

Meeting Topic	SCZC Board of Trustees Meeting
Date:	Tuesday, February 27, 2018
Time:	6:35 pm – 8:30 pm

Invitees/Attendees

Name	Role	Name	Role
Mary Knudtson	President	Laurie McCann	Member-at-large
Mari Tustin	Vice-President	Neti Parekh	Member-at-large
Liz Milazzo	Secretary	Anais Schenk	Member-at-large
Yaro Jane Army	Treasurer		
Ken Collins	Member-at-large		
Rachel Grad	Member-at-large		

BOLD – Attended Meeting

AGENDA

FA=for action FYI= for your information FD-For Discussion

	Agenda	Lead
	Intention/zazen/appreciative inquiry	All
FA	Review/approve minutes, Jan. 2018 Approved with all 1's.	All
	Community Comments - none	
FA	Change Property management role back to board member Mari Tustin is willing to take on this role. Mari: doesn't do repairs herself (other than the fire extinguishers), but is familiar with Pacific Sun Property management, and other vendors. Liz will look for job description for Property Manager Board Liaison and send to Mari. Neti is the local person (of School St. renters) who notifies the Property Manager Liaison when there is an urgent repair needed at any of the 3 properties. Property Manager takes responsibility for reviewing the Reserve study, and commissioning an update. Expenditures above \$300 have to come to the Board, unless it's a planned expenditure built into the October operating budget. Proposal: Invite Mari Tustin to become the new Property Manager (relieving Patrick T.) Passed with all 1's. Liz will find "job description" written when Patrick assumed the responsibilities, and send to Mary and Mari. Mary will circulate to Board for final approval.	Mary
FD/FA	Discuss Google shared drive for documents Mary suggests that we pay for a gmail account (Google drive) for ZC Board documents. Mary will upload documents she received from Edie. Can password protect confidential documents. \$10/month. Individual Board members access documents through a gmail account. Mary would organize it, load documents. Proposed and passed with all 1's	Mary
FD/FA	Discuss the development of sub committees: Bylaws, Nominating, Membership, Finance, Property Management Tabled for tonight. Mary would like to convene the committees, and invite at least one or more Sangha members to participate in each committee. Comment: It would be helpful to know if our individual board terms are 1,2 or 3 years, to know how fully to participate.	Mary