: Refine text on postcard for fall launch, with Jen and Denise
- Contact Yoga Vidya's editor re: reprint permission for text and photos
- Write instructions for postage purchase for lending library
- Check in monthly with board members for action item update (add to protocols)

#### **Denise:**

- June 13<sup>th</sup>: Revise letter to send to IYNAUS, with Tonya
- June 17<sup>th</sup>: Edit Judy's letter to send to certified teachers, return to Paul
- August 15<sup>th</sup>: Skype Trial run with Tonya
- September 15<sup>th</sup>: Refine text on postcard for fall launch, with Jen and Tonya
- Revise protocols for Vice President and send to Jen

#### **Don:**

- Remove auto submit from website
- Send reminder e-mail to NW studios through CC for workshop submissions
- Obtain quote for revised newsletter printing
- Consult with Richard Jonas about picture permissions

**Paul:**

- July 6<sup>th</sup> (or within 2 weeks of receipt from Denise): send revised grant letters to certified teachers
- Share membership list with other board members (member name, city, state)
- Disconnect incorrect convention website
- Register IYANW.org to host website
- Coordinate with Don to launch new website by August

**Jen:**

- Send VP protocols to Denise
- Organize 2008 archives and give a copy of archives to Tonya
- Consult Post Office re: reusable mailers for LL
- September 15<sup>th</sup>: Refine text on postcard for fall launch, with Denise and Tonya

**VI. Adjournment**

The meeting was adjourned at 6:55 p.m.

Minutes submitted by Jennifer Shonk