



## NAEH Inc. Board of Directors - Minutes

06/09/2019

### 1. Call to Order:

- a. Draw Angel Card – Angel of Purpose
- b. Light candle
- c. Opening meditation
- d. Approve agenda
- e. Minutes for this meeting taken by Secretary: Bonnie Dysinger

### 2. Roll Call:

- a. Members of the Board: Barbara Briner, Bonnie Dysinger, Shauna Edmond, Carolyn Rose Frost, Constance McCloy, Kendra Moore, Chuck Pisa, Fran Oppenheimer, Gabrielle Frampton, Kathy Burgess
  - i. Total BOD members present: 9
- b. Administrator: position vacant at this time
- c. Excused: Carolyn Rose Frost
- d. Absent:

### 3. Minutes of previous meetings: May 5, 2019 taken by Bonnie Dysinger, Secretary

- a. Approval: Motion to approve by Gabrielle Frampton; 2<sup>nd</sup> by Kendra Moore; passed
- b. Distribution by Secretary: To all BOD for review prior to approval
- c. Distribution of approved BOD minutes by Administrator: post on NAEH Inc. website, archive in NAEH, Inc. Dropbox

### 4. Reports:

- a. Executive Board - Fran Oppenheimer
  - i. 2020 elections – for future discussion
  - ii. 501c3 vs. 501c6; any input from Beth (Accountant)?
    - Fran agreed to contact Beth to discuss the 501c3 vs. 501c6
- b. Treasurer's Report - Barbara Briner **see Attachment #1**
  - i. Expenses presented for payment (5/05/2019 – 6/09/2019)
  - ii. Standard monthly expenses: Office rent: \$300; NAEH phone: \$57. 21
  - iii. Other expenses:
  - iv. Income:
  - v. Motion to approve expenses made by Constance McCloy, 2<sup>nd</sup> by Chuck Pisa; passed
  - vi. Accounting firm update
    - 1. Taxes
      - a. Copy of 2018 tax return to file on Dropbox?
      - b. Filing receipts on Dropbox? Any input from Beth at accounting firm?
    - Fran will be contacting Beth for input on saving the tax returns and receipts in Dropbox

- vii. Any update on copyright transfer for syllabi? No update
- c. Administrator – Fran, Bonnie
  - i. Administrator duties
    - 1. Office: email, website, updating membership and other lists-Bonnie
      - Detailed report and time involved provided for the Executive Board
      - Added a new Basic member
      - Contacted teachers for class list updates
      - Notification from Dropbox of price increase from \$99 to \$119.99 that now includes 2TB of space.
        - Certification Dropbox automatically renews on July 29<sup>th</sup>
        - NAEH Dropbox automatically renews on August 26<sup>th</sup>
    - 2. Phone, mailings-Fran
      - Phone remains quiet
    - 3. Search for new Administrator
      - a. Update job description based on records kept since August 2018
        - i. Skills needs; expectations; requirements – Bonnie, Fran, and Constance continue to work on this.
      - Looking to change the job title from Administrator to Office Support Specialist
      - Goal is to have for next BOD an updated job description and proposal for the BOD for finding this person
      - b. Salary vs. hourly pay – can we offer hourly pay to an outside contractor?
      - Gabrielle will send Fran, Bonnie, & Constance a document with 23 points regarding salary vs. hourly. Hourly puts us into employer status which we want to stay away from.
  - ii. NAEH Zoom account for meetings – no discussion
    - 1. Make a document on how to use this account for meeting leaders
  - iii. Status of 2019 Conference videos?
    - We received 1 email on status of videos
    - Chuck reports he has day 1 completed and his goal is to have days 2 and 3 completed by the end of this week
    - Bonnie will send Chuck a link so he can upload the completed videos into Dropbox
  - iv. Pricing for past conference recordings? No discussion
    - 1. Discount for previous years?

## **5. NAEH Committee reports:**

- a. Certification – Bonnie
  - Fran Oppenheimer and Alisa Petruzzi have stepped away from the committee
  - Lyn Ludwig – Colorado and Maria Hubbuch – Florida are our two new committee members
  - Bonnie Dysinger will act as chairperson

- 7 new applications received; 6 are continuing to move through the process
    - 1 of the 7 will reapply next year
    - We have in addition 2 old applications from 2018 that are carryover from last year
    - We have 1 application fee from 2018 we are holding and this member plans to send his application for 2020
- b. Conference – Barb – no updates at this time
  - i. Status on Conference handbook for Dropbox
    - We can expect the handbook for placement in Dropbox in September
    - Bonnie will contact the four members who renewed membership at conference but didn't fill out a form for application information
    - Future Membership table suggestions:
      - Have the correct year application printed out if they choose to not renew online – and have more printed applications available
      - Teach conference committee members to review with member that applications are completely filled out (no missing checked boxes)
      - Have clipboard available for filling out the paper applications
- c. Education – Constance
  - Deepening Classes description and application are on the website
  - An announcement about the Deepening Classes has been submitted for the newsletter
  - Forgot Password tab on website is completed and working – there have been 2 inquiries
  - Discussion is taking place about placing available study group options on the website
  - Discussion for placing Al Florey's 2019 post conference talk about the NAEH on the website
    - Education Committee needs to decide what part of the talk we would like to have on the website
    - Where to post it on the website
    - And will then bring to the BOD for approval
    - Al Florey has given us his permission to do this and actually is encouraging this
  - Chuck Pisa is planting a seed for pre-conference work as we are talking about study groups and deepening classes
    - May or may not be related to the conference theme
    - May also be available for non-Esoteric Healing practitioners
  - Kelly Headle – Florida is our newest committee member
- i. Ongoing projects
  1. Ethics
    - Shauna has an article to be published in the June newsletter
  2. Active Listening
  3. Book list – Kathleen
    - We have a form on the website for book title/author submission and goes directly to Kathleen Hautala

