



2016 Coordinating Circle Reports

Administration

Prepared by: Evan McBride

Purpose

To ensure that effective secretarial, registration, legal and archival practices are in place. This category of activities includes correspondence, registration, record keeping, legal matters, archiving of material. Works closely with Enrolment, Registrars, and the Chair of the Coordinating Circle.

2016 activity highlights

Throughout the year, one of the roles of administration is to provide ongoing input on how the bylaws, policies and legal requirements of the Non-Profit Corporation apply to various topics and proposed actions. A key topic of discussion this year involved the \$50,000 revenue threshold at which non-profits are required to charge HST and how to keep us under this threshold and/or prepare for the possibility of exceeding it.

At the end of 2016, the current insurance provider notified us that they were no longer covering our type of liability insurance, requiring us to seek out a new provider. At one point it seemed as though our insurance costs would likely increase substantially. This prompted a number of conversations about options as Circle members pooled their contacts and searched for alternatives. In the end a new insurance provider was found, that provided new liability insurance with a small decrease in cost.

Early work has begun, in consultation with the facilitator team, on creating a new automated system for *Inner Journey Intensive* registration forms that would confidentially distribute information to those who require it in a more timely fashion.

Challenges and Outlook for 2017

Moving forward, continued attention to the balance between sustainable revenue and staying below the HST threshold will be required, with the possibility of preparing new plans or contingencies if this balance is threatened.

There will be a need to research the potential legal and liability implications for Inner

Journey Canada Seminars Inc. of any future Inner Journey Intensive offerings in other Canadian cities.

Figuring out the details of the execution of the new registration system. All going according to plan, this system will be tested and approved in time for use for the May 2017 *Inner Journey Intensive*.

Communications

Prepared by: Mark McCondach

Purpose

To ensure that Inner Journey Canada (IJC) members are kept informed of community events and engaged in active and lively dialogue relevant to their personal journeys. To manage brand recognition and the development and distribution of promotional materials.

2016 activity highlights

Two words come to mind: consistency and stability.

Communications produced 42 editions of the Inner Journey Canada (IJC) Weekly in the 2016 calendar year. The e-newsletter is sent to 436 IJ members every Tuesday and is also available on the IJC Facebook page and on the IJC web site.

For the first time monthly editions were produced in the summer and a special Fall Preview issue was produced and distributed in late August.

The IJC Facebook page continues to see growth in use and is proving to be a source of up-to-date information, but also a forum for the IJ community to “virtually” gather and share ideas and comments. Alana Mc Donald continues to create content for the Facebook page, while Mark updates the page daily and also updates the events calendar that is located on the IJC website.

Challenges

A challenge is to have skilled communications people and graphic design talent versed in web and print design. Without these skills at our disposal we are often hamstrung.

The pace of communications has accelerated rapidly since the day of a quarterly members' newsletter. Social media requires constant monitoring, engagement and content creation. For a volunteer organization this is especially challenging.

Outlook for 2017

As Mark is stepping down as Coordinator, there will be a new Communications Coordinator who will need to be supported in the various areas of communications.

The IJC Facebook page – with 278 members and growing – is becoming more and more a community hub and efforts should be made to continue to create specialized content, with daily/weekly updates in order to engage its members.

The Communications team will continue to provide promotional and seminar related materials for the variety of courses, events and fundraisers in 2017.

We will also be launching, in 2017, the Canadian pages of the Inner Journey Institute website. Rachel Ribcoff is working on this and we completed an inventory of the material which will be ported over and we are currently working on creating pages and content.

We will need someone who is willing to take on the responsibility of updating the Canadian sub-site on a regular basis to keep the information current.

Enrolment

Prepared by: Synandra Lechner

Purpose

To promote the Inner Journey Intensives (IJI) and other Inner Journey programs, and to inform and educate the public about those to ensure these programs are adequately recruited. This involves telephone outreach, setting up information sessions, talking to groups of people, as well as graduates' friends and acquaintances to encourage them to take advantage of the wide range of programs available.

2016 activity highlights

Thirty four (34) participants were registered for the two 2016 *Inner Journey Intensives*. We attracted people from Montreal, Kitchener- Waterloo, and Amherstburg, in addition to the Ottawa- Gatineau and surrounding area (e.g. Wakefield, Brockville, Kemptville, and Barry's Bay). Unfortunately we had to cancel the March IJI due to low registration.

Two programs: *The Family Constellation Journey* (previously called the *Human Experience*) and *The Journey into Love* were offered by Michael Schiesser and/or Neelama Eyres and were filled primarily from the pool of IJ graduates and their partners. The *Family Constellation Journey* was also offered a second time in

Brantford with 6 IJ graduates plus 3 non-graduates. Thanks to Monica Wecklein-Blume for hosting and helping with enrolment.

