

# Santa Cruz Zen Center



## Board of Trustees Meeting Minutes

*Tuesday, January 21, 2020  
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       | Gilbert Ramirez | Member-at-large |
| Sara McLellan  | Member-at-large | Eugene Bush     | Practice Leader |
| Rachel Grad    | Member-at-large |                 |                 |

*Open with Zazen (5 minutes)*

### Updates

#### 1) Community Comments

*Photo was taken with updated Board members for 2020.*

#### 2) Subcommittee Reports: Membership, Property Management, Nomination, Executive, Finance & Practice Leadership.

Practice Leadership: Board members Rachel & Ken attended recent Practice Committee meeting in January. Topics discussed: Creating a potential list of future speakers for upcoming talks and lectures for 2020; Consideration in building an accessible ramp into 113 that would require 36 feet of ramp. Gene has had significant past experience in building accessible ramps and offered to do so when readdressed again to the Board after the upcoming kitchen and bathroom remodeling in 113 is completed; Discussed potentially creating small focus groups during the Summer Sangha Community meeting to allow for open-ended questions in hopes of gathering as much information on how things are going with the Sangha in 2020, as well as planning ideas for the future in 2021; Edie (in attendance as Ino) offered having a regular hand-working class to promote community building which would involve having people to gather and sew, journal, create personal art projects, etc.

## Board of Trustees Meeting Agenda (cont)

Finance: *We've added 2 new members to the Sangha. Was left with \$14,000 after 2019 budget, primarily due to large individual donations, increased sesshin attendance, and other various areas of projected costs ending in less spending. The \$14,000 surplus will be added to the Remodel Fund at this time. Water use was higher than average last year with ways to conserve water discussed; Still receiving Annual Appeal donations with Board consensus in getting out mailings out sooner next year.*

### SC Community Credit Union:

Savings: \$12,771.50

Checking: \$32,267.06

Remodel: \$476.11

### RBC Bank:

\$602,371.08

Property Management: *Front gate has been planned but the ground has been too wet to place posts at this time. Construction will be during zendo off use hours. Gate will be quiet and somewhat similar in design to the one on the opposite side of the zendo.*

## Regular Agenda

1. Approve All Sangha and November meeting minutes. Attachment 1a and 1b (All)

### **APPROVED**

2. Review and consider approval of final bid for remodel. The Board will review the planned improvements by taking a "tour" of the kitchen and space to be remodeled before approving the final bid. Attachment 2a through 2c (Mari)

### **APPROVED**

*Discussed during the tour were increasing cabinet space, installing of an industrial sink with hose, new floors, removing bath and installing shower only in private bathroom, automatic vent fan when turning the light on in the bathroom, cleaning carpets, and painting all the rooms of the house during the remodeling period. Items purchased at moderate costs to be more lasting. Construction costs have increased 15-20% from last year. Contractor has been very responsive projecting 6-8 weeks completion (allowing for 3 months). Project quoted estimate is \$54,500 for both kitchen and private bathroom remodeling projects.*

## Board of Trustees Meeting Agenda (cont)

3. A member of the community has expressed some concern that the Board is actively seeking a volunteer for assistance with duties related to the webmaster and the paid "Digital Communications" position. The volunteer assistance being sought is mostly related to the webmaster work, which is all volunteer and unpaid. However, early on when approving the contract workers, the Board discussed finding understudies in the case of absence of one of them. Discuss the Board's position on whether an understudy to the contract workers should be paid, and if so, whether the budget can accommodate the amount of assistance being requested at this time. (Anais)

*SCZC is a volunteer organization and the request was for people who are interested in volunteering. The work requested is not considered extensive. The bulk of the work during periods of absence can be done ahead of time by paid contractor. The paid positions were created to fill Kokyo's previously paid role and stipend. The split paid roles were budgeted at 20 hours a month at \$20 per hour in 2019. Sara and Will volunteered to assist in these roles at this time. They were **APPROVED** in accepting their role as volunteers. Added discussion on the topic of payment included Cathy's recent stepping down as Practice Leader and no longer receiving a stipend, yet continuing her roles as a teacher. Consideration is being made in paying her as a visiting teacher with future discussion on the amount that should be paid for leading ongoing classes and sesshins. Liz who gardens the property offers her time primarily as a volunteer, but does receive reimbursement on skilled garden tasks as needed.*

4. (If time allows) Continue discussion regarding SCZC affiliations with political movements. There has been some discussion around how sangha members represent SCZC in their activism around current events. What are the boundaries of what SCZC can support? And what do we consider SCZC support of an activism movement or activity? (Anais)

