

# Santa Cruz Zen Center



## Board of Trustees Meeting Minutes

Tuesday, August 18 2020

6:45 pm - 8:30 pm

Meeting held via Zoom:

<https://zoom.us/j/2951668406>

Zoom meeting ID 295 166 8406, password 753

### Members

Name	Role	Name	Role
Anais Schenk	President	Will Peck	Member-at-large
Mari Tustin	Vice-President	Neti Parekh	Member-at-large
Ken Collins	Secretary	Rene Netter	Member-at-large
Yaro Jane Army	Treasurer	Gilbert Ramirez	Member-at-large
Sara McLellan	Member-at-large	Eugene Bush	Practice Leader
Rachel Grad	Member-at-large	Patrick Teverbaugh	Practice Leader

### Updates

- 1) Community Comments:
- 2) **Subcommittee Reports:**

#### **Membership:**

Email reminders sent out with plans to post on Website and Newsletter intermittently. Contact Member information varies limiting contact reach with Practice Leaders offering to contact members by phone directly as necessary to those members that normally contribute but have not responded. At present, the Membership subcommittee consists of Yaro and Will at this time.

#### **Property Management:**

**See Regular Agenda item 3 below**

#### **Nomination:**

**See Regular Agenda item 5 below**

## Board of Trustees Meeting Agenda (cont)

Executive: no updates

### **Finance:**

SC County Credit Union:

Checking:	\$16,322.13
Savings:	10,469.28
<u>Remodel:</u>	<u>41,476.45</u>
	\$68,267.86

RBC (Royal Bank of Canada):

Investment Account: \$570,273.23

**See also Regular Agenda item 2 and 4 below**

Practice Leadership: no updates

## **Regular Agenda**

1. Approve June meeting minutes. (All) Attachment 1

### **APPROVED**

2. Mid-year budget report. (Yaro) Attachment 2a: Summary of Current Financial Status from Treasurer and Attachment 2b: 2020 Budget v Actuals

*Yaro (Treasurer) stated that she had budgeted last year in preparation for loss of rental income (113), and had budgeted for the more extraneous items this year (2020) that are not often used to help cushion the budget in case of unexpected needs. New laptop was purchased (\$770). Mari (Property Manager) requested \$5,000 towards operating budget maintenance for 119A and 119B in 2021. This is not counting the refurbishing costs of 119A upon Neti's expected departure in June of 2021. An added \$10,000 was requested as an added expense by Mari to replace the carpeting, make repairs, paint, etc. in preparing 119A as a new rental. Much of the maintenance and need for refurbishing in 119A has been considered long overdue.*

3. Discuss property. The remodel is nearly complete and given the current economic situation and lack of activity at SCZC the Board should (re)consider the question of renting out the main house. Additionally, the

## Board of Trustees Meeting Agenda (cont)

other rental properties have some maintenance needs that the Board should be aware of as upcoming expenses. (Anaïs & Mari)

*Mari reported that the renovation was completed, on time, and on budget. During demolition no dry rot or termites were found (non-toxic termite birth-control was credited). The following work was added as a change order to work conducted: touch up paint jobs to the Zendo and 113 window sills with matching paint; replacement of 113 front steps and railings due to rot; and minor sanding replacement of boards on Zendo. Board briefly discussed the need for ramp at 113 per ADA (American Disabilities Act) requirements. Installing a ramp was previously discussed as something to be addressed after the renovation was completed and to better define the consideration of purpose and use of 113 space.*

*Due to the impact of COVID-19 pandemic economically and the SCZC's reliance on rental property as part of income, Board members discussed their view on how to best utilize 113 space. In general, the Board was unanimous in wanting to rent 113 with the clear understanding to future tenants of SCZC's eventual return in its use of the property for sesshins, Homeless Garden and Food-Not-Bombs cooking, study groups, etc. Consideration was also discussed in seeking tenant(s) within the Sangha or who have an ongoing zen practice.*

**Proposal:** *To have Mari, Patrick, and Ken (Property Management subcommittee) meet and discuss rental conditions and pricing; timeline and consideration of shared space; etc. with a proposal to be presented to the Board next month in September.*

### **APPROVED**

**4.** Provide direction on structure of fees for fall sesshins. The Board previously approved a fee structure for sesshins which is shown below. However, this fall there will be no costs for food. Should the fees be reduced or more clearly stated as a sliding scale? (Gene)

The following is an excerpt from the adopted SCZC fee rate structure:

Participants will be requested to pay the rates listed below. The newsletter and announcements will state: "Zen Center relies on fees and donations to continue its mission. If you can pay more, please consider doing so. If you cannot pay the fee listed, please pay what you can. Talk with the (ino, coordinator, treasurer) if you have questions about fees."

Half Day Sits \$7 and \$10

Day Sit \$12 and \$15

## Board of Trustees Meeting Agenda (cont)

Weekend \$70 and \$80 (\$35 and \$40 per day)

Five Days at SCZC \$175 and \$200 (\$35 and \$40 per day)

*The discussion surrounded keeping fees affordable while not undercutting the need for donations that SCZC relies on to operate. It was noted by the Board that whatever the fee structure was agreed upon, it was to remain affordable to those who were unable to meet the costs due to their circumstances. Dana offered directly to the teachers would be exchanged directly between students and teachers.*

**Proposal:** *Day sit fee to be changed to \$20 per day with added phrase that allows those who are unable to afford to still be able to attend, as well as a link to add dana to the temple, and/or the teacher.*

### **APPROVED**

#### **5. Discuss upcoming SCZC Board elections. (Anais) Attachment 3: SCZC By-laws.**

*Anais (President) to step down at the end of her term this year. She shared her appreciation, concerns, and what she learned during her term, and that the changes in her life don't allow for her to extend her term as President. She also made recommendations to the Board that Mari, having a long-standing relationship with SCZC and current Vice-President and Property Manager to become President. The by-laws state that the Board votes on all officer positions after the annual elections and would select such positions from the existing Board members. Anais recommended the Board consider electing Mari into President and fill the Vice President role with someone who wishes to learn the role of President. If elected as President, Mari stated she would do a 1-year term at this time. Anais was met with appreciation for her efforts, her expertise, and the quality and demeanor that made the Board run so well during her term.*

*Anais, Yaro, and Sara (Nominating Committee) to invite one voting sangha member to join the Nomination Committee. The Board also unanimously agreed to send a letter of invitation to a current sangha member to join the ballot with Yaro and Mari. In addition the Board approved an open invitation to be published in the e-newsletter for any voting members who meet the criteria established by the by-laws to step forward if so interested for the annual elections. Discussion was had about what happens if more people are on the ballot than there are seats on the Board. The Board discussed the possibility of approving 10 seats again in light of Neti's expected departure in June 2021, which would leave the Board with the required number of 9 seats upon her departure. The Nomination Committee recommendations will be approved by email to facilitate a September Board election so that the officers can be elected in October.*

**Board of Trustees Meeting Agenda (cont)**

*Notes taken by Ken Collins (Board Secretary)*