



NAEH Inc. Board Of Directors - Minutes 10/21/2018

1. Call to Order:

- a. Draw Angel Card – Angel of Willingness
- 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
 - i. Total BOD members present: 5
- b. Administrator: position vacant at this time
- c. Excused: Barbara Briner, Carolyn Frost, Kendra Moore, Gabrielle Frampton
- d. Absent:

3. Minutes of previous meetings: September 16, 2018 taken by Bonnie Dysinger, Secretary

- a. Approval: motion to approve: Chuck Pisa; 2nd by Constance McCloy; 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
 - No meeting has been held by the Executive Board
- b. Treasurer's Report - Barbara Briner **See Attachment #1**
 - i. Expenses presented for payment (9/16/2018 – 10/21/2018)
 - 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; 2nd by Shauna Edmonds; passed
 - vi. Funds held at: Bank of America
 - vii. Add other people to bank account(s)
 1. NAEH President
 - Reasoning is to protect the assets of the NAEH. Concern is if something were to happen to our Treasurer, no one within the NAEH has access to NAEH funds
 - Board requests the addition of a second signor be resolved before the end of this year
 - viii. Has PayPal been changed to NAEH, Inc?
 - Discussed in previous Board meeting for this to happen after Membership renewal
 - ix. Do we have a contract with accounting firm?
 - Barb has met with the accounting firm (Warmels | Comstock) and has a list of items to get for them to proceed

- What was covered by the initial payment to Warmels | Comstock? Will future charges and what they cover be covered in a contract?
 - Note: Financial report attached to July 15, 2018 minutes shows \$360 paid for accountant set up fee
 - The BOD recommends moving to Quicken software (not QuickBooks) to help document our financial structure and interface with the accounting firm, saving time and money. Profit and loss reports would be easy to generate for Board meetings.
- c. Administrator – Fran, Bonnie
- i. Administrator duties
1. Office: email, website, updating membership and other lists-Bonnie
 - Emails: majority of emails received are the membership applications generated through the renewal process
 - Email from Diane McKeag (INEH Teacher) saying congratulations for being so well organized and offering so many services to our members (regarding membership renewals)
 - Email received via website inquiring about certification and if there are any online classes
 - Email sent to teacher list (NAEH and eligible INEH teachers) for 2019 class schedule
 - Good feedback from members regarding the updated application process
 - Learning about Access as a database for membership information
 - a. Make templates for certificates; awards and teachers?
 - Not discussed
 2. Phone, DVD orders and mailings-Fran
 - Phone: one phone call received since August; it was regarding the online application
 - No texts received
 - DVDs: Mailed 32 DVD orders for 2018 conference
 - Mailings: mailed stamped letters to members yet to renew (not CPEH – Certification Chair contacts CPEH)
- ii. DVD sales –
1. Distribute DVD's on memory stick vs. DVD's – Chuck
 - Created 40 - 2018 DVDs (files size 5-6 GB)
 - 5 orders for 2017 (file size 7-8 GB) conference will be put on thumb drives
 - Access for the files on a thumb drive differs from PC to a Mac
Chuck will write up instructions for the users
 2. Upload DVD recordings to Dropbox?
 - Chuck and Bonnie will get the files into the NAEH Dropbox
- iii. Need contract for NAEH office
- Contract has not been received yet

5. NAEH Committee reports:

- a. Certification – Bonnie
 - 8 candidates
 - Updated practical test process to include centers and triangles on the head
 - Beginning to create new questions for take home and written test process
- b. Conference – Fran
 - i. Conference committee for 2019
 - Bonnie will post committee member names on the website
 - Conference theme: Mystical Union of the Crown and Basic Center
 - ii. Conference coordinator for 2019?
 - iii. Clarify cancellation policy
- c. Education – Constance
 - No updates – committee meets again in November
 - i. Most recent website revisions
 - ii. Ongoing projects
 - 1. Ethics
 - 2. Active Listening
 - 3. Book list
 - Discussion regarding the process of posting deepening classes on the NAEH website
 - Education Committee will take on the process
 - Courses to be reviewed and approved by the Education Committee
 - Deepening classes list would be separate from the Esoteric Healing class list
 - Education Committee to develop criteria for determining approval of classes to be listed
 - 123formbuilder online application created for submission of a deepening class request that will include request of a short description for what the class is about and how many hours
 - What level of membership would this apply to (consider Professional)
 - Member benefit for advertising
 - Mailchimp and newsletter notifications to the general membership to promote looking at the class lists on the website and that list is continually being updated
 - Education Committee will provide recommendations to the Board
- d. Legal – Gabrielle
 - i. Bylaws; response to request for bylaw committee members
 - Committee has not met and plans to use email to move this process along
 - 1. Process for amending bylaws if levels of membership are changed
 - 2. Store progress/minutes and documents in Dropbox
- e. Membership – Constance
 - Membership Committee has met and reviewed all that has happened thus far
 - Entire process has been recreated in terms of website presence, procedures, and forms. Feels it has improved tremendously and receiving positive feedback regarding the ease of process
 - Follow-up stamped letters mailed to members yet to renew to ensure they received contact from the NAEH

