



HPL Institute

Health & Prosperity Through Leadership
a 501c3 dedicated to spreading health and prosperity to everyone.

HPL 501C3 Institute
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MINUTES

We help people achieve Health, attain Prosperity, and develop Leadership. We do this through workshops, classes, conferences, websites, video, and publications.

Health, Prosperity, and Leadership For Everyone, Everywhere

Time: December 7, 2020 – 6:00 PM Eastern Time (NY) to 7:00 PM ET

Zoom link: <https://kutztown.zoom.us/j/98369659156?pwd=bnFqeEprTURNVUxibGhOO3ZYanZwOT09>

Meeting ID: 983 6965 9156 Passcode: cirwep

Call in number: **646 876 9923** code **983 6965 9156**

In addition to Board Members, Advisory Board Members, Program Directors, and Partners are invited to join us for our annual meeting. We had special guests at our meeting; technology developers working for HPL Consortium had been invited to share what they've been contributing to our cause. There was a brief demonstration of some of the screens of the system being developed.

Attending: Bill Douglas, Angela Wong, Fabian von Romberg, John P. Morgan, David Anderson, Siobhan Hutchinson, Ray Melcher, Betsy Chapman, Ramsey Yunan, and Steve Arbitman, and Michelle Wurtz

Previous Meetings:

1. Previous Board Meeting, September 2018 minutes.
Motion Made, Carried, Approved

Board Members Changes

2. **Siobhan Hutchinson** - new board member proposed.
Motion Made, Carried, Approved
3. Sharon McLendon - resigning board member.
4. Mark Ratcliffe – resigning board member.
Mark's resignation was not in the agenda because he contacted us after the meeting to resign.

Applications for Subsidiary Associated Organizations

5. **The STEAM Works, by Ramsey Yunan**
Motion Made, Carried, Approved
6. **SIMBI, by David Anderson**
Motion Made, Carried, Approved
(Need approval to sign addendum for local Bank Account for Simbi)
Allow David to act as representative of bank account based in California.
Motion Made, Carried, Approved

Operating Board & Staff

Managing Director & Chair
CJ Rhoads

Vice Chair
Bill Douglas

Luke Jih (Chang-Shin)
Linda Thompson
Mark Ratcliff
Marilyn Cooper
Ray Melcher
Sharon McLendon
Marc Mathys
Angela Wong
Michelle Wurtz

Office Assistant
Jackie Valinote
Sarah Aikman

Founders

CJ Rhoads
David Chen*
D. Mark von Waaden
Rick Hamilton
Don Schrider*
Lee Scheele
Kirsten Erwin
Marc Andonian
Steve Arbitman
Paul MacDonald
Steve Higgins
Leo Robb*
David Elston-Phillips*
Isse Elston-Phillips
*deceased

Advisory Board

Barbara Davis
Pat Rice
Betsy Scott Chapman
Jill Heath
Steve Higgins
Roger Jahnke
Joanne Chang
Bruce La Carrubba
Penny Klein
Siobhan Hutchinson

www.HPL501c3.org

Financial Reports:

7. Financials & Program Report 2019
8. Financials & Program Report 2020

Motion Made, Carried, Approved

- Siobhan Hutchinson Abstains
- Betsy Chapman approves with the assumption that the program report will be corrected.

The program reports were revised on February 14, 2021. During the meeting CJ Rhoads had thought that there might have been double counting, but after reviewing the reports realized that nothing was double counted. In 2019 the decision was made to allocate HALF the income and expenses each to ASKLEPIOS and Symposium since the event was co-organized by both programs. However, the actual allocation was not correct, so the revised program reports were published with the financials on February 14, 2021.

Administrative Changes

9. **Dan Chen See** has taken over as office assistant.
10. Technologist working with us from HPL Consortium:
 - **Mike Osekretov**
 - **Fabian von Romberg**
 - **Steven Arbitman**
11. Beth Shurr, Jackie Valinote, and Sarah Aikman (Shurr & Co.) are no longer involved in administration. (Looking for new accountants)

Subsequent to the meeting, HPL hired Becci Shaak to be our accountant. She will review the financials published.

