

ZCO Board Meeting Minutes July 26, 2015

In attendance (*Directors): Larry Fuho Trussell (President); Julie Grant-Weiss*; Michael Sojin Kip; Linda Cho-on Frischmeyer; Nancy Kodo Conover; Doug Onkatsu Kagel*; Bill Dainen Kelley*; Jan Jones; Amy Kisei Costenbader*; Darah Shonin Ashton*; Laura Jomon Martin; Ed Gensho Welsh; Patrick Bansho Green (Treasurer); Arlene Holmes; Chozen Bays, Roshi*; Hogen Bays, Roshi; Judy Seiko Stamp*; Eimyo Meladandri; Heather Dorfman (Secretary). A quorum of directors was present.

Meeting location: Heart of Wisdom Zen Temple

Zazen and reading: 3:43pm

Review & approval of minutes (March Annual Meeting): passed (with corrections) at 3:52pm

- **Agreed to send minutes a few weeks before for review and approval** (“Do you approve these minutes?”)

Reports from Board Officers & Committee Chairs:

- Treasurer, presented by Patrick Bansho Green
 - Continued strong financial position
 - Income & expenses: both on track based on time of year and other relevant factors.
 - **Bansho will look into credit card and debit card fees and will discuss with Julie Grant-Weiss. Bansho will also talk with the bookkeeper about creating a new category to more clearly track dana for teachers coming in & going out (e.g. for Anam Thubten), so that reported event income better reflects actual income**
 - Bansho is happy to discuss the budget in more detail at any time, with anyone in the community
 - Treasurer’s report approved - 4:17pm
- Membership, presented by Arlene Holmes
 - 2014: 12 new members; 2015 so far: 19 new members
 - New Member Tea invites (handwritten) going out to 30 or 40 new members (will include folks that joined in 2013)
 - Membership sub-groups are doing well - lots of volunteers helping in many ways
 - There has been 1 request for an LGBTQ hearthstone group & 1 for a women’s only group
 - Looking for someone to take over 1000 Hands of Kanzeon & has some possibilities
 - Hard copies of much of this information can be found in the file drawer labeled “Sangha Treasure” in a file cabinet at the back of the HoW library
 - **If you are willing to help with new member interviews, please let Arlene know**
- Communications, presented by Judy Seiko Stamp
 - Flyers - working with a less costly printer. It is located in Vancouver, and takes a bit longer to have flyers printed and delivered - getting event information in as early as possible is very helpful
 - Event posters - Ambling Bear person has retired. We are now working with a new person who is very responsive & offers a discount for non-profits
 - Communications records book - Seiko created a records binder that has instructions, links, etc - a copy of this can be found on the google drive (and there is a hard copy)
 - Website
 - Continues to be backed up. Talking about creating a ZCO-owned place for the backup
 - Membership application & payments - in process & should be functional soon

- Photo gallery - photos with lots of space around edges work best so that they can be cropped as needed. Big, square & high resolution pics are best (don't zoom in real tight). Working on slideshows for Great Vow and Heart of Wisdom
- Fundraising, presented by Nancy Kodo Conover
 - Pledge idea to help assure that we'll pay off the Great Vow mortgage in a timely manner.
 - We have about a \$250k debt at Great Vow. It would be very helpful if we had a steady, stable stream of donations coming in specifically for the mortgage.
 - Committee is suggesting a 3-year pledge campaign to own Great Vow outright - similar to Sangha of a 1,000 Jizos. This campaign would have a Bodhidharma theme (offer Daruma dolls - fill in one eye when pledge is made and the other at the end of the 3 years, after pledge is fulfilled). Would like to launch at the annual dinner.
 - Board is in support of campaign & committee will continue planning.
- Temple grounds, presented by Nancy Kodo Conover
 - Stairs into side garden have been put in (construction was done at a discounted rate)
 - Kodo is advocating for a ramp on side of building - an estimate is being created. Kodo would also like to have a sign for the building
- Projects, Bill Dainen Kelly
 - Dainen has long experience as a project manager. He passed out a document that can be used to plan projects ('Project Charter'), and he would be happy to help anyone with planning
 - **Seiko will upload the document to Google Drive. Dainen will be point person on filling out these sheets for projects that are currently being discussed**
- Trillium House - looks like we will be full in August (and are still maintaining the guest room). Kodo has agreed to be the spiritual guide for Trillium House residents & will continue to get folks involved (and this group is already very involved in ZCO).

Teacher reports, presented by Hogen Bays -

- Summer program - moved this to June & July and seems to be very successful. Currently a population of almost 40 people at the Monastery. August is no longer an official summer residency month, but probably about 10 will be staying on.

Discussion of population reports, presented by Hogen Bays -

- These have been used to keep count of attendance at events, zazen, sanzen, etc.
- Goal was to have numbers to prove how many people were involved at ZCO in case this was needed in loan application for HoW. These were no longer filled in after HoW was purchased. Agreement that population reports are not needed at this time.

Next meeting: scheduled for Sunday, September 13th

Closing - 5:27pm

Minutes submitted by Heather Dorfman