- Concerned NAEH emails may go into the spam/junk file
 - MailChimp is able to identify who opens an email
 - Committee will be sending a survey to members who did not renew and then determine if any action is needed on the response received
 - Next committee meeting is in January
 - Begin to review membership levels
 - Will research other comparable organizations
 - i. Review and revision of membership forms, letters, etc.
 1. Removed requirement for uploading certificates
 - This made a big difference in the membership process
 2. Added required fields for highest level class taken, instructor, year taken
 - ii. Sponsors: 2 Heart \$250 sponsors; 2 Basic \$100 sponsors, Donors: 3 - \$25 donations. All totaling \$775.
 - Fran has created a chart in Dropbox to track sponsors/donations and thank you letters sent as well as their recognition in the newsletter and at conference
 - 1. Fran has sent thank you letters to all
 - iii. Last month total membership = 40
 1. Basic: 20 , Associate: 1 , Professional: 19
 - iv. Current membership = *124 (of this 124 we are waiting for clarification as to membership level from two members and are not reflected in the numbers below; we have a couple commitments to renew that are not included in the total)
 1. * Basic: 32, Associate: 8, Professional: 82,
 - v. We have our 1st International member from Canada!
- f. Public Relations -
- i. Newsletter/Journal – Fran
 - Journal is at the printer and is due to be mailed out mid-November
 - 1. Need new editor
 - ii. Website – Bonnie
 - No changes to the website – just maintenance type updates
 - iii. Facebook – Fran
 - People who want to join must answer a couple questions
 - Posts are approved by the Facebook admin
 - We have 160+ people in the group; not all are members.
- g. Teacher training – Fran/Bonnie co-chairs
- i. Updating application and handbook
 - ii. Timeline for accepting applications
 1. 4 people waiting to apply
 - iii. Developing training process
 - We are developing the “how to do” the idea of a new teacher training process
 - Videos of the classes will be used for the observation process – Part 1 has been videoed
 - We will have other ways in working with the trainees – e.g. Zoom
 - We are working on the handbook and hope to be able to receive the applications soon.

6. Unfinished business:

- a. NAEH Office space: need new contract from IBS for rates as discussed in August 19, 2018 BOD meeting.
 - Awaiting on a lease contract.
- b. Accounting firm: Contact accounting firm to set up paperwork; Request in writing what they will be doing for us and how much we will be paying them for our records.

7. New business:

- a. Discuss formation of a comprehensive database
 - Bonnie is studying this process through Access
- b. Formation of new research committee
 - Fran has received a couple emails on the formal dissolution of the NFEH and believes the funds have been distributed
- c. Review levels of membership and membership benefits
 - Membership meeting in January to begin discussion
 - i. Develop sub-committee
 - ii. Consult with Gabrielle re Bylaws
 - Previously Gabrielle said we do not need to have any change in membership level completed before the bylaws are done; they can be amended
- d. Update members only password annually?
 - i. Send once membership deadline has passed.
 - ii. Can this be done as a personalized email via Mail Chimp?
- e. Proposal: Create email addresses specific to committees through the website. For example, 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.
- f. Advertising for the NAEH – Bonnie
 - Consider it is time to begin to do advertising for our organization; agreement it would be a good investment for the NAEH
 - On the website
 - Supports members on the Find A Practitioner list
 - Supports teachers for classes
 - Supports members providing deepening classes
 - Helps to put the word of Esoteric Healing out in the world
 - Consider a regular maintained ad that has our logo, email, website address.
 - Invites people to our website to find a practitioner or a class or read about Esoteric Healing
 - Maybe update the ad for conference time
 - This is not a one-time ad – marketing is continuous
 - Various sizes of ads can be purchased
 - Look at national level versus a local level of advertising
 - Possible venues
 - Energy Magazine, ABMP, Energy Psychology (ACEP)
 - Consider an ad for the ISSSEEM conference and other conferences
 - This could encourage others to advertise at our conferences
 - It was agreed that the Education Committee will work on this project

8. Announcements:

- a. Future meetings - 10am - 12 pm EST: 11/18/18, 12/16/18

9. Closing:

- a. Closing meditation

Attachment #1

| FINANCIAL REPORT OCT 21, 2018 | | |
|---|--------------|------------------------------|
| | OCT 18, 2018 | SEPT 15, 2018 |
| CHECKING | \$13,949.37 | \$12,968.14 |
| SAVINGS - TOTAL | 18,286.28 | 18,285.98 |
| GENERAL | 16,020.83 | 16,220.83 |
| CERTIFICATION COMM. | 2,264.84 | 2,064.84 |
| PAY PAL | \$10,889.70 | 2172.80 |
| | 43,125.35 | 33,426.92 |
| DEPOSITS | | |
| 175.00 (memberships by chk) | | |
| EXPENSES | | |
| godaddy (renewal) | \$116.64 | Website hosting renewal |
| VERIZON | 59.13 | |
| IBS RENT | 300.00 | |
| CATHERINE FIDIGAN | 250.00 | |
| Newsletter - summer, FALL | | |
| Mary Johnson (member refund) | 75.00 | Duplicate membership payment |
| B. BRINER (refund - postal) | 29.15 | |
| Note: | | |
| \$200. transferred to Certif. comm from general savings - | | |
| PAY-PAL 2 applic. fees | | |