

# Santa Cruz Zen Center



## Board of Trustees Meeting Agenda (Revised)

Tuesday, February 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	Member-at-large
Yaro Jane Army	Treasurer	Eugene Bush	Practice Leader
Sara McLellan	Member-at-large		
Rachel Grad	Member-at-large		

*Open with Zazen (5 minutes)*

### Updates

1. Community Comments & Board Photo (All)

*Board Photo postponed until next month's meeting. No community comments were offered.*

2. Subcommittee Reports :

Executive: *To meet with Officers next month to sketch out the Practice Leaders current thoughts about 2020 when Kokyo has left.*

Finance: *Received donation of \$2500 from the Boston Foundation. Yaro to link SCZC bank account to Amazon Smile to allow us to receive previous donation attempt and future donations. See Section 5 below under Regular items Agenda.*

Membership: *Request for volunteer to head membership committee. Will offered to consider heading Membership subcommittee pending upon receiving a more complete job description to determine acceptance and responsibilities within the role.*

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Property Management: *Ken to meet with Mari to clarify his role as part of the Property Management Subcommittee, and also to discuss Property Management's ongoing role in working and communicating with the Garden Manager (Liz).*

3. Practice Leader Update (Gene): *Have been fully involved in the development of the new upcoming website with the Website Committee. Plans being made to meet with Board Officers to update future plans into 2020.*

4. Budget Report (Yaro):  
*SCCCU: Checking: \$3,317.19; Savings: \$9,36827  
RBC Investments: \$525,033.10  
Remodel: \$476.11*

### **Regular Agenda**

- 1) Approve January minutes (All)

*Minutes approved with adjustments made to show former and present Board Presidents names and to show the banks that required the signatures. Edits were also made regarding the Board Elections process to help better clarify Gene's presentation into the minutes.*

- 2) Review and approve two changes to the SCZC Policies & Procedures Manual:

- a) Website Management: Add a policy that defines roles and responsibilities related to the SCZC website, email and social media. (Rachel)

*Policy was approved unanimously.*

*Sub Item was added: Request was made to designate a Social Media Coordinator. Anais volunteered and received unanimous votes to fill the position.*

- b) Board Elections Process: Currently this policy references specific dates from 2017. The proposed changes generalize the dates so the process is relevant for future annual cycles without requiring edits each year. Additionally the procedure was changed to reflect the current practice which includes a vote-by-mail election and tally prior to the All Sangha meeting. (Anais)

*Policy was approved unanimously.*

- 3) Review the current subcommittees to ensure the new Board is meeting its delegated roles and responsibilities as shown in the existing Policies

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and Procedures Manual (see page 3 of the manual). This discussion will include a roll call for existing committee members and call for new volunteers to serve on vacated committee seats. (Anais)

*Request for a volunteer to head the Nominating Committee was made with Sara agreeing to head Subcommittee. Other requests for participating in Subcommittee roles were made as mentioned above in the Subcommittee Reports, including the sub item above in section 2A under Regular Agenda.*

- 4) Approve reinvestment of \$10,000 budget surplus from regular bank account into RBC investment account. (Yaro)

*To be decided by the Finance Committee with the general proposal by the Board to reinvest funds until needed.*

### *NEW ITEMS ADDED TO REVISED AGENDA:*

- 5) Consider approval of providing Amazon smile with bank account information. Recently a sangha member attempted to assign SCZC as the recipient for their Amazon Smile purchase donations. Since we have not provided Amazon Smile with our EIN and bank account information the donations cannot be sent to us. The member asked us to consider providing the information to Amazon so that his donations can be received. (Anais)

*Yaro raised this under Finance Committee updates. The Board discussed how this information could be provided on the website. It was agreed that we could let people know on the website that they can donate to us through their Amazon Smile account, but that we would also list other ways they can donate a portion of the proceeds from their purchases to SCZC. Some local businesses such as New Leaf offer these types of donation programs for non-profits. Gene offered to look into which local businesses provide this program.*

- 6) Discuss a proposal to set up a speaker in the community room so that parents and their kids could listen to the Dharma talks on Wednesday evenings without having to worry about making noise. We could also offer to have a sangha member mind kids in their so the parents can be in the zendo. This item is not a call for action, but simply a request to start a discussion. (Neti)

*Neti to research proposal regarding requirements, children safety, and staffing; and to also meet with Property Management in discussing possible ways to install a speaker system into the Conference room in building 113 during Wednesday lectures.*