

SCZC Board Officers Minutes: May 20, 2013, Community Room

Present: Edie Brown, President, Michael Bashista, Treasurer, Nannette Overly, Administrator, Liz Milazzo, Secretary: Leader Gene Bush, Board Member Rob Hoogner

Meeting Goals/Agenda: Discuss the overlapping timelines of dokusan room and office rebuilds, associated capital campaign, and 119A vacancy.

Edie regarding **fundraising campaign:** Suggests allowing 3 months to fundraise for the dokusan/office rebuild. Maria G. (**fundraising** advisor) recommended in a meeting with Edie and Nannette that fundraising should precede building. People are more likely to donate to accomplish a future goal, then after the fact. Edie is clear that we need a separate coordinator for the campaign. **Ideally, 2-3 Board members to volunteer and lead the campaign, but if it doesn't work out that way, we would at least need 2 or 3 solid volunteers from the larger SCZC community to work with a Board member as a lead. Gene reminded us that a previous capital campaign functioned this way. Gene estimates an outside person would probably charge 15% of the funds earned for their fee. Edie was not in favor of an outside person leading the campaign as this is a 1:1 heart-to-heart process.**

Brochure for capital campaign: Edie has begun a draft of the brochure. Rob volunteered to do a drawing of the dokusan building (concept, at least) for the brochure. Rob is thinking of something resembling the Kaisando at Tassajara (Japanese style).

Upcoming vacancy at 119A (Kathryn and Jim are re-locating): Will be moving out June 4th, cleaning deposit walk-through shortly thereafter, possibly allow a month for any repairs and interviewing tenants, likely be rented again by August 1st.

Gene thinks we could start the capital campaign and accept Rob's offer to do an artist's rendition of the building at the same time. Sequencing: artist's rendition for brochure, then do detailed drawings. Rob could do the drawings, not necessary to have an architect draw. Rob thinks Planning Department may only ask for floor plan, not even "elevations." Timeline for getting building permits? 2 weeks? 4 weeks? Rob thinks one week, in August. Rob will design this as a "remodel" – avoiding need for a demolition permit, historical review, & archeological review – save lots of paperwork and money.

Discussion of temporarily not having an office space, during the rebuild: Where to relocate? Use 119A? No, would be too unsettling for new tenants. Most important is to reconnect the Zen Center phone line (could go into community building). Contents of office can move elsewhere temporarily – rented office space ? or sangha homes.

We do have a Board Subcommittee on the rebuild that can meet (or email) to approve timely decisions related to the project in-between Board meetings.

Board has mandated getting more than one bid. We're guessing six weeks for the process of getting 2 bids, and Board approving a bid – by October.