**Meeting of the Board of Directors of Zen Community of Oregon** / 1-13-19


**Meeting Location:** Heart of Wisdom Zen Temple

**Introduction Zazen and Reading:** Meeting start time 3:35 pm

**Approval of Last Meeting Minutes:** Approved: Chozen made a motion to approve with small revisions, Kisei seconded, and the board approved.

**Proposal for a new Board committee-Kisei**

Kisei brought to the Board’s attention the 5th goal on ZCOs strategic plan which contains a commitment to support Engaged Buddhism. She said Engaged Buddhism has permeated the education and culture of the community and that diversity, equity, and inclusion work is ongoing. She asked the board how to integrate this into the board/institutional level (i.e. a board committee).

**Discussion;**

1- Creating one board committee for bringing together the Engaged Buddhism groups.
2- Investigating leadership trainings for both the board and other ZCO leaders.
3- Funding consultants to look over ZCO materials/web site with an eye on language and inclusion.
4- With the *Awakening to Whiteness* curriculum there is a growing awareness that ZCO leadership is white right now and they attend conferences/community events and thus represents us. This is a reason for ongoing trainings on issues pertinent to race.
5- Chozen said a committee can form which would bring proposals to the Board. “Right now it is an affinity group ... but to be a committee acknowledged by the board ... reports to the board”. She added that we need to keep in mind our non-profit status. We can’t directly endorse political candidates and only a limited portion of our budget can go toward lobbying. Bansho added that we can say something is a good law or measure. Chozen added we are to remain mindful not to exclude people with various political views ... “the Dharma is for everyone”.
6- Nan thinks a board committee would help build leadership and stability which could help with length of service and create a vehicle for educating the community.
7- Fuho, Chozen, Nan, and Kodo all offered ideas about structure. These ideas were: having a chair and a co-chair, a core group or sub-committee of 6-7 who are the main organizers, and holding a strategic planning meeting to pull together the commitments to racial equality and attending to climate change. At the meeting a statement of purpose and the creation of a reporting structure could be created. A meeting will be held on February 17, 2-4:30pm where the following can be discussed: definition, function, and reporting.
8- Bansho added we create board committees so they can be empowered to do things like sign onto a coalition. A chair also adds accountability to the board.

9- Dainen added “any committee has to have a plan, purpose, linkage to board, and definition otherwise it drifts”.

Other Discussions about Board Committees

1. Hogen - Brought up the need for Ethics and Boundaries training for Board Members. And for the board to start thinking about training a new board president. He also asked is there is a committee that is oriented towards the Dharma? In terms of structure “this is the bolt that holds everything together”. Fuho said that this is built into the vetting process of the board. Fuho said education can be a part of the next strategic planning.

Satellite Groups – Claire Johnston

Claire requested clarification on ZCO ground rules for how satellite sitting groups establish. She lives in Clark County, WA where there is a 0.5 million population. She has known several Buddhist sitting groups which formed and then folded. She thinks ZCO could succeed in Clark County with a satellite group because of strong leadership. Fuho asked- as the city of Portland grows and becomes more populous “what are the important factors we need to work out for satellite groups”.

Chozen said these factors need to be worked out...

1) Logistics of where it will be held. It is better to be held in a church than at an individual’s home for instance.
2) Can we supply a teacher? And if we provide a teacher we need to consider the same questions other affiliated groups have considered like “are they members of ZCO?” do they pay dues? Or like other groups ... do they pay dues to their own group but get membership benefits in ZCO? One way we currently deal with this is by having different levels of membership.
3) Remember there is a need to collect donations for gas and teachers etc...
4) Chozen said it’s a good idea. Claire would like to contact our members through the listserv who live in Vancouver to find out about interest. Bansho said 95 names in our database are members in Vancouver, WA.
5) Hogen said it will take a person committed to teaching. Has to be someone who can teach, give dharma talks, give spiritual advice, has to at least be a part of Sanghakai, they have to know what they are doing ... have a purple Rokasu.
6) Bansho said he might be interested.
7) Chozen said they will think about providing someone of quality to (teach).

Discussion of Board President candidates-Fuho

Fuho- Kisei’s is being nominated to be the next Board President. Kisei said, “I have been on the board 5 years and worked for the organization for 8 years ... and I love the organization”. She has support from
the Roshi’s. Chozen said she can move away from the fundraising committee and ask other leaders of that committee to step up. The same with the communications committee head.

