

Oak Spirit Sanctuary Board of Directors Meeting -- August 17, 2019

Board members attending: Rebekah Guffie (Secretary), Dawn Finney (Treasurer), Larry Brown, Mike Carroll

Viewing Via FaceBook Live: Amy Cook (President), and Kerry Lynn Easter

Board Members Absent: George Bunyea

Advisory Board members: Chuck Cook (Land Management), Jennifer Asbury (House Management & Event Coordinator), Tiffany Andes (Ecumenical Director), and Patrick Finney (Fundraising Coordinator)

Recording Secretary: Rebekah Guffie

Meeting was called to order by Rebekah Guffie at 11:55 pm on August 17, 2019.

1st Item on Agenda: Update from Land Management, reported by Chuck Cook

- Since last year, Land Management has reclaimed Hidden Meadow, repaired Frog Bog by replacing the roof, replacing the water heater, placing a door on the entrance to where the water heater is housed to avoid having animals or debris from causing problems with the water heater area, half of the wood left by the loggers at the lake access has been split, wood donated by Joshua Kirby has been split and stacked, trails have been refurbished and are in working order mainly due to the efforts of Patrick Finney, Isolde Finney and Shannon Bagwell. Red Bud has been replanted and the trees are doing well, within two years OSS should have a full circle of Red Buds again. Road Repair has been completed. Assisted with Orphanarium in putting up their donation of the Shelter located beyond May Pole Hill, Land Management have put in four Concordia Oaks that are about 3 feet tall, moved the single wide trailer frame that had been demolished by Kenny Easter and others, it is set to be cut and set into a designated area that will become a second stage area. Scrap will be removed by someone at no cost to us. Removed the standing dead tree behind the north Blue Cabin so it will not damage it. Mower shed was moved and siding was put up to protect the equipment inside to weather better in the colder months. Pasture reclamation is moving forward. The Plainsmen organized and worked on the back area and brought down a lot of Honey Locust in May of 2019.
- Things not completed that need to be addressed are the Lake Levee that continues to be eroded and depleted, the levee is now about six feet wide, where in 2018 it was about 8 feet wide.
- Three work days of the year, December, January and February are now dedicated solely to fixing the Retreat Center.
- Another Mower Shed will be constructed to house a second Lawn Mower that has been donated to Oak Spirit Sanctuary by the family of Mike Carroll. Mike Carroll was informed by Dawn Finney that if a donation receipt was needed that it would be provided.
- A decision needs to be made about the small blue trailer. In moving it, the frame has shifted and now has water leaking on the things stored inside. Amy Cook suggested that we empty it and scrap the trailer as well. No decision was made on the blue trailer at this meeting.
- Regular Maintenance is being maintained, i.e.) Mowing, Woodcutting, etc.

2nd Item on Agenda: Clergy Program Update, reported by Tiffany Andes.

- The Clergy Program has been running since February of 2019. Currently there are three students participating in the program, Jenn Asbury, Patrick Finney and Madeline Wright.
- Currently in the second module of the program covering Ethics.
- Students are doing well overall. They have volunteered their time to perform three of the Lunars at Oak Spirit Sanctuary that have been well received by the community.
- Program is running smoothly.
- A Code of Ethics was approved by the Oak Spirit Sanctuary Board of Directors for this module and the Clergy Program on June 11, 2019.

- **Code of Ethics**

I. Introduction

- Oak Spirit Sanctuary is dedicated to serving people from many spiritual orientations to connect with each other as well as with Nature. We do this through the creation and sharing of rituals, meditations, music, images, and other spiritual art forms. We promote dialog, cooperation, and mutually beneficial networking among individuals, groups, and organizations. We are a voice within mainstream society to promote understanding and tolerance of Nature-based faiths through public education, interfaith networking, and public relations media work.
- Our Code of Ethics provides for our clergy and other leaderships the guidelines of behavior that is expected of our leaders. This document also allows us to hold one another accountable.
- Unethical behavior compromises our ability to perform and provide ministry. Leaders who act in ways that are inconsistent with our Code of Ethics will be subject to review through the board of directors. We seek to address these violations honestly, directly, and in such a manner as to assist one another to live to our highest potential in ministry.

