

**NHS Board of Directors Meeting**  
**September 2, 2010**  
**7:00pm**

Present at the meeting were John Orr, Jim Jarvis, Tom Barrie, Pam Chastain, Bill Smith, Kathleen Gleiter, and Beth O'Brien.

**I. Meditation**

**II. Acceptance of July 1, 2010 minutes**

**III. How to Manage Outside Requests to use NHS Email List**

John has been receiving requests from NHS like-minded groups to use our email list to advertise their events. He shared a quick history of Buddhism in the local area to help explain why this may be an opportunistic request: Twenty years ago, there were fewer Buddhism centers/groups in the area. Special events, such as Buddha's enlightenment, were times when the entire community came together for celebration. Over time, as their numbers increased, the groups slowly drifted apart until their connection to each other was lost. Community-wide announcements (via email) may help foster more unity once again.

In trying to decide how to handle the requests, the board was in agreement that we don't want to burden our community with too much email and that we need to be in control of what is sent out.

**A. Options Considered:**

- Ask all sanghas if they'd like to create one large mailing list.
- Send requests to the existing Yahoo Buddhist list serve.
- Create a community notice board on the NHS website.
- Send out a quarterly NHS email announcement.
- List at the bottom of our regular NHS emails what's going on (in one or two sentences) and have a pointer to the Yahoo Buddhist list serve.

**B. Final Decision:**

When John receives a request he will determine if it is worth sharing with the NHS community. If so, he'll request a short description of the event and send the information to Jim who will include it in the next NHS email. The email will also include a pointer to the Yahoo Buddhist list serve.

**IV. Announce Board to Sangha**

Tom suggested we send out an email to announce both the board's formation and what it's been working on. All members were in agreement and at the end of the meeting a group photo was taken. Tom will write the statement and send it to Jim who will send it out. Kathleen said that sooner is better than later to avoid any confusion among community members as we more publicly move into our rolls (ex: Bill, as treasurer, enlightening the sangha as to our financial needs each week). It was also decided that John would make an announcement at the next Tuesday meditation meeting.

**V. Mission Statement**

John expressed that he would like to work with someone on this. Tom was chosen. John will put together a rough draft and send it to him.

## **VI. Beginners Class**

Jim reported that his response from Jeff at ERUFF about using a room for the beginners class was “fuzzy.” Therefore, there will be a general “...contact us if you’re interested in a beginners class” statement inserted into the fall/winter newsletter.

## **VII. Schedule Organization**

John is beginning to receive questions about the November retreat. He’s finding it difficult to keep the NHS scheduling/announcements timely with such a busy work schedule. Tom suggested that the board can help John put together a rough annual calendar with approximate dates of retreats, newsletters, etc. Asked that John bring in his annual “to do” list so the board can create a scheduling calendar.

## **VIII. Tuesday Meditation Leaders**

Because of John’s increased work load and inability to arrive by 7:00pm, meditation leaders need to be trained. John suggested a workshop for practice leaders. He will make a list from the building “openers,” meet with them, train them to lead the group in chanting and sitting as well as instruct new comers. Tom commented that it will be best to have two trained leaders at each sitting, one to lead the sit and the other to instruct new comers. Pam expressed interest in becoming a leader.

## **IX. Social Committee Update**

Kathleen explained the details of the Fall picnic (Oct. 17th, 3:00pm, Lake Crabtree). She has paid \$60 out of pocket that will need to be reimbursed, hopefully through dana collected at the picnic. Pam said she would mention the picnic dana in the newsletter. Kathleen also shared that she is holding off organizing any other smaller events until the NHS board announcement goes out. Tom suggested that after the board announcement, a social committee announcement could go out announcing its formation and what’s happening. John inserted that NHS definitely needs more socializing and that we need to start thinking about a Christmas party.

## **X. Nonprofit Status Update**

Tim Nordgren has informed John that two things must happen to receive official nonprofit status: First, NHS must file with North Carolina and create NHS as a legal entity (incorporate). There is a \$125 filing fee. John will pay this and be reimbursed from the Durham Mediation bank account. And secondly, NHS must fill out form 1023 with the IRS. It is through this that 501-C3 status is achieved. John Orr will be the registering agent and use his Broad Street office address as the official address.

## **XI. Bank Account**

Bill reported that NHS needs to be incorporated (and therefore have a social security number) to get a bank account. He recommends going with a smaller rather than larger bank. Jim relayed that First Citizens, a midsize bank, is very stable and has received the best NC rating.

## **XII. Tuesday Meeting Alternate Location Idea**

Bill did some further research into Alice Hall’s meditation hall located on Pine Crest Road near Duke Forest. It is a dedicated meditation hall in a private home, has space enough to hold NHS’s Tuesday mediation group, has ten cushions and ample chairs, has an area for walking meditation, and the fee is collected in dana. Kathleen feels it may be a wonderful space for side meetings but is pulled towards ERUFF’s safe, neutral space. John thought that it sounded nice for half day retreats and Pam thought it would be a nice location for the beginners class . Tom said that currently ERUFF is a stable space and we have been meeting our rent goal. Bill invited the board to come see the space (there is a meditation meeting there on Wednesdays from 6:30-8:00).

**XIII. Agenda for Next Meeting (Tuesday, Nov. 4, 2010 at 7:00pm at Jim and Pam's house)**

- Create an annual scheduling calendar

The meeting adjourned approx. 9:00pm.