

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

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

July 12, 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, July 12, 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), Robert Swan, Deborah Faith-Mind Thoresen and Betsy Enduring-Vow Brown (Secretary). John Plum-Hermit Swanger joined the meeting by Skype.

Tina Jitsujo Gauthier and Bill Earth-Mirror Corcoran joined the meeting after being elected as members to the board.

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**

Faith-Mind offered a teaching from the Dalai Lama and Brene Brown on cultivating a generous attitude of service and connection.

### **3. Review of Agenda**

The Board reviewed and approved the agenda, adding discussion of the Archives.

### **4. Ratification of electronic vote for new board members**

Muso reviewed the board's existing process for adding new board members. It was agreed that electronic voting by the board on items will be added to a future agenda.

Myoho nominated Tina Jitsujo Gauthier and Bill Earth-Mirror Corcoran to serve as board members for the remainder of the two open terms, ending December 31, 2016. Bob Swan seconded. The board unanimously approved the nominations. Roshi indicated a service might be appropriate to welcome new board members in the future. It was then decided that new board members will be given a buddy to help orient, guide and/or be available to assist them. It was determined that Myoho will serve as Jitsujo's buddy and Muso will be paired with Earth-Mirror.

### **5. Welcome & installation of new board members**

The board welcomed new board members who joined the meeting at that time. New board members checked in.

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

#### **Review of Action Items**

1. ZCLA Mission Committee. Dharma-Joy & Roshi to draft revisions. – This will be discussed at CAAW2 meeting.

Dharma-Joy moved to approve the May 15, 2015 minutes; Faith-Mind seconded. The board unanimously approved the May minutes.

### **6. Finance Committee**

Dharma-Joy summarized the July Financial Report. The board approved a balanced budget for this year and the center is on budget, running a slight surplus due to seasonal variances in income and expenses. The only significant unbudgeted expense was needed structural work on the Pine House which was offset by the Joan JoAn George bequest.

### **7. Endowment**

Bob will be forwarding an updated endowment report after the June 30 statements are received.

### **8. Committee Reports**

#### **Temple Co-Director's report**

The Development Circle report will be included as part of the Temple Co-Director's report now that Myoho is the Development Steward. Myoho announced shifts in the Development Circle membership, noting that new members have joined bringing new energy into the group. Myoho offered appreciation to long-term Development Circle members, John Plum-Hermit and Enduring-Vow, stepping off the circle and to Muso for her years as Development Circle Steward. The group reflected that we've come a long way. Dharma-Joy indicated that the budget process will be beginning soon for 2016. He requested that the Development Circle work on creating early budget estimates for 2016, particularly if much of the cost burden will occur in 2016 for the 2017 50<sup>th</sup> Anniversary celebrations.

ACTION ITEM: Development Circle 2016 budget estimates to Finance Committee (Myoho)

## **9. Tape Archives**

Roshi briefly reviewed the background of digitizing the tape archive and expressed appreciation for the efforts of Sensei Ryodo and Faith-Moon. She clarified that the tapes contained talks by Maezumi Roshi and a few by his teachers, Yasutani and Koryu Roshis. The White Plum Asanga pledged \$30,000 toward the cost of digitizing and the Lenz Foundation provided \$5,000. Zen Center has received \$20,000 from the WPA and \$5,000 from Lenz. ZCLA paid the balance of digitizing costs. Under the terms of the WPA agreement, ZCLA is to make the digitized tapes available on thumb drives to WP teachers for a small fee.

Dharma-Joy presented the distribution copyright options available for the ZCLA digitized tape archive. He clarified that ZCLA owns the copyright of the digitized talks. Creative Commons Licensing (CCL) options were discussed. It was referenced that SFZC has used the CCL in publishing all of Suzuki Roshi's talks. Dharma-Joy clarified to the board that adopting a Creative Commons License involves the board giving a knowing relinquishment of certain rights to get financial gain from others for the talks. It was noted that the CCL has become a collective non-profit best practice.

After discussion, Earth-Mirror made a motion to adopt the Creative Commons Attribution -Non-Commercial-Share Alike 4.0 International License for the distribution of the (now named) ZCLA Talks of Maezumi Roshi and His Teachers (Maezumi Tape Archives for short). Motion was seconded by Enduring-Vow. The board unanimously approved.

It was agreed that a CCL DecisionTree and CC License rights/restrictions will be distributed with talks to the White Plum teachers.

