

Inner Journey Canada Seminars Inc.
Co-ordinators' Circle Meeting Minutes
642 Aberfolyle Circle, Kanata
December 3, 2018
Start time 19h03

| Name | Position | Present | Regret | Name | Position | Present | Regret |
|-----------------|----------------|---------|--------|-------------------|------------------|---------|--------|
| Fred Owen | Chair | X | | Violetta Borowski | Love and Care | X | |
| Evan McBride | Administration | X | | James Harley | Social | X | |
| Craig McCaffrey | Communication | X | | Maria Marrongelli | Facilitator Rep. | X | |
| Vacant | Finance | | X | | | | |
| Craig Sweetnam | Production | X | | | | | |

1. Standing Items

1.1 Call to Order

- The meeting was called to order by the Chair at 7:03 p.m.

1.2 Quorum

- A meeting has quorum when at least half of the sitting directors are present. The meeting had quorum.

1.3 Vision

- Fred read the Inner Journey Canada vision.

1.4 Selection of Vision Keeper

- Craig S agreed to be the Vision Keeper.

1.5 Checkin

- Maria led the group in a checkin.

1.6 Approval of Agenda and Previous Minutes

- Today's agenda and the minutes of the November 12, 2018 meeting were reviewed and approved.

2.0 Priority Business

2.1 Enrolment Update

- There is one women registered for the May 2019 Inner Journey who has sent in cheques on a payment plan. There is another woman who has completed the online registration and we are awaiting her deposit.
- Fred indicated that we had sold 18 early bird tickets for the Winter Gala.

2.2 Review of Action Items from Previous Meetings

Action Item 14

- Craig S has not contacted Neelama about the ongoing costs of being on the Inner Journey Institute website but will before the next meeting.

Action Item 30

- Craig M has not fixed the broken links on the Inner Journey Canada website but will in the next month.

Action Item 31

- Fred sent some words to James and Violetta for use in promoting the Winter Gala. Item closed.

Action Item 32

- Fred sent an email to JF about doing some IJ dance events and processes at the gala, but did not get a response. Fred will followup.

Action Item 33

- Fred sent an email to Kevin regarding having wave sounding music that we can play at the beginning of the gala. Kevin said he did not have any but will look for some, and for some summery music. The group decided we could find our own wave music so this action item was closed.

Action Item 34

- The extra water bottles were in a Celebration bin that Craig S had. We now have about 12 water bottles to give away as door prizes at the gala. Item closed.

Action Item 35

- Fred did not receive any input from the Circle members, but did prepare draft budget which was presented at the meeting (see below). Item closed.

Action Item 36

- It was agreed that since there are a lot of events going on now, so we did not feel we needed another event at this time. We agreed we would consider the possibility of a philosophy group/evening at the February/March meeting.

Action Item 37

- There was discussion around the date we were looking at for the AGM. At the November 12 meeting we had initially talked about February 19th, 2019, but changed that to February 26th with a backup of February 25th. Craig S will confirm the February 26th date with the facilitators in the next couple of weeks. It was agreed that it was important to confirm the date in the next couple of weeks before the Christmas season kicks into high gear.
- There was a fair bit of discussion regarding location. Quaker House was mentioned but it was agreed not to pursue Quaker House due to the cost (approx \$160) and the lack of parking.

- It was agreed that we did not want to spend a lot of money for a location for the AGM as it does not draw a lot of people.
- Possible locations discussed included the Natural Learning Centre (8 Sweetnam Drive), the Living Science(?) on Iber, the basement of the Royal Oak on Laurier Ave W downtown as well as Building Blocks Technology downtown.
- Craig to confirm location before our next meeting.

2.3 Gala Update

- James presented an outline of the potential agenda for the winter gala. The outline included a number of games and activities for the first hour of the gala, i.e. from 6:00 – 7:00.
- James indicated that he would need a floor plan from Marconi in order to figure out what games we could accommodate in the area that we used to use for the raffle. Fred will forward his contact from Villa Marconi to James and James will contact Villa Marconi for either a floor plan or dimensions of the room.
- There will be no raffle at the Gala in January. The raffle was a major fund raiser for the bursary fund, but was also a lot of work, and generally fell to Synandra. Given that the bursary fund is in good shape and it is a lot of work for Synandra, she felt we did not need to do a raffle or silent auction at this time. We will have some door prizes instead.
- Maria indicated that the facilitators wanted to give out the volunteer awards this time, and to thank the volunteers. It was felt that it was not necessarily appropriate for the volunteers to thank themselves. It was agreed that we would also ask a few key volunteers why they decided to volunteer.
- Violetta indicated that she was looking for a volunteer to help send out cards to graduates for various life events. Maria indicated that she would ask Rita if Rita would volunteer.
- We agreed that it made sense to get a small group together next week to hash out the plans. The small group would include James, Fred, Alyse and JF Sauriol. Maria suggested Divy might also want to help out. Fred will send JF's, Alyse's and Divy's email addresses to James and James will set up something for next week. It was agreed that an in person meeting would be better than a telephone call.