CIRWEP Update

12. Login screens were developed (but need some revision)
13. Workshop Leader Data Gathering Page & Automated Flyer were completed
14. Contact Management Page
 - Beta testing planed for summer 2021, Ramsey Yunan expressed interest in participating
 - Planned to be available to organizations in summer for 2022
15. Some portions (login and adding events) will be revised and made available for World Tai Chi and Qigong Day
16. Group Websites Structure is also being worked on.

Annual Report review

17. Updates from Programs and Partners
18. New groups (see addendum)
19. Changed groups
 - Angela Wong and Bill Douglas approve Smart Tai Chi to be recategorized as a partner

Subsequent to the meeting, Effie Chow joined as a Partner, so she was added to the list below.

HPL Institute Subsidiary Programs, Professional Members, and Partners

Items shaded gray are in the process of being removed. Items shaded yellow are new groups who have joined as members or partners.
Blue shaded items moved from one category to another.

| Date Of Entry | Director Name | Program/Org Name |
|--|--|--|
| HPL Director -Subsidiary Associate Members | | |
| 12/7/2020 | David Anderson | Simbi |
| 12/7/2020 | Ramsey Yunan | STEAM-Works |
| 6/21/2009 | Mr. Bill Douglas | World Tai Chi Day |
| 9/20/2014 | Ms. Linda Thompson | Pagoda Writers |
| 5/1/2015 | Dr. Penelope Klein/CJ Rhoads | Asklepios |
| 11/25/2015 | Mr. Marc Mathys | Organization for Pain Free Living |
| 11/27/2015 | Ms. Virginia Knight | Garden Group |
| 7/1/2015 | Ms. Michelle Wurtz | Intercultural, Anti-bullying Dance Program |
| 6/21/2009 | Ms. Maria Louise Elston-Phillips | Complete Mind Body Spirit Tai Chi Association |
| 6/1/2013 | Mr. Bruce La Carrubba | Master Jou, Tsung Hwa Memorial Tai Chi Festival |
| 9/1/2019 | Dr. Kevin Siddons (formerly Chang-shin Jih) | Taiji & Qigong Enthusiasts Organization Formerly Taijiquan Enthusiasts Organization |
| 4/1/2016 | Dr. Chang-shin Jih, Ph.D. | Taijiquan Enthusiasts Organization |
| HPL Director – Professional Members (i.e. covered by insurance liability) | | |
| 2/2/2020 | Mr. Chris Walsh | Maine Tai Chi |
| 1/9/2020 | Greg Knollmeyer | Spiral Chi Center |
| 8/21/2020 | Mr. Elijah Smith | Leveraged Movement Practice |
| 3/26/2018 | Mr. Paul Shansky | New Jersey Tai Chi |
| 11/25/2015 | Mr. Harry Legg | New Jersey Tai Chi |
| HPL Director -Partner Associates | | |
| 7/24/2018 | Mr. Jim Cinelli | Reading Science Center |
| 7/1/2016 | Mr. John P. Morgan | Berks Intercultural Alliance |
| 9/20/2014 | Ms. Siobhan Hutchinson, MA | Next Step Strategies |
| 7/1/2001 | Mr. Steven Hobart (formerly Jill Heath) | Canadian Taijiquan Federation |
| 7/1/2001 | Mr. Stephen Higgins | Cold Mountain Internal Arts |
| 6/21/2009 | Ms. Joanne Chang | Wu Wei Tai Chi |
| 9/25/2013 | Dr. Solomon Lausch | Berks Business Education Coalition |
| 7/1/2014 | Dr. John Hsi Lee | United Fellowship of Martial Artists |
| 7/1/2014 | Ms. Miranda Van Horn | Blue Bird Society of UUFP |
| 9/20/2014 | Ms. Marilyn Cooper | Pushing for Peace |
| 9/20/2014 | Dr. Roger Jahnke, OMD | Institute of Integral Qigong and Tai Chi |
| 9/20/2014 | Dr. Roger Jahnke, OMD | Healer Within |
| 7/1/2015 | Mr. David W. Huyett | World Affairs Council |
| 7/1/2015 | Dr Adam Szpaderski PhD | Institute of Leadership in Management |
| 7/1/2015 | Ms. Michelle Wurtz | Pottstown Dance Studio |
| 11/27/2015 | Dr. Denise L. Faustman, MD, Ph.D. | Faustman Lab |
| 6/21/2009 | Ms. Angela Wong-Douglas | Smart Tai Chi |
| 6/1/2013 | Mr. Bruce La Carrubba | Master Jou, Tsung Hwa Memorial Tai Chi Park Foundation |
| 5/3/2017 | Mr. Fred Fritch | Off The Couch Gang |
| 2/1/2021 | Ms. Effie Chow | East West Academy of Healing Arts |

