

Minutes of the Meeting of the Board of Directors  
Zen Community of Oregon  
July 6, 2014

In attendance:

Bill Dainen Kelley, Larry Fuho Trussell (President), Kotetsu Westin, Daimei Marmaduke (Secretary), Arlene Holmes, Scott Genmyo Miller, Doug Onkatsu Kagel, Nancy Kodo Conover, Jill Severson, Kisei Costenbader, Chozen Bays Roshi, Hogen Bays Roshi, Patrick Bansho Green (Treasurer), Laura Jomon Martin, Josh Mann, Darah Shonin Ashton, Judy Seiko Stamp, Manny Clark, Peter Glavin, Julie Grant Weiss

Welcome

Teachers presented Bansho with his official Dharma Holder rakusu; Bansho reads aloud the writing on the back.

**Approval of minutes from April 20<sup>th</sup> meeting:** Chozen motions, Seiko seconds, minutes approved as amended.

**Election of new director:** This opening was from Ryushin stepping down. Seiko moves that Bill Dainen Kelly be made a director, Julie seconds; motion passes.

**Update on Trillium House:** (presented by Genmyo)

- Right now trillium house is a “constellation” of ZCO
- Josh and Manny are the stalwarts; Ryushin and Kishin have left. Practice has continued, there is a work group including Gensho, Kodo, Chozen or Hogen, Genmyo, Josh, and Manny.
- Starting to get the word out that trillium house is available, starting to get a little bit of interest in folks moving in. There are 5 rooms; the Carlsons, ZCO's, Josh and Manny are in each, could have four more residents, and still two as guests of ZCO.
- Manny and Josh spoke about their experiences as residents. Spoke about the value of the support and relationship with the Sangha. Setting intentions at the breakfast table, makes it really easy to be here at HW daily.
- More guests have been coming through. Conversation about opening it up to more people to support participation in Great Vow or HW programs, and residents of GVZM, not just traveling teachers and ordained.
- What Genmyo hopes is that ZCO might be interested in bringing Trillium House into the fold, so over this next year: how to develop TH:
  - Focus on outreach (advertising, word)
  - Establish classes and ongoing groups (possibly some that are now at HW can be there)

- Keep revising TH's vision and tweaking the operations to adjust to the current practice, for example: vetting new residents, how to manage if one of the residents chooses to leave
- Create a 5-year plan, continue to vision about new ways to support the Sangha
- Remain financially stable
- What can TH offer that's unique: beds to stay in, there is space to do that. Talked about asking for donations to support that in happening (\$25-35 donation)
- KODO: Finances
  - \$2500 in rent.
  - -\$500 is what the Carlsons are being "comped"
  - =\$2000 in rent
  - -\$500/month ZCO pays for the guest room.
  - =\$1500 (aprox. 4 people at \$400/month.)
  - Currently generating approximately \$1300/month including \$500 paid by ZCO.
  - Food and utilities are on top of that. Josh collects the money for rent, and all the utilities are automatic payments, and Kodo and Josh are working together to track all of that. Keeping track of how many people are spending the night, cost of food, etc.
- The residents of TH have continued to benefit ZCO by taking on tasks and being available in case of emergency.
- 6-7am weekdays sit is still happening; Gensho is maintaining it with support from Josh and Manny.
- Genmyo suggests revisiting affiliation in one year and determining whether ZCO should possibly make the affiliation official, possibly purchasing or taking over TH as a part of ZCO.
- Affiliation: discussion regarding the pros and cons of affiliation, the potential legal and financial ramifications, and the continuum of affiliation between ZCO and TH. Discussion of how to continue to support TH without formal affiliation at this time.
- Shifting from training program to practice house: good for transitioning folks to and from the monastic environment, whether to continue with a formal written commitment to practice at HW, adapting the paperwork developed by Kishin and Ryushin.
- In a few years the teachers will need to sell the building, because it is a part of their IRA and they will need to start taking funds out of that. Can we make the TH program work, so that by that time, it will be running in the black and an asset to ZCO.
- Bansho suggests that the TH directing group meets with Dharma Rain and the Carlsons to get more information about affiliation and their own programs.

**Temple Council:** No update.

Grew some new grass outside, new Buddha statue outside, installed soffits over the ducts in the bathroom, cabinet for the chairs.

