

Santa Cruz Zen Center



Board of Trustees Meeting Minutes

Tuesday, November 19, 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 (Planned Absence)	Member-at-large
Yaro Jane Arny	Treasurer	Eugene Bush	Practice Leader
Sara McLellan	Member-at-large	Patrick TeverBaugh	
Rachel Grad	Member-at-large	Kokyo Henkel	

Open with Zazen (5 minutes)

Updates

1) Community Comments

Person emailed a complaint regarding the Extinction Rebellion poster out front, stating that it felt jarring. Board discussed the need to be careful of affiliations and keeping mindful of SCZC's religious tax status. It was felt that it was OK to move poster to the Community Board, and that the Administrative Assistant would take on the role of monitoring the Community Board. The Board remains sensitive and mindful of being associated with any outside affiliations.

2) Subcommittee Reports:

Membership:

(Refer to Regular Agenda #3 below)

Property Management:

Mari to meet with Contractor Thursday, November 21st to bring final cost estimates to the Board regarding 113 kitchen and bath remodel. Discussed extending the starting date of the remodel on April 22, 2020 due to sesshin.

Board of Trustees Meeting Agenda (cont)

Nomination: (No Report)

Executive: (No Report)

Finance:

RBC:

\$582,606.82

SC Credit Union:

Savings: \$12,200.50

Checking: \$25,491.93

Remodel: \$476.11

(Refer to Regular Agenda #5 below regarding approval of 2020 budget)

Practice Leadership:

Ken, Neti, and Rachel volunteered as Board Reps to attend selected Practice Committee meetings in the 2020 year. (Refer also to the Regular Agenda #6 below).

Regular Agenda

1. Approve October minutes. Attachment 1 (All)

Approved

2. Consider approval of gate installation costs. The current fence would be dismantled to reset the post and then rebuilt after the gate and associated posts were constructed. The gate would be constructed to to be self closing and have pointed fence boards to match the style of the current fence. The total cost would be \$600 including materials.
(Mari)

Approved cost range not exceeding \$600-\$800. Board's general consensus is have the new gate be approximately waist height, closer in match to the door between the zendo and house 119 with similar dowel wood latch allowing the door to stay open during operational hours and closed at the end of day. Motion detecting lighting discussed but put on hold to further research placement and installation.

3. Discuss process for Annual Appeal. Every year, during the holidays, the Santa Cruz Zen Center conducts an Annual Appeal for one time donations. In years past, hand written cards were mailed to people's

Board of Trustees Meeting Agenda (cont)

homes. This year it is recommended that the Annual Appeal be conducted by email. The Board president and treasurer can work with the webmaster to create a professional looking email with the same color and design theme as our e-news and website to distribute to e-news subscribers. (Anais)

Will continue with mailing written cards that was considered to have a more personal and appreciative touch. Several Board members volunteered to help fill out and send cards this year. Email is also being considered as an adjunct to reach more people to consider donating to the Annual Appeal (there are non-members who choose to donate to things they support or for end of the year tax deduction purposes).

4. Discuss All Sangha community meeting input. In October, the Board of Trustees discussed the teacher request for increased community use of the 113 property in place of using the space as a rental. The proposal may be discussed at the All Sangha community meeting on November 16th. The changes in Practice Leadership, as well as the calendar of events and programming, will be discussed at the All Sangha meeting. The Board will discuss comments from the meeting which will help guide decisions for 2020 programming.

At this time, discussion on the use of the 113 property will be ongoing as we move towards the remodeling period and will continue as we move further into 2020. Plans to have another All-Sangha meeting is tentatively scheduled in June to allow the community to offer their ideas, comments, or any concerns they may have as we meet the changes for the upcoming year.

5. Discuss and approve 2020 budget. The Board will give the Treasurer direction and approval on a 2020 budget, which can be revised in the spring based on the final decision of the Board on how to use the space in 113. The current budget presented is a conservative approach which assumes no rental income from the 113 property. It also reflects new administrative costs for contract workers, Kokyo's departure, slightly increased stipends for Patrick and Gene, as well as a stipend line item for non Practice Leader teachers who provide classes, talks or lead sesshins. (Yaro) Attachment 2

Approved

6. Review draft contracts for teachers. The contracts are based on last year's contracts but have been modified slightly to include the description of a practice leader's role that was presented at the

Board of Trustees Meeting Agenda (cont)

September Board meeting. The dollar amounts have been modified to reflect the changes in income as described in the previous agenda item. The teachers have been consulted regarding their stipend amounts. Attachment 3a, 3b and 3c (Anais)

Approved Kokyo's stipend will continue through March. Kokyo and Shoho's departure is expected around mid-March. Plans for a going away party for Kokyo and Shoho are being tentatively planned in February.