Plans for 2021

20. Online Event-based fundraising for 2021
21. Work with HPL Consortium
22. Finish input on SOWs for CIRWEP requirements
23. Recruiting Campaign will be summer of 2022 when CIRWEP should be ready as a benefit of membership.
24. Existing organizations will be grandfathered in while new organizations will be asked to pay fees in a more formal manner.

Next Meeting

25. We will move our meetings to the third Monday of every January.
26. Next meeting will be held January 17, 2022 from 6:00 – 7:00 PM Eastern Time. The meeting will be held on Zoom.

Surplus/Deficit Statement Jan-Dec 2019

Income

Direct Contributions

| | |
|--------------------------------------|---------|
| Group & Professional Membership | \$475 |
| Individual Contributions | \$9,412 |
| Program Srvc Rev Activities & Events | \$6,506 |

Total Direct Contributions **\$16,393**

Program Income

| | |
|------------------------------------|---------|
| Research Program Income | \$0 |
| Special Events & Educ Sponsorships | \$5,900 |
| CMBS Income | \$3,351 |

Total Program Income **\$9,251**

Total Income

\$25,644

Cost of Goods/Services (Direct Expenses)

| | |
|----------------------------------|----------|
| Paypal Fees | \$157 |
| Program Services Admin | \$13,884 |
| Special Events & Education Costs | \$11,601 |
| CMBS Expenses | \$5,363 |

Total Direct Costs

\$31,005

Expenses

| | |
|---------------------------------|-----|
| Operations & Supplies | \$0 |
| Conference/Convention, Meetings | \$0 |
| Registration Fees | \$0 |
| Travel | \$0 |

Total Expenses

\$0

Total Expenses and Direct Costs

\$31,005

Net Surplus/Deficit

\$ (5,360.53)

Statement of Financial Position December 31, 2019

ASSETS

Current Assets

Checking BB&T \$ 3,428.00

Paypal \$ 495.31

Total Current Assets \$ 3,923.31

Fixed Assets

Prepaid Expenses (45 rolls) \$ 2,475.00

Total Fixed Assets \$ 2,475.00

Other Assets

Inspire FCU Checking \$ 907.76

Inspire FCU Savings \$ 569.62

Total Other Assets \$ 1,477.38

Total Assets \$ 7,875.69

LIABILITIES

Current Liabilities

Accounts Payable HPL Contra accour \$ 21,373.30

Accounts Payable -Other \$ -

Total Current Liabilities \$ 21,373.30

Long Term Liabilities

Other Liabilities - Officer/Director \$ 24,622.70

Total Long Term Liabilities \$ 45,996.00

Total Liabilities

RESERVES/DEBTS (Equity)

Previous Year's Balance \$ (22,022.82)

Surplus/Deficit This Year \$ (5,360.53)

Total Reserves/Debts \$ (27,383.35)