**Fundraising:**

Committee asked the board for feedback:

Set up a five-year plan starting in 2015 for financial stability (retire our current debt –loans to HW, to Hogen and Chozen, and mortgage to GVZM) and sustainable fundraising.

- All together it would be about 650k
- Income streams: membership dues, ZenWorks, sesshin and events at GVZM, HW fundraising, special projects, end of year letter writing, etc.
- Want to retire one of the HW loans this year. Matching fund with the annual dinner this year.
- Continue end of the year appeal, from the heart, especially from the ordained.
- This would accelerate our process of paying loans
- Increasing membership dues
- Increasing income from ZenWorks
- More income from GVZM
- Cultivating a few larger donors
- Planned giving
- Ongoing special funds and more info on how to give
- Making it really easy to donate on the web site
- Using crowd funding, so presenting that in tangible ways, show people where their money is going; possibly donations for special projects
- Other forms of donations besides cash
- Revisiting the time of year we are asking for support
- Training more folks to make ZenWorks items
- Could be a selling point to consider using more eco-friendly/organic products
- How will paying off debt impact ability to generate funds for special projects or needs
- Considering taking on each debt separately rather than the lump sum
- Chozen and Hogen say they feel that they will be able to relax when the GVZM mortgage is paid, so they won't have to be so income driven. Then they can look again at the monastery and what they really want to host.
- One idea of a large project in the future to have a chanting hall or a separate building to host other group events.

**Communications:** working hard on the web site, no official date when it will all be done, a lot of pages ready to publish, but waiting for the store to be done, the store needs someone to set up the credit card purchases. Bansho will talk with Seiko following the meeting on this topic.

**Membership:** Draft of the membership application. Onkatsu will send it to the group. The longstanding membership amount has been \$35 for a number of years.

This is similar to other groups out there. There are several levels of membership. Currently membership brings in about 50k each year, part of the plan to increase the funds, may encourage an increase in many people's monthly donation amount. Lack of funds would not keep anyone from becoming a member. The goal is to encourage folks to give more on a regular, monthly basis, keeps the precepts and encourage all of us to think that we might be able to give more, inclusive.

We used to suggest giving an hour each week to the dharma, but minimum wage would be more than \$35/month.

What is the selling point for people to step up? Rather than tying this to a mug/item/gift, the proposal encourages people to feel encouraged to take it up a notch without feeling excluded.

Once finalized this would be on the website, draft an email to the board for editing, a new brochure/application, existing members would have option to use the new application or not. There would be some reprinting costs.

Onkatsu will move forward with getting the new membership document edited, with assistance from Bansho and Fuho, approved by the board online, and then added to the web site and new printed materials.

**Bylaws:** Fuho sent out a copy of the proposed changes, asking folks to read through and determine if it makes sense, and send comments to the board.

Most significant changes:

- How is the greater membership notified of upcoming events (mail or email)
- In response to Chozen's concern regarding whether Hogen can stand in, 4.09 shows that "the spiritual leader can designate a proxy for herself."
- Defining membership: problem of the data—what is the software we use to keep track of membership and how updated is it?
- Voting by email: how should email voting by the board go? Half page document handed out: code of conduct for board members when voting online.
  - Motions should be made via the president
  - Motions should be clear and very simple, capable of being answered by a yes or no
  - President discusses the issue with the proposing member to make sure it's an appropriate motion
  - If appropriate, the president forwards the motion to the board and asks for a second (the proposing member is the first)
  - Voting has to be unanimous and 100% of the voting members, otherwise kept to the next board meeting.
  - Topic voted on via email should be limited to those for which there is urgency.

- The person making the motion and the president should cc the secretary so that the secretary can document these online votes.
- Suggestion: perhaps adjusting the 100% rule, as urgent issues may be problematic if someone is in sesshin or traveling, etc.
- The 100% rule is meant to ensure that those in sesshin will be able to voice their opinion.
- There is no current rule for email process. Majority rules, if we don't hear opinions things may still pass.
- Seiko moves to accept the proposed procedures for making motions and voting by email. Onkatsu seconds, passes.

**Next meeting: bylaws.**

**(Note: Jomon will act as secretary for the October 12<sup>th</sup> board meeting)**

Submitted by Daimei Marmaduke, 09-07-14