

Santa Cruz Zen Center



Board of Trustees Meeting Minutes

Tuesday, March 26, 2019
6:35 pm - 8:30 pm

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 Arny	Treasurer	Eugene Bush	Practice Leader
Sara McLellan	Member-at-large		
Rachel Grad	Member-at-large		

Open with Zazen (5 minutes)

Guest Attendance: Rev. Joe Hall (Webmaster)

Updates

1) Community Comments & Board Photo (All)

- Will volunteered to be on Membership Committee.
- Board Photo taken with full attendance.

2) Subcommittee Reports: Executive, Finance, Membership, Property

Management (Subcommittee chairs)

Practice Leader Update (Gene)

- Request for the Board Officers to meet with the Practice Leaders and Board Officers regarding Kokyo's departure by end January of next year.
- Request by the Practice Leaders to keep Kokyo's ongoing presence on the archives of the upcoming website.
- Practice Leaders on the Practice Committee request for a Board Member to be present to participate in discussion on May 27th and September 23rd of this year re: upcoming proposals and

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suggested changes by the Practice Committee. Rachel and Ken volunteered to attend meeting(s).

Budget Report (Yaro)

SCCCU Savings: \$9,735.11

SCCCU Checking: \$3,7072.59

Remodel: \$476.11

RBC Investment Account: \$532,220.55

Approved reinvestment of \$10,000 budget surplus from SCCCUCU bank into RBC investment account.

Property Management (see below)

Regular Agenda

- 1) Approve January minutes (All)

January meeting minutes were approved.

- 2) The reserve study is a useful planning tool for the financial preparation of replacing most components in the physical facilities. However, it has its limits. It does not include anything below ground (such as sewer, water or gas lines) and is only as good as the information input. We need to use it for a planned and much needed refurbishment and replacement of the components of the kitchen and bathroom of 113. They are in very poor condition. The kitchen gets very heavy, almost commercial, use. The stove and refrigerator are good, but electrical, plumbing, flooring, cabinets, counter tops, sink, light and plumbing fixtures need to be replaced. I have spent some time with the users of the kitchen and they all agree to the needs just stated, specific requests for a stainless steel industrial sink and faucet for the many large pots, and as much additional cabinet or shelf space as can be obtained.

One problem with the reserve study is that it indicates that the kitchens in all three residential facilities were replaced in 2015 and had a 15 year life span. To the best of my knowledge this piece of information is an error. Nothing was replaced except possibly the stove in 113.

The estimates for the replacements are coming in between \$32,000 and \$40,000. I have been working with Greg from Pacific Sun. He and I are now in the process of getting additional information from the estimators (4 local and proven contractors, for whom, by the way, this

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is a pretty small job in a very tight construction market) so we can zero in on one preferred contractor, get more details on product specifications, and obtain actual quotes for work that will likely take place as soon as Kokyo and Shoho have moved out. When we get final numbers, we will present the proposal for the Board of Trustees for approval. (Mari)

Mari and Greg (Pacific Sun) both agreed to present a detailed cost need with True Green Builders who gave an initial \$29,000 estimated offer. It was added that True Green Builders gave the best information and amount of work and effort into their estimate compared to the 3 other estimates. **Request was made by Mari to the Board to negotiate a detailed offer only at this time: Request by Board was approved.** Mari encouraged requests regarding the kitchen and bathroom needs by persons such as Patrick who often manages and is involved in the cooking for our Outreach programs, as well as Practice Leaders such as Gene who is very familiar with the building structures on the SCZC property. Because of its high volume use, large sinks are being considered with better efficient lighting, and off the shelf cabinets are a few things that have been suggested thus far.

3) Last year a Web Team (Rachel & Anais) was formed by the Board to create a new website for SCZC. In agreeing to take this major project on the Web Team asked for autonomy to determine the design of the new web site with the assistance of a web designer. They solicited three quotes from local web designers and selected Joe Hall. Joe, Rachel and Anais have worked closely with the Practice Leaders and teachers to gather input on the form, function and messaging that is on the new website. The link to the new website will be shared with the Board by 3/21/19 for review and input. We respectfully ask that given the earlier request for autonomy on the project, input be focused on issues related to governance and administration. After the Board meeting the Web Team will spend 1-2 week(s) focusing on review of the site to make sure all links are functioning properly, typos are corrected, and any other remaining functional issues are addressed. (Rachel, Anais & Joe)

Rev. Joe Hall (webmaster) was present to allow an opportunity to give an update and allow for any questions and concerns related to the new website. Everyone mostly expressed their excitement and appreciation regarding the amount of work and effort that has been put into the website by Joe, Anais, and Rachel. Emphasis was made on simplicity and being clear, allowing those who are new to feel invited and avoid terminology that would appear confusing to someone who might be interested, or may be entering Zen Practice for the first time. Work is still required to complete the archives -- check the weblinks -- Teacher blog sites for each Practice Leader have been added that will add dynamic content on the website. Some concerns were

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the personal distraction made with the changing homepage photos and/or possible speed of changing photos. Request also made to change SCZC EIN (Employee Identification number) to TIN (Tax Identification Number) on our donation page to decrease confusion. Registration for upcoming sessions and classes to come. It was also encouraged to keep a paper or hybrid version for those not wanting to make online payment transactions.

Reconsideration was made to add Amazon Smile to new website with Board approval. (AmazonSmile Foundation will donate 0.5% of the purchase price of eligible products to the charitable organization of your choice.) We're presently set up to receive profits. Website may become bigger than originally thought. Launch depends on gathering in the final content. New website to be up tentatively mid to late April. Rachel will be the primary contact after new website launched. Anais to work on setting up a SCZC Instagram account, with Anais and Neti to discuss our ongoing use of the SCZC Facebook account. Plans are also being made to start a SCZC Youtube Channel account.

Notes submitted by Ken Collins 03/26/2019