TOTAL LIABILITIES & RESERVES \$ 18,612.65

HPL Institute Program Report 2019

| | | Additional Income | | Additional Expenses | | End Of Year Balance | | |
|------------------------------|---|-------------------|----------------|---------------------|-----------------|---------------------|-----------------|-----------------|
| | | Income | Allocation | Income | Expenses | Allocation | Expenses | |
| ASK | Asklepios | \$3,086 | \$0 | \$3,086 | \$2,317 | \$0 | \$2,317 | \$769 |
| OPF | Organization for Pain Free Living | | \$871 | \$871 | | \$1,110 | \$1,110 | -\$239 |
| PGD | Pagoda Writers | \$94 | \$777 | \$871 | \$25 | \$1,085 | \$1,110 | -\$239 |
| SLF | Select Literate Friends of Fred Beste | | \$871 | \$871 | | \$1,110 | \$1,110 | -\$239 |
| SYH | Symposium for Integrative Health Tai Chi Retreat | \$3,086 | \$0 | \$3,086 | \$2,317 | \$0 | \$2,317 | \$769 |
| TJQ | Taijiquan Enthusiasts Organization | | \$871 | \$871 | | \$1,110 | \$1,110 | -\$239 |
| PDS | Pottstown Dance Theatre Intercultural Youth Program | \$975 | \$0 | \$975 | \$975 | \$135 | \$1,110 | -\$135 |
| UUB | UUFPP Bluebird Trail | | \$871 | \$871 | | \$1,110 | \$1,110 | -\$239 |
| UUG | UUFPP Food Bank Garden | | \$871 | \$871 | | \$1,110 | \$1,110 | -\$239 |
| WTD | World Tai Chi Day | | \$871 | \$871 | | \$1,110 | \$1,110 | -\$239 |
| BIC | Berks Intercultural Alliance | | \$871 | \$871 | | \$1,110 | \$1,110 | -\$239 |
| CMB | Complete Mind Body Spirit Tai Chi Association | \$3,646 | \$0 | \$3,646 | \$5,363 | \$0 | \$5,363 | -\$1,717 |
| TCP | Master Jou, Tsung Hwa Memorial Tai Chi Park | | \$871 | \$871 | | \$1,110 | \$1,110 | -\$239 |
| UFM | United Fellowship of Martial Artists | | \$871 | \$871 | | \$1,110 | \$1,110 | -\$239 |
| RSC | Reading Science Center | \$5,000 | \$0 | \$5,000 | \$7,687 | \$0 | \$7,687 | -\$2,687 |
| BCCTC | Berks Counseling Center Tai Chi | \$1,140 | \$0 | \$1,140 | | \$1,110 | \$1,110 | \$30 |
| Total To Be Allocated | | \$17,027 | \$8,617 | \$25,644 | \$18,683 | \$12,322 | \$31,005 | -\$5,361 |
| Statistics | | | | | | | | |
| | Average | \$2,432 | \$539 | \$1,603 | \$3,114 | | \$1,938 | -\$335 |
| | Minimum | \$94 | \$0 | \$871 | \$25 | | \$1,110 | -\$2,687 |
| | Maximum | \$5,000 | \$871 | \$5,000 | \$7,687 | | \$7,687 | \$769 |

Explanation of Program Report:

The Program Report is the income and the expense by program. All income and expense must be allocated to a program. We start with the direct income collected by program, and then we ADD income allocations until the program has the amount of allocations based upon proportion of allocated income. Then we do the same to expense - start with direct expenses, and then add allocated expenses until the program has the amount of expense allocations based upon proportion of expenses.

This program report was revised February 14, 2021

Surplus/Deficit Statement Jan-Dec 2020

Income

Direct Contributions

| | |
|---------------------------------------|----------|
| Group & Professional Membership | \$2,028 |
| Individual Contributions | \$13,926 |
| Program Srvc Rev (Activities & Event) | \$7,330 |

Total Direct Contributions **\$23,284**

Program Income

| | |
|------------------------------------|-------|
| Research Program Income | \$0 |
| Special Events & Educ Sponsorships | \$135 |
| CMBS Income | \$200 |

Total Program Income **\$335**

Total Income

\$23,619

Cost of Goods/Services (Direct Expenses)

| | |
|----------------------------------|----------|
| Paypal Fees | \$240 |
| Program Services Admin | \$13,000 |
| Special Events & Education Costs | \$3,599 |
| CMBS Expenses | \$200 |

Total Direct Costs

\$17,039

Expenses

| | |
|---------------------------------|-------|
| Operations & Supplies | \$281 |
| Conference/Convention, Meetings | \$0 |
| Registration Fees | \$50 |
| Travel | \$0 |