2.4 Review of 2019 Operating Budget

- Fred presented a proposed operating budget for 2019. Fred reviewed the key assumptions that went into the budget, as well as the overall budget.
- The 2019 operating budget had a proposed net income of \$301.
- The key assumptions that went into the budget are included at the end of these minutes, as is the proposed Circle budget for 2019
- Craig S indicated that Cosmic Storage had been sold, and that our storage costs may go up next year.
- Fred indicated that Stephane Boucher had offered to look for a storage place in Gatineau, as the staff leads live in Gatineau, so it would be more convenient than the current location. Craig S will contact Stephane about looking at a location in Gatineau. We would also need to know what the cost might be at Cosmic for the next year before we would make a final decision.
- The 2019 proposed operating budget was agreed to based on the information we have at this time.

- The proposed 2019 budget included additional money in the Love and Care and social budgets for the gala. This can be used for lights, additional scenery screens, etc..

2.5 2019 Calendar

- Fred highlighted the known major events for 2019 as were known at the time.
- Craig S indicated that Michael had changed some dates for his events earlier that day (Dec 3), and that the dates Fred presented were out of date.
- Fred indicated that he would send a list of known dates and events to both the Circle and Facilitators once he gets confirmation from Michael on his 2019 dates, and will also add them to the calendar on the Inner Journey Canada website.
- Fred indicated that he had confirmation from Divy for meditations on the last Thursday in Jan/Feb/Mar, and had put those events into the calendar.

2.6 Dates for 2019 Jan-Jun Circle meetings

- The following dates and locations were agreed to for the Circle meetings for January – June 2019

| Date | Location |
|---------------------|---|
| Thurs, Jan 10, 2019 | 9 Alon Street, Stittsville (Fred’s) |
| Mon Feb 4, 2019 | 32 Doctor Neelin Drive, Richmond (James) |
| Mon Mar 18, 2019 | 9 Alon Street, Stittsville (Fred’s) |
| Tues Apr 16, 2019 | 642 Aberfoyle Circle, Kanata (Violetta’s) |
| Mon May 13, 2019 | 32 Doctor Neelin Drive, Richmond (James) |
| Mon Jun 10, 2019 | 9 Alon Street, Stittsville (Fred’s) |

- Fred will send the dates to the facilitators to get facilitator reps for the meetings.
- There was discussion about a joint Circle-Facilitator meeting. Fred had sent an email to the facilitators about a meeting in the May/June timeframe. Maria suggested sending out another email with proposed dates in June/July. It was agreed to see if we could find a date in June when the weather was good and we might be able to include a fun activity.

2.7 Old Sound System

- Craig S indicated that he would pick up the old sound system from Jack and Maria’s place in the next few weeks.

2.8 Inner Journey Intensive Staffing Policy

- Craig S had proposed a staffing policy for the Inner Journey Intensive at the October Circle meeting. Fred provided a proposed staffing policy to the Circle after the October Circle meeting
- These drafts were reviewed at the November 12 meeting. The facilitator rep at that meeting, Synandra, indicated she felt there was a staffing policy, and committed to getting it and sending it to the Circle
- Fred circulated the staffing policy in advance of the December meeting. The staffing policy provided by Synandra is attached below.
- The staffing policy provided by Synandra was approved by the Circle.

2.9 IJ Database

- Craig indicated that there are multiple databases for the IJ community, and they are not all in sync. The databases include the Excel spreadsheet, the newsletter email distribution list on the Communications email account and the Facebook group
- It was agreed that the Facebook group would not be the same as the other two sources, as there are graduates who are not on Facebook, there are graduates who only want to keep up to date on Facebook and so who have asked to be taken off the newsletter distribution list, and there are graduates on Facebook who have changed their email addresses but have not let Inner Journey Canada know.
- It was agreed that the newsletter distribution list and Excel spreadsheet should be the same, although there are duplicates on the email distribution list
- Craig agreed to send out the updated Excel spreadsheet to Synandra, Violetta and Fred

2.10 Communications Frequency

- We discussed the concept of a ‘full newsletter’ that includes IJ themes, such as Words to Live By, and ‘reminder notices’ for upcoming events.
- We agreed that a full newsletter approximately every 2 weeks was sufficient for the community, as Craig M had surveyed some members of the community who felt once a week was too much.
- We also agreed on the need for reminders for upcoming events to ensure that the community is reminded of these events. This was felt to be particularly important for the upcoming gala.
- It was agreed that we would send out reminders about the early bird discount for the gala in each of the next two weeks. These will include the word ‘Reminder’ in the subject line. Fred to send the text to Craig to send out.

