

Zen Center of Los Angeles, Inc.

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

November 12th, 2023

The Board of Directors of Zen Center of Los Angeles, Inc., a California nonprofit corporation, held a Board meeting at 1:00 p.m. on Sunday, November 12th, 2023 from 1pm to 4pm.

The following directors were present: Patti Muso Giggans (President), Frank Genku Martinez (Treasurer), John Kyogen Rosania (Secretary), Jitsujo Gauthier, Thomas Dharma Joy Reichert, Nem Etsugen Bajra, Diane True Joy Fazio, Mark Gensha Miller.

Bill Earth-Mirror Corcoran (Vice President) and Robert Kanzan Swan were absent.

John Kyogen Rosania served as recording secretary.

Zen Center Mission Statement

To know the Self, maintain the precepts and serve others. We provide the teaching, training, and transmission of Zen Buddhism.

Board Mission and Vision Statement

In the Resource Sphere of All-Enriching Wisdom, the ZCLA Board of Directors oversees all the taking care of all governance, legal, and fiduciary matters. We uphold the Zen Center's Mandala, Mission, and Vision, Core Values, Core Practices, and Sangha Sutra. We maintain a place for practice, rooted in our Bodhisattva Lineage, and nurture the widest possible view.

1. Welcome, Zazen

The Board sat zazen.

2. Teaching

Muso shared a poem from *The Poetry Remedy*.

3. Check in

The Board checked in.

4. Review of Agenda

Board reviewed the Agenda. (See attached agenda).

5. Review of Action items and Approval of Minutes

Approval of minutes from last meeting: Jitsujo firsts and Muso seconds.
Unanimous approval.

Etsugen abstained due to absence at meeting.

Action Items from September 24th, 2023 Meeting

New ACTION ITEMS

ACTION ITEM: All Board members and Seats sign Electronic Consent form and give to Business Manager. In-Process

ACTION ITEM: Muso and Kanzan share End-of-Term Reflections at November Board meeting. DONE

ACTION ITEM: Sensei Dharma-Joy to gather information on solar, insulation, heat pumps, etc. DONE

ACTION ITEM: Sensei Dharma-Joy with finance committee initiate annual dana contribute to Tongva Taraxat Paxaavxa Conservancy (TTPC). DONE

ACTION ITEM: Finance committee to develop annual budget to review at November Board meeting. DONE

Post election to dos:

ACTION ITEM: Genku to create consent to electronic communication form to give to the three seats. DONE

ACTION ITEM: Kyogen to file revised Bylaws with appropriate agencies (secretary of state, etc.) In-Process

ACTION ITEM: Kyogen to send info about passing of revised Bylaws to Water Wheel editor. In-process

Ongoing ACTION ITEMS

ACTION ITEM: Consider new members for the Board. Ongoing

ACTION ITEM: Board Members to submit bios to Kyogen. Ongoing

ACTION ITEM: Kyogen will summarize all past resolutions for 2018 and eventually 5 years back. Ongoing

Longer-Term Action Items for 2023:

ACTION ITEM: Develop Board Practices document of how we actually

operate that is not captured in the by-laws. In-Process

6. Finances and Finance Committee

See [Finance report](#).

See [Endowment Report](#).

Discussion and approval of Annual Budget for 2024.

Jitsujo motioned to approve 2024 Annual Budget, Genku seconds, unanimous approval.

ACTION ITEM: Sensei Dharma- Joy to review costs and need of current web, telephone, and internet services.

7. MHAE-RACE: Report on Selection of DEI+ Consultant

The BIPOC group did a survey with potential consultants and transmitted this information to Sensei FM,. Then the MRI (Many Hands and Eyes Race Impletation) sent out a letter of inquiry to various consultants. MRI interviewed three of the groups. The group then developed a formal proposal and sent to the two finalists. One group sent a revised proposal. See [Visions attached proposal](#).

RESOLUTION: Board proposed to enter into contract with Visions for DEIB assessment and training before the end of 2024.

