

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

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

July 13, 2014

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 13, 2014 at 923 South Normandie Ave., Los Angeles, California.

The following directors were present: Cliff Shishin Collins, Darla Myoho Fjeld, Patricia Muso Giggans (President), Wendy Egyoku Nakao (Abbot), Thomas Dharma-Joy Reichert (CFO), DeWayne Gojitsu Snodgrass, John Plum-Hermit Swanger (via Skype), Deborah Faith-Mind Thoresen, Robert Swan and Betsy Enduring-Vow Brown (Secretary)

Tim Zamora witnessed the meeting.

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. Teaching**

Muso offered a teaching from Roshi Bernie's Saturday, July 12 workshop.

### 3. Review of Agenda

The Board reviewed and added 3 items (Strategic Planning, Congo and Zen Peacemakers) and approved the agenda. (Attached)

### 4. Council

The Board had council.

### 5. Abbot Report

Abbot reported that everything is moving forward. (Report attached)

### 6. Approval of Minutes & Review of Action Items

The Board approved the minutes from the May 18, 2014 meeting.

#### **Action Items:**

1. Dharma-Joy – Make revisions to ZCLA loan protocol/organizational precept. Submit recommendation to Board at a future meeting. Keep on list – ongoing.
2. Enduring-Vow – Compile Zen Center policies for the Board. Ongoing for printing.
3. Following discussion, motion and vote, the following resolution was unanimously adopted:

**IT IS HEREBY RESOLVED** that Plum-Hermit & Gojitsu are re-elected to their positions on the board for a three year term, January 1, 2013 – December 31, 2016

4. Strategic planning Committee – discuss later in meeting.
5. ZCLA Mission Committee – ongoing.

### 7. Financial Report (Report attached)

Zen Center is currently behind in the projected revenue budget numbers which is attributed to vacancies in the apartments this year. Other areas are ahead of projections - book royalties, non-resident memberships, sesshin & zazenkai.

In summary, the center is currently 11k ahead of projections with a 15k adjusted deficit. This is 10k less in deficit than anticipated.

Muso indicated that she and Dharma-Joy would be in discussion about abbot retirement funding.

Endowment Report – Bob indicated the portfolio is doing well and that historically the Calvert has performed well. He indicated that he will begin to look at ETF (Exchange Traded Funds) as an additional investment possibility.

There was discussion about the different internal funds that Zen Center maintains. Action Item - Plum-Hermit will forward the list to Board.

Finance committee update on budget deficit reduction & revenue increase plans – still in process. Anticipate next board meeting or will send prior to next board meeting. Action Item - Finance Committee - Draft recommendation to present to board in September.

## **8. Committee Report**

**Temple Directors Report** (attached)

**Abbot's Report addition** (attached)

Mitra Group (mitra means friend – maitreya /root) formative. Members of the Mitra Group are people who have a well-established practice and are very engaged in the world. The group is exploring the needs of senior lay practitioners.

**Strategic Planning** (attached) Roshi asked that discussions be directed to include financial items from the Debbie Ching summary of the All Day Planning Meetings.

**Development Circle Report** (attached)

Roshi requested to have the annual fund begin with Ango. Electronically early and then mailing at usual time.

## **9. Lenz Foundation**

Final report submitted May 2013 – There seems to be confusion over the request in terms of when we will acknowledge the grant. We notified them how but we've never done it. Acknowledgment comes in the final product. Action Item: Myoho & Dharma-Joy to follow up with Marsha at Lenz Foundation Digitizing Maezumi Roshi archives. The process is still ongoing with copyrights, clean-up, indexing, etc. How the archives will be distributed, fees, etc. still needs to be discussed.

## **10. Old Business**

Action Item: Strategic Plan – 3 subcommittees (Mission Statement committee – Shishin, DJ, Roshi) 50<sup>th</sup> Anniversary – Dokai & Senshin as co-stewards / co-stewards, yudo– annual white plum meeting (anniversary of his passing – fly in Wed. Thursday, Friday, Saturday May 13 weekend 2017) study theme. Action Item - Strategic Planning Committee – Expand process in the identified areas of ZCLA's new story – evolution, 50<sup>th</sup> Anniversary, Succession Planning and the big picture financial elements in the Strategic Plan, including meeting with Grant Couch, Bank of Manhattan.

## **11. New Business**

Congo – Marie Mitsukyo, executive director of SOFIBEL coming to Los Angeles. Board agreed to a Travel fund disbursement of \$3,000.

Zen Peacemakers – Following discussion, motion and vote, the following resolution was unanimously adopted:

**IT IS HEREBY RESOLVED** that ZCLA will become a Zen Peacemaker Group Member.”

## **12. Checkout / Four Vows**

Check-out Round

Chant the Four Vows.

The meeting adjourned at 4:40 p.m.

Respectfully submitted by Betsy Enduring-Vow Brown, Recording Secretary.

## **July 13, 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.

Myoho/EC Steward 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. Dharma-Joy – Make revisions to ZCLA loan protocol/organizational precept. Submit recommendation to Board at next future meeting.

2. Enduring-Vow – Compile Zen Center policies for the Board. Ongoing for printing.
3. ZCLA Mission Committee – ongoing.
4. Plum-Hermit to forward list of internal Zen Center Funds to Board.
5. Finance Committee - Draft budget deficit reduction & revenue increase recommendations to board at September meeting.
6. Myoho & Dharma-Joy to follow up with Marsha at Lenz Foundation regarding acknowledgment of grant.
7. Strategic Planning committee to expand process in the identified areas of ZCLA's new story – evolution, 50<sup>th</sup> Anniversary, Succession Planning and the big picture financial elements in the Strategic Plan, including meeting with Grant Couch, Bank of Manhattan.

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

1)Agenda. 2) Financial Report. 3) P &L. 4) Balance Sheet. 5) Cash Statement. 6) Temple Co-Directors' Report. 7) Abbot's Report. 8) Endowment Report 9) Development Circle Report 10) Strategic Planning Committee Report

**2014 Board Meeting dates:**

Saturday, January 25, All Day Retreat, 8:00 – 5:00  
 Sunday, January 26, Lunch with Residents  
 Sunday, March 23, 1:30 – 4:30  
 Saturday, May 10, All Day Retreat 9:00-5:00  
 Sunday, May 18, 1:30 – 4:30  
 Sunday, July 13, 1:30 – 4:30  
 Sunday, September 21, 1:30 – 4:30  
 Sunday, November 16, 1:30 – 4:30

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

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

**Until December 31, 2014**

Darla Myoho Fjeld  
 Patricia Muso Giggans  
 Bob Swan

**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

**Approved**

Date: \_\_\_\_\_, 2014

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Patricia Muso Giggans (President)

Date: \_\_\_\_\_, 2014

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Thomas Dharma-Joy Reichert (CFO)

Date: \_\_\_\_\_, 2014

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Betsy Enduring-Vow Brown (Secretary)