Total Expenses

\$331

Total Expenses and Direct Costs

\$17,370

Net Surplus/Deficit

\$ 6,249.00

**Statement of Financial Position 2020
(Estimated)**

ASSETS

Current Assets

Checking BB&T \$ 4,400.00

Paypal \$ 3,700.00

Total Current Assets \$ 8,100.00

Fixed Assets

Prepaid Expenses (45 rolls) \$ 2,475.00

Total Fixed Assets \$ 2,475.00

Other Assets

Inspire FCU Checking \$ 200.00

Inspire FCU Savings \$ 200.00

Total Other Assets \$ 400.00

Total Assets \$ 10,975.00

LIABILITIES

Current Liabilities

Accounts Payable HPL Contra accour \$ 19,373.30

Accounts Payable -Other \$ -

Total Current Liabilities \$ 19,373.30

Long Term Liabilities

Other Liabilities - Officer/Director \$ 24,622.70

Total Long Term Liabilities \$ 43,996.00

Total Liabilities

RESERVES/DEBTS (Equity)

Previous Year's Balance \$ (27,383.35)

Surplus/Deficit This Year \$ 6,249.00

Total Reserves/Debts \$ (21,134.35)

TOTAL LIABILITIES & RESERVES \$ 22,861.65

HPL Institute Program Report 2020

| | | Additional | | | Additional | | | End Of Year |
|-------|---|------------|------------|----------|------------|----------|---------|-------------|
| | | Designate | Income | Adjusted | Expense | Adjusted | Balance | |
| | | d Income | Allocation | Income | Expenses | Expenses | | |
| ASK | Asklepios | | \$1,061 | \$1,061 | | \$264 | \$797 | |
| OPF | Organization for Pain Free Living | \$10 | \$1,051 | \$1,061 | | \$264 | \$797 | |
| PGD | Pagoda Writers | \$136 | \$925 | \$1,061 | | \$264 | \$797 | |
| SLF | Select Literate Friends of Fred Beste | \$3,390 | \$0 | \$3,390 | | \$264 | \$3,126 | |
| SYH | Symposium for Integrative Health Tai Chi Retreat | | \$1,061 | \$1,061 | \$720 | -\$456 | \$797 | |
| TJQ | Taijiquan Enthusiasts Organization | | \$1,061 | \$1,061 | | \$264 | \$797 | |
| PDS | Pottstown Dance Theatre Intercultural Youth Program | | \$1,061 | \$1,061 | | \$264 | \$797 | |
| UUB | UUFPP Bluebird Trail | | \$1,061 | \$1,061 | \$238 | \$26 | \$797 | |
| UUG | UUFPP Food Bank Garden | | \$1,061 | \$1,061 | | \$264 | \$797 | |
| WTD | World Tai Chi Day | \$675 | \$386 | \$1,061 | \$294 | -\$30 | \$797 | |
| BIC | Berks Intercultural Alliance | | \$1,061 | \$1,061 | | \$264 | \$797 | |
| CMB | Complete Mind Body Spirit Tai Chi Association | \$495 | \$566 | \$1,061 | | \$264 | \$797 | |
| TCP | Master Jou, Tsung Hwa Memorial Tai Chi Park | \$5,380 | \$0 | \$5,380 | \$2,295 | \$0 | \$3,085 | |
| UFM | United Fellowship of Martial Artists | | \$1,061 | \$1,061 | | \$264 | \$797 | |
| RSC | Reading Science Center | | \$1,061 | \$1,061 | | \$264 | \$797 | |
| BCCTC | Berks Counseling Center Tai Chi | | \$1,061 | \$1,061 | | \$264 | \$797 | |

| | | | | | | | |
|------------------------------|-----------------|-----------------|-----------------|----------------|----------------|----------------|-----------------|
| Total To Be Allocated | \$10,086 | \$13,533 | \$23,619 | \$3,547 | \$2,702 | \$6,249 | \$17,370 |
|------------------------------|-----------------|-----------------|-----------------|----------------|----------------|----------------|-----------------|

Statistics

| | | | | | | |
|----------------|---------|---------|----------------|---------|---------|---------|
| Average | \$1,681 | \$846 | \$1,476 | \$887 | \$391 | \$1,086 |
| Minimum | \$10 | \$0 | \$1,061 | \$238 | \$264 | \$797 |
| Maximum | \$5,380 | \$1,061 | \$5,380 | \$2,295 | \$2,295 | \$3,126 |

Explanation of Program Report:

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This program report was revised February 14, 2021