**Moved for future agenda**

5. (If time allows) Discuss whether SCZC should have an emergency response plan for different contexts including natural disasters, threats of violence, or health emergencies. Consider a phone tree and possible training for specific groups responsible for providing immediate response. (Anais)

**Moved for future agenda**

Notes submitted by Ken Collins 01/22/2020

# Attachment 2a



303 Potrero St, Unit 45-105, Santa Cruz 831.566.4485 CA LIC 915349

1.7.19

## Project Bid For 113 School st. Zen Center Kitchen and Bath Remodel, and Interior Painting

### DESCRIPTION

Cost

**Permit and Plans:** Allowance for bathroom and kitchen permit. Includes allowance of \$1,800 for permit and \$1000 to draw up plans and handle submittal process at \$70/hour. Allowances are placeholder numbers for things that are unknown or have not been decided. If the permit cost is less, you will get a credit. If it is more, you will be charged more.

2,800.00

### Project Management

1,950.00

**Demo and floor protection:** Roll out ram board on floor in work traffic areas where floors will not be replaced. Hang dust protection to protect living room. Remove all cabinetry, countertops, sinks and faucets from kitchen and bathroom. Leave range hood in place if possible and protect during construction. Remove Range and save for reinstallation at end of project. Demo existing linoleum and baseboard from kitchen and bathroom. Demo fiberglass shower stall and shower fixtures including shower valve. Remove bath exhaust fan. Demo bathroom mirror and towel bars. Haul and dispose/recycle all demo debris.

2,470.00

**Plumbing and Shower Stall:** Move drain, vent, and hot/cold water supply to north wall in bathroom so vanity can be situated in a less awkward position, on north facing wall. Install new kitchen sink and faucet, new bath sink and faucet. Install new shower valve, acrylic tub and shower surround, install new toilet at end of project. Does not include replacing plumbing in the walls or under the floor for shower and toilet, except new tub and shower valve hook up. Includes \$2,500 material cost allowance for Floorstone tub/shower insert and overflow assembly, stainless kitchen sink/faucet, bathroom sink/faucet, shower valve, and new toilet. We will recommend units and get owner approval.

6,200.00

**Electric:** Move light over vanity to new vanity location and add new outlet. Install 1 new light fixture over vanity, and 1 light in center of bathroom. Switch out existing kitchen lighting fixture with new track light. Replace existing kitchen outlets so that all outlets are GFI protected. Add one GFI protected outlet on far right side of stove top counter space. Add 1 new 3-way light switch to far side of kitchen to left of stove. Upgrade to new Panasonic bath fan in bathroom, and tie to main light switch. Assumes kitchen has 2 dedicated circuits for GFCI outlets, and bathroom has 1 dedicated circuit for GFCI. Install LED undercabinet lighting at all uppers in Kitchen(LED strip lighting included). If any new circuits need to be run to main panel to meet code, this work to be done on a time and material basis. Includes \$650 allowance for 8'-10' long track light and LED bulbs in kitchen, and light fixtures in bathroom.

