

## ZEN COMMUNITY of OREGON BOARD MEETING MINUTES January 18, 2015

In attendance (\*Directors): Larry Fuho Trussell, Judy Seiko Stamp\*, Bill Dainen Kelley\*, Arlene Holmes, Daimei Marmaduke, Sharon Senjo de Vida, April Mcferran, Doug Onkatsu Kagel\*, Kotetsu Marmaduke, Dara Shonin Ashton\*, Jogen Salzberg, Kisei Costenbader\*, Chozen Bays Roshi\*, Hogen Bays Roshi, Patrick Bansho Green

Opened with zazen and poem (Fuho)

### **Minutes:**

October 12<sup>th</sup>, 2014 minutes: Seiko moves to accept as corrected, Kisei seconds, approved.

### **Update from Treasurer (Bansho):**

Financial report:

- Financial situation continues to be sound due to donation and membership, volunteers and residents: money in, money out budget.
- Books not closed, still reconciling final statements for the year, but will be closed shortly.
- Income from membership down slightly. Membership committee has begun to do work to address this; lets let that play out before making changes.
- Some checks may not have been cashed, need to check into that.
- Sesshin income is stable, on target for projections.
- Losses offset by hosted events at Great Vow; we're above projections.
- Slight increase in event donations, zazenkai, classes, etc.
- Big sale at ZenWorks, good response (gross 2600 in sales, 10% of the whole year) so we will hit projected income despite web site being down for months.
- Long term: events that make sense at Great Vow, and ZenWorks.
- Online donation: \$6,990 at end of year, much better than checks and mail donation, a great asset.

Listed income by category, fund balances, and loan payment obligations.

Budget topics discussed:

We are finished paying Loan 1 off for Heart of Wisdom with \$6.01, after 12k loan forgiveness.

We still have about \$400,000 in debt as an organization.

It's clear, to survive, we have to have groups coming in to rent and use the Monastery including the Thich Nhat Hanh group, Tibetan, etc.

Mindful Eating Conscious Living, taught by Chozen is a nice income maker, open to professionals. Will continue to offer one or two per year.

We bring in less from sesshin than we do from ZenWorks. ZenWorks mission: to help people learn more and practice with Jizo bodhisattva, and to help people practice at all stages of life.

We are going to a sliding scale on dues, we haven't raised prices on sesshin, we have events that used to charge that we now provide by donation only, and we give away more events than ever before. As a way to make that up, we have to sell more at ZenWorks, and have more events that make money from outside teachers and groups. Sesshin is less expensive here than most other retreat Zen centers.

We could do packages, like a go to 3 sesshin, get one free, or give a break for regular attendance.

Discussed proposed budget for 2015, will correct errors. Chozen moves that we approve budget with corrections, Onkatsu seconds, approved. Financial report accepted

#### **Membership Committee Membership (Arlene/Onkatsu):**

Onkatsu stepped down from being chairperson a few weeks ago; Arlene has agreed to fill in temporarily.

Membership feels strong, new membership tiers are live online.

Thanks to Arlene for taking this on!

The board thanks Onkatsu for his service and initiating this change.

Membership fees have not changed for 15 years or more, new tiers just posted in December.

There have been some difficulties in getting the numbers to balance:

Concerns about how we have tracked membership in past.

There is a backlog of people who have applied and sent in donation without getting welcome packet or new member interview.

Do a concerted promotion of new membership system in the future.

People are joining and finding it on the website.

Used to have "new member teas," maybe start those again.

Members can join on paper at Monastery, on paper at Heart of Wisdom, or online.

Fuho requests that the membership committee takes up the issue of coordination of new membership, and tracking membership in the New Year.

Arlene is willing to take on the Head of Membership Committee. Thank you Arlene. Sharon is willing to join the committee; Fuho suggests new Membership Chair undertakes getting more committee members.

#### **Bylaws (Fuho/Shonin/Bansho):**

Prepared by Bansho, Shonin and Fuho. Proposed changes in draft document.

Change related to the ability of Roshi to designate someone to fill in, so that Hogen can act as proxy for Chozen (item 4.10). Following discussion, suggested adjustment to read: There shall be no voting by proxy, with the exception of the spiritual leader who may designate a proxy.

4.09 discussion: if Dharma Holder is going to be designated as a spiritual leader, does it have to be ratified as successor/leader or is it specific to holding the Spiritual Leader role on the Board of Directors. Refers to 7.03, but 4.09 describes who can vote on the designation of that leader. No additional changes needed.

Question: are the ordained and monastics considered as members because memberships are defined by payment of dues? Declaration of membership by filling out a form, even if no ability to pay funds, Board retains the ability to make adjustments to membership and dues.

Seiko: moves to accept with corrections to 4.09, Dainen seconds, approved.

### **Communications (Seiko):**

Seiko is compiling a book on everything you need to know about the web site and how to run it. Plans to train people to do all of it.

Currently Seiko and Suzan are backing each other up, or web contact Jenny can take care of things in emergency.

Report on current developments and soon to come items on website.

Request of major change to the structure: adding photos to make more graphic, there will be a meeting with the web and communications team to determine how and possible costs.

Requesting high quality photos. Suggesting service position: photography bodhisattva.

Individual flyers from web site can be easily done, but flyers are not the primary way that people come to events.

Thanks to Suzan for the ZenWorks promotion!

Thank you Suzan and Seiko for all the hard work!

### **Trillium house (Chozen):**

New era, many applications, in the position of telling people they are on a waiting list, hoping to be full. Have room for a single man to come. Pondering whether to accept a second couple.

### **Secretary Position:**

Secretary is coming to the end of her tour of duty, and asks that people consider replacement.

Annual meeting is scheduled for March 29<sup>th</sup> 2015, other board meetings not yet scheduled.

Submitted by Daimei Marmaduke