7. The following dates are the proposed draft dates for 2020 Board meetings:
- a. January 28th
 - b. February 25th
 - c. March 24th
 - d. April 28th
 - e. May 26th
 - f. June 23rd
 - g. July 28th (may be cancelled if no business is necessary)
 - h. August 25th
 - i. September 22nd
 - j. October 27th
 - k. November 17th (note this is the third Tuesday)

Adjustments to the proposed dates continue to be made to finalize dates. Board will adjust final dates via email prior to final approval.

NOTE: AFTER THE MEETING ALL BOARD MEETINGS WERE MOVED TO THE THIRD TUESDAY OF THE MONTH FOR 2020

Notes submitted by Ken Collins 11/20/2019

Santa Cruz Zen Center



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

Open with Zazen (5 minutes)

Updates

- 1) Community Comments
- 2) Subcommittee Reports: Membership, Property Management, Nomination, Executive, Finance & Practice Leadership

Regular Agenda

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Board of Trustees Meeting Agenda (cont)

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Santa Cruz Zen Center



Attachment 1

Board of Trustees Meeting Minutes

Tuesday, October 22, 2019

6:35 pm - 8:30 pm

Members

Name	Role	Name	Role
Anais Schenk	President	Will Peck	Member-at-large
Mari Tustin (Planned Absence)	Vice-President	Neti Parekh	Member-at-large
Ken Collins	Secretary	Rene Netter (Planned Absence)	Member-at-large
Yaro Jane Arny	Treasurer	Eugene Bush	Practice Leader
Sara McLellan	Member-at-large	Patrick Teverbaugh	Practice Leader
Rachel Grad	Member-at-large	Kokyo Henkel	Practice Leader

Open with Zazen (5 minutes)

Updates

1) Community Comments

Shoho Kuebast shared and reminisced on her time living here in 113. She also shared her challenges of sharing space with the community, offering future considerations dependent on what the Board and Sangha community eventually choose in utilizing the space.

2) Subcommittee Reports:

Membership:

No Report

Property Management:

Smoke alarms were inspected and replaced as needed; Looking into a small gate at the entrance between the house at 113 and the zendo to deter trespassers at night.

Nomination:

(See below in Regular Agenda No. 3)

Board of Trustees Meeting Agenda (cont)

Executive:

Executive Committee did meet with Practice Leaders regarding teacher contracts and stipends (See below in Regular Agenda No. 4).

Finance:

RBC:

\$570,850.25

SC Credit Union:

Savings: \$11,649.03

Checking: \$23, 619.10

Remodel: \$476.11

Practice Leadership:

(Refer below to Regular Agenda No. 4)

Regular Agenda

1. Approve September minutes. Attachment 1 (All)

Approved

2. Scheduling of meetings:
 - a. Approve new All Sangha meeting date of November 16th; and
 - b. Confirm availability of quorum for November 26th meeting.

Approved (The date for the quorum to meet was changed to November 19th).

3. Approve new Board of Trustee members at large and Board Secretary. Of the eligible voting members at SCZC approximately 65% actually voted. This is a lower turnout than last year but is about comparable with years past. All candidates received high numbers of "yes" votes. The Board of Trustees has discussed the possibility of adding one seat to the Board and approving all four members to serve on the Board in 2020. If this is not the desire of the Board, the top three candidates will be provided for approval. Otherwise the Board is asked to approve all four candidates. (Anais)

Approved

(This approval includes the Board of Trustees vote to add a Board member seat starting in 2020).

