

Santa Cruz Zen Center



Board of Trustees Meeting Minutes

Tuesday, May 28, 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	(planned absence)		

Open with Zazen (5 minutes)

Updates

- 1) Community Comments

Request for volunteers to participate in the Japanese Cultural Fair.

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

Property Management: *Renovation delayed due to Kokyo's delayed departure set for April 15, 2020. Too far ahead to obtain a revised cost estimate or timeline for the remodel at this time. Revisit process January 2020.*

Finance: (As of May 20, 2019)

RBC Bank:
\$542,730.79

SC Credit Union Balances:
Checking: \$26948.20
Savings: \$10,135.86
Remodel: \$476.11

No other reports from other subcommittees at this time.

Board of Trustees Meeting Agenda (cont)

Regular Agenda

1. Approve April minutes (Attachment 1) (All)
Board Minutes approved.
2. Discuss 2020 Calendar & Teacher Contracts: Given Kokyo's delayed departure, the calendar and teacher contracts may look different than anticipated for 2020. Gene will update the Board on Practice Leader discussions around this change. (Gene)

Too early to plan 2020 calendar. The Board heard a proposal for Kokyo to lead a Practice/Focus Period approximately from January through the end of March ending in sesshin in April with a Monks Leaving Ceremony for Kokyo on Buddha's birthday Wednesday, April 8th. Ending with a Saturday Potluck gathering for Kokyo and Shoho on April 11, 2020.

3. Continue Discussion Regarding Administrative Functions. (All)

In preparation for Kokyo's departure in April 2020 the practice leaders, in consultation with the Board officers, propose that we consider separating the administrative functions from the teaching leadership functions. Last month the discussion focused on an initial exploration of the implications of this change in responsibilities. The questions raised are listed below. This month we will continue this conversation.

Gene provided an introduction to the topic and the questions listed below. He mentioned that the Practice Leaders would like to invite Yaro into the Administrator role and continue to have Rachel fulfill the Webmaster role. The Board discussed that the Administrator would be a paid contractor and not an employee. Gene also added a request that the Board consider paying the new administrator starting in November in order to have the opportunity to learn from Kokyo (the current administrator) how to create and distribute the bi-annual Sangha Newsletter before it's publication deadline in January.

- Should the Board establish a subcommittee to write the job description and contract, handle recruitment, and manage the hiring process?

Board approved a Subcommittee consisting of the Board President and one Practice Leader to oversee the development of a job description, pay and if necessary the recruitment process for the new Administrator.

Board of Trustees Meeting Agenda (cont)

- Who would this person report to? And how would accountability be addressed?

Board approved the aforementioned subcommittee to oversee the person or people fulfilling these functions by periodically reviewing their performance and addressing concerns.

- Should this be an internal recruitment or a "by-invite" hire?

*The Board discussed the Practice Leader proposal to invite Yaro into this position. (Yaro abstained from this discussion and vote.) The Board also discussed that Rachel has already been involved and has volunteered to continue as Webmaster. **Board approved** the Practice Leader proposal to have Yaro as the Administrator and Rachel as the Webmaster. There was discussion regarding pay and it was determined that the Subcommittee would bring a proposal for compensation back to the Board for consideration.*

- Should this role be filled by two separate people? (There was discussion around doing an internal recruitment and then making this decision based on the skills of people who expressed interest.)

Administrator and Webmaster roles to be filled by Yaro and Rachel respectively at this time.

- Should we have a volunteer cross-trained as back up to this administrative function? What will be the timeline for establishing this position?

The Board approved Anais as the backup for webmaster and for Yaro to recruit volunteer assistance as needed for the Administrator role. The Board also discussed making periodic requests for volunteers on the website or by email every 6 months to encourage participation and to also address the collective needs of the Sangha.

Timeline for beginning the new Administrator position will be November to meet the deadline for the January newsletter, with the full transition of administrative duties to begin in January 2020. Kokyo will be assisting in the transition with Yaro.