II. Ministry and its Ethical Responsibilities

- Clergy have a fiduciary duty to act in the best interests of those whom they serve. Clergy are to live responsibly, especially with ministry funds and personal finances. Potential financial conflicts of interest between one's personal finances and one's ministry are to be avoided. It is the responsibility of the professional to address this conflict in a way that protects and alerts all parties involved.
- Oak Spirit Sanctuary recognizes and honors the divine nature and essential human dignity of all persons, regardless of their race, ethnicity, national origin, age, gender, gender identification, sexual orientation, spiritual path or religion, disability, economic circumstance, physical appearance, body type, marital status, or military status. We encourage compassionate, thoughtful and soul-searching dialogue when issues concerning discrimination are raised.

III. Commitment to Ethical Behavior

- Oak Spirit Sanctuary is committed to providing an inclusive and safe environment for our community members, staff, clergy, laypersons, volunteers, event attendees, clients, and for all others we meet.

- We will strive to fulfill this commitment by:
 - a. Urging all members of our community to respect and honor each person they meet, treating them as the expression of divinity that they are.
 - b. Respecting expressions of every person's fundamental identity, including (but not limited to) ensuring that rituals and workshops targeted toward a specific class of person are open to all who self-identify as part of that class.
 - c. Providing programs which speak to and serve the full spectrum of those who attend Oak Spirit Sanctuary's events, as well as providing space for people to speak their own truths and be heard.
 - d. Supporting efforts to bring about greater justice and equality in the broader society and world of which we are all part.

IV. Sexual Ethics and Misconduct

- Oak Spirit Sanctuary does not tolerate sexual misconduct and/or harassment of any kind.
- Sexual misconduct takes advantage of the vulnerability of persons who are less powerful to act for their own welfare, including children. It violates the mandate to protect the vulnerable from harm.

Sexual Misconduct is the comprehensive term used in this policy to include:

- a. *Child sexual abuse*; including, but is not limited to, any contact or interaction between a child (an individual under 18 years of age) and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.
- b. *Sexual abuse* as defined in this policy as sexual abuse of another person is any offense involving sexual conduct in relation to
 - (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or
 - (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordained ministry or leadership position.
- c. *Sexual harassment* is defined for this policy as follows: repeated unwelcome sexual advances or requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in an institution;
 - (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual;
 - (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment; or

- (4) an individual is subjected to an atmosphere of unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit men, women, or children.

d. Sexual misconduct is defined as repeated offensive, obsessive or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another. This includes the misuse of technology that results in sexually harassing or abusing another person.

VI. Ethical Principles of Ministerial Power and Responsibility

Oak Spirit Sanctuary clergy and spiritual leaders are expected to recognize and be dedicated to the following principles:

- a. The role of clergy/spiritual leader carries with it authority and power. Clergy will fulfill this responsibility and use this power to benefit the people who call upon them for service. They will offer acceptance and support to all people with whom they have contact regardless of race, ethnicity, national origin, age, gender, gender identification, sexual orientation, religion, disability, economic circumstance, physical appearance, body size, marital status, or military status.
- b. Clergy will conduct their work, private and public, according to Oak Spirit Sanctuary's bylaws, policies, and processes, and in the spirit of our inclusiveness policy, mission, vision, and statement of purpose.
- c. Clergy are honor bound to hold sacred all confidences told to them except if a confidence revealed to them is mandated as a need to report via state or federal regulations. Clergy will abide by laws that require mandated reporting to authorized agencies.
- d. Clergy will keep in mind that the welfare of the community is paramount. Should a clergy member experience any personal crisis, the consequences of which could affect one's ministry or the ministry of Oak Spirit Sanctuary, they are strongly encouraged to confer with leadership and to seek counseling or confer with colleagues.
- e. Clergy are expected to maintain the boundaries of the ministerial relationship, realizing that crossing boundaries is a betrayal of trust. In honor of that trust, clergy are not to exploit or violate the emotional, spiritual, or physical well-being of people who come to them for help or over whom they have any kind of authority. Clergy will not use their position or authority to defame or manipulate individuals or groups, or intentionally foster division within the community. Clergy are not to create or cultivate dependencies nor exploit situations or relationships for personal gain.