4. Discussion regarding changes in teaching model and proposal for community use regarding 113 School Street property. As has been

Board of Trustees Meeting Agenda (cont)

discussed, there will be two Practice Leaders after April 2020. In September the Board heard a proposal to retain the flat leadership model for the first part of the year, particularly while Kokyo is still at SCZC, and then check in with the community in the summer. An additional request has been made that the Board consider allowing the 113 property to remain vacant for community use during 2020 as an experiment for expanding SCZC community offerings. Under this proposal, the bedrooms would be used for guest teachers and/or visiting students while the community space downstairs would be available for expanded hours of use. This would have income implications for the budget which has been acknowledged by the teachers. In order to offset the loss, Patrick has offered to forego his stipend or accept a reduced stipend. Budget scenarios will be discussed as part of item 5. (Patrick, Gene, and Anais)

Much was discussed regarding the possible expansion of community offerings and the future use of space at 113, as well as the challenges and considerations involved in implementing them. The goal of course being ways to best serve the needs of the Sangha that are viable and useful. It was decided at the end of the conversation to continue the ongoing discussion. There will be minimal or no use of the 113 kitchen and bathroom during the remodeling period (approx. 4 months) after Kokyo and Shoho leave in March 2020. It is also the Board members wish to open this conversation to the wider Sangha members during the Annual All-Day Sangha meeting on November 16, 2019. Of course, any ongoing suggestions, concerns, and opinions are welcome to be expressed to any of the Board members and Practice Leaders as they are available to listen.

5. Discuss 2020 budget. Note, the budget will be discussed this month with approval deferred until the November meeting. Below the major changes to the budget are highlighted. (Yaro)

Highlights: Expenses

- a. Kokyo will remain for the first three months of the year: the budget includes the assumption that we will continue to pay him the same stipend for that time period.
- b. We have also approved contracts with two administrative workers. The budget includes \$9,600 for these workers which is based off the contract assumption of a total of 40 hours per month at \$20 per hour for the administrators.
- c. It has been proposed that we increase the rate of pay for guest teachers from \$125 to \$150 per talk which is more in line with standard rates at other zen centers. It has also been proposed that we start paying SCZC teachers who do not receive stipends when they come to SCZC to give a talk. Assuming two talks per month this would mean a budget of \$3,600 for guest speakers.

Board of Trustees Meeting Agenda (cont)

- d. There is also a \$3,000 line item for sesshins and classes taught by non-stipended teachers.

Highlights for Income

- e. Due to the large remodel we anticipate that the primary residence (113 School St) will be vacant for approximately 4 months.
- f. We have seen lower income on sesshins and classes in 2018 and 2019 so the assumption regarding amount of income has been adjusted downward.
- g. Depending on the discussion in item 4 above there may be a loss of income from rentals for 2020. This may be partially offset by reduced stipends.

Attachment 2

	Actual 3Q to 10/22	Budget 2019	Proposed 2020 Budget		
Revenue					
Annual Appeal	3,338.00	5,000.00	5,000.00		
Ceremonies					
Ceremonies-Other	290.00	100.00	100.00		
Jukai	100.00	300.00	200.00		
Total Ceremonies	390.00	\$ 400.00	\$ 300.00		
Classes					
Classes Other	325.00	800.00	500.00		
Practice Period	438.00	500.00	500.00		
Total Classes	763.00	\$ 1,300.00	\$ 1,000.00		
Donations	3,967.45	2,500.00	2,500.00		
Fundraising Inc					
Events_Booksals		100.00	30.00		
Oryoki set sales		60.00	20.00		
Total Fundraising Inc	0.00	\$ 160.00	\$ 50.00		
Global Sangha Donations	722.00	250.00	600.00		
Membership	18,256.00	20,000.00	20,000.00		
Reimbursed Expense Utilities					
113 House	669.16	650.00	183.00		
119A House	1,358.90	1,200.00	1,400.00		
119B Cottage	731.73	650.00	750.00		
Total Reimbursed Expense Utilities	2,759.79	\$ 2,500.00	\$ 2,333.00		
Rental Income					
113 House	15,708.00	17,136.00	3,642.50		
119 Cottage	9,541.50	10,404.00	10,612.08		
119 House	16,834.88	18,360.00	18,727.20		
Thich Nhat Hahn	1,260.00	2,000.00	2,000.00		
Total Rental Income	43,344.38	\$ 47,900.00	\$ 34,981.78		
Sesshin Income					
1/2 Day	90.00	150.00	150.00		
3 day	2,425.00	1,700.00	1,800.00		
4 day	840.00	1,000.00	1,000.00		
7 day	175.00	1,500.00	1,200.00		
Day Sit	238.00	800.00	400.00		
Tassajara Retr.	600.00	900.00	900.00		
Total Sesshin Income	4,368.00	\$ 6,050.00	\$ 5,450.00		
Total Revenue	77,908.62	\$ 86,060.00	\$ 72,214.78		
Gross Profit	77,908.62	\$ 86,060.00	\$ 72,214.78		
Expenditures					
Administrative Expense					
Accounting	287.50	1,250.00	1,250.00		
Attorney Fees		200.00	200.00		
Bank Fees		100.00	100.00		
Charities	100.00	100.00	100.00		
City Rental Self Inspection	144.00	140.00	145.00		
Computer Exp	128.34	150.00	150.00		
Copies	51.60	200.00	150.00		
Directors & Officers Insurance	1,480.60	500.00	500.00		
Filing Fees	1.00	30.00	30.00		
Library Expense	177.64	125.00	125.00		
Postage	66.00	50.00	65.00		

