

# **Zen Center of Los Angeles, Inc.**

## **MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

January 25, 2015

The Board of Directors of Zen Center of Los Angeles, Inc., a California nonprofit corporation, held a regular meeting at 1:30 p.m. on Sunday, January 25, 2015 at 923 South Normandie Ave., Los Angeles, California.

The following directors were present: Darla Myoho Fjeld, Patricia Muso Giggans (President), Wendy Egyoku Nakao (Abbot), Thomas Dharma-Joy Reichert (CFO), Deborah Faith-Mind Thoresen, Robert Swan and Betsy Enduring-Vow Brown (Secretary). Technical problems with computer/skype precluded John Plum-Hermit Swanger from participating.

Enduring-Vow served as recording secretary.

### **ZCLA 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 Board of Directors oversees all legal and fiduciary matters. We actively support the Mandala, Mission and Vision, Core Values and Core Practices of the Zen Center of Los Angeles / Great Dragon Mountain - Buddha Essence Temple. We maintain a place for practice, rooted in our Bodhisattva Lineage, and nurture the widest possible view.

#### **1. Welcome, Zazen, Check In Round and Teaching**

Muso called the meeting to order and welcomed everyone. The Board sat zazen and did a check-in round.

#### **2. Council**

The Board had council.

#### **3. Teaching**

Enduring-Vow offered a teaching from Thich Nhat Hanh's *The Heart of Understanding*.

#### **4 Review of Agenda**

The Board reviewed and approved the agenda.

#### **Action Items:**

1. Dharma-Joy – Make revisions to reflect approved ZCLA loan protocol and distribute. Completed.
2. ZCLA Mission Committee. Dharma-Joy & Roshi to draft revisions. Remove and revisit after February all day board meeting.
3. Gojitsu – Create board package containing the bylaws with job descriptions of board members. Gojitsu to create. Gojitsu will continue with Muso. Ongoing.
4. Dharma-Joy – Scan of SFZC Board Practice document, clean-up and re-distribute the hand-out electronically to the Board. Completed.
5. Bob Swan – Email updated Endowment Report to Enduring-Vow for minutes. Completed.
6. Faith-Mind – Distribute complete summary of increased fees to Board. Completed.
7. Muso – Schedule All Board Retreat with Staff in January. Completed.

#### **5. Approval of November minutes and Action Items**

The Board approved the November 16, 2014 minutes.

**ACTION ITEM carried forward:** Gojitsu & Muso – Create board package containing the bylaws with job descriptions of board members.

#### **6. Finance Committee**

Final accounting information for the year is not yet available so no finance report was distributed. It is expected that Bedford will have the final year-end numbers completed by early February. **ACTION ITEM:** Dharma-Joy will provide the Sangha Financial Report to the Board prior to All Day Meeting in February.

Dharma-Joy announced that the Finance Committee has a new schedule and will now be meeting 10 days prior to board meetings.

Dharma-Joy anticipates the year-end numbers to reflect a \$19,000 surplus in operating expenses, \$30,000 ahead of the projected operating deficit of \$11,000. Capital expenses are anticipated to come in around \$48,000 resulting in an overall budget deficit of around \$30,000.

The Board approved the 2013 and 2014 budget deficit costs (approximately \$60,000) to be covered by the Cartee bequest and then Lowell if there are insufficient funds in the Cartee account to cover.

The Board approved to eliminate the dual cost structure for the 2 bedroom residential housing units and adopted the 2 bedroom residential housing fee to be the 2 person rate of \$1,473.

## 8. Committee Reports

### Endowment:

Bob recommended rebalancing the Center's investment portfolio, shifting \$10,000 to the Calvert fund and \$30,000 to the Treasury fund from cash. The Board agreed.

### Temple Co-Director's report:

A recent structural engineering inspection of the Pine House revealed the need for immediate work to ensure the integrity and safety of the structure. The Board authorized \$14,000 to upgrade the Pine House foundation per the structural engineering report.

9. Abbot's Reflection – Roshi indicated that in general, she will be spending half of each month in Seattle, so that she can spend more time with her life partner, Eberhard. In her absence, Face-to-face on Wednesday evenings will be held by Sensei Ensho and Faith-Mind. Friday mornings will be held by Sensei Ryodo. Roshi will be sending a memo to the Members in the coming week. Roshi also indicated her intention to step down from her role as ZCLA's Abbot by 2017. She will continue as the Guiding Teacher. The All Day Board Meeting with Rose Pinard will explore this and continue to explore strategic planning and the Center's new story. Roshi asked that this information be kept in confidence by the Board. She will announce it at the All Day Board Meeting and subsequently send out a memorandum to the Members.

**ACTION ITEM:** Muso to check availability at POV offices to hold All Day Board Meeting there.

10. Board recruitment - Board members were encouraged to consider new candidates.

11. Old Business – The Board formally accepted Gojitsu's resignation.

12. Checkout/Four vows

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

- 1) Agenda.
- 2) Endowment Report.
- 3) Temple Director's Report.

### **2015 Board Meeting dates:**

Sunday Jan. 25 – Lunch for residents, followed by Board meeting 1:30-4:30 p.m.

Saturday Feb. 28 – All-day Meeting/Retreat

Sunday March 15 – 1:30-4:30 p.m.

Sunday May 17 – 1:30-4:30 p.m.

Sunday July 12 – 1:30-4:30 p.m.

Sunday Sept. 20 – 1:30-4:30 p.m.

Sunday Nov. 8 – 1:30-4:30 p.m.

**Terms of Directors  
(3 year terms):**

Roshi Wendy Egyoku Nakao as Abbot is an ex officio director and is not included in election.

**Until December 31, 2015**

Betsy Enduring-Vow Brown  
Cliff Shishin Collins  
Thomas Dharma-Joy Reichert  
Deborah Faith-Mind Thoresen

**Until December 31, 2016**

Dewayne Gojitsu Snodgrass  
John Plum-Hermit Swanger

**Until December 31, 2017**

Darla Myoho Fjeld  
Patricia Muso Giggans  
Bob Swan

**Approved**

Date: \_\_\_\_\_, 2015 \_\_\_\_\_

Patricia Muso Giggans (President)

Date: \_\_\_\_\_, 2015 \_\_\_\_\_

Thomas Dharma-Joy Reichert (CFO)

Date: \_\_\_\_\_, 2015 \_\_\_\_\_

Betsy Enduring-Vow Brown (Secretary)

## **November 16, 2014 – ACTION ITEMS**

### **General Procedures**

Current Board reports and signed minutes from the previous meeting will be given to Mary Rios/Business Manager as soon after the meeting as possible.

Faith-Mind & Myoho/Temple Co-Directors will report Board decisions and other necessary information to Mary/Business Manager as soon after the meeting as possible.

Notification of decisions and information will be given to those effected (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.

### **Action Items:**

1. Gojitsu & Muso: Create board package containing the bylaws with job descriptions of board members. Ongoing.
2. Dharma-Joy will provide the Sangha Financial Report to the Board prior to All Day Meeting in February.
3. Roshi to send note to sangha about her changed schedule.
4. Roshi will send a letter to the Sangha about stepping down as Abbot immediately following the All Day Board Meeting.
5. Muso to check availability at POV offices to hold All Day Board Meeting there.