Etsugen seconds. Unanimous approval.

11. Review Reports

a. Abbot Update /Hear Report: Sensei said it is a very busy time. Roshi Egyoku will be returning to ZCLA to give four empowerments. Statement of Solidarity against Anti-semitism is in process.

b. Temple Steward Report: No report given.

ACTION ITEM: Development Circle to review development at ZCLA.

10. Board Compostion and Recruitment

Standing item of the Board.

11. Reflection on term endings from Kanzan and Muso

Robert Kanzan Swan: [See attached statement](#). Genku move to elect, Jitsujo, unanimous. (end of 2026)

Patti Muso Giggans: [See attached statement](#). Kyogen move to elect, Etsugen seconded, and unanimous approval. (end of 2026)

12. Meeting Schedule for 2024

Board decided on 2024 meeting dates. The first meeting in 2024 will be February 4th at 1:30pm.

.

ACTION ITEM: Kyogen to send out 2024 meeting schedule to Board members and Business manager.

ACTION ITEM: Review strategic plan and consider an annual retreat.

13. Check-out/Four Vows

The Board checked out and chanted the four vows.

Action Items from November 12th, 2023 Meeting

New ACTION ITEMS

ACTION ITEM: Sensei Dharma- Joy to review costs and need of current web, telephone, and internet services.

ACTION ITEM: Kyogen to send out 2024 meeting schedule to Board members and Business manager.

ACTION ITEM: Review strategic plan and consider an annual retreat.

Ongoing ACTION ITEMS

ACTION ITEM: All Board members and Seats sign Electronic Consent form and give to Business Manager. In-Process

ACTION ITEM: Kyogen to send info about passing of revised Bylaws to Water Wheel editor.

ACTION ITEM: Consider new members for the Board. Ongoing

ACTION ITEM: Board Members to submit bios to Kyogen. Ongoing

ACTION ITEM: Kyogen will summarize all past resolutions for 2018 and eventually 5 years back. Ongoing

Longer-Term Action Items for 2023:

ACTION ITEM: Develop Board Practices document of how we actually operate that is not captured in the by-laws.

Date , ,2023

Patricia Muso Giggans (President)

Date, ,2023

John Kyogen Rosania (Secretary)

Attachments to the minutes, which were distributed to the Board:

1) Agenda 2) Financial Documents 3) Treasury Note Ladder and Merrill Deposit Information 4) Abbot report 5) TDS Report 6) MRI Update

2024 Board Meeting dates

- Sunday, Feb, 4th, 1:30-4pm
- Sunday, March 17th, 1:30-4pm
- Sunday, June 2nd, 1:30-4:00pm
- Sunday, July 7th, 1:30-4:00pm
- Sunday, September 22nd, 1:30-4pm
- Sunday, November 10th, 1:30-4pm

Terms of Directors (3 year terms)

Roshi Wendy Egyoku Nakao is Abbot Emeritus and is a Board Member Emeritus.

Until December 31, 2024

John Kyogen Rosania

Until Dec 31st, 2025

Nem Etsugen Bajra, Jitsujo Gautier, Frank Genku Martinez, William Earth-Mirror Corcoran

Until Dec 31st, 2026

Diane True-Joy Fazio, Mark Gensha Miller, Patricia Muso Giggans, Robert Swan

General Procedures

Current Board reports and signed minutes from the previous meeting will be given to Business Manager as soon after the meeting as possible. Sensei Dharma-Joy/Abbot will report Board decisions and other necessary information to Business Manager and staff as soon after the meeting as possible. Notification of decisions and information will be given to those affected (i.e. Residents, Teachers, Circles, Staff, etc.) prior to posting Board minutes. Recording Secretary will forward the approved minutes to the Program Steward for posting on the Board section of ZCLA website. Decisions and votes of the Board will be stated and recorded as resolutions and will be maintained in an annual list by the Recording Secretary.