	Actual 3Q to 10/22	Budget 2019	Proposed 2020 Budget		
Professional Services	1,750.00	3,000.00	500.00		
Publicity		150.00	50.00		
Security Bkgrd Check	18.80	80.00	50.00		
Web Expenses	313.36	600.00	500.00		
Web Hosting-Cruzio	19.59	60.00	0.00		
Work-day Expense	79.00	100.00	100.00		
Total Administrative Expense	4,617.43	\$ 6,835.00	\$ 4,015.00		
Branching Streams	250.00	250.00	250.00		
Ceremonies.		100.00	100.00		
Buddha's Birthday		30.00	30.00		
Jukai	55.00	60.00	60.00		
Total Ceremonies.	55.00	\$ 190.00	\$ 190.00		
Fundraising and Event Exp					
Annual Appeal		400.00	200.00		
CC Processing Fee	152.05	250.00	200.00		
JCF	35.00	150.00	50.00		
Total Fundraising and Event Exp	187.05	\$ 800.00	\$ 450.00		
	250.00				
Newsletter					
Labels		50.00	50.00		
Postage	435.00	350.00	350.00		
Printing	333.20	350.00	350.00		
Total Newsletter	768.20	\$ 750.00	\$ 750.00		
Property Expense					
Garage		450.00	450.00		
Insurance-Prop & Liab	5,117.00	5,100.00	5,120.00		
Property Taxes					
Tax-113	243.10	250.00	250.00		
Tax-119	115.10	150.00	150.00		
Total Property Taxes	358.20	\$ 400.00	\$ 400.00		
Total Property Expense	5,475.20	\$ 5,950.00	\$ 5,970.00		
Property Maintenance					
113 House	261.50	400.00	300.00		
119 B	538.75	300.00	400.00		
119A	534.64	300.00	400.00		
Fire Extinguishers	90.00	100.00	100.00		
Garage		100.00	100.00		
Gardens	481.25	2,000.00	800.00		
Property Management	34.91	250.00	175.00		
Zendo Repairs	38.00	200.00	100.00		
Total Property Maintenance	1,979.05	\$ 3,650.00	\$ 2,375.00		
Sesshin Expense					
Food					
3 day	582.43	750.00	700.00		
4 day	232.51	250.00	250.00		
7 day		450.00	450.00		
day sit	24.30	50.00	50.00		
Shuso		50.00	50.00		
Total Food	839.24	\$ 1,550.00	\$ 1,500.00		
Total Sesshin Expense	839.24	\$ 1,550.00	\$ 1,500.00		