- **Oak Spirit Sanctuary Clergy Pledge**

1. I am an Oak Spirit Sanctuary minister and a clergy of Nature-based spirituality. I will dedicate time and energy to my ministry and be of service to others and to the Earth. I will also take the time I need to renew myself.
2. I recognize the wholeness of the Web of ministry. I will be supportive of Oak Spirit Sanctuary and its many ministries.
3. I will avoid extremes and seek balance in my ministry and life.
4. I will be mindful of Diversity. I will respect spiritual, racial, cultural, gender, sexual orientation and other kinds of diversity.
5. I will never misuse a person's trust in me as clergy for my own personal gain; nor will I abuse my power as clergy to take advantage of anyone romantically, sexually or financially.
6. I will create and focus on positivity in my life and in my ministry.
7. I will be mindful of how my words and actions reflect on Oak Spirit Sanctuary—in the Pagan community and in the community at large. I will live responsibly, especially with ministry funds and my personal finances.
8. I will act with honor in my relationships and will not neglect my family and personal relationships.
9. I will transform negativity with positivity. I will work cooperatively, with positivity, with other clergy.
10. I will continue to learn and grow spiritually.
11. I will protect the vulnerable; I will watch over children and keep appropriate boundaries with them. As clergy, I will report sexual abuse of minors to the appropriate legal authorities.
12. May I use my position and spiritual power wisely and never use it for aggression nor for malevolent purposes. May I never use these to curtail the free will of others.
13. I will be mindful that the Divine dwells in me. May Spirit guide all my thoughts, feelings and actions.

3rd Item on Agenda - Financial Update reported by Dawn Finney

- Posted on Slack the Financial Update for the last month.
- Right now: \$3003.00 after paying the bills for August this month.
- There are no charges on the credit card that has a \$5,000.00 limit.
- Talk about policies for the BOD about making purchases for OSS and what the budgets are for events and rituals. Need to be aware of what budgeting for each event. It has been in the past that if you volunteered to perform a lunar or event it was out of pocket for those individuals volunteering.
- Chuck Cook, Land Management, has looked at what an individual who participates in work weekends could earn working both days, and what is the current policy on how many work vouchers could be utilized towards event costs, camping fees, etc.
 - **Larry Brown motioned that people who have earned work vouchers may use them up to half of the cost of event (including pre-register) or full camping fees.**
 - Mike Carroll second this motion.
 - All other BOD Members are in favor.
 - Motion Passed
 - **Rebekah Guffie is motioning for the Board of Directors to make a major purchase for OSS over 100.00 needs prior BOD approval or notification before being made.**
 - **This is for unexpected purchases or things needed for OSS, not its regular functions.**
 - This was seconded by Larry Brown.
 - All other BOD members are in favor.
 - Motion passed
 - **Dawn Finney motion for the Board of Directors to increase the price of admission to our Events by \$5.00 for 2020.**
 - Seconded by Larry Brown
 - All other BOD members are in favor
 - Motion passed
- A set schedule for pricing will be discussed at the first 2020 BOD Meeting.
- Rebekah Guffie belched rather loudly and the motion was seconded by Mike Carroll.

4th Item on the Agenda - Fundraising Campaign Report by Patrick Finney

- Last year donations were about \$12,800.00 with a one-time donation of \$5,000.
- This year after the end of the first quarter on the calendar year (not fiscal) \$4,150.00 which puts us about \$2,200.00 short of last year, but if you subtract out the large one-time donation of \$5,000.00 from last year we are actually on track with what we brought in the previous year.
- Due to these monthly donations, Oak Spirit Sanctuary is no longer functioning on a month to month basis or depending on the credit card to maintain monthly functions.
- Individual donations and recurring donations and the Charitable Auctions have brought in a large percent of the money already brought in.

- Winter Donor Campaign generated about as much as the previous year. So far to date minus the expenses, it has generated about \$2,800.00. Patrick Finney is willing to run this campaign again this next year, but would like to have someone to shadow so that could possibly take over after this next year.

5th Item on the Agenda - Event Coordinator Position

- Tabled from the last BOD Meeting.
- Jennifer Asbury has been functioning in this position on a trial basis since Yule of 2018.
- Jennifer Asbury has been running and planning most of the events since Yule of 2018.
- Events and outside rentals need to be run through the Event Coordinator to keep from overlap or mistakes on the schedule.
- The Haunted Woods Idea will be written by Larry Brown as a proposal for a possible event separate from Samhain at the Sanctuary.

Rebekah Guffie motioned after an hour to take a 15 minute break and the meeting would resume.

Seconded by Dawn Finney and all other BOD in attendance agreed. Will resume conversation on Event Coordinator Position when returning and revisit Fiscal Information with Dawn Finney upon return. Meeting paused at 12:53 pm on August 17, 2019.