Jack LaFleur offered *Wielding the Kali* again this year, attracting a small but enthusiastic group.

There were 3 participants from this area in the July *Facilitator Training* program in Virginia, 2 of whom have not yet done the IJI.

Michael Schiesser's *Essential Pilgrimage* and *Curriculum for Conscious Living* (CCL) groups merged this year since neither are consistently attracting enough participants to run on their own. There were 4 successful weekends held.

Challenges

Enrolment for March is challenging although some years have been easier and the facilitator group will likely discuss the option of moving to 2 IJIs a year.

It is proving difficult to attract people to CCL who are willing to commit to regular attendance although there are always a number who are willing to come occasionally; this has changed the nature of the group and has created the need to advertise to the community and enroll for each weekend rather than communicating only with group members.

Finance

Prepared by: Fred Owen

Purpose

To provide accurate and reliable accounting of the financial affairs of Inner Journey Canada Seminars Inc. This includes setting up accounts, working with other Coordinating Circle members on establishing budgets, providing advice on proposed purchases, acting as signing authority, paying of expenses and receiving and depositing cheques, as well as providing monthly reconciliation and year-end financial reporting. This also includes the provision of cost data to assist in the setting of rates for IJC programs including the Inner Journey Intensive seminar and the Winter Gala.

2016 activity highlights

IJC accounting was migrated from Quicken to QuickBooks for 2016 onward. A complete reconciliation/audit of the current situation was performed before the migration took place. While some accounts changed, the overall impact on net owner's equity was not material.

A detailed document has been started to document how things have been accounted for in QuickBooks. This will serve to document procedures as well as training for a new treasurer. There are some outstanding questions that need to be answered before this document can be completed.

IJC has moved to an accrual based accounting system coincident with the migration to QuickBooks.

An assessment of the potential liability for HST was conducted in June. Inner Journey Canada does not currently charge HST for its programs, but would have to charge once eligible revenues exceed \$50,000 in four consecutive quarters. Recommendations were to manage revenues to keep them under \$50,000 in the short term, but as costs rise then rates would have to increase and HST will eventually have to be charged. It was agreed that we need to monitor both our revenues and the rules to ensure that we remain compliant with HST collection laws.

The annual income tax filing was made in June and accepted without change. A detailed document on the roles and responsibilities of the Finance position was prepared for, reviewed by and approved by the Coordinating Circle in September.

The policy for distribution of net income was changed in September. Under the new policy net income will be allocated to known extraordinary expenses, and then to the bursary fund. This change means that the general fund cannot increase, and will help direct funds to the bursary fund.

An analysis of the bursary fund for the past three years was conducted due to concern over the high number of bursary requests for the 2016 Fall IJ. The review of the bursary fund indicated that the request for bursaries for 2016 was not out of line with historical requests. The payment plan was modified to allow participants to pay for the Inner Journey Intensive up to four months past the end of the seminar. The intent was to reduce the demand on the bursary fund.

The IJC budget process was changed. The key changes include:

- A forecast for the entire IJC operating budget in addition to the circle budget
- The circle budget was revised to focus on expenditures that were more under control of the coordinator. Insurance is budgeted separately instead of allocating portions to Administration and various IJI's
- A contingency fund was established to cover unexpected events such as trailer repairs or other unexpected events

Challenges

Learning QuickBooks

Outlook for 2017

Need to manage expenses to allow for continued contribution to Inner Journey Institute website

Potentially lower operating revenue due to only 2 IJ seminars in 2017.

Finalizing detailed documentation of accounting in QuickBooks.

Love and Care

Prepared by: Violetta Borowski

Purpose

To ensure ongoing support to members of the Inner Journey community in feeling loved, valued, heard and cared for. A very important part of the IJ community is to offer support and care for individuals in our community. This includes outreach to new participants who have registered for the Inner Journey Intensive, as well as our graduates.

2016 activity highlights

In spring, the position of Love & Care Coordinator was accepted by Violetta Borowski and in the fall we welcomed a new member into our team, Valerie Deschenes.

As a team we continued to offer various level of Love and Care support according to each member's specific needs, such as rides for ailing members to get to appointments and for members to get to IJ events.

The team focused on making phone calls to participants before each *Inner Journey Intensive*. This is a big undertaking as each participant in an IJI is contacted directly and supported through the initial process. These calls verify any potential allergies, explains logistics and gently "checks in" with each participant anticipating the retreat.

