

## Oak Spirit Sanctuary Board of Directors Meeting: March 7, 2020

### Attendees:

Board members: Amy Cook (President)  
 Rebekah Guffie (Secretary)  
 Dawn Finney (Treasurer)  
 Trinis Collins  
 Mike Carroll  
 Absent: Kerry Easter, Larry Brown  
 Advisory Board Members: Chuck Cook, Patrick Finney  
 Community Member: Pat Monroe

Recording secretary: Dawn Finney, minutes taken from video of meeting

Meeting called to order at: 10:17

### Board actions since last meeting at Harvest Homecoming 2019

August 25, 2020 discussed letter to be sent to [name redacted for confidentiality] regarding issue between her and another community member. Approved letter sent on behalf of Board of Directors

Sept 3, 2019 Dawn Finney motioned to sponsor OSS booth in Pagan Pride Day at \$100.00 level. Motion seconded by Kerry Easter and passed.

Sept 23, 2019 Dawn Finney motion to accept Trinis Collins unto board of directors. Motion seconded by Kerry Lynn and motion passed with one abstention.

October 19, 2019 Chuck Cook post on Land Management page: Bid for Lake Gaia dam repair

November 21, 2019 BOD agreed to have road plowed during winter months with Jan Cohen and Bob James paying their share of payment.

November 20, 2019 Rebekah Guffie Motion to have JD Kelly fix the dam for estimate of \$2500.00 with 6-month payment plan. Other land owners would be contacted to pay their percentage. Motion was seconded by Mike Carroll and passed on December 10, 2019 with one absentee. However, JD Kelly later stated "he would be unable to do the job." The dam repair remains open for bids.

November 29, 2019 Kitchen Improvement Project Proposal, submitted by Patrick Finney for painting kitchen walls, install shelves, and make simple repairs was approved by majority of board. Motion by Dawn Finney, seconded by Amy Cook, passed with two absentees.

January 11, 2020 Robyn Nall submitted application to advisory board, had interview via Facebook messenger, motion for appointment to advisory board made by Kerry Lynn, seconded by Amy Cook and passed.

February 18, 2020 Discovery of need to replace critical equipment for well pump: motioned and passed.

Feb 23, 2020 Proposal from Robyn Nall for fire ring of trees planted in cemetery, proposal was approved by motion and passed

### **New Business:**

**Agenda Item #1: Clergy Update** Presented by Amy Cook on behalf of Tiffany Andes who could not be present.

1) Clergy Program update:

Clergy students completed ethics module and moving into ritual facilitation module. Eleven rituals were required to be written spanning the Wheel of the Year. Current book reading assignment: "Taking Sacred Back" Rituals that were written will be reviewed after book reading for improvements

### **Agenda Item #2: Update on Conflict Resolution between two parties**

[Redacted for confidentiality]

### **Agenda Item #3 Land Management Update--Chuck Cook**

- 1) November 2019, crew cleared out 400 yards of tree line which opened up multiple new campsites
- 2) Cleared out area around lake access as a center for woodbusting. Staged area for wood for larger fires, which helped improve system.
- 3) Found an old trailer during clean-up to use for moving wood.
- 4) Frog Bog proposal forthcoming for substantial repairs--Chuck needs a few more numbers to complete proposal.
- 5) Shade trees still alive, can see in spring when they bud out
- 6) No trail updates
- 7) Lake Gaia Dam Update:
  - a. JD Kelly gave quote for dam repair, it sat for a month and by time it was looked at JD Kelly had bowed out of the job and said he could not complete the task.
  - b. Chuck has found a new contractor (Clark Greis from Boonville) who will submit new estimate.
  - c. Chuck suggests having pre-approval for project then review estimate when it comes in for quicker action. Payment plan option is requested and terms will be discussed when received
  - d. Current status of lake: erosion crevasse formed 12" wide 18" deep and not getting any better.
  - e. No repairs can be done until area is drier since Clark Greis has heavier equipment.
  - f. OSS will need to take further action to prevent other erosion
  - g. Question if area around culvert could be concreted? We could add concrete around culvert as was done at base of driveway.
- 8) Robyn Nall has been appointed by Chuck as Adopt-a-Shrine lead. Will have key to retreat center and workshop for access to files to record shrine maintenance and tools as needed. May need to have mower key. Adopt-a-Shrine proposals will be submitted to Chuck and Robyn first, then be approved by board, then go to back to Robyn for management. Robyn will keep track of shrine maintenance.
- 9) **Motion** by Trinis Collins to accept Chuck's pre-approval for dam repair with new contractor with review of fee and terms. Motion seconded by Amy Cook and passes.