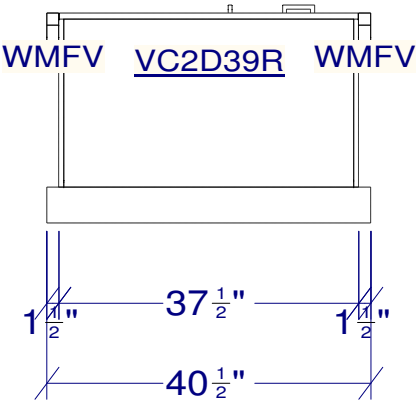
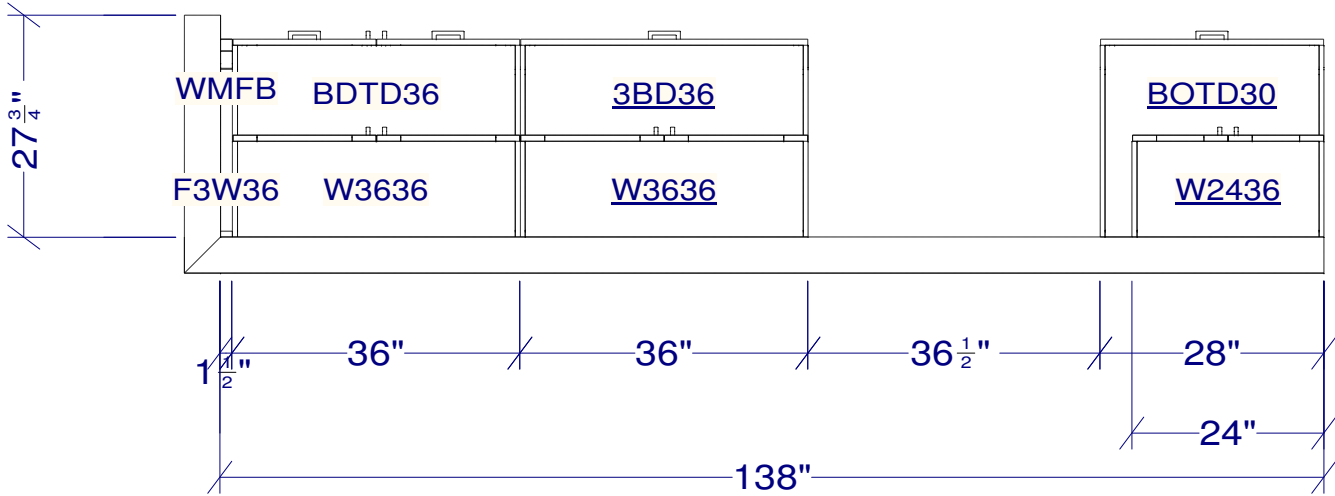
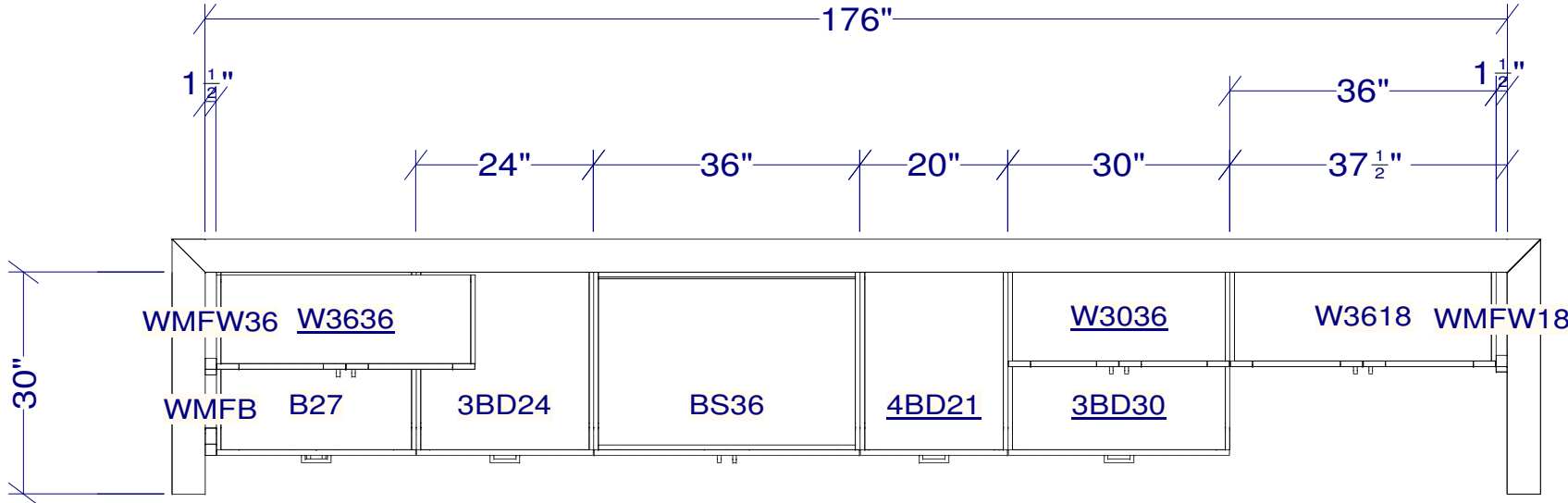
4,330.00


**Sheetrock:** Repair existing damage at right of kitchen hood, and ceiling seam in bathroom. Repair around shower stall and bath fan after removal. Repair at all electrical cutouts and penetrations and blend into texture. Repairs from moving plumbing and electric for new vanity location.

