

**Governing Board of Contemplative Outreach
Zoom Meeting Minutes February 21, 2023
Final**

Governing Board Members Present: Tom Carr, Leslie Geer, Phil Jackson, Pat Johnson, Sharon Junn, Jim McElroy, Carol Quest, Diane Ryan.

Administrator Present: Mary Jane Yates

1. Opening Reflection: Pat Johnson

2. Approval of Minutes: 2/3-7/2023 Approved by consensus 2-21-23

3. Administrator Job Description 2023 Discussion:

1. Mary Jane submitted a proposed job description (JD) for her position as the Administrator to the GB that was discussed at the Feb 3-7 Board Retreat. The GB responded with a letter to her outlining what it felt should be her priorities for 2023. The meeting on Feb 21 was to discuss this with her.
2. The GB felt that everything that she outlined in her JD was too much for one person to do and that she should delegate much of her duties and focus on what the GB prioritized.
3. There will be future discussions between the Administrator and the GB regarding delegating work tasks, fundraising, and building a sense of unity throughout the organism.
4. The Administrator's Performance Appraisal is on hold and will be determined at a future date.

5. Canada Contemplative Outreach Website:

1. The Canada C.O. Website was abandoned during the covid pandemic and taken over by another entity with links to gambling casinos.
2. COL Canada was going to arbitrate to regain control of the website. And the GB authorized COL Canada to use Contemplative Outreach, Ltd as a party in interest.
3. We agreed to let Tom and Mary Jane handle this going forward. We offered everyone to use the GB Hub if they have other thoughts or concerns about this.

6. Leslie volunteered to put together guidelines for participation in the GB Meetings based on COL Materials.

7. **Next Board Zoom Call** – March 14, 2023

8. Volunteer for reflection for next call?

Respectfully submitted by

James McElroy, Secretary