#### Agenda Item #4: Project proposals and Project updates:

- 1) Kitchen project update:
  - a. Walls painted, trim added, shelves to be added today
  - b. Yet to do: Finishing palate wall, closing square opening, adding new lighting
  - c. Initial budget around \$100.00 and went a small amount over budget due to needing more paint.
- 2) Robyn Nall proposed to remove two chestnut trees around retreat center due to spikey seed pods, and replace with flowering dogwood.
  - a. **Motion** by Amy Cook to accept this tree proposal, Trinis Collins seconds, motion passes.
- 3) There are Chinese Chestnut trees (which are not endangered trees) planted on upper ridge that Chuck may wish to rehome to the Elysium area so they are not in prime camping trees. Mac planted them 10 years ago after the American Chestnut blight came through. The intention was good, but the placement is not ideal.
- 4) Lower Community Circle (Rebekah Guffie's project)
  - a. Reusing concrete art pieces made by Adam Evans and establishing a ritual circle at lower end of community meadow. He is coming out to repair and reset the art piece. No cost to OSS
  - b. This project passed approval with an online vote.
- 5) Dragon Inn Shrine Proposal
  - a. Madeline Wright and Wanagi cleared tree line in the area, and request further tree clearance in the Dragon Inn (with Chuck's approval).
  - b. Proposal to establish four directional altars.
  - c. Small amount of reworking of terraced couch, needs new outdoor carpet, and in general spruce the area up a bit.
  - d. Fire ring needs to be set properly with a small amount of firewood.
  - e. Proposed budget: request for Dogwood trees to be purchased by OSS. Can be purchased inexpensively through Missouri Department of Conservation.
  - f. **Motion** by Amy Cook to accept Dragon Inn proposal, Mike Carroll seconds, motion passes.
- 6) Discussion of order for needed trees, who needs what trees when, what is available from MDC
  - a. Proposal for annual budget of \$50.00 for Chuck Cook for yearly tree purchase from MDC
  - b. **Motioned** by Rebekah Guffie, Seconded by Amy Cook, motion passes.
- 7) Hold on Retreat Center Projects
  - a. Rebekah proposes to put a temporary halt on any nonessential projects inside the retreat center until more structural repairs have taken place (i.e. Leak in roof)
  - b. People can still make proposals but they will need to wait. This will avoid any potential of damage to someone's project or improvement work from other structural problems.
  - c. Board agrees to this without any motioning.
  - d. Question: What are about structural issues in Retreat Center?
    - i. Leak centered around old fireplace, not certain about extend of water damage or the extent of the leak. Roof and overhang are being looked at later this day.
- 8) Other proposals not yet approved or in process of being submitted/ approved:
  - a. Naiya Jones "Ancestor Altar" project--still in revision, but also will be put on hold due to moratorium on non-essential projects inside retreat center.
  - b. Glenn Avalon recovery project
    - i. Land management team wants to adopt area known as "Glenn Avalon" (adjacent to Aphrodite shrine area, lies between ritual circle and god and goddess shrines) This used to be the place where marriages would happen at Ozark Avalon. It has fallen

into disrepair and land management team would like to return this area to its former status as a place for matrimonial unions to occur.

- ii. Chuck wishes to note that he would like Glenn Avalon to remain in good repair, that it's care and upkeep are done to a "professional level," and that this become a longstanding tradition to care for this area by future land managers and their teams.
- iii. Mike Carroll suggests developing set of minimum standards that are written down that can be passed on to future Land teams.
- iv. Amy Cook proposes that Mike Carroll, as board liaison, confirms upkeep of Glenn Avalon and also all shrines once a quarter, Chuck confirms this is already the case.
- v. Proposal needs to be moved, it is available on Slack.

