

IYANW Board

Meeting Minutes

16 February 2007

I. Call to order

Pat Musburger called the meeting to order at 1:40 pm on 16 February 2007 in Portland, OR, at the home of Tonya Garreaud. The board began the meeting by chanting three aums and the Invocation to Patanjali.

II. Present

The following board members were present: Paul Cheek, Tonya Garreaud, Don Gura, Pat Musburger, and Nina Pileggi.

III. Approval of minutes from last meeting

The minutes were approved via e-mail prior to this meeting. Don asked that the Secretary make it clear to him when the minutes have been approved so he can post the minutes on the web site.

IV. Committee Reports

A. Treasurer – Nina

1. Account Balances (see attached report) Nina pointed out that these numbers are pre-2007 renewal through IYNAUS; we will be taking in about \$1,000 more as IYNAUS renewals are processed. Pat will ask IYNAUS to send out invoices.
2. Cash Flow – Last Year (see attached report): The amount shown under “Membership” is the amount received per member, less the \$5 that goes directly to “Scholarship Fund” since the money is allocated as it comes in. The Service Mark Fee is listed on this report as \$300, but it will normally be \$100; IYANW had to pay for previous years.
3. Scholarship Fund Report (see attached report): The overall total is \$1,269.39. Since the report was produced, Nina has issued checks to two scholarship recipients, so the balance at the time of the meeting is \$869.39. We should add the scholarships donations to the newsletter.

B. Membership – Paul

1. Membership Report (see attached): The numbers shown are not what Paul expects the totals to be once all certified teachers have completed the renewal process. This report will be more accurate for the year when it is presented at the next board meeting.
2. Pat noted that there is a possible mistake on our membership; we have listed as a member a person who lives in Illinois. Paul will ask Steve Hornbacher if this is indeed a mistake. (2/19/07)
3. Paul will ask Steve Hornbacher for a monthly membership report (4/15/07) Pat will use this information to contact folks who haven't renewed by the end of March.
4. Paul suggested that we need to modify job descriptions as the jobs change and tasks are added. Don took this opportunity to remind us that we need to find a more lasting way to host the web site (currently he hosts it). Possibly IYNAUS could help with a url and ftp. All board members will write up protocols for all of the tasks required of their jobs by the fall meeting. (10/07)

C. Communications – Don

1. Scholarship Promotion Poster: Don and Judy worked together to produce an 8.5" x 14" color poster. The posters were distributed at the meeting to board members, the remaining posters will be sent out to studios with an introductory letter.
 2. IYANW ad for Yantra Magazine: Don developed layouts using photos of BKS Iyengar as per our previous meeting. Since Geeta is teaching at the convention, the ad needs to acknowledge her.
 3. IYANW Newsletter was sent in November.
 4. Website: Don has updated the website with a photo of the new board, added June 2006 meeting minutes and November 2006 Newsletter. The online workshop listing form is now up and functioning. Pat suggested that Don add a line to the workshop form where the studio name can be listed. (April) Don will also add a page with a listing of the workshops occurring in our region. (April)
- D. Scholarship – Judy via Paul
1. Scholarship Poster: copies distributed to each of the board members to post in their studios. Judy will send copies out to other Iyengar studios in the region.
 2. Scholarship letter to accompany the poster: There were several suggested changes by board members. Pat Musburger will revise the draft and send to Judy to send out.
 3. Scholarship Awards: Meg Sutton of Bellingham and Kisa Davison of Camas were each awarded \$200 scholarships.
 4. A decision was made not to extend the deadline for applicants. An applicant who had asked for an extension was encouraged to reapply before the June 30, 2007 deadline.
- E. President – Pat
1. Upcoming IYNAUS elections: IYNAUS is in need of appropriate nominees for the 2008 board positions. Pat sent emails to the advanced teachers in the region as well as many teachers who have studios. She requested that they consider running or send names of students or other teachers they thought would make good candidates. So far, one response has come in declining the honor. Pat suggested that we start talking about the IYANW board to non teachers in the region. There are many students who have skills that would be of benefit to the organization. Otherwise we may not have anyone to serve when elections come around.
 2. Disgruntled member: A new member became disgruntled concerning her inability to register for the convention. She joined after the deadline but was unaware of the cut-off date. IYNAUS was not sympathetic but Paul and Pat tried to smooth things over.
 3. Vice President Position: Debie Galliers, who was elected to the board this past summer, is considering moving to California and will not be attending the convention. Debie sent an email resigning from the board on 10 February 2007. Through emails, the board agreed and authorized Pat to contact Jennifer Shonk who was on the ballot this summer but was not elected. Jennifer is willing to serve but may be leaving the region to go to school in the fall; she will know by spring and will contact us. The board will appoint a new Vice President before, during, or shortly after the convention in May.
 4. Items to take to IYNAUS: Pat will suggest the following items at the next board meeting (3/4)
 - a. Pat is proposing that IYNAUS provide a page on their website to link all regional association sites as well as explain what a region is and how they are defined. Pat would also like to see a welcome package go out to new members. This could be as simple as a welcome letter letting them know they are now a member of IYNAUS and include the latest bulletin.

- b. Diversity Training: how do we get more diverse students? Is it possible to pay teachers to teach classes in inner-city areas or develop classes specifically for minorities?
 - c. Teacher Training Outreach: Develop a Teacher Training program that takes a senior teacher to a remote area that doesn't have any senior teachers to provide teacher training at a reduced cost to these teachers who don't have the opportunity to study weekly with someone.
 - d. Executive Director/Membership Director: Is it possible to hire people to fill these positions? Given the amount IYNAUS has grown is it time to pay people to look after these duties?
5. Pat is developing a questionnaire to send by email to our membership to help determine what type of material to include in future newsletters.
 6. IYANW Newsletter: The March edition is in the final stages of editing. It will be mailed shortly after the first of March.