1,700.00

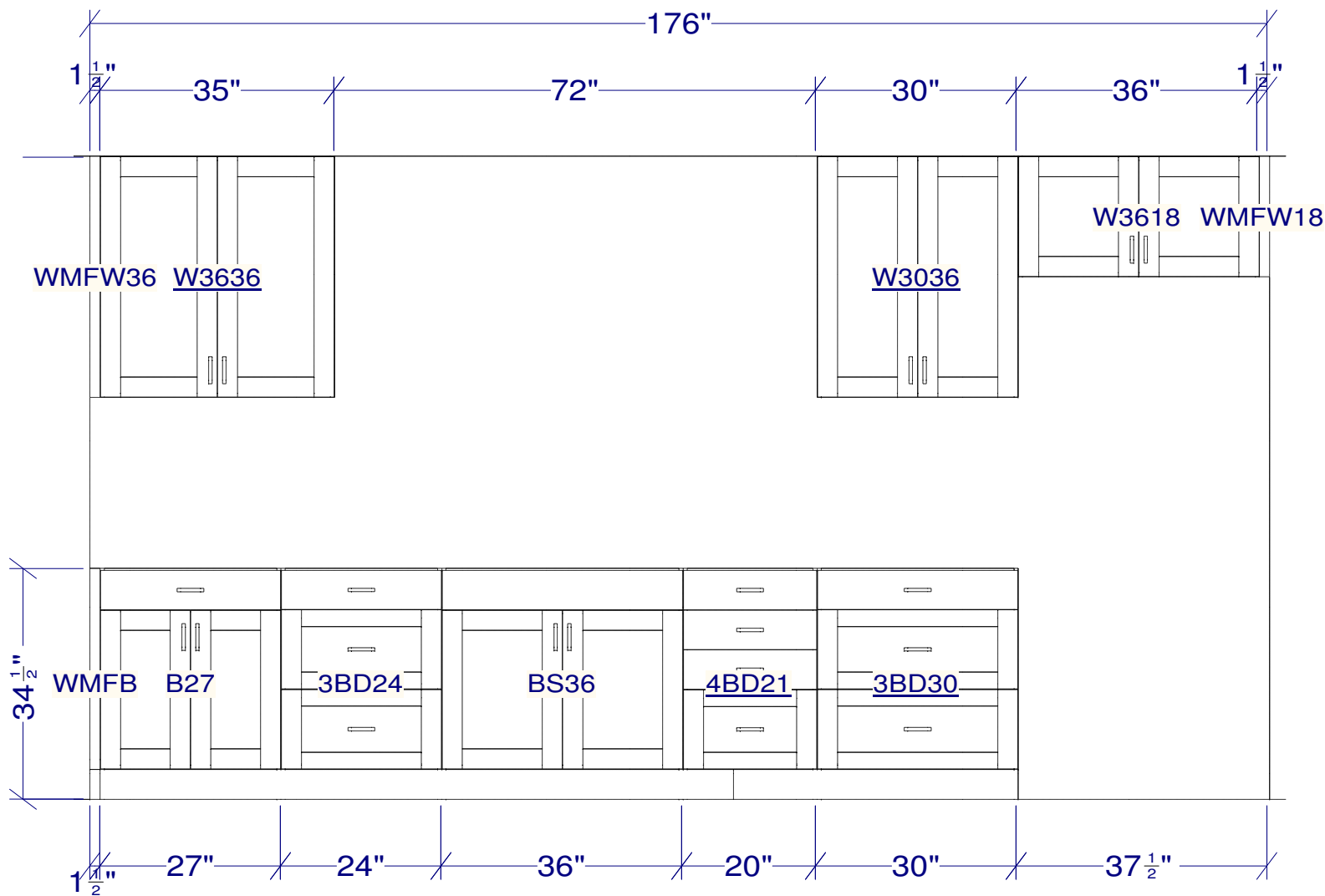
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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Kitchen Cabinets and Bathroom Vanity:</b> Bid is for Bellmont cabinets, made in USA, with European melamine boxes and solid Alder door and drawer fronts. Material cost is \$7,817 including plywood subtops. Add \$1,490 for flush panel "soft touch Verona Grano" cabinets for more durable door and drawer fronts. Labor to install cabinets and vanity is \$3,900. See updated Kitchen plan attached, with taller uppers that extend almost to the ceiling, and added cabinet to left of the range. Vanity to match kitchen cabinet choice. Includes \$150 allowance for cabinet knobs on uppers and handles on lower cabs, contractor to install. Includes allowance for contractor and kitchen designer to do complete cabinet plan(\$70/hour x 8 hours=\$560). Add clear silicone around base of kitchen sink cabinet and vanity, and door panels(if shaker style chosen) to make them more water resistant. | 12,427.00        |
| <b>Flooring:</b> Replace old linoleum with new linoleum flooring in kitchen and bathroom. Assumes plywood underlayment is in good shape and can be reused. If new underlayment is needed or if repairs need to be made, this work to be done on a time and materials basis. It is fairly likely that the underlayment near the shower and kitchen sink will have some damage. Includes new transition strips. Includes allowance of \$300 for linoleum material.                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1,040.00         |
| <b>Trim and Accessories:</b> Replace 14' of coronado baseboard in kitchen. Replace 20' of 1x4 primed pine baseboard in bathroom. Trim out kitchen and bath cabinets with scribe and toe kick. Hang new towel bars, hooks, and surface mounted mirror/medicine cabinet in bathroom. Install stainless steel grab bars in shower and near toilet(includes allowance of \$350 for the bathroom accessories material).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1,525.00         |