#### **Agenda Item #5: Financial Report --Dawn Finney**

- 1) Current bank assets:
  - a. In bank account: \$4250.96
  - b. \$452.61 In PayPal account PayPal
  - c. \$4703.57 total in the bank
- 2) Very good coming out of winter. Deduct about \$800 to \$1000 for March bills which haven't been paid yet. Winter electric bills are more
- 3) Some high electric this winter may have been due to well-pump which was failing earlier this year.
- 4) When collecting money from event, if board wants detailed category reports, need to record incomes and outs according to category. This will help with recording income and expenses to make sure nothing is duplicated incorrectly.
- 5) Question about how raffles are going? Are these going well? Community getting burnt out on these? How are bake sales going?
  - a. Dawn states it may be best to keep these for the two big events for the year: Beltane and Harvest Homecoming to avoid "over exposure"
- 6) Can collect items at different events for the raffles and art auctions
- 7) Question about how much lawyer is being paid per month: at this time \$100 to \$200 per month depending on month. They can't tell us amount until it's completed--not billed as it goes. OSS pays into an escrow account which will go to final bill. Any overage will be refunded. Wooldridge and Wooldridge accept payment plan.
- 8) Well Repair Private Loans
  - a. Discussion of repayment plan ideas and options for both parties. Dependent on cash flow and what OSS can afford.
- 9) Other landowners of Renaissance Ridge will need to be billed and pay their share.
- 10) Discussion of Lot ownership for Renaissance Ridge
  - a. Some of original covenant has been removed (hunting, spraying restrictions) But easements are still intact: Road, Lake access. Water access is: Jan Cohen, Karl Trey, Bob James. Frank Grigg's half plot does not have water access.
  - b. The neighbor, Dave, maintains the road in the winter and it would be helpful to provide some bags of salt in the winter.
- 11) Discussion about possible fundraising for well repair since it was such a substantial cost. Distribute fundraiser to other groups that have come out to OSS.
- 12) Diversifying fundraising idea:
  - a. Have something to sell or service to provide (like meal plates at events, ice cream social) instead of always asking for money all the time.

- 13) Statement of Need proposed by Patrick to help inform community of well repair expense and plans for fundraising.
- 14) Timber Sale idea:
  - a. This brought in a lot of money for OSS before, is it possible to consider having another timber harvest and sale? 10 years is the time frame it was suggested to wait before having another one. This could be something considered in the next few years.
  - b. Part of a timber harvest is also forest maintenance.
  - c. Agreement to look into this idea
- 15) Idea for having another music festival:
  - a. Working with Ross Fitzgerald? (Not Ranchfest.) He had contacted Bekah and was interested in September but it was already booked.
  - b. Will need to talk about expectation for this event (dumpster, event insurance) for full land rental.
  - c. What about other kinds of music festivals that are not EDM? Would cost of performers help us make enough money? Need to plan far ahead because musicians have contracted far out. Could we have someone who puts on festivals help us do our own? We may want to consider
- 16) OSS has potable water. It is well water and putting an RV water filter helps the drinkability of the water.

**Agenda Item #6 Fundraising Report--Patrick Finney**

- 1) Patrick states he had not done the winter fundraising campaign this past winter and apologized for that.
- 2) He would like some volunteers to work with to help train to take this over.
- 3) A few recurring donors have dropped off after they fulfilled their year donation
- 4) Well Repair fundraising should be priority--maybe Go Fund Me for well repair?
  - a. Messaging: Make sure message is specific to the need of well repair.
  - b. Build the "why" in terms of what would make a person give OSS money?
- 5) Ideas to be written as proposal: Abandon winter drive for this year, and instead have a capital campaign for well-repair
- 6) T-shirt sale by itself could be considered

**Agenda Item #7 Event Coordinator Update--Rebekah Guffie (took position after Jenn Asbury)**

7A: Upcoming event rentals

- 1) Partial rental with Beorings Tribe, Camping for Witches in the Woods, Burning Womxn event, Yarrow Mabon
- 2) Heathen Homecoming/ Mo-Moot--September date is reserved for them.
- 3) Idea: Heathen Homecoming would be an OSS run event. However, they will need to help plan the actual programming to be suitable and appropriate for Heathens. Bekah is speaking to different people about this. If there is no answer by the May 1<sup>st</sup>, then the event will be forfeit.

7B: SOP for Lunar compiled by Rebekah Guffie which may be found on Ritual Arts page:

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## Standard Operating Procedures for Lunar Events at Oak Spirit Sanctuary

Est: 12/2019

This is the Standard Operating Procedure for Lunar Events at Oak Spirit Sanctuary. This is to maintain a certain level of professionalism and organization for all of the Lunar Events at OSS.

If you have claimed responsibility for one of the Lunars at Oak Spirit Sanctuary then these are the steps that you need to follow.

**Step One:** Your ritual and plan for the Lunar Work Shop need to be prepared and submitted to the Ecumenical Director/Ritual Arts Coordinator two weeks prior to the event. The Ritual must be complete and the outline for the workshop should be as well. If changes are recommended then it should be done in a timely manner.

**Step Two:** If you need anything as far as items for ritual or anything that may need to be provided by OSS please contact the Event Coordinator. The Event Coordinator can put out calls for items needed or discuss with the BOD about possible purchases.

**Step Three:** After your ritual and work shop have been approved by the Ecumenical Director/Ritual Arts Coordinator, please contact the Events Coordinator to discuss scheduling. A Schedule is needed so that it can be announced at least a week prior to the event. The Event Coordinator will post the schedule of events.