	Actual 3Q to 10/22	Budget 2019	Proposed 2020 Budget		
Supplies					
Board		100.00	100.00		
Flowers	477.63	300.00	400.00		
Garden Supplies	242.77	300.00	300.00		
Global Sangha	866.61	1,300.00	1,200.00		
House Supplies	98.89	100.00	100.00		
Incense&Charcoal	214.93	250.00	250.00		
Office Supplies	202.41	100.00	120.00		
Sewing		50.00	50.00		
Zendo Supplies	325.01	400.00	400.00		
Total Supplies	2,428.25	\$ 2,900.00	\$ 2,920.00		
Tassajara Exp.	600.00	900.00	900.00		
Teacher/Admin Stipends					
Cathy Toldi	6,875.00	7,500.00	0.00		
Charles Henkel	21,666.64	26,000.00	6,500.00		
Eugene Bush	7,562.50	8,250.00	9,600.00		
Patrick Teverbaugh	7,562.50	8,250.00	13,200.00		
Total Teacher Stipend		\$ 50,000.00			
Guest teacher	250.00	2,000.00	3,600.00		
2 Admin			9,000.00		
DT leading class/sesh			3,200.00		
Total Teacher/admin Stipend	43,666.64	\$ 52,000.00	\$ 45,100.00		
Utilities					
Cruzio-Velocity	1,115.64	1,200.00	1,200.00		
P G & E	2,632.14	2,400.00	2,600.00		
SC Municipal Water	4,111.01	3,600.00	3,900.00		
Total Utilities	7,858.79	\$ 7,200.00	\$ 7,700.00		
Total Expenditures	68,974.85	\$ 82,975.00	\$ 72,120.00		
Net Operating Revenue	8,933.77	\$ 3,085.00	\$ 94.78		
Net Revenue	8,933.77	\$ 3,085.00	\$ 94.78		

Santa Cruz Zen Center



Attachment 3a

CONTRACT FOR SERVICES

Parties to this contract: The Santa Cruz Zen Center and KOKYO CHARLES HENKEL.

Introduction

This document is intended to serve as a guide and agreement for the function of Practice Leader/Teacher. To be a Teacher at SCZC, one must have Dharma Transmission or Lay Entrustment.¹ One is invited into the role by other SCZC Practice Leaders and is approved as a Practice Leader/Teacher by the Board of Trustees.

Term

Beginning January 1, 2020, KOKYO CHARLES HENKEL will continue in the role as Practice Leader/Teacher. The Practice Leader/Teacher will receive annual feedback from the Board. This Practice Leader/Teacher agreement will end March 31, 2020, and is renewable by mutual consent. This limited term contract reflects in-progress discussions about expanded leadership models and pending proposals for the Board of Trustees.

Duties and Responsibilities

The Practice Leader/Teacher is accountable to the Board of Trustees. The Board ensures the selection of Practice Leaders/Teachers provides adequate leadership of Santa Cruz Zen Center. Practice Leaders/Teachers agree to support, uphold, and align with the mission and vision of Santa Cruz Zen Center. The focus of our center is to convey the teachings of Soto Zen in a lay practice community.

Practice Leaders share collective authority for:

- Establishing and maintaining the schedule;
- Planning a teaching schedule;
- Nurturing forms of practice;
- Tending to Sangha relations;
- Sharing our wealth with the broader community;
- Assuring an active temple practice;
- Staying informed about and connected to the broader zen community; and
- Maintaining a clear vision for teaching sustainability.

¹ Lay Entrustment is defined as: An honoring of an individual who has gone through a Lay Entrustment ceremony, established a daily zazen practice, received the Sixteen Bodhisattva Precepts, served as Shuso, given rise to bodhicitta, embodied the bodhisattva vows, conveyed to others the teaching and practice of the wisdom and compassion of the Buddha, and who has, above all, through her/ his presence in the world and daily activities as the fundamental teaching mode, demonstrated a mature understanding of the practice.

SCZC CONTRACT FOR SERVICES

Practice leaders also support and/or fulfill functional positions including the following activities:

- Fill zendo roles: Ino, Doan-ryo, priest training;
- Maintain the sewing program and other sustaining Sangha programs such as Sangha Net.
- Conduct community outreach (e.g. Global Sangha, Out in Our Faith, Food not Bombs, etc.)
- Receive feedback from the Board on behalf of the community;
- Work collaboratively with the Board officers to implement goals and objectives, align activities with fiscal policies, and interface with other Board of Trustee members and at-large sangha community members;
- Attend Board meetings as a non-voting guest if requested;
- Participate in Practice Committee and the Teacher/Practice Leadership Council;
- Manage budget within the scope of the Teacher/Practice Leader position;
- Administration and coordination work as defined by the Board of Trustees and the Practice Leadership Council;
- Liaison with the Board of Trustees;
- Facilitate the Practice Leaders Council, priest group, and/or Practice Committee.

