

KCC Board Meeting Minutes 6/19/2005 (6/12/05 special mtg minutes attached below)

Present: Kathy Gillis (for Retreat committee part), Lydia Maddux, Steve Parker, Ephraim Miller, Jeff Alworth, Jim Kimball, Peter Wood (notes).

Shamata & Check-In.

1. **May Board Meeting Minutes:** We noted that we approved the May Board Meeting Minutes online.
2. **Retreat Committee check-in.** Kathy Gillis from the Retreat Committee came and gave us an updated and feedback on how the Retreat Committee is doing and their needs and plans for the future.
3. **Annual Sangha Meeting** – it is scheduled for September 17. Liz will not be available this year. It's the board's overall responsibility, but given Bill's suggestions which we agree with, it needs to be more structured closely by the Board, PC, and CCLC. We discussed some of the tradeoffs between just a morning, an all day meeting, or something in-between. More discussion needs to happen. We noted that it's not that far away and we need to get some place reserved.

*** Steve Parker volunteered to find a place for the September 17 Annual Sangha meeting.

4. **Website Redesign** – This was a followup discussion to the Special June 12 Board Meeting where we approved having Metgroup develop a content matrix and draft a re-design of the look of the website (notes from that meeting are attached at the end of these minutes). We will convert the homepage and the capital campaign sections for sure. Actually, the overall look and feel will change due to cascading style sheets, but reviewing content not related to the Capital Campaign before July 20 is unlikely. We just received the content matrix from Metgroup, but too late to discuss and make decisions on it today.

Next Steps -- For future financing on website development, we may want to revisit the split decided at the June 12 meeting and how we could recover the use of general fund reserves. Roger & Jeff with help from Peter will take the lead. There will be the design part and form an editorial board for the content part. There were questions about the donation part which will be answered separately (see postings online).

5. **CCLC update on construction** – there is a request to authorize money to finish the north wing construction documents and possibly build the east ½ of the north wing this year. This requires about \$50,000 more money than we currently have budgeted.
6. **Development** – we want to find better ways to get regularly updated totals on fundraising towards the match and for the year-to-date.
7. **Shambhala Sun Ad Impacts** – The ad looks great and is coming out in the August issue. And there was some concern about the impacts the tight timetable has had on other parts of the organization and how we can better manage that in the future. Another question was if and how much the wording of the ad limits our flexibility on how to spend the money raised through the ad. Jim Kimball wrote a paper outlining possible implications. We discussed this at length and will clear up any ambiguity on the website.

The Board recognizes the need to complete some tasks quickly, and also have appropriate review to better assure that KCC communications speak with one voice and vision. Some procedure review may be needed to achieve this.

End of June 19 Board meeting.

Special board meeting minutes - June 12, 2005.

Present: Roger Edwards, Steve Parker, Jim Kimball, Lydia Maddux, Ephraim Miller, Jeff Alworth, Peter Wood

Discussion of Website Redesign

KCC is preparing to re-design its website to capitalize on what we hope is increased traffic following an ad KCC has taken out in the August issue of Shambala Sun. Metropolitan Group, KCC's Cap Campaign consultant, prepared a bid for the various pieces of the redesign. There were four components to the bid:

1. **Content Matrix** - describes the layout of the web site and the content to be included on each page. (\$1,160 total)
2. **Copy Writing** - a variable component depending on the amount of time/content we could provide on the website. (\$150/page)
3. **Website Design** - the look, layout, colors, fonts, and logos for the website. (\$4,895 total)
4. **Website Development** - the technical implementation of the site. (est. \$11,650 total)

The entire bid was for \$17,700. We met to consider the process and cost of the bid. Roger Edwards, webmaster and member of the CCLC, joined the meeting to answer questions. After a period of discussion, the board arrived at the following decisions.

Decisions

1. Unanimous decision to authorize Metro Group to produce the Content Matrix and Design.
2. Unanimous decision to approve Operations expenditures to pay for 70% of the total cost of the Content Matrix and Design.

Action

Ask the Finance Committee to look at our budget and make recommendations about how to pay for the redesign.