

**Santa Cruz Zen Center Board of Trustees Meeting**  
**Tuesday, June 27, 2013**  
**6:35pm to 8:30pm - Zendo**

**Present:** Edie Brown, President, Chuck Overley, Vice President, Michael Bashista, Treasurer, Liz Milazzo, Secretary; at large: Brian Corser, Rob Hoogner, Sally Aguirre

**Absent:** Jeff Sherman (vacation), Chris Davidson

**On Leave:** Lisa Noble, member at large

**Leaders in Attendance:** Kokyo (Patrick on vacation and Gene on retreat)

**Announcement:** Concept drawing for dokusan building rebuild is completed, framed, passed around, and appreciated. Chuck collaborated with Rob on the design concept and Chuck created a beautiful drawing of our future dokusan building!

**Community Comments:** None

**Preliminary discussion in regards to vacation request by Kokyo:** (see later in minutes) Definitions of terms in head teacher contract and current understandings:

- “vacation” (4 weeks/year per contract) = personal time (often is retreat time that Kokyo takes);
- “teaching time away” (3 weeks/year was agreed to this year but not in the contract) = teaching invitations received by Kokyo, including this year teaching in Houston & Austin (10 days), Tassajara (1 week), Jikoji (cancelled). Kokyo will be leading a teaching/pilgrimage 4 week trip to Nepal during January 2014; 24 participants signed up so far, Shoho organizing a lot of the arrangements. Kokyo will bring a proposal to the board at a future date to consider the planned trip as “teaching time away.”

Clarifying question as to whether Kokyo receives remuneration for teaching time away? He has received dana (teaching donation) in Houston and Austin, as well as a teaching gift; and has received small amounts of dana from participants at the Tassajara workshop.

**Board annual calendar:** Still need to review head teacher contract. Proposal to start looking at 2014 budget in August/September vs. October, so that Board can look at head teacher’s contract within the context of a 2014 budget conversation. Insurance renewal is October with bid pending. Reserve study – should have some clarity by August.

Conversations not yet scheduled to date:

- Zen and the Arts annual review (Sally planning to step down, another sangha member may take Sally’s position, but commitments not yet clarified) – will discuss in August

- MBZC / SCZC relationship and newsletter sharing – not urgent to discuss, new format with MBZC insert in newsletter is working well – tabled
- Leadership transition plan – good to have a plan for considering next succession of Administrator, Head Teacher, Treasurer, Board President, etc. Subcommittee of Gene, Patrick, and Kokyo have begun discussing practice leader transition plans and will bring back to the Board. Rolled over to 2014.
- Ethics and Grievance Procedure – finalized or not? Edie will check with Gene to clarify status (Ethics and Grievance Procedure was drafted in 3/26/2013 for review with Practice Committee).
- Dissolution of corporation in Bylaws: If SCZC needs to dissolve as a corporation at some point in the future, we need language in the Bylaws to structure the dissolution. Nannette will check 2011 board meeting minutes for drafted language regarding dissolution and send minutes to Edie. Still needs to go to a lawyer and then come back to the board – 2014.

These items penned in for future board meetings:

- August - Zen and the Arts annual review
- Sept. – start 2014 budget discussions: head teacher contract, insurance renewal, property taxes
- Oct. – review bids (minimum of two bids) for dokusan room rebuild
- Nov. – Annual appeal, all sangha meeting, approve budget
- Dec. – finalize head teacher contract
- 2014: Leader succession plan, dissolution of corporation added to Bylaws

#### **Leader Report from Nannette:**

- Turnover of 119A – Transition with Jim and Kathryn moving out has been a very positive process. SCZC bought stackable washer and dryer for \$300, and “rubber room”. Kathryn and Jim donated a little plastic shed to ZC and a cabinet. Nannette and Mary Tustin did a walk-through to assess needed repairs. Mary recommended painting whole interior, but perhaps this is not necessary. Lots of little details being taken care of, at a cost of under \$500. Stove has been vented through the roof by a professional contractor. Unit was advertised to ZC members, trying to fill by August 1<sup>st</sup>. Lots of folks looked at it, applications are in, and now Gene and Mary will make the final decision.
- Local (or state?) law might require interior painting with change of tenants.
- July 4<sup>th</sup> – work party to move Katherine Thanas’ library into the garage at 119A.
- Nannette and Bonnie Jones have been doing the newsletter mailing, alternating turns. Nannette and Bonnie will both be away for the production of the next edition, and Brian Bielefeld has volunteered to take care of production/ mailing. Kokyo can help get it to the post office.

#### **Treasurer’s Report:**

- Last utility bill for 119A will go soon to Jim and Kathryn.
- Michael setting up a PayPal Account for the fundraising campaign (dokusan rebuild). Fundraising letter and “donate” button (PayPal) will be available on the SCZC website after July 1<sup>st</sup>.

- First (anonymous) donation already received for the fundraising campaign.
- Michael will transfer \$250K to RBC account (third-party financial manager) next week – waiting for a check from Southwest Securities to combine with another check to proceed with Board's investment strategy.
- We will look into tax exempt status again for 119A, if sangha members move back in.

#### New and Continuing Items

**Fundraising Campaign** (Edie): Fundraising letter is being reproduced at Complete Mailing, and should be ready for mailing by the end of the week. Will go to 166 people. Addresses will be printed on the envelopes, so we only need to put on a stamp. 500 ct. remittance envelopes ordered (same price as 200 ct). Remittance envelope design is somewhat generic, so the extras can be used for future fundraising, etc.

**Next Board meeting** scheduled for August 27, will skip July meeting.

#### **Closed Session to discuss Head Teacher Vacation Request**

**Proposal:** Kokyo requests 3 to 4 more days vacation in August, in addition to 4 weeks taken so far in 2013. **Passed with four 1's, one 2, and one 3.**

**Reserve Study Update** (Nannette and Edie): Preliminary projections received from Bob Cox. Some corrections needed for accuracy (e.g. date of termite work completed). Items identified for repair in near future are: porch on 113 School Street, install vent for stove at 113 School St., roof of 119B (cottage in back). The report summarizes annual projected property costs at \$9,000/year. If this is a sound estimate, then a possible strategy for ZC to take care of budgeting for future maintenance needs might be: budget \$10,000 per year for property maintenance in the annual budget, and build a dedicated reserve savings account by transferring on a monthly basis any surplus where income exceeds expenses in the operations budget. This separate savings account would be used for planning "big ticket" items such as painting, siding, gutters, 119a porch replacement, roofing, etc.

Meeting adjourned at 7:45 pm. Next All Board Meeting: Tuesday, August 27, 2013.

Notes respectfully submitted by Liz Milazzo.