

Meeting Topic	SCZC Board of Trustees Meeting
Date:	Tuesday, June 26, 2018
Time:	6:35 pm – 8:30 pm

Invitees/Attendees

Name	Role	Name	Role
Mary Knudtson	President	Laurie McCann	Member-at-large
Mari Tustin	Vice-President	Neti Parekh (travelling)	Member-at-large
Liz Milazzo	Secretary	Anais Schenk – remote via skype for part of mtg.	Member-at-large
Yaro Jane Army	Treasurer	Patrick Teverbaugh	
Ken Collins	Member-at-large	Gene Bush	
Rachel Grad	Member-at-large		

BOLD – Attended Meeting

AGENDA

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

	Agenda	Lead
	Intention/zazen	All
FA	Review/approve minutes - will poll by email for lack of quorum	All
	Community Comments Patrick: Japanese Cultural Fair was very successful – we are able to introduce several hundred people to the ZC each year thru this event. Seeking Board partners to help host in future years. Patrick has carried the baton as liaison since about 2002. We earned about \$200 for Global Sangha selling the “fish waffles.” Great public relations event. JCF put our logo on the publicity without asking for a donation. It was a great “open house” of sorts, with no charge advertising. Patrick will remind the Board next winter of his request for a Board member to step up as liaison. (JCF coordinating meetings begin in late spring.)	
FYI	Bylaws posted on website Our attorney suggested we post the bylaws on our website, for the sake of transparency. Not a common practice, so Mary asking for feedback. An alternative might be to put info on the website of how to request to see the bylaws, or evidence that we are a registered non-profit. No decision, continued to next meeting. Mary will post a copy of our reconciliation policy on the bulletin board.	Mary
FYI	Announcement: Website is now hosted by SCZC, on SCZC server account.	Mary
FD/FA	Reports from the sub committees: Nominating, Membership, Finance, Property Management, and Website <u>Nominating</u> – no report, Neti away <u>Membership Committee</u> : Anais (remote over “skype”): re draft membership form – see folder on Google docs. Pls. look at draft, and send feedback to Anais. Added a question re what new offerings members would like to see at the ZC. Most of the changes were fairly minor. She understands that the membership forms are usually sent out in July. Anais, Yaro, and Rachel will send out forms by Mid-July, and follow up to	Mary

	<p>collect the form. No change proposed at this time in the fee structure. Anais has started to research website revisions, but will present at a later monthly meeting. Yaro thinks most members will keep paying membership dues without change, so donations will probably not be interrupted. The Membership committee might set up an interactive system where folks can enter updates online.</p> <p><u>Finance Committee</u> hasn't met yet. 9 of 12 Trustees/ Practice leaders completed the online survey re investment priorities facilitated by Rachel (an online version of RBC's socially responsible investment priorities questionnaire.)</p> <p><u>Property Management:</u> (Mari) Good news: It was determined that the leak on the front wall of the zendo was confined to the upper casing of the west window. Window has been repaired, front wall will be repainted by end of July. Cost should be under \$2,000.</p> <p>There was a leak in the cottage shower. Showerhead and valve repaired. Valve leaking in 113 shower.</p> <p><u>Website:</u> (Gene) Gene put Anais and Rachel in touch with the designer of the Arcata Zen Group website. Arcata Zen Group spent <\$3K on their new website. Arcata folks willing to offer some help. Q) Re status of research, "Have we decided to work exclusively with Arcata Zen Center as the model?" A) No</p>	
FA	<p>Garden update : Liz has been in touch with Jillian Steinberger of Terra Nova landscaping, discussed the garden and options for maintenance and aesthetic pruning. Proposal: Hire TNL for an initial clean up in early July at the cost of \$600, and then schedule monthly maintenance for 3 months at \$400/month. Evaluate after 3 months. Polling: 6 x 1's. Mary will send out proposal to Trustees not present tonight.</p>	Liz
FD	<p>Finance survey results Complex, so Mary will share first with Finance Committee.</p>	Mary
FYI	<p>Budget Report Account Balances: Checking: \$ 35,894 Savings: \$1,665 Remodel: \$476 Yaro prepared a draft budget-to-actual report for 2018. Mary and Yaro will meet with Michael to analyse expenditures to date. Gene requested reimbursement for materials expense for construction of the altar in the dokusan room.</p>	Yaro
FI	<p>Gene: Practice Leaders will do their self-review in the fall. Would like help in soliciting feedback from the Sangha in regards to how the leadership model is working. Discussed the timing, i.e. are we ready to solicit feedback this soon into the new model? Perhaps invite Sangha to an informal evening meeting for discussion. Gene has been thinking along the lines of having some carefully crafted questions to present, but ask the Board to facilitate the session, hold it without the Practice Leaders present. . . Open-ended questions? Laurie volunteered to help with</p>	

	crafting questions.	
	Announcement: No meeting in July. August – start process of nominating for fall Board elections, begin working on 2019 budget. Mari T. will start getting estimates for repairs to 113 kitchen & bathroom for Reserve budget.	

Follow-up Action Items

ID	Item	Owner	Date Due	Status
1	Dokusan Building, walkway			complete
2	Tax exemption letter			on going
3	Agreements for Multicultural Interactions			on going
4	Garden update			on going
5	Budget update			on going
6	Property update			ongoing
7				
8				
9				

Meeting adjourned at 8:02 PM. Notes respectfully submitted by Liz Milazzo.