2.11 Meeting Evaluation

Craig S evaluated the meeting. He felt we did an admirable job balancing the dual objectives of adhering to the IJ Vision of allowing people to be heard and getting things accomplished.

2.12 Next Meeting

The next meeting is scheduled for Thursday January 10 at 7:00 p.m. (9 Alon Street, Stittsville)

| Committee reports (if applicable) | |
|---|--------------|
| <u>Administration</u> - None provided | E. McBride |
| <u>Communications</u> The Weekly ish Newsletter continues to be sent out on average every 2 weeks. It is sent to 444 members of the community. Michael has requested that Ottawa Communication Coordinator coordinate with the Washington IJ folk for a cooperation in the newsletter, if possible. Details to be determined once we talk later this month. | C. McCaffrey |

Along with Robert Mark McCondach, the Facebook site is doing well with 359 members! Alana McDonald also contributes to the Facebook items.

The IJ Canada website has had several updated pages since the last report with 3 three more changes still to be added. The Google calendar, which updates the calendar on the IJ Canada website is updated as new events come up. Fred has also helped out with some of those changes. Thank you Fred!

At this point the "IJ Database" is spread over 3 environments:

Google Contacts holds 535 names. Facebook has 359.

An Excel file that I inherited has 538 names. These 3 different lists still need to be unified and sanitized into a single master list. I often have "Down Time" over Christmas from my job, so I hope to consolidate the 3 lists during the next month as my work schedule quiets down.

I would also like to reach out to Evan to get some SOPs (Standard Operating Procedure) in place for the manipulation of:

1. The IJ Canada website(Weebly)
2. Administration of the Facebook site.
3. How to produce and send the newsletter via GMail.
4. How to manage Google Contacts for integration with Gmail.
5. How to use Google Calendar, as it integrates with the calendar in Weebly.

IJ Chair and Treasurer

F. Owen

Chair

- Updated the IJ calendar for a number of events
- Sent email to facilitators regarding potential joint Circle/facilitator meeting (waiting the hear back)
- Confirmed 1st quarter meditations with Divy (Jan 31, Feb 28, Mar 28)
- Confirmed Love and Awareness Day in August 2019 with facilitators
- Sent email to Production Co-ordinator indicating that we need locations for June/October celebrations and community events with Michael/Neelama in April and November
- Sent email to Michael to confirm Michael's events for 2019 in Ottawa (Awaiting confirmation)
 - Feb 2/3: Family Constellation
 - Feb 16/17: CCL
 - Apr 25: Community event with Michael and Neelama
 - Apr 26/28: Graduate Inner Journey: Our Search for Belonging
 - May 17/18: CCL
 - Sep 14/15: CCL
 - Nov 22: Community event with Michael

| | |
|--|-------------|
| <ul style="list-style-type: none"> • Nov 23/24: CCL <p><u>Marketing</u></p> <ul style="list-style-type: none"> - Worked with Michael on the theme and promotion for the November 23 Community event - Helped Michael on promotion for the November CCL on Ego - Working with the facilitators to promote the Winter Gala as a Tribal reunion for the October IJ tribes. Drafted email to be sent from the lead male and female facilitators to the Howling Wolves and Soul Sister tribes - Solicited approval from facilitators for written and video testimonials for the Inner Journey Intensive. Looking for 3 written and 3 video testimonials for men and for women. Looking for 2 of the 3 testimonials to be from graduates under 40 and one from graduates over 40. The testimonials could be used on the website, in the newsletter and posted on Facebook. Expect to approach individuals in the next couple of weeks. <p><u>Treasurer</u></p> <ul style="list-style-type: none"> - Developed draft 2019 budget <ul style="list-style-type: none"> • Requested input from Camp Merrywood regarding potential cost increases in 2019 (waiting to hear back) • Discussed making the Saturday night feast more of a feast with Alyse. Got agreement and added \$150 per IJ to the food budget • Put money in the budget to replace women’s trifolds which were damaged by mould - Discussed getting alternate storage location for the trailer in Gatineau with Eric, as this would be closer to the staff leads. Will see what happens with Cosmic storage. | |
| <p><u>Love and Care</u></p> <ul style="list-style-type: none"> - revised poster for Gala and posted invite on Facebook - moved 3 boxes of IJ decorations into James' house for storage | V. Borowski |
| <p><u>Production</u></p> <ul style="list-style-type: none"> - None provided. | C. Sweetnam |
| <p><u>Social</u></p> <ul style="list-style-type: none"> - None provided. | J. Harley |