ACTION ITEM: Dharma-Joy to create a CCL decision tree & rights/restrictions documents for distribution with the talks.

ACTION ITEM: Dharma-Joy, Enduring-Vow and Faith-Mind to coordinate distribution to WP teachers.

ACTION ITEM: Dharma-Joy & Enduring-Vow to investigate the wider distribution of talks.

## **10. Abbot's Reflection**

Roshi indicated that the second meeting of CAAW2 will discuss how ZCLA is organized. CAAW2 is currently scheduled to have four meetings.

Roshi anticipates that she and Jolene will have completed Phase 1 of turning over the Maezumi Roshi Archives to UCLA by end of August or early Fall. We are awaiting the formal agreement from UCLA. Roshi indicated that she is soliciting materials from WP teachers. Roshi Bernie and Ekyo Maezumi are providing materials to the Archive. She explained that Phase 2 consists of materials that have yet to be determined.

Roshi's dharma successors will be coming to LA and meeting at the start of August. A meeting of the Southern California White Plum teachers is scheduled at the end of September.

Myoho, Earth-Mirror and Roshi have formed the nucleus of a Many Hands and Eyes Circle to talk about race. Envisioned to evolve as sangha wide group over the next 3 to 4 years, the core group will take a deep dive into the koan of race, develop guiding questions and begin to bear witness to the issue. It was noted that this exploration might be appropriate for a grant.

### **11. Ethics Policies**

The newly re-worked ZCLA Ethics Policies have been presented at two sessions with the Sangha. A third is scheduled for the end of July. Feedback will be reviewed and revisions made by the HEAR circle. Psychological dynamics is an area that will be expanded based on feedback.

### **12. Locating the HEAR Circle/Ethics within the Center Mandala**

The board discussed where in the mandala the HEAR Circle should reside. It was recognized that HEAR overlaps into multiple spheres. The discussion will be ongoing to discuss HEAR's home.

ACTION ITEM: Dharma-Joy will check ZCLA policy coverages as they relate to volunteers.

### **13. ZCLA Board Minutes (Originals/Copies) for UCLA Archives**

The Board discussed whether to give the ZCLA Board Minutes (Originals/Copies) to UCLA along with the other Archival materials. Roshi indicated that she believes the ZCLA Board Minutes will be of long-term historical import to the Archive.

ACTION ITEM: Dharma-Joy will check the volume of minutes and get quotes to scan the minutes.

Roshi would like to have this determined by the end of Summer/early Fall. After Dharma-Joy gets the quotes, the board will decide the issue by email.

### **14. Schedule Change**

Roshi proposed that the 50<sup>th</sup> Anniversary of Zen Center be held in June rather than May to accommodate White Plum teacher schedules and to give the Center additional time to prepare. The board agreed.

### **15. Old Business – Onboarding new Board Members**

Gojitsu previously pulled together board process documents that will be presented at the next meeting. It was also discussed that the Board get together as a group and watch the Olive Branch webinar on board responsibilities in governing spiritual communities.

ACTION ITEM: Coordinating Webinar - Unassigned

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 in advance of the September Meeting.

## 16. COUNCIL

The board had council.

### Checkout/Four vows

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

- 1) Agenda
- 2) June 2015 Financial Statement
- 3) June 30, 2015 Balance Sheet
- 4) June 30, 2015 Profit & Loss
- 5) June 30, 2014 Statement of Cash Flows
- 11) Temple Co-Director's Report
- 12) Abbot'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.

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### 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  
Thomas Dharma-Joy Reichert  
Deborah Faith-Mind Thoresen

#### Until December 31, 2016

John Plum-Hermit Swanger  
Tina Jitsujo Gauthier  
Bill Earth-Mirror Corcoran

#### Until December 31, 2017

Darla Myoho Fjeld  
Patricia Muso Giggans  
Bob Swan

July 12, 2015 Minutes

Approved

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

Patricia Muso Giggans (President)

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

Thomas Dharma-Joy Reichert (CFO)

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

Betsy Enduring-Vow Brown (Secretary)

## July 12, 2015 – 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:**

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2. ACTION ITEM: Development Circle 2016 budget estimates to Finance Committee (Myoho)
3. ACTION ITEM: Dharma-Joy to create a CCL decision tree & rights/restrictions documents for distribution with the talks.
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