4. Study Groups
  - a. Zoom link for individual groups
5. Marketing
  - a. Social Media
    - Committee has been looking at ways of marketing Esoteric Healing and the NAEH via digital ads in online magazine, social media, or a summit. Committee did a group meditation for guidance; insight came through to pursue through social media and then a website summit.
    - Committee created an intention as part of Wesak meditation to bring us the right people to help with this
    - Kendra has experience with social media that she can share with us
    - Fran also has a name for someone skilled in social media
- d. Legal – Gabrielle
  - i. 501c3 vs. 501c6 available for discussion with accountant and specialists when ready
    - Note that a 501c3 is open to the public which might address an element if we open the conference attendance to the public
  - ii. Bylaws
    1. Status on draft of bylaws
      - The Bylaws are done and the Board will do its final review and approval once it is decided if the NAEH will be a 501c3 or a 501c6
- e. Membership - Constance
  - i. Current membership = 155 total members (2018-2019 and 2019-2020 together)
    1. Basic: 47, Associate: 12, Professional: 96
      - We need to look at issuing payment receipts for those who mail in their new/renewal applications. We can develop a template to email these members. Online payments are automatically sent a payment receipt through PayPal
- f. Public Relations -
  - i. Newsletter/Journal – Barb
    - Abstracts previously written for journal articles have been recovered from Joan Stansberry and Scottie Putman and placed in Dropbox
  - ii. Website – Bonnie – no new updates
  - iii. Facebook - Fran
    1. 177 members to date
      - There continues to be good communication on the Facebook page; people are asking for treatment options for various diagnoses
- g. Teacher training – Fran/Bonnie co-chairs
  - i. Met 5/21 for Zoom meeting with trainees
    - Trainees were taught how to help students sense energy; the detailed steps for creating triangles; leading meditations
    - One trainee was not able to attend but the meeting was recorded
    - Timelines were shared for Part 2 training to begin

- ii. Part 1 class in Michigan July 19-22, 2019 at IBS
  - The mentors are being conscious about expenses the NAEH is supporting for the Teacher Training process: travel times have been coordinated; airline tickets have been purchased; 1 rental car will be shared; all have found room and board available at no charge
- iii. Part 2 class videoed and up on classroom page for part 2

**6. New business:**

- a. Look at term rotations for current BOD members
  - i. Strategy for 2020 elections
    - 1. Patsy Hubert and Cherie Netzloff
- b. Discuss formation of a comprehensive database
- c. Move financial accounting to Quicken software
- d. Create folder in Dropbox for bank statements, financial statements, Taxes/P and L's
  - Folders in Dropbox have been created and now it will be just putting the information in the folders.
- e. Formation of new research committee
- f. Review levels of membership and membership benefits
  - i. Membership committee to discuss at January 2019 meeting - meeting delayed until?
  - ii. Consult with Gabrielle re Bylaws
- g. Update members only password annually?
  - i. Send once membership deadline has passed.
  - ii. Can this be done as a personalized email via Mail Chimp?
- h. Proposal: Create email addresses specific to committees through the website. For example, [certification@naehonline.org](mailto:certification@naehonline.org)? This would have an additional cost but could be linked to the committee chairperson's email. More efficient; Consistent email address that could be linked to chairperson(s) and relinked as they change; would only need for most active committees.

**7. Closing:**

- a. Closing meditation

**Future Meetings:**

**\*\* All meetings are scheduled from 10 am – 12 am EST**

July 14, 2019

August 4, 2019

September 8, 2019

October 13, 2019

November 10, 2019

December 1, 2019

**Follow up: Items from previous minutes that still need to be resolved:**

- i) 2016: Can an INEH Teacher become an NAEH Teacher – no decision made
- ii) Teachers: Licensure agreement – Under NAEH Inc, - covered under Attorney Retainer (Oct 2017)
- iii) NAEH Inc. Contracts: Administrator, Newsletter; Journal; Conference Event Planner; Conference support (Jan 2018)
- iv) Review/update 2014 Privacy policy (Jan 2018)

# Attachment #1

## NAEH FINANCIAL REPORT June 9, 2019

	JUNE 8, 2019	MAY 5, 2019
CHECKING	\$ 12,806.11	\$ 12,658.84
Savings	27,552.76	27,552.28
GENERAL	24,684.88	24,684.40
CERT COMM	* 1967.88	1367.88
Teacher Training Comm.	1500.00	1500.00
PAY-PAL	812.93	0
TOTAL	\$ 41,171.80	\$ 40,211.12

\* \$600. of PAY-PAL funds credited to cert Comm.

### DEPOSITS

6-8-19 \$ 70. (8M → PM for Certif.)

### EXPENSES

IBS rent (June)	\$ 300.00
VERIZON	57.18
IBS Re-imburse	33.00
Envelopes for Journal mailing	
Post-Office - stamps for Journal mailing	33.00