Zen Community of Oregon Board Meeting

Zoom

March 28, 2021

Minutes prepared by Ko’un Kassie Fisk

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| **ZCO board members attendance** | **Sangha attendance** |
| * Chozen Bays,Roshi (Director) | * Hogen Bays Roshi |
| * Kodo Nancy Conover (President) | * Fuho Larry Trussell |
| * Bansho Patrick Green (Administrator) | * Bee Myo’on Sloan |
| * Dainen Bill Kelley (Director)\*\* | * Kisei Costenbader |
| * Kyoko Nancy Whitaker-Emrich (Director)\* | * Brent Cramer |
| * Shikaku Jim Hornor (Director)\*\* | * Soren Janine Salisbury |
| * Kennyo Patrick Dunn (Director) | * Joseph Boquiren |
| * Shonin Darah Ashton (Treasurer) | * Onkatsu Doug Kagel |
| * Jomon Laura Martin (Director) | * Myoyo Voekel |
| * Ko’un Kassie Fisk (Secretary)   \*Term ended in 2020  \*\*Term ends in 2021 | * Jemma Wolcott-Green * Chorin Linda Vick * Adam Herr * Choon Linda Frischmeyer * John W |
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The March meeting minutes were approved by the board via email in April.

1. Welcome, introductions, short meditation and reading (10 min)
2. Board meeting minutes and procedures for correction – Ko’un (5 mins)

* A draft of the meeting minutes will be sent for review within one week. This will be sent to all members of the board plus Hogen.
* The revisions and edits will be due one week from when the draft is sent.After review, the final version will be sent via email.
* The edits and revisions will be made and the final version sent asking for approval within one week’s time. An email will be sent with confirmation of approval and final version, and noted in the meeting minutes.
* Bansho will post to the website shortly after meeting minute are approved.

**Decision:** Meeting minutes review process was approved with reminder that the intent is to review for content more than typos.

**Decision:** Motion to approve the January 2021 board meeting minutes from Chozen, Kennyo, Shikaku and Nan on email. Final version of minutes sent via email February 14, 2021.

1. Short reports from several committees: (25 min)
2. Finance — Shonin

The bank balance is increasing steadily since March 2020 which points to a robust, stable financial picture. A more complete reporting will be available at the next board meeting. The Great Vow Monastery mortgage will be satisfied in 2021.

1. Engaged Buddhism — DEI plan — Kisei and Nan

* Kisei provided a timeline of the tasks completed by the Diversity Equity and Inclusion committee to date. The committee is currently in the process of analyzing where the sangha is now, and where we want to go. The goal is to be more strategic and bring together sangha members that are working in different ways to support DEI. Currently working to develop strategies and prioritize to incorporate recommendations. The committee meets monthly with the next step to meet with the teachers.
* Nan shared that there is an effort to put out a ZCO statement about the Asian American hate that has been demonstrated. Anyone that would like to participate is welcome to contact Nan. ZCO members have reached out to Asian American Sangha members for support.
* There is another group within the Sangha that came out of the Engaged Buddhism group that is working to get our own internal systems in place, with a focus in environmental justice, gun control and homelessness, as well as other things within the legislature. This group is looking to find people that would like information and interested in participating. If interested in more information please contact, Jomon at jomon@zendust.org.

1. HoW Kitchen — Onkatsu

* We hired Lee Helton Construction, Rainer, Oregon who is the husband of a ZCO member. The work will be installed in May. Very exciting that we will have a new functional kitchen. Kodo is working on completing the paint room as well.

1. Great Vow Update — Kisei

* There was a big shift to go into cloister for over a year. We were able to let new residents come in for shorter periods of time, with 9 residents joining since January and currently have 17 residents. Two people will be taking Jukai in April. Kisei will be going on sabbatical and Soten and Shinei will be returning to the monastery. This last March, 40 participants attended online sesshin. It is possible that all residents will be vaccinated by mid-May. A climate action committee has been formed and meeting weekly.
* Kennyo shared that Chinook people are not recognized as a tribe by the government. The tribe has had federal recognition, and then taken away as a result of political changes. There is a letter writing campaign to get a bill into US congress. To learn more about the letter writing campaign go to <https://www.chinooknation.org/justice/sample_letters.html> if interested in participating.

1. Succession Planning — Fuho

* The committee has been meeting in earnest since last fall to envision a Sangha after Chozen and Hogen have retired. The committee is looking at many of the activities and how to fill the needs and who is best suited.

1. Discussion about our Committees Process — Kodo and Bansho (20 min.)

* Bansho shared that the board’s job is to be a trustee of the Sangha. The bylaws empower the board to deputize the committees to do the work. The bylaws say that someone from the board must participate in committees. One example of a committee that does not have a board member participation is the Membership Committee. Bansho acts as staff/supervisor for the committees to do their work and liaison with the board. As the bylaws are being reviewed we should consider increasing the number of Board members. ZCO By-laws can be viewed at zendust.org>about>governance>board-of-directors>view zco bylaws

**Decision:** All agreed to increasing the number of board members. New positions will be assigned at the annual board meeting in May. There are 3 board members that have served their terms of 3 or more years: Nan and Shikaku have served 3 years. Dainen has served 2 full terms.

1. Proposal that we begin to develop a Green Plan for ZCO, Great Vow and HoW. — Kodo (10 min.)

Proposal that we work to lower our carbon footprint in all our functions – possible name of The Earth Initiative. Here is a link to the Cool Congregation’s Information that includes a tool we can use: <https://www.coolcongregations.org>.

**Decision:** All in favor for Kodo and Shikaku to gather a committee to create guidelines. Fuho shared that we can add a statement to all proposals that reflect the commitment to a Green Plan. Myoyu agreed that the climate committee can also participate in this same effort.

1. Annual Meeting planning — (25 min.)

A Mattermost channel will be created to begin planning for the annual board meeting scheduled for Sunday May 23, 2021. The meeting is planned to be on Zoom. Chozen, Jomon, Fuho, Kennyo and Shokan will begin working on the agenda for the meeting.

1. Reopening — starting the discussion and the process - (15 min.)

Chozen is the semi medical authority (her words ☺). Last year when the weather was nice we were able to meet outside, although the AV equipment operation was difficult. The social distancing for adults remains 6 feet. Great Vow is currently at a 15% capacity, although Portland is moving to 50% capacity. It is important to continue to wear a mask even while presenting. We are actively considering how and when we may be able to reopen.

1. Roundtable

Hogen proposed a bonus for Bansho. Shonin asked that moving forward that we institute a process to allow more time for contemplation in the future. Jomon and Kennyo recused from the conversation. Bansho shared that this type of discussion is often at executive session, which is made up of just the board members. Fuho would like the executive committee to discuss merit increases and bonuses for employees as a whole.

**Decision:** The executive session discussed separately and decided to give Bansho a $5000 bonus immediately and look at all the allocations for compensation for both ZCO regular employee and monastics sometime during 2021.

1. End with Enmei Jukku Kannon Gyo — Bansho

**Upcoming Meetings**

Annual Meeting Sunday May 23, 2021 2-4pm (*time may be revised*)

Summer meeting in June/July/August to be determined

Sunday September 12, 2021 2-4pm

Sunday November 7, 2021 2-4pm

2020 Nominations Committee:   
Bansho  
Shonin  
Shikaku  
Ko’un  
Kennyo is the alternate