A non-stipended teacher who actively practices² at SCZC, partakes in the following activities:

- Zazen at Santa Cruz Zen Center
- Offer dokusan or practice discussion³
- Be involved in caretaking sangha members and the practice environment through presence, training, and leadership
- May take a leadership role in a project or area of Santa Cruz Zen Center activities
- Mentor other practitioners, outreach, represent SCZC to a broader sangha
- Assume spiritual leadership responsibilities, e.g. lead/participate in practice periods, offer lectures, classes, spiritual advisor to sangha members, participate in sangha activities including work days and ceremonies

Expectations and Principles of Shared Leadership

The Teacher is expected to uphold the following principles of shared leadership with the other Practice Leaders/Teachers, Support Net Leader, Global Sangha Leader, Board President and other Teachers selected by the Board:

- Each leader is responsible for managing his/her area, is encouraged to engage others in helping to perform the tasks, solicits input from others, but has the final decision-making and policy-setting authority for his/her area.

² “Actively practice” is currently defined in terms of frequency of zazen periods, sesshin days, and required attendance at a minimum of various meeting.

³ A transmitted priest/Teacher may offer: Dokusan, Jukai and Shukke Tokudo. Other transmitted priests who are not in a practice leadership role may also offer Dokusan, Jukai and Shukke Tokudo after consultation with SCZC Practice Leadership group.

SCZC CONTRACT FOR SERVICES

- All leaders are committed to staying in frequent communication with each other to coordinate their areas, and help one another keep abreast of their activities. They will immediately act to resolve any conflicts which may arise between them, large or small.
- While each Leader is primarily responsible for his/her individual area, it is presumed that all will engage in practice and outreach activities and will support efficient and compassionate administration.
- All leaders commit to communicating and involving the Board in their activities as needed for the effective functioning of the Board and overall leadership of Santa Cruz Zen Center. Please see sample of recommended communication agreements
- Practice Leaders will determine their respective duties and responsibilities as outlined in the Practice and Leadership Model presented by the Practice Leaders and approved by the Board of Directors. Individual specific duties as Coordinator, Zendo Manager, Board Liaison, and/or Facilitator will be determined by the Practice Leaders with percentage of compensation so designated (total compensation for all Practice Leaders has been determined by the Budget as approved by the Board of Trustees)
- Any time away by Practice Leaders will be coordinated with the other Practice Leaders' schedules so as to ensure a steady presence of practice leaders on site.

Compensation

At the recommendation of the Board of Trustees, Santa Cruz Zen Center will compensate Kokyo Charles Henkel \$2,166 per month for the duration of this contract.

It is understood that the Teacher will periodically give lectures and participate in events outside of Santa Cruz Zen Center. Any compensation received for these services is considered personal income above and beyond any donations received at Santa Cruz Zen Center.

Termination

If either party wishes to terminate this agreement, the terminating party agrees to give at least 90 days advance notice in writing of intent to terminate and agrees to participate in at least two meetings to discuss the reasons for termination and create alternate plans for leadership to continue at Santa Cruz Zen Center after termination.

The Board of Trustees may release the Teacher from service at any time due to extraordinary circumstances such as irreconcilable conflicts, ethical violations or moral turpitude, consistent with Santa Cruz Zen Center's Bylaws and ethics statement.

Assignment

Practice Leaders will assure that responsibilities are fulfilled by each in proportion to their compensation and time availability. Their roles may be subject to change dependent on community and Board of Trustee feedback.

SCZC CONTRACT FOR SERVICES

Kokyo will transition the administrative functions of his role over to the new administrative contract workers over the duration of this contract leading up to his departure. Responsibilities that are more appropriate to be transitioned to a Practice Leader or Teacher, such as serving as Doshi when there is a vacancy, will be transitioned to a Teacher(s) in coordination with the other Practice Leaders.

Any changes in those roles and responsibilities must be approved by Practice Leaders and presented to the Board of Trustees.

