



Tsegylgar East Gakyil Meeting Minutes
Sunday, February 7, 2021, 11am via videoconference

Moderator: Al Daggett

Meeting Minutes: Emily Luhrs

In Attendance: Al Daggett (Yellow), Mark Alston-Follansbee (Yellow), John LaFrance- (Red), Nathan Stout (Blue), Emily Luhrs (Blue), Dominik Niceva (Membership Coordinator), John Shannon (Administrative Manager), David Hayes (Geko), Bob Kragen, Bodhi Krause, Lauri Denyer

First Formal meeting with new 2021 Gakyil.

Practice: Guru Yoga

Membership Coordinator Report:

- Renewals: 82 people renewed this January. Membership numbers are down from last January so far. Membership has generally been between 200-300 people and we should use this as a benchmark. Stressed importance of at least reaching quota of membership from 2020. Goal is to make \$25,000 from membership.
- Suggested Membership Outreach Plan: Find easy way to streamline communications utilizing help.
 1. Plan messages ahead of time - so we have a plan for different message each week.
 2. Second message - e-mail only those who didn't renew.
 3. Outreach via phone calls, zoom calls, and personal e-mails, and even hand-written notes, reaching out to people we know personally. Rinpoche always said "call each other."
- Suggested upgrading communication around meaning of membership and that it is an investment in ourselves.
- Suggestion to create list of potential new members, from programming participation and contacts we have. Blue will continue to make new program participants aware of importance of membership in e-mail exchanges.
- Note about being prepared to answer question of direct transmission when contacting potential members who have not received direct transmission from Chögyal Namkhai Norbu. SS Bookstore has message they use, as does IDC.
- Membership Coordinator will update contact information for IDC database.
- Membership Coordinator will create a shared Google Spreadsheet with



membership numbers and income. This will be updated every month with room for notes, including follow-up from outreach.

- Kundrolling dues: Reminder that 15% of TE membership dues goes to IDC. Best to get dues from Kundrolling before having to send to IDC.

Action item: Develop an outreach plan with development of consistent language across all forms of communication with time table, what form they take, and volunteers to split up contact list. Yellow initiate plan with Membership Coordinator. Implement with rest of Gakyil and volunteers.

Action item: Develop simple message with regards to transmission and share amongst all those conducting outreach. Blue develop message and share with outreach team.

Geko report:

- Building inspection: Gekö working on getting proof of certificate on building inspection to get to SSI for mailing their license renewal.
- Pending projects:
 - Question of renovating the Schoolhouse Dorm: We will need new mattresses. Option to replace the carpet and put in wood floor. Goal to have ready for whenever we open up again.
 - Schoolhouse Roof: Not priority project and will continue patching as needed for now. We've patched 3-4 times in past 12 years. It's 100 years old so will only keep falling apart. We will find out more when it starts leaking.
 - Parking lot: needs attention. Expensive item.
 - Basement bathroom drain: Gekö will dig out with jackhammer. Should be a couple hundred dollars.

Action Item: Continue to work with Red and Friends of Red on prioritizing renovations.

Administrative Manager Report:

Balances:

- Dzamlingar House Balance: Small balance this year.
- Khandroling Development Fund: \$3400 Balance. This is a fund for special projects on upper Khandroling, such as cabin and bathhouse restoration not general operating expenses.
- 4th quarter IDC dues are \$2800 - will be paid through PayPal, as it's faster right now
- Current checking account balance:



- Reserve account: Unrestricted bequest that was about \$72K, now \$60,000 is for emergencies. It has been used to replace the Schoolhouse furnace in the past
- Mortgage Balance: ~\$100,000 Administrative manager will find out if TE has a line of credit with the bank.
- 4th Quarter IRS payments have been filed.

To be addressed:

- Yearly property tax exemption for schoolhouse property is due in March. Administrative Manager will receive assistance from community member who volunteered to help with this.
- First round of Paycheck Protection Program (PPP) loan forgiveness application is complete. Waiting for \$4800 to be forgiven.
- Second round of PPP loan application, for same amount, just needs to be signed off on. This is our payroll costs for 2.5 months.
- Tax donation letters: We are required to send these notifications to all donors, no matter what their level was. Perhaps Secretary volunteer could help with this.
- Year-end reports: Working with Book-keeper and should in about 2 weeks. This will help Yellow create an accurate budget.

Discussion of cash flow:

- Cautiously optimistic and doing well compared to last year. Lower income from programs and events in 2020 due to Covid. We have many fixed expenses due to our properties.
- Online and in-person programming are both essential to the Gar. One generates interest in the other.
- Membership income is crucial.
 - Paying Ordinary rate or very close to it is so important for cash flow. Sponsorship helps off-set this a lot. This can be something we promote.
 - Goal is to renew at beginning of year. It's hard for some to pay in full at beginning of year so we have monthly subscription option, which does help us plan as it is regular predictable income over the year.

Shang Shung Institute rent:

- There is no written lease just an understanding to pay rent as a donation. May go forward with a written lease and will confirm with accounting firm for non-profits issuing a lease.
- Discussion on creating an LLC entity for profit making activity, like Meriling. In past, SSI rent has been considered a donation.