| <b>Countertop:</b> New countertops in kitchen(maximize overhang to protect cabinets form water), and wall to wall at vanity top in bathroom. Sinks to be undermount. Drill holes for faucets. Includes allowance of \$1,800 for 3 prefab countertop slabs/backsplash from Jerong Marble, or similar. Owner to pick out slabs. SCGB to pick up and install. Includes allowance of \$3200 for templating, off site fabrication, and installation. Includes 6" prefab backsplash, from countertop material, at kitchen and bathroom.                                                                                                                                                                                                                                                                                                                                                                                      | 5,000.00         |
| <b>Paint:</b> Paint entire interior of house with 1 coat. Walls, ceilings, baseboard, window casings, interior doors, stair guardrail and handrail. Color to stay the same. 1 coat primer and 2 coats paint on all new drywall in kitchen and bathroom. Assume all existing paint is acrylic paint. If any old paint is oil based, we will have to either use oil paint if the area is small, or sand and apply oil primer, and then 2 coats of acrylic paint, on a time and materials basis. This is not likely but it is possible on surfaces such as the moldings. Owners belongings to be removed from building or moved to the center of each room with access to paint every surface. Time is not included to move owners belongings.                                                                                                                                                                            | 6,200.00         |
| <b>Cleaning:</b> Thorough clean of bathroom and kitchen, and breakdown of jobsite.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 400.00           |
| <b>Reinstall Appliances:</b> Range and fridge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 150.00           |
| <b>Subtotal</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>46,192.00</b> |
| <b>Liability Insurance, Workers Comp, Overhead(13%) and Profit(5%): Total is 18%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>8,314.56</b>  |
| <b>Total Remodel</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>54,506.56</b> |

