

In attendance (*Directors): Douglas Onkatsu Kagel*, Larry Fuho Trussell* (President), Bill Dainen Kelly*, Darah Shonin Ashton*, Patrick Bansho Green* , Laura Jomon Martin*, Janine Salisbury, Julie Weiss *; Nancy Kodo Conover, Hogen Bays, Roshi, Patrick Dunn, Haley Voekel, Chozen Bays, Roshi*

Meeting location: Heart of Wisdom Zen Temple

Board Meeting // 8.18.16

Intro

Opened at 3:41 with Zazen and a reading from the Shobo Genzo chapter “Valley Signs, Mountain Colors”

Previous Minutes were not approved, copies were circulated to board members for review

- Julie makes motion, Doug seconded and they were approved.

ZCO Administrator Update // Bansho & Fuho

When we met last, it was discussed to create an Administrator role which has come to pass. Bansho has now been in the position for 3 weeks.

- Bansho reported that he has reviewed three areas:
 1. Financial //Looked at ways for our finances to be easily understanding and accessible. His goal is to work with a book keeper for a month to month budget as opposed to a yearly budget. Will provide for more flexibility during the year.
 2. Communications // Look at communications to be discussed later
 3. Membership // Membership database and creating an accurate consolidated version
- He has gone to the monastery weekly to understand how things are working and what would be helpful for them. Expects to keep this up on a weekly basis.
- Hogen is encouraged and feels like Bansho is getting a better sense of how the monastery works beyond sesshin. He is able to offer wise counsel as he is beginning to see the whole system.

Treasurer Discussion

- We need to replace Bansho as treasurer. Bansho is working with a book keeper to simplify things so that the Treasurer position will be easier. It comes down to

interest and if anyone is willing to take the position. Bansho is not aware of anyone with this inclination at this time. Process wise all it takes is for Bansho to step down and the board to vote in a new Treasurer.

- Hogen would like a Treasurer with vision and an understanding of money.
- In terms of safety in regards to Bansho currently being an administrator and treasurer, there are safeguards in place. He does not have a check or debit card as the Treasurer tracks money instead of spending it.
- Bill asks if his current process of getting approval for building supplies and then having the store bill the monastery directly is the best process. Bansho confirmed that it is. Bill offered to share his excel spreadsheet he uses for project budgeting.

Treasurer Report // Bansho

- Bansho created a report that compared last year to this year's spending

INCOME

- Our year to date financial position is positive. Our overall income is up 17.6 % (this is the operations budget from programs we put on and dues, NOT fundraising)
- This bump is due to two popular programs
- While we don't know what the second half of the year holds we do have two upcoming sesshins
- Membership dues are up 12%
- Income from Zen works is slightly down
- Trainings fees are down. These are paid by residents at the monastery few of whom are currently paying. This policy needs to be revisited. Facility rental fees are down. In the past we used to count some of the money from special events as rentals. We have now split special events into events and facility rentals are only for pure rentals.

EXPENSES

- Expenses are up 6% (\$10k) which is not a large amount
- Medical insurance is up
- The priest honorarium is more than budgeted. It didn't include Kisei's training in Europe and Japan and Soten's upcoming training trip.
- Stipends are up 3x from last year due to a policy change. Stipends used to be given only to priests, now some long term residents also get modest stipends. Bansho recommends a conversation around this topic after we discuss at HOW. Chozen clarifies that they did this because long term residents who have lived at

the monastery a while and are known and trustworthy ran out of their own money.

- Shinei has found bulk supplier of organic groceries and it's helping keep the bills down
- Maintenance fees are down
- Large increases (like equipment expense) are likely due to changes in categorization which needs to be standardized and looked at. Bansho wants to shift the responsibility of categorizing payments onto the spenders instead of on Soten who often doesn't have all the information and could help with this issue.