Practice Leader/Teacher:

For Santa Cruz Zen Center:

Signature

Date

President

Date

Santa Cruz Zen Center



Attachment 3b *CONTRACT FOR SERVICES*

Parties to this contract: The Santa Cruz Zen Center and EUGENE BUSH.

Introduction

This document is intended to serve as a guide and agreement for the function of Practice Leader/Teacher. To be a Teacher at SCZC, one must have Dharma Transmission or Lay Entrustment.¹ One is invited into the role by other SCZC Practice Leaders and is approved as a Practice Leader/Teacher by the Board of Trustees.

Term

Beginning January 1, 2020, EUGENE BUSH will continue in the role as Practice Leader/Teacher. The Practice Leader/Teacher will receive annual feedback from the Board. This Practice Leader/Teacher agreement will end December 31, 2020, and is renewable by mutual consent.

The Practice Leaders will check in with the community and Board of Trustees after approximately 6 months (during the summer) to determine how the reduced number of teachers may or may not have impacted the teachings and availability for the Sangha. Changes to these contracts may be made by the Board of Trustees at that time to reflect Board and community feedback.

Duties and Responsibilities

The Practice Leader/Teacher is accountable to the Board of Trustees. The Board ensures the selection of Practice Leaders/Teachers provides adequate leadership of Santa Cruz Zen Center. Practice Leaders/Teachers agree to support, uphold, and align with the mission and vision of Santa Cruz Zen Center. The focus of our center is to convey the teachings of Soto Zen in a lay practice community.

Practice Leaders share collective authority for:

- Establishing and maintaining the schedule;
- Planning a teaching schedule;
- Nurturing forms of practice;
- Tending to Sangha relations;

¹ Lay Entrustment is defined as: An honoring of an individual who has gone through a Lay Entrustment ceremony, established a daily zazen practice, received the Sixteen Bodhisattva Precepts, served as Shuso, given rise to bodhicitta, embodied the bodhisattva vows, conveyed to others the teaching and practice of the wisdom and compassion of the Buddha, and who has, above all, through her/ his presence in the world and daily activities as the fundamental teaching mode, demonstrated a mature understanding of the practice.

SCZC CONTRACT FOR SERVICES

- Sharing our wealth with the broader community;
- Assuring an active temple practice;
- Staying informed about and connected to the broader zen community; and
- Maintaining a clear vision for teaching sustainability.

Practice leaders also support and/or fulfill functional positions including the following activities:

- Fill zendo roles: Ino, Doan-ryo, priest training;
- Maintain the sewing program and other sustaining Sangha programs such as Sangha Net.
- Conduct community outreach (e.g. Global Sangha, Out in Our Faith, Food not Bombs, etc.)
- Receive feedback from the Board on behalf of the community;
- Work collaboratively with the Board officers to implement goals and objectives, align activities with fiscal policies, and interface with other Board of Trustee members and at-large sangha community members;
- Attend Board meetings as a non-voting guest if requested;
- Participate in Practice Committee and the Teacher/Practice Leadership Council;
- Manage budget within the scope of the Teacher/Practice Leader position;
- Administration and coordination work as defined by the Board of Trustees and the Practice Leadership Council;
- Liaison with the Board of Trustees;
- Facilitate the Practice Leaders Council, priest group, and/or Practice Committee.

A non-stipended teacher who actively practices² at SCZC, partakes in the following activities:

- Zazen at Santa Cruz Zen Center
- Offer dokusan or practice discussion³
- Be involved in caretaking sangha members and the practice environment through presence, training, and leadership
- May take a leadership role in a project or area of Santa Cruz Zen Center activities
- Mentor other practitioners, outreach, represent SCZC to a broader sangha
- Assume spiritual leadership responsibilities, e.g. lead/participate in practice periods, offer lectures, classes, spiritual advisor to sangha members, participate in sangha activities including work days and ceremonies

Expectations and Principles of Shared Leadership

The Teacher is expected to uphold the following principles of shared leadership with the other Practice Leaders/Teachers, Support Net Leader, Global Sangha Leader, Board President and other Teachers selected by the Board:

² “Actively practice” is currently defined in terms of frequency of zazen periods, sesshin days, and required attendance at a minimum of various meeting.

