

## **Iyengar Yoga Association of the Northwest**

IYANW Board Meeting

Meeting Minutes

June 6, 2010

### **I. Call to Order**

Tonya Garreaud called the meeting to order at 9:20 a.m. on Sunday, June 6, 2010.

### **II. Present**

The following Board members via Skype or conference call: Tonya Garreaud, Denise Weeks, Karin Brown, Paul Cheek and Jennifer Shonk. Don Gura joined the conversation later in the meeting.

### **III. Minute Approval from February meeting**

Karin motioned to approve minutes, motion passed.

### **IV. Committee Reports**

A. Treasurer-Karin. Treasurer's report (attached).

1. The Board discussed the issue of having two signatures on each check as per the Pune Constitution however conferred that due to distribution of board members and size of organization we will continue as before. Treasurer provides the current statement from the bank prior to meetings for the board to look over.
2. Registered name with IRS is currently incorrect. Treasurer needs to send a signed copy of the minutes to the IRS to change the name. The minutes need to be signed by two board members.
3. The Board continued the discussion of travel expenses in order to clarify for ourselves and update the language on the election forms. Karin motioned to revise the travel budget to the following guidelines:

The travel budget will be capped at 20% of the total annual budget. The Board will attempt to meet in person once per year or every other year in the most economical way possible depending on the budget. Board members will be reimbursed 75% of travel by plane, train and rental or \$0.14 per mile for automobile.

The motion passed.

4. Adjust budget to reflect change in newsletter and change in travel expenses in budget. Change in postage rate- will increase. Newsletter cost was \$243 for printing and folding, taping.

B. Membership-Paul. Membership report (attached).

There continues to be a gap in membership and recipients of constant contact and there is room to grow the membership. Paul is in the

process of updating the website and keeping the workshop listings current.

C. Communication –Denise. Vice President’s report and Communication report (attached).

1. Newsletter cost and production: A longer newsletter can be supported financially and all Board members were in agreement to allocate a larger amount to make this feasible. Don reported that it takes longer to complete than before but the template he designed will allow him to work faster. Don will consider contributing the newsletter twice a year once his tenure on the Board is over.
2. Newsletter content: The Board will act as the nucleus to contact others to contribute articles and photographs to the newsletter. There were suggestions for ongoing columns such as sequences, health highlight, light on sutras, therapeutics, etc.

D. Scholarship- Tonya for Judy

There were no scholarships awarded for the last budget period. Most of the scholarship budget has been used for the yearly intake however there is money available in the grant fund as roll-over from previous years. The Board discussed ways to grow as well as fairly distribute the grant fund. One such recommendation was to develop a formula based on the cost of the event and the number of applications received so as not to award the full amount every time in order to make the fund accessible to more members. The Grant Committee needs to manage the grant fees and methods of growing the fund. The Treasurer will send a note to the grant committee concerning the funds currently available from the income grant and overflow.

E. President-Tonya. Report attached.

1. Convention debriefing:
  - Tonya worked with Karin to provide snacks to the volunteers during the convention.
  - The Northwest Teacher’s Dinner was well received.
  - IYANW will request a donation from IYNAUS to fund member-only classes and increase membership.
  - IYANW sold tee shirts at the IYNAUS Store and is awaiting funds from the sales. The remaining shirts will be advertised in newsletter for sales. Don will be reimbursed \$318 to cover screen-printing and tee-shirt costs and after funds have been received by IYNAUS. All proceeds after Don’s reimbursement will go to the grant program.

## **V. Old Business**

### **A. Lending Library**

1. VHS to DVD Conversion. Before purchasing equipment to do the conversion Tonya will check with Eddy Marks to find out if a conversion has already been done for any/all VHS items in the library. If not, volunteers will need to be recruited for the conversion and equipment will be supplied by IYANW.

### **B. Elections: The Board discussed a need for outreach for more nominations in order to keep the organization strong. A list of potential candidates was drafted and the election will have to be managed by email. Potential nominees will need to be made aware of requirements of running. Parting Board members: Tonya, Jennifer, Judy.**

### **C. Travel Budget was discussed during Treasurers' report.**

### **D. Member Only Workshops for Fall 2010:**

Teachers need to be recruited for either of the following scenarios: If IYANW can secure funds from IYNAUS to pay teachers who are willing to offer a workshop. If funds are not available then voluntary teachers will need to be recruited. The Board will establish a template for announcement and set up the infrastructure to appeal to other teachers. The workshops can target different levels of students – introductory, backbends, etc. Denise will develop a framework for the technical support and Tonya will draft expectations of teachers and responsibilities of NW teachers in workshops and expectations of yoga studio.

## **VI. New Business**

### **A. Pune Constitution – Clarification of the Nomination process**

Regions nominate candidates to be part of national board and NB selects members to join the board in order to create a more regional feel with better representation. IYANW is responsible for responding to IYNAUS to communicate that we need regional representation on the board to receive information and represent our interests.

### **B. Meetings:**

Meetings are mandatory in order to represent geographic diversity. One Board member will need to facilitate the calls and the process will be refined with more experience. There was a suggestion to set up an 800-number in order to manage conference calls.

- C. Satisfaction: The Board discussed how it can divide tasks in a more equitable way. Positions need to be redefined to make them more satisfying to everyone.

**VII. Next meeting**

Sunday, October 24, 9:00 a.m.-12:00 p.m. (PST) in Portland, Oregon at Tonya's home.

**VIII. Summary of Actions –Jennifer**

**All**

- Write up a response to Pune Constitution, share with Paul to summarize our thoughts. Deadline: June 22<sup>nd</sup>.
- Ask two people to contribute to upcoming newsletter after we receive information from newsletter from Denise.
- Remember to CC all if there are any major changes.

**Tonya**

- Contact Eddy Marks to find out if any of the VHS cassettes have already been transferred to DVD
- Send Election information to all board members
- Send Karin amount of money to expect from Sharon for tee-shirt sales from convention. (Don will receive reimbursement after IYANW has made the amount of reimbursement.)
- Send Jen updated agenda for archives
- Add political items to President protocols
- Draft information for member-only classes: expectations and responsibilities of teachers and yoga studios
- Write up any thoughts concerning phone/Skype meeting.
- Change the language on the election form to read: In-person meetings will take place once a year or every other year depending on the IYANW budget.

**Denise**

- Work on infrastructure for Member Only classes/membership drive
- Send to all board members the word count for newsletter articles

**Paul**

- Formulate a brief response to Pune Constitution- run by board and send to IYNAUS

**Don**

- Design a flyer/ad for Fall Members only class.

**Karin**

- Summarize for Grant Committee (Judy, Charles, Paul) the amount of funds remaining in the grant fund according to the following categories: monies collected from annual membership dues and total available from previous years.
- Adjust budget to reflect change in newsletter, postage and travel expenses. Inform board of the source of these funds for the updated budget.

**Jen**

- Research DVD conversion devices for upcoming e-blast by June 15<sup>th</sup> (Newsletter Deadline: June 25<sup>th</sup> )
- Send a copy of signed minutes to Karin
- Send Tonya potential nominees
- Send Denise board contact info. list

**IX. Adjournment**

Denise motioned to adjourn the meeting at 12:15 p.m. Motion passed.

Minutes prepared by Jennifer Shonk