

Santa Cruz Zen Center – Board of Trustees

Meeting Topic	SCZC Board of Trustees Meeting
Date:	Tuesday, August 29, 2017
Time:	6:35 pm – 8:30 pm
Location:	Zendo

Invitees/Attendees

Name	Role	Name	Role
Rev. Edie Brown	President	Neti Parekh	Member-at-large
Rev. Dana Takagi	Vice-President	Sally Aguirre	Member-at-large
Liz Milazzo	Secretary	Laurie McCann	Member-at-large
Michael Bashista	Treasurer	Rev. Gene Bush	Practice Leader
Chris Davidson	Member-at-large	Rev. Kokyo Henkel	Head Teacher
Mary Knudtson	Member-at-large	Rev. Patrick Teverbaugh	Practice Leader

BOLD – Attended Meeting

AGENDA

FA=for action FYI= for your information FD-For Discussion

	Agenda	Lead
	Intention/zazen/appreciative inquiry	All
FA	Review/approve June/July meeting minutes Both sets of minutes approved with 9 “1’s”. (note one change to June minutes, Kobun Chino is in the <i>Soto</i> Zen lineage.)	All
	Community Comments Concern raised about possible conflict of interest, discussed later in the meeting.	
FYI	Dokusan Building update Building has begun! Foundation is poured, some framing has begun. A signed boundary agreement has been recorded. Still outstanding is a record of survey with County Planning. Olund will record this very soon. Rory thinks construction could happen fast, complete within a month of really starting. Gratitude expressed to Dana and Gene for their work on the project. We’ve spent more than originally allocated -- \$5k on surveys (not anticipated), lawyer’s costs close to \$5K, about \$1,000 for skylights that were inadvertently left off of an updated scope of work. Spending on an ADA walkway has been put aside for now, and any garden expense. Will fall to the new Board to approve additional funds.	Dana
FA	New Board elections sub-committee: status report and slate of officers All the positions are up for election, 4 officers and 5 at-large. We agreed at our last meeting to stagger terms. The plan is to begin the staggering by running 3 seats for 3-year terms, 3 for 2-year, and 3 for 1-year. In future years, there will be an election every year, with 3 seats turning over every year. According to by-laws, the Board approves an Officer’s slate, which is then voted up or down by the whole Sangha. Contributing and sustaining members are eligible to vote. Proposed slate: Mary K. willing to be President, Mary Tustin willing to be Vice President, Yaro willing to be Treasurer, Liz ditto for Secty. 8 people have confirmed interest in running for the 5 at-large seats. We have two candidates interested in the Vice President position, one currently serving, and one a prior Board member. Discussion of	Mary

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<p>the roles and responsibilities of the Officer positions (read from the by-laws.)</p> <p>Edie and Dana shared their time commitments and major efforts as President and Vice President. Major areas of work in this last Board cycle have been: the Dokusan building, Board retreats, Board elections, leadership contracts, insurance, the reserve study (for ZC properties), updating/revising the by-laws, developing a policy and procedures manual, contracting for sexual abuse prevention training. Maintaining insurance for a non-profit is demanding. Q) Do the Pres. & VP meet with the Practice Leaders? A) Currently, yes.</p> <p>Discussion of length of terms for Officers. Agreed that all Officer positions should be for 3 (or 2) years for the sake of training and ability to accomplish major work. With the candidates we have at present, the newly elected Board members would all be elected to 1 or 2-year terms (three at 1-year, two at 2-years.) Timeline for deciding the Officers slate – certainly by end of September, to give time to prepare the ballot. The election is being planned for a 9-seat Board this time, but our by-laws allow us to elect up to 11 Trustees - possibly the next election.</p> <p>Neti offered a statement in favor of her serving as VP: Discussed, as well as candidacy of Mary Tustin, and also the role and influence of the Officer positions. Mary K, as head of the nominations committee, asks that both Neti and Mary T. prepare statements before the next Board meeting re each of their interests & qualifications for serving as Vice President.</p> <p>Mary Knudtson, committed to developing our consensus process in a way that participation is encouraged, not leaving the 3's and 4's hanging. Mary spoke for more of an open process, more shared work. To be continued in September. Mary K will speak with Mary T. and ask her vision for being on the Board.</p>	
<p>FA Proposal – interim VP</p> <p>Dana will step into position of Board President role (per bylaws) when Edie goes to practice period at ZMC. Edie proposed Mary K. as interim VP. Support expressed. Laurie M. also nominated, but kindly declined. Proposal: for Mary Kundtson to serve as VP till the end of the year. Approved with 8 1's. Question re whether the Board will be discussing the leadership model this fall, and whether it would feel like a conflict of interest for Dana to serve as President during such discussions. Dana did not see this as a conflict of interest.</p>	Edie
<p>FD/FA Practice Leader Contracts – options - CONFIDENTIAL</p> <p>A suggestion for 3 month extension of contracts considered, to allow Practice Leaders more time to work through conversations re shared teaching model.</p>	Mary
<p>FYI/FA Board retreat: September 23 (9:30am – 5:30pm) in the zendo</p> <p>Potluck lunch – Neti will organize</p> <p>5 hot topics – please submit to Edie by Sept. 24, 5 hot topics for the Board. Part of the retreat will include the PL and Cathy Toldi. The hot topics will all be shared with facilitator Gary Friedman.</p>	Edie/All
<p>FYI Treasurer's Report</p> <p>\$27,460 checking</p> <p>\$ 3,000 savings</p>	Michael

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<p>\$ 58,000 dokusan rebuild</p> <p>RBC wealth management: \$509,590. We've paid Rory Howland \$59K so far, we owe \$62 K Some of the shortfall will have to come from reserves. We're only taking \$5K out of operational to pay attorney fees.</p> <p>Dana asking that 113 be treated for mice – possibly entering thru attic vents Also, mice in the garage. ADA walkway for dokusan building will cost \$15K. Edie recommends more attention to the Reserve Study (building repairs and maintenance.</p>	

Follow-up Action Items

ID	Item	Owner	Date Due	Status
1	Dokusan Building	Dana / Gene		ongoing
2	Bylaws	Edie		ongoing
3	Violence and Abuse Prevention Policy – abuse prevention training			pending
4	Budget	Michael	October	pending
5	Katherine's book – fundraiser	Patrick + ____		pending
6	Policy & Procedure: Decision-making process	Mary		pending
7	Policy & Procedure: Background checks	Michael		pending
8	Policy and Procedure: membership dues tracking	Michael		pending
9	Annual Appeal	Dana		pending

Notes respectfully submitted 9/14/17, Liz Milazzo, v.1