

Zen Center of Los Angeles, Inc.

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

July 10, 2016

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, July 10, 2016 at 923 South Normandie Ave., Los Angeles, California.

The following directors were present: Patti Muso Giggans (President), Deborah Faith-Mind Thoresen, Darla Myoho Fjeld, Tom Dharma-Joy Reichert, Tina Jitsujo Gauthier, Bill Earth-Mirror Corcoran (CFO), Robert Swan and Betsy Enduring-Vow Brown (Secretary).

The following directors were absent: Wendy Egyoku Nakao (Abbot)

Tim Taikan Zamora witnessed the meeting.

Betsy Enduring-Vow Brown 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 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, and Check-In Round

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

2. Teaching

EV offered a teaching on Joy from Roshi Pat Enkyo O'Hara's book *Most Intimate*.

3. Council

The Board held council.

4. Review of Agenda

The Board reviewed the agenda.

5. Review of Action Items & Approval of Minutes of Prior Meeting

5.1 Review of Action Items

1. ACTION ITEM: Muso will confer with temple-Co Directors re Board housekeeping documents such as Onboarding Process, Job Descriptions and the creation of a Board Manual. Ongoing. Muso to meet with FM.
2. ACTION ITEM: Myoho will talk to Mary about "Prison Fund" budget line and find out why there is more than \$5,000 in that line. Completed.
3. ACTION ITEM: Myoho will ask HEAR to make regular reports to the Board about their progress on the ethics documents. Completed. They will provide a written report by next board meeting.
4. ACTION ITEM: Myoho will talk to Mary about the bank signature card for Earth-Mirror. Ongoing.
5. ACTION ITEM: Myoho will get links to Meagan Woo's work. Ongoing.

4.2 Approval of Minutes.

Earth-Mirror moved to approve the May 15, 2016 minutes. The board unanimously approved the May minutes.

The board agreed to move the September 18 board meeting to September 25.

6. Committee Reports

6.1 Finance Committee Report

Earth-Mirror received Bedford's reconciled report through June. He reminded the board we do have a budgeted deficit this year. Earth-Mirror noted a question regarding a miscellaneous category that is 667% above budget and will follow up with Mary to clarify. We are at 78% of capital budget for the year so this needs to be watched. Our operating expense didn't increase much from Q1. Still unknown are any short and long-term impacts of the soft building retrofit. ACTION ITEM: Earth-Mirror to a schedule finance committee meeting.

6.2 Endowment Report

Bob has not yet received the latest report from Merrill Lynch and will forward when he receives.

6.3 Vice Abbot's Report

Faith-Mind asked for comments or questions on the written report. Soft building retrofit update was discussed regarding city requirements. ACTION ITEM: FM will work to develop a list of facilities items with costs in preparation for the 50th Anniversary.

6.4 Temple Director's/Development Steward's Report

Myoho asked for comments or questions on the written report. She indicated that the Dharma Training Fund campaign is down from last year at this time, with just over half of the stretch goal raised and that she will begin individual outreach efforts.

6.5 Board Recruitment

Muso appreciated Tim for his participation as a witness to the board meeting. Muso reiterated the board's intention to have new members by the end of 2016/beginning 2017.

7. 50th Anniversary

Myoho gave the board an update on the 50th Anniversary preliminary meeting/event schedule, hotels and catering. The Board discussed questions regarding the fundraising approach for 2017, whether there should be a capital campaign and a lengthy discussion followed as to how it all relates to Zen Center's Strategic Plan, its creation story, shadow story and how we see the Center's continued evolution. Bob asked about the Glascock plan and Eva Wong's report. ACTION ITEM: FM to distribute Glascock plan. The Fengshui Circle's Final Report based on Eva Wong's recommendations is posted on the web. ACTION ITEM: EV to forward catering contact previously used at Roshi Bernie's Santa Monica event to Myoho.

8. Old Business

None.

9. New Business

None.

10. Announcements

Jitsujo is going to India at the end of July. Myoho will be starting school Tuesday.

11. Checkout/Four Vows

Date: _____, 2016

Patricia Muso Giggans (President)

Date: _____, 2016

Betsy Enduring-Vow Brown (Secretary)

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

- 1) Agenda
- 2) Jan-May Financial Report
- 3) Balance Sheet
- 4) Profit & Loss
- 5) Statement of Cash Flows
- 11) Temple Director's Report
- 12) Vice Abbot's Report

2016 Board Meeting dates:

- Sunday, January 31 – lunch with residents followed by a Board meeting 1:30-4:40 p.m.
- Sunday, March 13 – 1:30-4:40 p.m.
- Sunday, May 15 – 1:30-4:40 p.m.
- Sunday, July 10 – 1:30-4:40 p.m.
- Sunday, September 25 – 1:30-4:40 p.m.
- Sunday, November 13 – 1:30-4:40 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, 2018	Until December 31, 2016	Until December 31, 2017
Betsy Enduring-Vow Brown		Darla Myoho Fjeld
Thomas Dharma-Joy Reichert	Tina Jitsujo Gauthier	Patricia Muso Giggans
Deborah Faith-Mind Thoresen	William Earth-Mirror Corcoran	Robert Swan

July 10, 2016– 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.

0Action Items from July 10, 2016 Meeting:

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2. ACTION ITEM: Earth-Mirror to a schedule finance committee meeting.
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