

# Santa Cruz Zen Center



## Board of Trustees Meeting Minutes

Tuesday, April 23, 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 Arny	Treasurer	Eugene Bush	Practice Leader
Sara McLellan	Member-at-large		
Rachel Grad	Member-at-large		

*Open with Zazen (5 minutes)*

*All Board members present with added Practice Leaders Patrick and Kokyo in attendance.*

### Updates

#### 1) Community Comments

Japanese Cultural Fair coming up on June 8, 2019. Patrick mentioned that it has attracted many visitors over the years to SCZC, and requested for the Board to help setup with the planning which would involve setting up, breaking down, greeting visitors (2 hour time slots), etc. It's a great opportunity to share with the larger community.

#### 2) Subcommittee Reports:

##### Budget Report:

##### SC Credit Union balances:

Checking: \$21,806.61

Savings: \$9730.43

Remodel: \$476.11

##### RBC Bank:

Balance: \$555,612.13

Prior Year: \$488,265

## Board of Trustees Meeting Agenda

### Budget Report Continued:

Prior Month: \$532,389

Financial: Discussion on pulling out and setting aside money for upcoming remodeling project. Yaro in conversation with RBC financial advisor and Anais in setting up this option.

Membership: Membership on hold until Spring/ Summer. Will to lead subcommittee.

Property Management: Mari and Patrick are looking at products and estimates for the kitchen and bathroom in Bldg. 113.

Executive & Practice Leadership: subcommittees are discussed below in line 2 of the Regular Agenda.

## Regular Agenda

Approve March minutes (Attachment 1) (All)

**March minutes were approved this date.**

(2) Discuss Practice Leaders' recommendation for future administrative responsibilities at SCZC. (All)

In preparation for Kokyo's departure in January 2020, the practice leaders in consultation with the Board officers propose that we consider separating the administrative functions from the teaching leadership functions. This may take the form of one or more lay persons/non-transmitted priests stepping in to organizational tasks such as responding to phone inquiries, coordinating calendar events, tending to the website and audio files, supporting the management of schedules and zendo roles.

This person/these people would need to be in close and frequent communication with the Practice Leaders. We propose that this position be a paid position, filled by someone(s) who is/are already quite active and respected in the sangha. We recommend that the Board establish a subcommittee to study the financial implications of this change and to write a job description. We suggest that these two steps be taken soon, so that, if a position of Administrator is to be established, Kokyo will have a chance to mentor them through the fall and early winter:

## Board of Trustees Meeting Agenda

### Regular Agenda (2)Continued:

Discussion here was to allow the Board to offer their thoughts and ideas as mentioned above, and not necessarily finalize any decisions at this time.

Administration needs: Gene expressed the Practice Leadership wish to separate from administrative tasks, allowing the Practice leadership to focus on primary Practice issues and concerns, thus requesting the need for an administrative position of approximately 40 hours a month. Monies from here would be transferred from Kokyo's presently paid position. Some concern was mentioned in setting it up as a paid position versus a volunteer position, while others voiced seeing it being an already paid position which requires a specific skill set which includes a level of commitment and responsibility for the role.

Discussion re: open enrollment vs committee choice in hiring a new administrator. A subcommittee would be established to write the contract and set up interviews. Timeline to select a new administrator is hoped to be established by end of year. Job description would include above average technical skills, website concerns that involve working with the webmaster, and other project management skills. Communication skills is also a must in coordinating the various administrative tasks demanded. 1-2 persons also being considered for the position with pros and cons voiced on the efficacy of having either 1 or 2 persons share the job. Discussion on timeline in shifting roles from Kokyo's administrative duties to the new administrator has not yet been determined.

Future questions were added as to who the webmaster and the new administrator would report to during any need for questions, concerns, or decisions during the day to day operations. Board to come back to that discussion at a later date.

Extended request from Kokyo and Shoho: Kokyo and Shoho's target date was originally set for the end of December 2019. A new request was made by Kokyo and Shoho to extend that date to April 2020 with their added request to also delay the remodeling of the kitchen and bathroom until they leave. Concern was mentioned in postponing the remodeling project with possible delay in construction and likely increase in future cost. **Board voted to extend and allow Kokyo and Shoho to leave April 15th, 2020 (after Buddha's Birthday sesshin) to allow them further time for transition.** Questions surrounding the extended time for Kokyo and Shoho regarding Kokyo's extended roles and salary to be discussed at a later date among the Practice Leadership and Board both separately and together.

Notes submitted by Ken Collins 04/23/2019