Meeting Minutes: Spirit of Guemes Board

Date: June 4, 2026

Participants: Jonathan Prescott, Donna McCord, David Wertheimer, Julie Pingree, Leslie Tysseling, Anne Caspersen, and Jo Anne Meyers-Ciecko.

Summary

The meeting focused primarily on operational planning for the upcoming summer solstice weekend events and the regulatory steps required to secure 501(c)(3) tax-exempt status. The board approved previous minutes, coordinated a collaborative plan to tie a new "Telephone of the Wind" open house and labyrinth walk into the local strawberry social, and walked through a multi-phase checklist for state incorporation and federal filing. The high-level outcome was an official board approval to file the Articles of Incorporation with the state immediately.

Key Discussion Points

Topic A: Summer Solstice and Weekend Event Coordination

- **Telephone of the Wind Open House:** Donna announced she is hosting an open house at Dogwoods from 12:00 PM to 2:00 PM on Saturday, June 20th. She requested that the board promote the event through the Spirit of Guemes. The board agreed to designate 1:00 PM on June 20th for the official dedication ceremony.
- **Labyrinth Walk Integration:** The board debated how to handle a previously suggested solstice labyrinth walk. Because Sunday, June 21st is heavily packed with Father's Day, the local Strawberry Social (2:00 PM to 4:00 PM at the hall), and an Anacortes Pride Parade/Happy Hour, the board decided not to run a standalone labyrinth event to avoid watering down attendance.
- **Labyrinth Call to Action:** Instead, the board agreed to invite the local drumming group to play at the labyrinth on Sunday during the Strawberry Social to naturally draw the deck-side ice cream crowd over to see it.
- **Contributed by:** Donna McCord, Jonathan Prescott, Julie Pingree, and Jo Anne Meyers-Ciecko

Topic B: Congregational Renewal Cohort & Church Sustainability

- **Program Overview:** Donna clarified details regarding a potential 10-month congregational renewal cohort program. The program requires a 3-to-5-person commitment from an organization, costs $2,000, and is a professional-level look at saving community churches, managing facility expenses, and establishing actionable fundraising benchmarks.
- **Financing & Recruitment:** Julie and Jonathan noted that while the board is still thinking about it and no final decisions have been made, a popular incentive discussed was offering participant remuneration (a 25% or 50% refund) upon successful completion.
- **Alternative Option:** Julie mentioned she located information regarding a smaller, potentially less expensive church-saving alternative course supported by the UCC, which she will forward to Donna as a "starter place."
- **Contributed by:** Donna McCord, Jonathan Prescott, Julie Pingree, and Anne Caspersen

Topic C: Holiday Dinner Location Shift

- **Change of Venue:** The board discussed moving the annual holiday dinner back to the fellowship room at the church, which is where it originally began before moving to the hall.
- **Logistical Support:** The change was originally suggested by GICCA (Guemes Island Community Center Association). Moving it back to the church eliminates the cumbersome task of cooking the dishes down in the church kitchen and carrying hot dishes back and forth up to the hall. The room can comfortably seat up to 90 people, and the board agreed a contingency process will be maintained to use the hall for overflow if registrations exceed capacity.
- **Contributed by:** Ann Caspersen, Julie Pingree, and Jonathan Prescott

Topic D: 501(c)(3) Structural Strategy and State Filing

- **Classification Status:** Jonathan highlighted a critical distinction in the IRS checklist between a "church" (which requires holding regular meeting-type services and requires very little Annual reporting) and an "outreach ministry." The board agreed that Spirit of Guemes does not want to operate or be classified as a church, but rather as a broad, non-dogmatic religious/spiritual organization.