Action item: Tax exemption donation letter plan.

Blue Report:

- Membership communications: Making people more aware of what membership is, why we need them. Tying it into Red, with concrete examples of what membership and donations will go towards.
- Appreciation for online practice schedule set up by previous Gakyil and continuing with this schedule
- Beginning to collaborate with Kundrolling and Dondrubling on shared ganapuja calendar

Programming:

- Continuing 3rd and adding on 4th Thursday of the Month Dream Yoga and Natural Light Practices with Michael Katz.
- Practice of the Precious Vase with Stephen Landsberg will continue on Wednesdays (has been 3 days/wk).
- Losar schedule including Guthug Soup class and gathering with Menpa Phuntsog Wangmo
- Planning for Beginners Yantra Yoga Course with Paula Barry

Friends of Blue:

- With Friends, develop and implement a program of outreach to source ideas and generate a feedback loop. This could take the form of various survey methods, solicitation of feedback, targeted communications by email, social media, phone calls,
- Other potential areas for Friends of Blue: Expanding Zoom leaders and hosts. Responding to specific kinds of e-mails. Social Media.
- Action item: Work on developing a plan. Welcoming outreach.
- Outreach is important for all of colors and should be a combined effort. Creating synergy through all the various aspects of our programming and Gakyil, to create this pinwheel to continue to channel things into the right direction.

Red Report:

Friends of Red met on Jan 31st, report was shared during meeting.

Khandroling:

- Clearing of the land to make certain areas more like a meadow, so it can just be mowed in future. Ashfield company will be contacted for quote. Cost would be significant on hourly basis but could help reduce long term costs. The area to be addressed is the same as the Habitat Restoration Project several years ago.
- Opening views: removing trees and stumps, removing invasive species.



Gekö and others have been doing this on ongoing basis. Pond cabin has big pines that are problematic and Guardian cabin trees should be cleared. Rinpoche's cabin, Mandarava and Toegyal cabin's should be in good shape now.

- Road repair: Patching with piles of dirt through Karma Yoga.
- Road to bath house- the road from the pond to the bathhouse needs drainage and falls apart quickly. -
- Mandala resurfacing as priority project: surface is 7 years old and is cracking and scratching. Needs new polyurethaning coating. A site visit with contractor gave \$20K estimate (mostly labor costs) - will be contacted to negotiate price as well as contacting another potential contractor. The consensus amongst friends of Red is this project cannot be delayed.
- Bathhouse: needs new sinks, vanities, and walls are decaying. Probably around \$4k-\$5k project. This would be necessary before large activity at KL. \$ from KL development fund could possibly go towards this. Aesthetics of bath house near stupa can perhaps be mitigated with landscaping.
- Stupa restoration and garden: \$1500 left in budget (allocated in TE's corporate checking account).
- Red recommends Gakyil consider series of Karma Yoga weekends on Khandroling over the summer. Gekö can provide leadership and find others to help collaborate and finding others to help set those up.

Gonpa:

- Improving aesthetics with nicer tables and set-up. Replacing ceiling tiles, covering posts.
- mention of original permit for use of Gonpa - requires installation of bathroom in the Gonpa; this is not a high priority at this time.
- Gonpa furnace - contractor confirmed its on its last legs and will need replacement. Estimate in the works.
- Dorm upgrades: seek Gekö report.
- Basement bathroom: will be necessary when dorm is open again. Upgrading stalls, as they were made for children.
- In last year's budget for repairs there were 5 items identified as general repairs and maintenance totaled about \$20k (included about \$5k from downstairs bathroom repair). We anticipate that this is the amount for general maintenance each year.



Action Item: Quote for Gompa Furnace

Action Item: Quote for Mandala Hall resealing the manala

Yellow Report:

- Thank you to Administrative Manager for all the work provided.
- Thank you for previous Gakyil for help with this transition.
- TE's Budget is about \$100k year. Will finalize after book-keeper's review to build this year's budget to present in next couple of months.
- Working on communication with SSI for their rental donation. See Admin report.
- Communication with Kundrolling for 2020 membership dues to the Gar. TE has received first 1/3 of outstanding payments. More payments will be made on March 1 and April 1. Kundrolling will be billed for 2021 rebate monthly.

Friends of Yellow:

- Welcoming others interested in joining us as Friends of Yellow to help with membership and membership coordinator.

Fundraising Projects:

- Resurfacing mandala and bathhouse restoration as priority
- Stupa Beautification will go forward in the spring
- Basement bathroom will be done by the Geko
- Yellow has been talking with some of the larger donors. We will have support from our own membership. World Wide Vajra Dance community will be approached through NorbuNet for donations specifically for the resurfacing project. We already have pledges to Match donations. We usually ask for unrestricted donations. This "ask" will be for "Khandroling" with the focus on the floor resealing project
- **Action item:** Outline what each color does, could use help with, what skill-sets and expertise would be valuable and make request to community for Friends of each color.

Dedication of Merit