TRAINING FEES

- Some people pay their first few months. If people who run out of money, are reliable, and committed they get to stay without paying and eventually get a stipend. Julie brings up that this is possibly too left up to opinion. Suggests an application. Chozen agrees and suggests it become part of the process.
- We need to look at this more clearly. Right now Jogen is driving this and it's at his discretion. Summer program is free. Kojen used to be more strict so this shift is possibly partially due to Jogen's approach.
- Last year the training fees were \$7,685 and in 2012 they were \$31,710
- Bansho recommends the monastery have a conversation about this. It's shifted from a scholarship/sliding scale model to one where they are supported by the community and donation.
- Audio visual line item, possibly the laptops for the communications people, but Bansho will check in quickbooks

SIMPLIFICATION OF BUDGET

Bansho has two recommendations:

- Bansho working with bookkeeper to simplify the budget, but this will require a motion from the board to do.
- Currently we track track bank fees by category and he recommends we no longer do that.
- Doug made a motion for both of the above, Julie seconded, motions passes (and hooray for the cook)

FRAUDULENT CHARGES

- We had some fraud where someone bought a motorcycle, it was reimbursed.
- Julie mentions that credit card companies have changed their policy. If you don't

accept chip cards then vendors are liable for fraud.

- We don't have chip readers yet, but we don't have to yet
- We are PCI compliant

CAPITAL CAMPAIGN

- Fund Balances (June 30, 2016)
- Checking: \$128,394.48
- Savings: \$143,072.30
- Total: \$230,651.93

Obligations

- Great Vow: \$50,000 for Sept 1 mortgage payment
- HoW Capital: \$4,393.08 (plus receivables \$9,263.20) = \$13,656.28
- Abbots Discretionary Fund: \$45,339.39
- Balance: \$130,919.46

Fundraising

- Last year we had \$25,328 in Bodhidharma pledges for 2015-16. Of that \$21,764 is in hand. Another \$11,645 was given in one-time Bodhidharma campaign gifts (mostly checks) either at the dinner or fulfilled by year-end.
- We have received \$33,409 of the \$36,973 pledged; 90% of last years commitments are in hand.
- Some were multi-year pledges. We have \$10,768 pledged for 2016-17 so if last year's people recommit there's another \$14,560 possible at this dinner!

Looking ahead

- Our mortgage payment for Great Vow is \$50,000 on Sept 1. After that we have 5 payments of \$50,000.
- If we had 13-15 new \$1000 donors, and were able to maintain our current donors, we could pay the mortgage off.
- Recommendation: Set a short-term goal to find 15 new donors who can pledge \$83/month. With a 12 more \$1000/donors plus the current pledges would cover the mortgage. Have the fundraising committee develop a plan that includes board to participation.
- Chozen makes motion to accept to report, Doug seconds, motion and report pass

Communications Update // Fuho

- Seiko and Suzan are no longer interested in their positions on the communications team

- They are working hard to finalize their obligations and creating a dropbox page of templates as well as training videos and other materials
- The board needs to identify a communications chair as that position is now open
- Webmaster (Jenny) is still in her position
- Need people to:
 - Flyers
 - Website
 - Social Media
 - Monthly Emails
 - Someone to track all of the above and get information necessary (Communications Chair)
- Kisei needs to be included in this conversation
- Fuho recommends getting a group of interested parties together. Possibly Jenny, Bansho, Fuho, Jim, Kisei etc. to have tea and discuss. Bansho will organize this group.
- Chozen recommends that Seiko and Suzan be thanked for their service and work and volunteers to figure it out

Trillium and Temple Council Report // Kodo

TRILLIUM

- There is a new resident (Jason) will be there a few days a week for three months as he takes courses at Maitripa. He will be staying in the guest quarters.
- Current group has been there a year
- Adding a half bath in September
- Trillium house has been financially sound
- A bike shelter was created with donated funds
- Kodo would like more interaction between Sangha and residents. Possibly more classes, dinners, etc.
- Wants to see residents connect more with the neighborhood
- Residents have expressed a desire to have a teacher living with them. Kodo expressed that they have a great opportunity to be involved with the temple, Sangha, and the community here.
- Scheduled Activities: Closing night chants, attend temple at least once a week, a monthly house meeting, Kodo gives them a Monday morning mindfulness task
- It's an ongoing conversation to determine if Trillium house is useful, so far it is deemed that it is so

TEMPLE COUNCIL

- Current council is Kodo, Darah, Doug, Kotetsu, Nan, and Bansho
- Summer project was garden fountain and garden maintenance
- There are new offerings with Jogen's sound meditation and Jomon's class.
- The kitchen // Kodo would like \$5k for fixing the wall, floor, and plumbing of the kitchen
- A motion was made by Onkatsu and seconded by Dainen. Motion was passed to give Kodo \$5k for kitchen issues

minutes submitted by Jim Hornor, Secretary