Meeting called back together at 13:15 on August 17, 2019.

4th Item on Agenda - Revisiting Financial Update with Dawn Finney

- The amortization schedule was found in the Blue Cabinet, prior to finding this Dawn Finney, current Treasurer, had no documentation of the schedule of payments being made to Catherine Carpenter (Becker). Dawn Finney will be searching for contact information for Catherine Carpenter to get a copy of the original agreement and record of what is owed, so that a better understanding of what is owed and have a copy for our records. It has been uploaded to slack and the google drive.

Returning back the 5th Item on the Agenda - Event Coordination - Jennifer Asbury

- All events and outside rentals would be sent to Jennifer Asbury or the Event Coordinator for scheduling.
- Forward emails or messages to Jennifer Asbury or Event Coordinator or events@oakspiritsecretary.org.
- The BOD to approve Mike Carroll to allow another option on the ticket sales. This would be as Other. 'Other' would come up with a description as EX) A Comp, Work Vouchers, et all.
- Do not tell people what they can or cannot do for an event without going through the Event Coordinator.
- The Event Coordinator is not in charge of Lunars. Those of the clergy program, ritual arts group, or outside groups would contact the Event Coordinator with a schedule to be posted for the event.
- Possible mentoring program for younger members of the community so that they understand the goings on of what it takes to put on an Event from beginning to end.
- Sticking with the pancake breakfast as long as we raise the price in 2020.
- **Rebekah Guffie motions to place Jennifer Asbury into the position of Event Coordinator.**
 - Mike Carroll was second on this motion.

- All other BOD in attendance agreed.
- Motion Passed
- The BOD encouraged Jenn Asbury to reach out for help from them whenever needed.
- Jenn Asbury asked the BOD to work on a budget for the events.

6th Item on the Agenda - Harvest Homecoming

- Tiffany Andes, Ecumenical Director, is willing to write the Rituals for Harvest with BOD approval and this was approved.
- Jennifer Asbury, Event Coordinator, who will be plugging and advertising the workshops and events for the upcoming Harvest.
- The theme for Harvest 2019 will be "Many Hands Make Light Work".
- There will be Field Games, BOD Meeting, Grape Stomp, and 3 or 4 Workshops.
- Comping drummers and members of Enchantment to be our entertainment for the weekend.
- BOD Meeting with the community will be at 2 pm on Sunday.
- There is a Slack channel and Facebook group about Harvest Planning.

7th Item on the Agenda - Dates for 2020 Calendar

- Jenn Asbury has already proposed a calendar for next year.
- Dates are as follows including God and Goddess Weekends, Lunars, Work Weekends and Event/Festivals.
- Look on Slack or on Facebook and it will be discussed and voted online.
- Decided and voted on by the following Saturday.
- Event schedule will be compared to the Conclave Schedule out of Columbia, MO so that it doesn't conflict.
- File will be emailed to Larry Brown since he cannot operate Slack.
- 2020 Proposed Events Doc posted on Slack in the Advisory Folder.

8th Item on the Agenda - Legal Proceedings, Reported by Amy Cook, Via Chuck Cook

[Redacted: Subject is the update on current legal case (Sager v. Oak Spirit Sanctuary)]

9th Item on Agenda - Cabin Structure Upkeep, Reported by Kerry Lynn Easter

- Kerry Lynn was not able to join at this time and this will be discussed later in this meeting or the next.

10th Item on Agenda - Columbia Pagan Pride

- Columbia Pagan Pride is on September 15th, 2019.
- Had a booth last year and was well received by the community.
- 10 dollars for a booth and a good networking opportunity. There are the tri fold pamphlets leftover and the Finneys and others will man the booth and network.