Key Assumptions in 2019 Operating Budget Proposal

Key Demand Assumptions

- 14 Participants per Inner Journey seminar
 - Averaged 14 in 2018 – will try more marketing initiatives to see if we can get more
- Winter gala
 - Assume 70 guests – 35 early bird and 35 regular
 - Similar to 2018 gala
- Will hold Love and Awareness Day (August 2019)
 - Assumes same attendees as in 2017 (25 grads, 16 guests)

- User Fees
 - Assumes 7 events (4 CCL, one HE, one grad IJ/IJ II and one Self Worth)
 - Assumes average 12 attendees per event (CCL likely higher, Self Worth and HE likely lower)
- No IJ Day in 2019

Key Revenue Assumptions

- Assumes same participant fees for Inner Journey seminars in 2019 as in 2018
 - Assume average rate of \$870 per participant
 - Assumes same rate of couple, reviewer discounts and full rate payees as in past
- 2019 Bursaries assumed to be similar to those granted in 2018
 - Extended payment plans and payment proposals have reduced demand on bursary fund compared bursaries granted in 2014-2017
- Assumes no \$50 gift certificates in 2019
 - Changed gift certificate from \$50 for another participant to:
 - Choice of \$50 in cash (referral fee) or \$100 off future course
 - Have assumed referral fee selected (recorded as expense vs revenue)
- User fees to remain the same in 2019
 - \$15/participant for courses over \$200; 5% for courses under \$200
- 2019 Gala rates as approved by Circle in October, 2018
- 2019 Love and Awareness rates assume same as 2017 (\$50/grad, \$25/guest)
- No raffle or silent auction in 2019

Key Cost Assumptions

- Key cost elements (Camp Merrywood, facilitators) assumed same for 2019 as 2018
- No contribution to Inner Journey Institute website in 2019
- No major production expense anticipated in 2019
 - Trailer is fine, replaced sound system in 2018
 - May need to change storage location for trailer (Cosmic sold?)
- Assumed 15% increase in insurance in 2019 (\$2,214) – still lower than 2016
- Gala meal cost is \$49.39/attendee (\$3,457 based on 70 attendees) – no minimum cost to cover
- Supplies and equipment budgeted at \$800 in 2019 (Nov 25 2018 YTD is \$763)
- Included \$1,000 for unplanned events (contingency fund) as in previous years
 - Part of the \$1,000 will be used to replace tri-folds for women
- Increased grocery budget to make Saturday night more of a feast (\$150/IJ)
- Mileage compensation increased from \$0.20/km to \$0.40/km

Proposed 2019 Circle Operating Budget

| Circle Co-ordinator | 2019 Budget | Notes |
|----------------------------|--------------------|--|
| Admin | \$75.00 | Similar to 2018 expenses |
| Chair | \$0.00 | None identified |
| Communications | \$125.00 | Weebly expenses |
| Enrollment | \$100.00 | Was included in production in 2018 |
| Finance | \$200.00 | Similar to 2018 expenses |
| Love and Care | \$250.00 | Gala decorations paid in 2017 |
| Marketing | \$500.00 | Want to consider more marketing initiatives |
| Production | \$400.00 | No major expenses anticipated. Need to plan for Love and Awareness |
| Social | \$350.00 | Funding to grow the community |
| | | |
| Total | \$2,000.00 | |

Approved Inner Journey Intensive Staffing Policy

- New Coordinators have a priority status for staffing their first time provided that they submit their request well in advance
- Coordinators who have already staffed, like all members of the community, are welcome to staff the Saturday- Sunday of each and every IJ if they are available
- When there were 3 IJ's a year, there was an attempt to ensure Coordinators could staff once a year if they wished but those Coordinator inclusions needed to be spread over the 3 IJs. It could be more difficult to include all Coordinators with only 2 IJs scheduled depending on the number interested in staffing. It now seems more reasonable (and a better reflection of the original intent) to guarantee a space for all Circle members once in every 3 IJs rather than focusing on the calendar year.
- All requests to staff which cannot be accommodated are almost always put on the list for the following IJ with a higher priority if the person expects to be available; an exception could be made if a person had already staffed many IJs in a row.
- Any request to staff by Coordinators needs to be submitted a minimum of 2 months before the IJ for priority status to be considered; unless there is still a need for more staff at that point, requests received when the staff team has already been determined will be added to the bottom of the wait list.