V. Old business

- A. 501(c)(3) filing and annual findings – Nina
 1. Report on Annual Filings (see attached): Nina pointed out that, for the time being, we do not need to file an annual return with the IRS, since gross receipts are below the average \$5,000 per year. But as membership grows, we will need to watch this closely. One of the ways to prolong our status (exempt due to low assets) is to encourage members to renew or join through IYNAUS. All of the money that comes in is counted as gross receipts, even though we must pay IYNAUS for its portion of each membership. If membership fees go first to IYNAUS, then IYANW receives only its portion and gross receipts are less.
 2. These are compliance issues and need to be added to the Treasurer's job description.
- B. E-Newsletters – Don and Tonya

The first e-newsletter will go out in April. Don and Tonya will work on putting this together.

 1. Pat suggested that we remind members attending the convention to look for information about the IYANW Membership meeting in Las Vegas. We should also encourage them to attend the National Membership meeting. Pat thinks that if members have registered for the convention but didn't sign up for the membership meeting that they can attend the meeting but will not be served lunch. Pat will double check on this. (3/4)
 2. It was also suggested that we include in the e-newsletter a list of upcoming workshops in the region
 3. A discussion ensued about how to collect emails from studios. We will ask teachers to mention the e-newsletter to their students. Non members may sign up for the e-newsletter by going to the web site. Constant Contact makes it possible to place an html ready piece on the website and manages all of the emails as they join. This is something that needs to be added to the website when the e-newsletter goes out.
- C. Yantra Ad: Everyone agreed to come up with text for three ads and e-mail them to the board. (2/23) We will decide which one to use (2/28) and then Don will come up with the background and design. We will not list the names of the board members in the ad.
- D. Scholarship Poster and Letter:
 1. The poster looks great, but the poster and the membership applications list Nina as Membership contact; it should list Paul. We decided to go ahead and use the posters but not the membership applications. They will need to be reprinted

- before the posters are given out. The updated applications are currently available on the web site.
2. The letter that will be sent to area teachers asking them to hang the poster will be revised by Pat and Judy. (2/23)
- E. Budget for 2007 – Nina and Pat
1. Proposed Budget (see attached):
 - a. The revenue listed is projected revenue. We don't yet know how many members there will be. This budget presumes 80 members and a total of \$200 in scholarship donations.
 - b. The amount budgeted for Meetings – travel, may be unrealistic if board members want to be reimbursed for their travel.
 2. Pat pointed out that the largest expense is travel for meetings. Pat suggested that the board adopt a policy that in non-convention years, the board will have one electronic meeting. Nina made a motion to vote, which was seconded. Policy passed.

VI. New business

- A. Newsletter – Pat
1. Next newsletter “Note from the President” (see attached): Pat's first draft is a call to all members to submit articles for the newsletter. Tonya and Paul were not in favor of the tone of the letter. Tonya suggested that we invite specific members to write on certain topics to submit to the newsletter. Pat is going to re-write the letter.
 2. Publication frequency and dates: Pat suggested sending out the newsletter twice a year instead of three times. She also suggested that it be sent in-between the issues of Samachar, the end of February and in August.
 3. Questionnaire: Pat is developing a questionnaire to send out to members asking them for information that can help guide the newsletter: What are we doing that you like? What are your favorite poses? etc. . . . Paul is going to look into the possibility of using a website to do the survey and tally the results.
- B. Membership Meeting at Convention – Pat pointed out that this meeting will not be a working meeting. We'll need to also schedule some time to get together over the weekend for discussions etc . . .
- C. Nominating Committee – We are currently without a Vice President, and therefore in need of a chair for the Nominating Committee
1. Paul volunteered to be acting Chair. He will need to form a committee; Pat suggested looking to non-board members.
 2. All board members agreed to suggest people to serve on the nominating committee. We need to have four people on the committee. These are the folks who decide who actually makes it onto the ballot.
- D. Resignation of Debi Galliers, Vice President: no discussion.
- E. Archiving: Tonya will write up a protocol for archives. She'll contact older regional associations to find out what they keep, for how long, and how.

VII. Adjournment

Paul motioned to adjourn the meeting at 4:57 pm; motion seconded.

VIII. Action Items

1. Pat will ask IYNAUS to send out invoices.
2. Paul will ask Steve Hornbacher if this is indeed a mistake. (2/19/07)
3. Paul will ask Steve Hornbacher for a monthly membership report (4/15/07)

4. All board members will write up protocols for all of the tasks required of their jobs by the fall meeting. (10/07)
5. Don will add a line to the workshop form where the studio name can be listed. (April)
6. Don will add a page with a listing of the workshops occurring in our region. (April)
7. Pat will suggest the following items at the next IYNAUS board meeting: provide a page linking the regional associations, diversity training, teacher training outreach, propose executive director and/or membership director (3/4)
8. Pat will check to see if members can attend the IYNAUS membership meeting at the convention if they didn't sign up for it during registration. (3/4)
9. All board members will write text for three ads and e-mail them to the board. (2/23)
The board will decide which one to use (2/28) and then Don will come up with the background and design.
10. The letter that will be sent to area teachers asking them to hang the poster will be revised by Pat and Judy. (2/23)
11. Paul is going to look into the possibility of using a website to do the newsletter survey and tally the results. (3/2)
12. Tonya will ask Barbara Steif if she has a photo of Geeta that we can use. (2/17)

Minutes submitted by: Tonya Garreaud