Attachment 2b



|                                                                                                                       |                                                                                       |                                                                                                                        |                                         |                                                |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------|
| All dimensions _size designations given are subject to verification on job site and adjustment to fit job conditions. |  | This is an original design and must not be released or copied unless applicable fee has been paid or job order placed. | Designed: 1/7/2020<br>Printed: 1/7/2020 |                                                |
|                                                                                                                       |                                                                                       |                                                                                                                        | Zen Center                              | All      Drawing #: 1      Scale : 0 1/2" = 1' |

# Attachment 2c

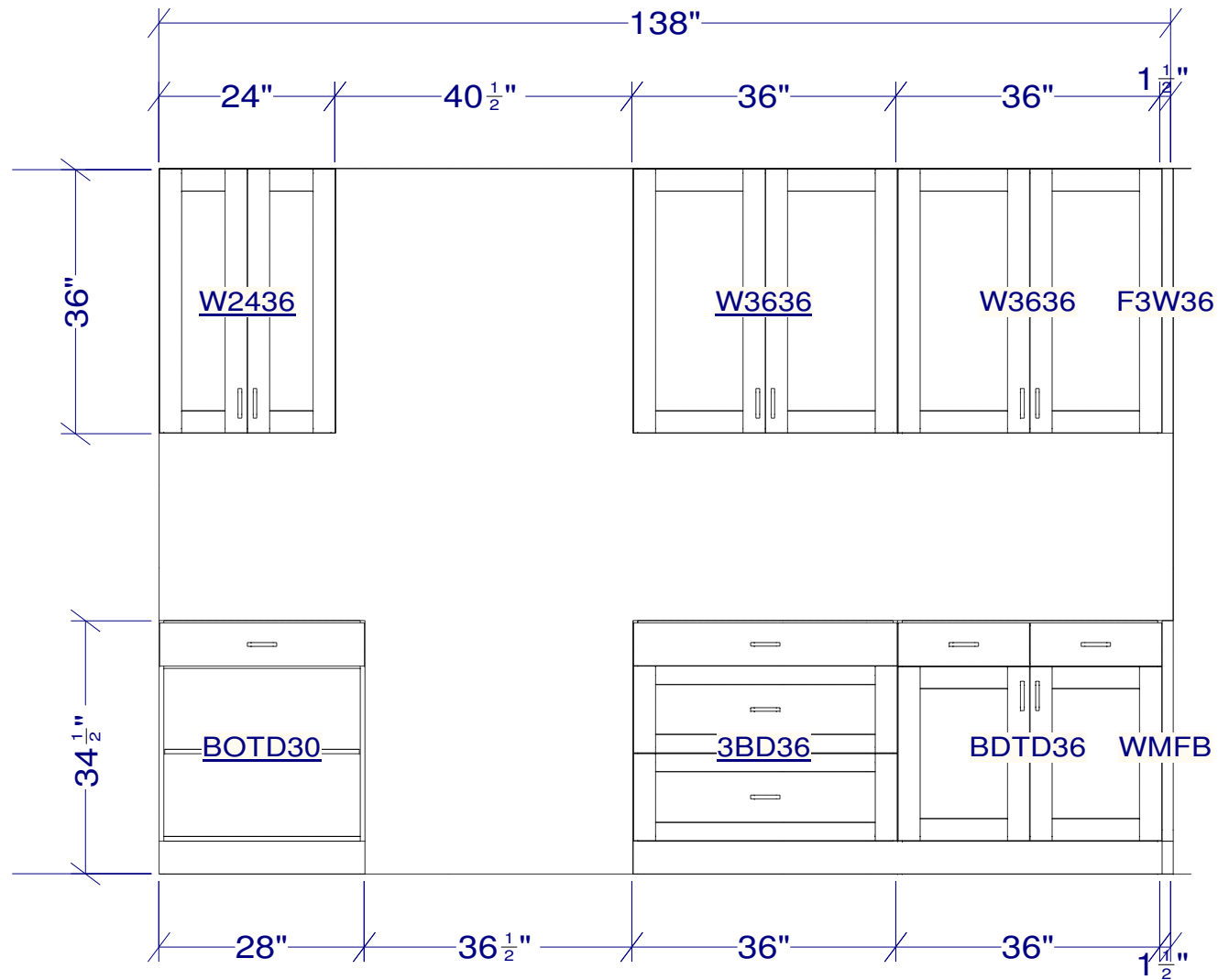


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2020

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Designed: 1/7/2020  
Printed: 1/7/2020



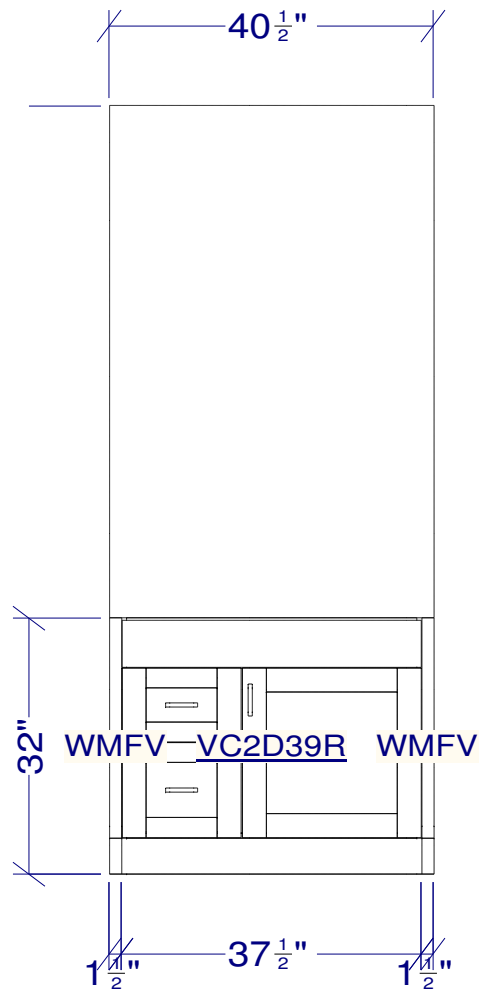
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2020

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Designed: 1/7/2020  
Printed: 1/7/2020





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|                                                                                                                       |                                                                                       |                                                                                                                        |                                         |                     |
| Zen Center                                                                                                            |                                                                                       | El 3                                                                                                                   | Drawing #: 1                            | Scale : 0 1/2" = 1' |