Fuho asked if a revision of the bi-laws is needed to have the president be someone on the board. Then he added that the ideal trajectory for president is someone who takes on a committee position, a board position, then steps up into leadership. The newly elected board members will be the persons electing the next president.

**Brief Reports**

**Finance- Shonin**

In the last year the amount of money that we took in was down by $45,000. Bansho will help Shonin make predictions for the coming year.

**Discussions**

a. Events and income
   1- Kisei -we found out that 3-day Sesshin over 50% of participants want to continue. If one was done a quarter at $6000 each (minus costs) that could bring in income. Also the 2 Day Loving Kindness retreats are popular.
   2- Jim- “can we do 2 day events at HOW?” Kodo- “we haven’t wanted to duplicate what happens at the Monastery”
   3- Nan – Loving Kindness and Inner Critic could bring in money, Lama Rod had good attendance at HOW (1-2,000$ made off of that) which is something to consider. Bringing in other teachers.
   4- Bansho- significant rentals were down and what we were able to get for trainings was also down. Sesshin attendance is stable and weekend retreat attendance is up.

**Fundraising- Kisei**

Annual Dinner brought in $61,333 and the End of the Year Appeal $32,000 + . We sent a card to everyone in our database about the capital campaign.

Bansho reported that the end of the year appeal brought in money from 26 donors. Many of the people are from outside of the region/area and don’t give for the dinner. Chris Wilhite has put a lot of energy into this campaign. Graphic design seemed impactful through Emily.

**Remodeling- Hogen and Kodo**

1- **HOW Updates- Clark Build and Woodstone** for general contracting, cabinet bids are in, separated plumbing out at an estimated $13,700-$18,700 (floor and plumbing). Kodo’s homework is to figure out what we can do on our own. Temple Council wants to know if it’s 2019 or 2020?

   Bansho- $30,000 from appeal is totally for Roshi remodel. It was suggested to ask the dinner fundraiser donors if their donation could go toward the HOW remodel?
Kodo - Should we do fundraising for the kitchen separately? Bansho – tease out if we were to do it in 2019 we need to do this... if we want to do it in 2020 it would look like this”.

2- Great Vow Updates -Hogen- Trouble getting contractors, we have permits that are about to expire, Jerzy needs to give a bid. He came to Great Vow and assessed the place for making a plan. He will be back in February.

3- Kodo suggested we do the residence first and then do the kitchen. Kodo will prepare a document that shows how it will look to help donations come in for each project.

Harmony Committee- Ryotetsu

The group is working on a code of conduct for teachers, ethical foundations for the sangha, and a conflict resolution process update. They are looking to complete these in 6-8 weeks. Committee is asking if they are being empowered to make decisions without the board, “what is our power?”. For instance are they as a committee able to put “sanctions on people”. Does the committee make recommendation to the board or have more power than that? There are 12 questions which need to be discussed in depth. Further discussion at future meetings planned.

Discussions

1- Fuho asked “How can the board ... before the next meeting give input”? Nan and Allen will work on first draft (in 2 more meetings they will have a draft).

2- Nan- Where does the harmony committee stand in relationship to the teachers? Or to the Monastery? For instance at the Monastery there is a residency agreement.

3- Hogen said, “We need one document for the whole organization”, leaders/teachers, members, residents all need to be included.

4- The committee needs a couple more members and more discussion to take place at the next board meeting.

Review of Strategic Plan- Fuho

Fuho would like the BOD to discuss where we are at for each stated goal and how to move forward.

Fuho would like to go through the strategic plan to set up actionable items and assigned people who agree to take those actions. Some items like fundraising and racial equality are already being worked on. Board members looked at the strategic plan to see what needs to be worked on/assigned.

   a. Develop practice training matrix and evaluate how the teaching and practice tradition of ZCO could be supported and sustained by the establishment of a religious order.
   b. Develop system for the training and development of Zen Teachers when Chozen and Hogen are no longer doing this.
   c. Fuho suggested having the teachers circle continue to work on these.
b. Under Goal 5- “different phases of life”. Chozen said we have a lot of young people in the community already and tending to the “different phases of life” of number 5 is important. Kisie said, “the only (piece) we have not developed is child care or a dharma school”.

c. More discussions of actionable items and the strategic plan to take place at future board meetings.

Next Board Meeting March 31, 2019 at 3:30pm at HOW

Concluded at 5:36pm

Minutes submitted by Amy Renyo Vance (secretary)