11th Item on Agenda - Social Media & Marketing Ideas

- Rebekah Guffie will be writing a proposal about hiring a person that will come out and do drone photography and edit together a film that we could upload to our site or our facebook. He normally charges 500.00 and would be willing to do it for half.
- Have the bandwidth needed on our website that would allow this. We also have a Youtube channel.
- Any pictures taken would be given to utilize so people could see what OSS is like and what changes have been made.
- Are we on Witchvox and do we have a listing for them?
- We had two people volunteer at the past Harvest, Shyla Rain and Grant McPeetie volunteered to help with outreach.
- Would a strategic planning process help with the outreach for Oak Spirit Sanctuary, is this something that OSS BOD would be interested in doing this again? This was facilitated by Patrick Finney in the past.
- Aaron Oates has been working on marketing materials.
- **Proposed by Dawn Finney, to promote Aaron 'Ish' Oakes is now the Marketing/Social Media Coordinator for Oak Spirit Sanctuary and be a part of the Advisory Board.**
 - This motion was seconded by Mike Carroll.
 - All other members agreed
 - Motion Passed
- Jenn Asbury will reach out to MoMoot to see if they would like to have their gathering because the weekend is now open. Will verify if they want OSS to Coordinate or if they would just be renting the land.

Dawn Finney proposed to take a fifteen minute break. Seconded by Larry Brown. All other BOD members present agreed. Meeting paused at 14:17 for fifteen minutes.

Meeting Resumed at 14:37.

12th Item on Agenda - [Redacted Name] Payment Plan

- [Redacted: Issue regarding the payment of money owed to OSS which has been concluded successfully.]
- Previously, those who owed money to OSS were not allowed to be on land or a part of the events at OSS. Natural Law #12 had previously been amended by board motion and approval to state "A contract outlining the terms of repayment will be established. As long as payments are kept current and the contract is honored as written, attendance at OSS is allowed. If the contract is not honored as written (including missed or delayed payments) attendance at OSS is restricted until the contract is brought up to date." This would allow community members who are making payments to be able to attend events at OSS as long as payments are current.

13th Item on Agenda - People Currently Not Allowed at OSS

- Chad Grubbs is not in good standing.
- Mike Sager is not in good standing.
- Don Brewer is not in good standing due to owing money to OSS and not entering agreement to pay back those funds.

- Is there a file in the office on those who are not in good standing? Is this something that needs to be in existence?

14th Item on Agenda - Idea for Shared Calendar

- One is needed.
- Aaron Oats says that info@oakspiritsanctuary.org Calendar. Each email at the @oakspiritsanctuary.org should have a shareable calendar. So long as the calendar can be shared.
- Dawn Finney has set up a calendar for info@oakspiritsanctuary.org
- Aaron "Ish" Oats will head this up.
- info@oakspiritsanctuary.org would be the public calendar.
- This will be on slack.
- Rebekah Guffie motioned that Aaron "Ish" Oats will start his process and post it on Slack.
 - Seconded by Mike Carroll
 - All Other BOD Members in attendance: Aye
 - Motion Passed

15th Item on Agenda - Meeting Frequency for Board of Directors and Advisory Board

- We are supposed to be meeting four times a year. We have met the requirements set in our Bylaws.
- Do we need to meet more often? Online forum? BoD dates set for 2020 Calendar. Google Meetings?
- Multiple formats that allow for online meetings
- board@oakspiritsanctuary.org could be created to hold files and have a calendar for these meetings.
- BoD motions with voting will now be transcribed and reported at the beginning of future BOD Meetings.
- **Rebekah Guffie proposes that Bimonthly the BOD will meet in an online forum Google/Zoom/etc.**
 - Dawn Finney seconded
 - All BOD Members in favor
 - Motion Passed

16th Item on Agenda - Transition from BOD Facebook Page to Slack

- Larry Brown still unable to access Slack
- Checking in all the BOD is still learning it as a group and it seems to be working well.
- It does not translate well for the Ritual Arts Group, Land Management, and Clergy Page so facebook is still being utilized with those groups.
- Files are still in our Google Drive, hoping to transfer files from Facebook to Google Drive.
- Rebekah Guffie proposes that Aaron Oates have a meeting, in a location with wifi, to explain the changes to Google Drive and the formats we are using to discuss the info structure that has been set up.
 - Dawn Finney Seconded
 - All BOD in attendance agree

- Motion Passed
- Date and location will be decided when Aaron Oates calendar is open.

17 Item on Agenda - Additional Board Member Discussion

- Expectations and Term Limits were discussed on Facebook
- Advisory Board Application Creation
- Advisory Board their Expectations of the Advisory Board
- Confusion of term limits and expectations, the Board of Directors ran out of time and this topic will be discussed at a later meeting.

Rebekah Guffie Motioned for the meeting to be concluded.

- Seconded by Mike Carroll
- All BOD Members in attendance agreed
- Motion Passed

Meeting Concluded at 15:25 on August 17th, 2019