

## **Umbrella Meeting October 20/09 4:00-5:30**

Location: Rod & Isy's house

Present: Janet, John, Beth, Sally, Linda, Isy, Brock, Shelly, Carmie, Rod

Chair: Janet

Minutes: Isy

After a short sit, Janet started the meeting with words of appreciation to all the Umbrella Group for all their work, energy and talents that they have contributed to VVC.

### **Issue:**

*Background: A sangha member sent a critical email to the one who posts the study group notes. There were a number of emails and concerns over this email and the response.*

Today: Questions raised-

1. What process is in place to respond to members in the sangha?
2. Who should be in communication with the sangha and beyond?
3. Is the study group functioning more as a satellite than an integrated part of VVC?
4. General inquiries go to whom?

Beth and Heather had a previous conversation around some of these issues.

1. Heather does not wish to post study notes on the web as they really are to be used as a supplement for those who attend the actual study group sessions.
2. Heather would be happy to post her study group talks on the web.
3. The present email list would be retired and a new study group list would be created (possibly by collecting names over several months of study classes). Heather, herself would send study notes to those on the new list.

The Umbrella group expressed concern over increasing Heather's work load but felt that in fact this format would work well. This would eliminate a middle person who may not be skilled in answering difficult emails. It would also seem like the study group was more main stream with a closer link to Heather.

It was also suggested that some of the senior mediators who have taken some teacher training may have a role in responding to Sangha questions.

***Action:** the group felt that an email needed to go out to the Sangha explaining that a new list was going to be implemented, how to remain on it and who to address questions/ concerns to.*

*Linda and Rod offered technical support for posting web talks and creating an updated study group list.*

*Beth will talk with Heather again about making these changes and finding out what help Heather needs from the group. Beth will also ask Heather if she would follow up with both principles of the upsetting email.*

The rest of our meeting time focused on the functions of the Umbrella Group and the various roles it fulfills in VVC. Below is a working list:

1. **Retreats x4/yr.** - scheduling location and teacher, booking, registrar, manager, \$ paying & collecting & depositing, bookkeeping, communication/notification.
2. **Study Groups approx. every month** – scheduling location and teacher, booking, \$ paying & collecting & depositing, bookkeeping, communication/notification, opening & closing & set up, email list, study notes, recordings to web.
3. **Weekly sits** – scheduling a facilitator/guest speaker, booking, \$ collecting & depositing, bookkeeping, communication/notification, opening & closing & set up
4. **Website-** administration, administration support, authoring, audio support, maintain & update, bookkeeping, communication/notification.
5. **Email lists x2** – (Sangha list and Study Group list) – maintain, communication/notification
6. **Guest Speakers** – scheduling location and guest, booking, bookkeeping, \$ collecting & depositing, communication/notification
7. **Umbrella Meetings** – host, chair, scheduling, secretary, timer keeper
8. **Social & Pot Lucks** – (ie. Dharma walkers) coordinator, communication/notification, possible financial support
9. **Scholarship Fund** – (Approx 3-4 requests/yr) responding to requests, determining amounts, dispersing \$, bookkeeping, creating policies
10. **Teacher** – scheduling, liaison, communication
11. **Communications** – pamphlet development, spokes persons

The two roles that keep re-occurring and are pivotal in the functioning of VVC are that of Treasurer and Communications (email, web).

#### **Treasurer:**

Thanks and appreciation given to Sally who has taken on this role for many years. Sally now wishes to hand over this role by June 2010. She is happy to mentor the new person/s.

This role has expanded into two components; that of bookkeeper/banker and that of scheduler/ liaison.

Discussion:

- Do we ask for a volunteer from the VVC community to take on the Treasurer role?
- Can one be the Treasurer and not part of the Umbrella group?
- In the future, if we decide to pursue non profit status, we will need an Accountant.
- Should we consider hiring outside help now for the treasurer position?

Note: Beth, John & Sally have signing authority now.

*Action: Sally will separate her responsibilities into two role lists for the next meeting.*

#### **Communications:**

Rod and Linda are happy to continue in these roles. Heather would also be posting her study notes under the new proposed format.

*Action: everyone is asked to list the tasks/roles they do for VVC for Dec. mtg.*

**Contact Persons:**

Discussion held around the importance of knowing who to contact for what.

**Retreats:** a volunteer manager and a registrar create a working team for each retreat.

**Study group:** Heather is the main contact. However, is there a role for the VVC chair to deal with sangha issues and questions?

*Action: Janet and Beth to create a list of tasks for the role of Chair.*

**Weekly sittings:** Brock and Rod with support from June and Isy.

**Website:** Rod and Linda

**Email lists:** Linda (VVC General) and Heather (study group) with support from Rod

**Umbrella Mtgs:** Chair- Janet; volunteer hosts

**Scholarship Fund:** Beth, Sally and Janet

**Treasurer:** Sally

**Scheduling:** Yoga Studio- Sally, Teachers- Beth & Sally or volunteer

**Community Dharma Leaders:** Brock and Janet are applying to the Leadership program. They are open to roles they could assume in the future. The group was very supportive of their endeavor. Beth was acknowledged for her contributions in this role over the years.

**FYI:**

John and Shelly are going to host House Sits every 2 weeks on Tuesdays. They will decide how to announce this as they have limited room.

**Next Meeting:**

John and Shelly will host on **Dec 6<sup>th</sup>** prior to the study group.  
Janet will chair.

VVC jobs are posted online at...

Beth's notes... <http://docs.google.com/Doc?docid=0AaxicM57vUNZZGZiOWtyZGRfMTIwNzJ2azdmZA&hl=en>

Sally's notes... <http://docs.google.com/Doc?docid=0AaxicM57vUNZZGZiOWtyZGRfMTAxZ3N4cmtrY3Y&hl=en>

Rod's... <http://docs.google.com/Doc?docid=0AaxicM57vUNZZGZiOWtyZGRfMTAzY25wZnRoZHE&hl=en>