- **Dissolution Clause Amendments:** In accordance with strict IRS 501(c)(3) language, Leslie noted she adjusted the draft bylaws and the Articles of Incorporation to state that upon asset dissolution, remaining funds will be permanently dedicated to another tax-exempt charity. The board agreed to prioritize the *Guemes Island Community Church or its successor organization* first, followed by the *Guemes Island Community Center Association (the hall)*.
- **Contributed by:** Jonathan Prescott and Leslie Tysseling

Topic E: Data Management and Email Infrastructure

- **Centralizing Correspondence:** To prevent renewal deadlines from falling through the cracks, Jonathan recommended establishing a centralized email address and calendar.
- **Shared Account Debate:** Leslie noted she currently maps everything to `SpiritofGuemes@gmail.com`, which serves as a shared inbox monitored by both herself and Leslie. Jo Anne expressed discomfort regarding two distinct organizations (the church and the SOG nonprofit) sharing a single email domain. Jonathan offered to help set up a clean, multi-address custom domain system utilizing his experience running a separate caregiving organization.
- **Contributed by:** Jonathan Prescott, Leslie Tysseling, and Jo Anne Meyers-Ciecko

Action Items & Owners

- **Check Availability of Drummers:** Contact "Ground Floor Guemes" and reach out to local drummers to see if they can play at the labyrinth on Sunday | **Owner:** Julie Pingree | **Deadline:** Prior to June 20th
- **Labyrinth Maintenance:** Rake and clean the labyrinth path before the solstice weekend | **Owner:** Anne | **Deadline:** June 19th
- **Website Event Updates:** Upload the Telephone of the Wind open house (June 20th at 1:00 PM) and the Strawberry Social details onto the Spirit of Guemes website | **Owner:** Leslie Tysseling | **Deadline:** ASAP
- **Mail State Incorporation Filing:** Mail the $40 state filing fee check and the completed Articles of Incorporation to secure a UBI number | **Owner:** Leslie Tysseling | **Deadline:** Ongoing
- **Gmail Calendar Configuration:** Set up a shared calendar on the master Gmail account tracking filing dates, Annual reports, and expiration fees for both Gick and SOG | **Owner:** Leslie Tysseling | **Deadline:** Ongoing

Decisions Made

- **Approval of Minutes:** The previous meeting minutes were officially approved as written.
- **Event Substitution:** The board agreed to cancel a standalone labyrinth walk and formally back Donna's "Telephone of the Wind" open house and dedication as the primary Saturday event.
- **Filing Authorization:** Julie formally moved, and Anne seconded, an official board approval to immediately submit the completed Articles of Incorporation to the state.
- **Asset Order of Succession:** The asset dissolution clause will list the Guemes Island Community Church (or its successor) first, and the Community Association Hall second.

Next Steps & Future Agenda

- **Bylaws Finalization:** Review the official corporate bylaws once the state returns a UBI (Unified Business Identifier) number.
- **Phase Two Filing:** Prepare the 1023-EZ form for the online IRS portal to secure an EIN (Employer Identification Number) immediately after state processing is complete.
- **Upcoming Purple Conversations:**
  - *Immigration:* Sunday, June 7, 2026
  - *Patriotism:* Sunday, July 5, 2026
- **Next Board Meeting:** Scheduled for Thursday, July 9, 2026.

Notes on how these minutes were created

- Meeting was recorded using the Voice Memo app on Jon's iphone
- Transcript was copied from the Voice Memo recording, the edited to correct errors
- The edited transcript was copied into Gemini AI along with the following prompt:

System Instruction: You are a professional executive assistant. Analyze the uploaded audio file to create comprehensive meeting minutes.

Goal: Summarize the discussion, identify speakers by name (or "Speaker 1, 2," etc. if names aren't mentioned), and extract actionable data.
Format the output using the following structure:

Meeting Minutes: [Insert Project/Meeting Name]

Date: [Insert Date]
Participants: [List identified speakers]

Summary

Provide a 3-4 sentence overview of the meeting's purpose and the high-level outcome.

Key Discussion Points

Organize these by topic. Attribute specific viewpoints or data points to the respective speakers.

  - **Topic A:** [Summary of discussion] — *Contributed by [Speaker Name]*
  - **Topic B:** [Summary of discussion] — *Contributed by [Speaker Name]*

Action Items & Owners

Create a checklist of tasks mentioned.

- **Task Name** | **Owner:** [Name] | **Deadline:** [If mentioned]

Decisions Made

List any firm agreements or approvals reached during the call.

Next Steps & Future Agenda

List follow-up meetings or unresolved items.

Note to User: *Please format this in clean Markdown so I can paste it directly into a Google Doc.*