Zen Community of Oregon Board Meeting

Heart of Wisdom Zen Temple

April 5, 2020 Online

Minutes prepared by Ko’un Kassie Fisk

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| **ZCO board members attendance** | **Sangha attendance** |
| * Chozen Bays,Roshi | * Hogen Bays Roshi |
| * Kisei Constenbader (President) | * Jogen Salzberg |
| * Bansho Patrick Green (Administrator) | * Onshin Tim Landry |
| * Dainen Bill Kelley | * Kodo Nancy Conover |
| * Kyoko Nancy Whitaker-Emerich | * Fuho Larry Trussel |
| * Shikaku Jim Hornor | * Soren Janine Salisbury |
| * Kennyo Patrick Dunn | * Seicho Smith |
| * Shonin Darah Ashton (Treasurer) | * Soten |
| * Ko’un Kassie Fisk (Secretary) | * Shinei |
| * Jomon Laura Martin | * Chorin Linda Vick * Cho’on Linda Frishmeyer * Myo’on Bea Sloane |
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1. Zazen

1. Short Dharma Reading

1. Meeting minutes from March 22, 2020 were approved.

1. **Financial Committee Proposal** – Shonin

The finance committee met on March 28 and after discussion suggests the following actions:

1. Continue with fundraising and explore new income streams through online offerings.
2. Ask the school district to defer the mortgage payment for 1 year or negotiate a reduced payment.
3. Evaluate the budget in 2-3 month periods making no major changes to payroll and stipends during April and May as we evaluate the effect of fundraising and new programming on income and get a better grasp on actual expenses.
4. Apply for the Small Business Administration (SBA) Paycheck Protection loan which will cover payroll expenses through May.

**Discussion**

* Several donations have been made online.
* Each You Tube video has an icon on the top right corner to directly link to paypal for donations. The web site also includes a prominent button for donations.
* 15 people have signed up for the online inner critic webinar with the average donation $100
* Hogen reported on the possibility for refinancing the mortgage.  He spoke to the School district about putting off the loan for one year and pay what we can in the fall.  That request is being taken to the person working on the budget for approval.

**Decision** - The board moved to approve the decision to apply for SBA Paycheck Protection Program. Jomon abstained from the vote.

1. **Fundraising Committee Outline of Strategy –** Myo’on and Bansho

Myo’On shared a document titled *Investing in the Post-COVID Great Vehicle Campaign*. (Think about changing the name to *In the Darkness Your Light Shine Brighter).*

* We continue to do what we do that is free and available to anyone.  Many of the ideas listed below will be one on one conversations with people.

Some ideas:

1. Approach major donors that are not members as well as capital and prospective donors
2. As existing members to increase their monthly dues
3. Consider a virtual dinner, or celebration dinner, separate from the annual dinner.
4. Create “Friends of” program for people who want to support the community with a regular donation.  They may live a distance away, may practice somewhere else. Consider asking for a donation of $1 a day.
5. Crowd Funding an “adopt a monk” to support a priests and other monastics in training.
6. Continue to offer online retreats – events, seshin.

**Next steps**

* The committee will continue to meet and begin outreach. Myo’on shared a proposed timeline to be complete by May 31. 2020

1. **Conversation about Extending the Shutdown through May**

**Decision** – Board agreed to announce that we will follow Oregon guidelines as to when to reopen.

1. **Meeting changes**

* The Annual meeting scheduled for April 19th has been cancelled
* The Diversity, Equity & Inclusion training scheduled for May 16th is postponed
* Scheduling next board meeting for May 17, 2020

1. End with 4 Vows

**Revised meeting schedule for 2020**

May 17 – Board Meeting 2-4pm Zoom

\*July 26 - Board Meeting at GV 2P-4P

\*Sept 13 - Board Meeting at HoW 3:30P-5:30P

\*Nov 22 - Board Meeting at GV 2P-4P

\*Subject to change