³ A transmitted priest/Teacher may offer: Dokusan, Jukai and Shukke Tokudo. Other transmitted priests who are not in a practice leadership role may also offer Dokusan, Jukai and Shukke Tokudo after consultation with SCZC Practice Leadership group.

SCZC CONTRACT FOR SERVICES

- Each leader is responsible for managing his/her area, is encouraged to engage others in helping to perform the tasks, solicits input from others, but has the final decision-making and policy-setting authority for his/her area.
- All leaders are committed to staying in frequent communication with each other to coordinate their areas, and help one another keep abreast of their activities. They will immediately act to resolve any conflicts which may arise between them, large or small.
- While each Leader is primarily responsible for his/her individual area, it is presumed that all will engage in practice and outreach activities and will support efficient and compassionate administration.
- All leaders commit to communicating and involving the Board in their activities as needed for the effective functioning of the Board and overall leadership of Santa Cruz Zen Center. Please see sample of recommended communication agreements
- Practice Leaders will determine their respective duties and responsibilities as outlined in the Practice and Leadership Model presented by the Practice Leaders and approved by the Board of Directors. Individual specific duties as Coordinator, Zendo Manager, Board Liaison, and/or Facilitator will be determined by the Practice Leaders with percentage of compensation so designated (total compensation for all Practice Leaders has been determined by the Budget as approved by the Board of Trustees)
- Any time away by Practice Leaders will be coordinated with the other Practice Leaders' schedules so as to ensure a steady presence of practice leaders on site.

Compensation

At the recommendation of the Board of Trustees, Santa Cruz Zen Center will compensate Eugene Bush \$800 per month for the duration of this contract.

It is understood that the Teacher will periodically give lectures and participate in events outside of Santa Cruz Zen Center. Any compensation received for these services is considered personal income above and beyond any donations received at Santa Cruz Zen Center.

Termination

If either party wishes to terminate this agreement, the terminating party agrees to give at least 90 days advance notice in writing of intent to terminate and agrees to participate in at least two meetings to discuss the reasons for termination and create alternate plans for leadership to continue at Santa Cruz Zen Center after termination.

The Board of Trustees may release the Teacher from service at any time due to extraordinary circumstances such as irreconcilable conflicts, ethical violations or moral turpitude, consistent with Santa Cruz Zen Center's Bylaws and ethics statement.

SCZC CONTRACT FOR SERVICES

Assignment

Practice Leaders will assure that responsibilities are fulfilled by each in proportion to their compensation and time availability. Their roles may be subject to change dependent on community and Board of Trustee feedback as described in TERM above.

Any changes in those roles and responsibilities must be approved by Practice Leaders and presented to the Board of Trustees.

Practice Leader/Teacher:

For Santa Cruz Zen Center:

Signature

Date

President

Date

Santa Cruz Zen Center



Attachment 3c

CONTRACT FOR SERVICES

Parties to this contract: The Santa Cruz Zen Center and PATRICK TEVERBAUGH.

Introduction

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Term

Beginning January 1, 2020, PATRICK TEVERBAUGH will continue in the role as Practice Leader/Teacher. The Practice Leader/Teacher will receive annual feedback from the Board. This Practice Leader/Teacher agreement will end December 31, 2020, and is renewable by mutual consent.

The Practice Leaders will check in with the community and Board of Trustees after approximately 6 months (during the summer) to determine how the reduced number of teachers may or may not have impacted the teachings and availability for the Sangha. Changes to these contracts may be made by the Board of Trustees at that time to reflect Board and community feedback.

Duties and Responsibilities

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SCZC CONTRACT FOR SERVICES

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SCZC CONTRACT FOR SERVICES

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- Any time away by Practice Leaders will be coordinated with the other Practice Leaders' schedules so as to ensure a steady presence of practice leaders on site.

Compensation

At the recommendation of the Board of Trustees, Santa Cruz Zen Center will compensate Patrick Teverbaugh \$1,100 per month for the duration of this contract.

It is understood that the Teacher will periodically give lectures and participate in events outside of Santa Cruz Zen Center. Any compensation received for these services is considered personal income above and beyond any donations received at Santa Cruz Zen Center.

Termination

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SCZC CONTRACT FOR SERVICES

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Practice Leader/Teacher:

For Santa Cruz Zen Center:

Signature

Date

President

Date