

Santa Cruz Zen Center Board of Trustees Meeting Minutes

<b>Meeting Topic</b>	SCZC Board of Trustees Meeting
<b>Date:</b>	Tuesday, January 22, 2019
<b>Time:</b>	6:35 pm – 8:17 pm

**Members**

<b>Name</b>	<b>Role</b>	<b>Name</b>	<b>Role</b>
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 Army	Treasurer	Eugene Bush	Practice Leader
Sara McLellan	Member-at-large	Mary Knudtson	Past President
Rachel Grad	Member-at-large		

**Agenda**

	<b>Agenda</b>	<b>Lead</b>
	Zazen	All
	<p>Community Comments &amp; Board Photo</p> <p>Board photo postponed to a later date.</p> <p>Kokyo &amp; Shoho announced that they are preparing to leave SCZC around end of year. Kokyo &amp; Shoho discussed their history and time at SCZC, as well as future plans that include living in Nepal where Shoho is preparing to go back to school for her Masters Degree. Have plans to establish a second home here in U.S. for summer residence, possibly Jikoji, etc. Discussed their appreciation and wanting to stay in touch with the Sangha, and perhaps do some teaching here during Summers. Asked for support during this eventual transition.</p>	
<b>Discussion</b>	<p>Reports from the sub committees: Finance, Membership, Property Management (Garden?)</p> <p>Financial subcommittee: Discussed RBC bank account with ongoing intention towards contributing in socially responsible investments. Some decrease last year overall in RBC bank account due to market volatility.</p> <p>Property subcommittee: ongoing needs involving minor repairs, etc. that are going smooth. Discussion made on how to notify Property Manager which include emailing, notifying leaders or those who live on the property of any noticed concerns.</p> <p>Membership subcommittee - Anais to step down from membership subcommittee due to new role of being President, and help focus added energy on an eventual newly redesigned SCZC website.</p>	Mary

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<b>Discussion</b>	<p>Practice Leader Update (including calendar)</p> <p>The 2019 Annual calendar is now available on the website.</p>	Gene
<b>Discussion</b>	<p>Reminder on How to Vote</p> <p>Gene presented and discussed Elements of Participatory Group Process as a foundation of establishing mutual respect and sustainable agreements and used as a method of participation to reach closure and come to decisions skillfully. Present style is polling 1 to 5. The same style of 1 to 5 is used in voting. Polling is not a vote until we reach agreement. Fall back measure is that after 3 meetings/polls, any member can propose to vote to vote (not a typo). Majority rules vote is taken on the proposal. This approach is a way of aligning our Buddhist values which allow and encourage participation, and offer each person an equal point of view. The reference manual "Facilitators guide for Participatory Decision Making" which is used as our model is available for viewing in the office.</p>	Gene
<b>Action</b>	<p>Review/approve minutes - October Board Meeting &amp; November All Sangha Meetings.</p> <p>October Board Meeting &amp; November All Sangha Meeting notes were approved by Board.</p>	All
<b>Action</b>	<p>Website</p> <p>Website not ready to present to the board. Discussion on the use of linking and/or Amazon (%4.5 rebate), Bookshop Santa Cruz (support local), as well as possibly adding publisher websites (bulk purchase discount?) to purchase books used for classes or as general recommendations. Will consider specifics at a later date as new website develops.</p> <p>Discussed need and role of webmaster for upcoming website for occasional needs to maintain and repair. Also mentioned was the need of assignment of roles necessary for leaders and appointed staff to access website. Rachel volunteered to become Webmaster. Board was reminded that the web team had received approval to hire Joe Hall (Webmaster/ Zen priest) to start development of website. Money was previously set aside for Joe \$2500 (his asking price) \$3000 (offered) with original thought of the \$500 left for hourly costs for possible future corrections or needs (\$60/hr). A proposal was made and approved that Rachel become the new webmaster once the website was launched with a transition period/handoff from Joe to her. Rachel will work with Joe in the development of policies and procedures that include privacy rules and protections related to the website and guidelines for content. We are using</p>	Anais

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	<p>Squarespace to build website. Joe Hall to discuss website at next Board Meeting.</p> <p>Anais also discussed the need to have a Social Media Coordinator for taking pictures, posting on Facebook, use of Instagram, etc. and the need for a consistent approach to the use of sczc.org email addresses (rather than personal email accounts) for Board officers and the administrator. These and other decisions around the website would be discussed further at the next Board meeting.</p>	
<b>Action</b>	<p>Add Signatory to Accounts</p> <p>Vote approved to remove past President and add new President as Signatory to Accounts.</p>	Anais/Mary
<b>Discussion</b>	<p>Board Responsibilities and Roles &amp; Subcommittee membership review</p> <p>Postponed for upcoming February 2019 meeting.</p>	Anais
<b>Discussion</b>	<p>Reserve Study</p> <p>Postponed until March 2019 to offer presentation.</p>	Mari
<b>Information</b>	<p>113 Kitchen &amp; Bathroom Remodel</p> <p>Postponed until March 2019. Getting bids for above. Working w/ hired property mgr. (Glen). Working w/. 4 contractors re: estimates.</p>	Mari
<b>Information</b>	<p>Budget Report</p> <p>Savings: \$6463.53            Checking: \$35,750.76            Remodel: \$476.11            RBC Investments: \$507,243.04</p>	Yaro

### Follow-up Action Items

ID	Item	Owner	Date Due	Status
1	Garden			on going
2				on going
3				on going