**Step Four:** If you need anything from the Kitchen Witches for this Lunar, IE) themes, certain foods, cakes and ales. Please contact the Kitchen Witches a week prior to the event.

**Step Five:** If you have questions about housing of persons wishing to stay in the house for the lunar please direct to the Kitchen Witch or House Manager.

**Step Six:** If you are needing certain places or things on/from the Land please contact the Land Manager as soon as possible so that this can be done at the coordinating work weekend. IE) Ritual Firewood, Maypoles, Yule Trees, Yule Log, etc.

**Step Seven:** Contact the Oak Scouts Coordinator to prepare/schedule children's activities that coordinate with the theme of the Lunar.

*This SOP may be updated with more steps if other issues arise.*

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**Motion** by Trinis Collins to approve Lunar SOP, Amy Cook seconds, motion passes

7C: Family Beltane Extended Weekend

- 1) Make family Beltane an extended weekend event
- 2) Charge camping fees for this event.

7D: Samhain Date Change

- 1) Move to either before or after actual Samhain because local groups may have events
- 2) Proposed to move to October 23 to 25<sup>th</sup>
- 3) **Motion** to adopt change by Trinis Collins, Seconded by Mike Carroll, motion passes.

#### 7E: Adult Beltane and Grievance Discussion

- 1) Part of the consent discussion at Adult Beltane event will include explanation of grievance policy: how to make one and who this can be reported to: Board members and clergy. This is so if there is an immediate problem going on, people can know who to go.
- 2) Discussion that the Grievance Policy isn't exactly what is needed for an active critical situation at an event because it is a formal process is meant to be written up that takes some time. What might be better to have is a procedure for handling emergent situation at the point of need. More like security (like at PSG--Chuck) or rangers at burner events-- (Mike Carroll has basic ranger training).
- 3) There are burner manuals available for ideas
- 4) Idea to have "rapid response team" meshing some of these ideas together, with some training
- 5) Get input from Advisory Board and start developing a plan, including what we legally can and cannot do.

#### 7F: Event Budget Proposal--Tabled to Online discussion

#### **Agenda Item # 8 Update on Legal Matters--Amy Cook**

[Redacted on advisement of OSS attorney due to ongoing case]

#### **Agenda Item # 9 Toileting Options --Rebekah Guffie**

- 1) Rental and service for porta potties is a large expense per year--do we have other options for keeping toileting costs down?
- 2) Composting toilets possible?--not feasible at this time
- 3) Discussion of status of lagoon from Amy: not in compliance, which is known and reason why bathroom is closed.
  - a. Amy has idea of how to fix this as cheaply as possible, she has the fencing, and OSS would need to rent the equipment.
  - b. Land management has not been keeping up maintenance of mowing or trimming the area around the lagoon and this would need to be done.
- 4) Rebekah found a St. Louis company selling used porta potties. The man is willing to make a discounted deal: 5 potties for \$1200.00 (one would be a handicapped potty)
- 5) Apollo Porta Potty / Don Fager was contacted and stated: \$15.00 to \$20.00 per toilet just for servicing alone, he states would have to look at records to see what he charges others.
- 6) Rebekah and Amy want purchase a regular potty each and Pat Monroe offers to purchase a handicapped porta pottie.
  - a. Those who purchase potties have idea to do artwork in them.
- 7) Potties would be used as needed, locked if not needed.
- 8) **Motion** to purchase porta potties for OSS from this St. Louis company with community members making payment to OSS as donation by Dawn Finney, motion seconded by Trinis Collins and passed enthusiastically.

#### **Agenda Item # 10 [name redacted for confidentiality]- Amy Cook**

Closed Session required for hearing of grievance issue

#### **Agenda Item # 11 May Queen Voting and Voting Options--Tabled to discussion online**

#### **Agenda Item # 12 Social Media Posts Volunteer - Dawn Finney**

- 1) [Community member-name removed at request] had idea to start making weekly posts for more engagement on social media page.
  - a. Would need some level of moderator access to OSS community page so it is posted as “OSS” and she would need to sign her name on these posts.
  - b. Suggestion by others for some degree of editorial supervision and if anything turns into a flame match, shut the post down.
- 2) **Motion** by Amy Cook to have Dawn Finney work with [community member] for social media engagement posts, Mike Carroll Seconds, motion passes.

**Agenda Item #13 Board of Directors Responsibilities and Expectations**

Revisited item from 8/17/2019 meeting

Item tabled today for future discussion because not all board members are present.

Meeting motioned to adjourn, 1:30 pm.