In addition, the Love & Care team offers visits or various types of energy treatments and provides meals to those in need. Some "angels" support members dealing with the passing of a loved one. Cards have been individually sent out to members at times of need. Some hold space for others on an as needed basis for those facing challenging

times. We also sent out cards celebrating special occasions such as weddings and expressing gratitude for jobs well done. In 2016 we sent out 20 cards and one gift certificate.

We have also provided support during the Winter Gala by decorating the hall, creating table centre pieces and creating the volunteer appreciation gift.

There are many busy bees that work on the Love and Care Team. It is clear that the Inner Journey community is blessed with many caring souls!

Challenges

New volunteers are always needed! The needs of the community are many and helping hands are always required.

There is no specific process in place for the information about those requiring love and support to reach the Love and Care Committee.

Outlook for 2017

A process to receive information on what is needed by those facing tough times. Perhaps a "fill in a request" form on the Inner Journey Canada website and Facebook that a member in need can fill out, mentioning how they need to be supported at a time of need.

Recruiting more volunteers, seeing more subcommittees begin to take shape.

Production

Prepared by: Julie Desmarais

Purpose

To ensure effective delivery of Inner Journey programs through the scheduling of programs and events, the provision of adequate facilities and production materials.

2016 activity highlights

Booked locations for two post-*Inner Journey Intensives* celebrations and assisted in the booking of four courses, events or community meditations in 2016.

Explored the feasibility of holding events at a new non-profit location in Wellington West (good for small groups).

Issued two updates of a mini-calendar of events to assist Facilitators and the

Coordinating Circle in scheduling upcoming events.

Maintained a rolling inventory of production supplies available for courses and events.

Provided required material in support of IJI participation in information fair.

Recruited volunteers for EP/CCL logistical support.

Thanks to Craig Sweetnam for ensuring maintenance of the IJC trailer, Craig Sweetnam and JF Sauriol for managing our sound systems, and to Judith Alexander, Guylène Owen and Fred Owen for looking after EP/CCL supplies.

Challenges

The decision by Subud Ottawa last spring to stop renting their hall to outside groups made it more difficult to locate affordable spaces for programs.

Improving communication among all interested parties (Production Coordinator, facilitators and other volunteers) proved to be a challenge following a period of several months without a Production Coordinator. Over the past year, it led to some last-minute scrambling and some instances of IJ events competing with each other for participants.

Outlook for 2017

Timely planning of programs and events leading to smooth set up and support for facilitators and event organizers, to be achieved through networking and more frequent updates and dissemination of the mini-calendar.

Social

Prepared by: Ambrose Baptista

Purpose

To ensure there are adequate opportunities for IJ members to celebrate and enjoy one another and to create occasions for recognition of people's contributions. The Social Coordinator is responsible for the scheduling and organization of various social events for the purpose of promoting the Inner Journey community's spirit and ideals.

2016 Activity Highlights & Challenges

2016 was a more productive year for social in the sense that more events took place. After reviewing the survey conducted shortly after the 2016 Winter Gala, we realized/confirmed that people were more interested in low-cost or free activities.

With that in mind, we hosted several activities including a hike through Gatineau Park. The turnout was minimal with about 4 people, which was in part because of the unpredictable weather that day (rain/clouds). We also organized a Karaoke Night which ended up being a huge success with about 15 people showing up, making for some very “cozy” seating arrangements! As well, another coffee meet-up was organized by JF & Alyse with a good turnout.

The 2017 Winter Gala was a great success this year with 90 Tickets sold. The decorations were all organized by Violetta Borowski, the balloon decorations was a well-received detail. The Photo booth proved to be well-used this year and the food seemed to have been appreciated in comparison to last year. The music set-up was done by a combined effort but mainly from Kevin Harman, who set-up the large & small sound system. The evening wrapped up around 12:30am and we are looking at a probable small loss (27\$) for the evening after the Marconi center`s contribution from the cash bar.

Outlook for 2017

A few lessons from this year`s Gala will improve the next one, especially from an organizational perspective. For one, food allergies/modifications were too difficult to pinpoint since I did not know who everyone was, keeping me busy until after dessert was served. The most feasible solution would be to print out cards with the meal/dessert options printed on them, and have people put the appropriate ones out in front of them so the waiters can easily see them. It would involve a little more work to print and cut, but well worth the liberty of being able to enjoy the evening, at least as the organizer. Second, we found ourselves finding change for people paying at the door, last minute. A detail overlooked but easily preventable.

Have some events that involve a fee for participants, and continue to host low-cost/free events for people to enjoy and unit the IJ community.

Namaste