

Zen Center of Los Angeles, Inc.

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

May 15, 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, May 15, 2016 at 923 South Normandie Ave., Los Angeles, California.

The following directors were present: Wendy Egyoku Nakao (Abbot), Patti Muso Giggans (President), Deborah Faith-Mind Thoresen, Darla Myoho Fjeld, and Tina Jitsujo Gauthier.

The following directors were absent: Betsy Enduring-Vow Brown (Secretary), Bill Earth-Mirror Corcoran, Robert Swan and Tom Dharma Joy Reichert.

John Rosania witnessed the meeting.

Darla Myoho Fjeld 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

Muso offered a teaching from Sensei Blanche Hartman's writings.

3. Review of Agenda

The Board reviewed the agenda.

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

4.1 Review of Action Items

1. ACTION ITEM: Muso will confer with temple Directors re: Board housekeeping documents such as Onboarding process, Job Descriptions and the creation of a Board Manual. Ongoing.
2. Action ITEM: Myoho will get links of Megan Woo's work. Ongoing.
3. ACTION ITEM: Muso, Myoho and Faith-Mind to prepare for CAAW-2 meeting. Completed.
4. ACTION ITEM: Earth-Mirror to submit 2015 Financial Report to Sangha in April. The report is being reviewed by Mary, Faith-Mind and Myoho and will go out before the next Board meeting.

4.2 Approval of Minutes.

Muso moved to approve the March 13, 2016 minutes. The board unanimously approved the March minutes.

5. Committee Reports

5.1 Finance Committee Report

Earth-Mirror submitted his report electronically to the Board. A copy is attached to these minutes. A question was raised about G. Prison Fund under II. Reports on Various Specific Restricted Funds. What is called "Prison Fund" should be called "Former Inmate Fund" and the amount should be \$5,000. Myoho will talk to Mary about where the extra \$820 came from and also ask her to change the name to: "Former Inmate Fund".

5.2 Endowment Report

Bob will be forwarding the endowment report as soon as it gets to him.

5.3 Vice Abbot's Report

Faith-Mind asked for comments or questions on the written report. Suggestion was made that there be a monthly communication about the Soft Building Progress to residents and the Board, and that communication in general is very important.

5.4 Temple Director's/Development Steward's Report

Myoho asked for comments or questions on the written report. No one had any.

5.5 Abbots Reflections

Roshi reported orally some of her thoughts on next year's 50th Anniversary of ZCLA. She will do a Survey Monkey to the White Plum teachers. She also reported on the White Plum meeting this year that was held in Monroe, Wisconsin. In addition, she spoke about the upcoming memorials for Sensei Nagy and for Myokai. She went on to report on her attendance at the Montague International Zen Peacemaker Circle meeting. Roshi was selected to serve on the ZPO Transition Working Group to layout a mature transition from a founders-based organization to a vision-based organization. Bernie's recovery is going well and he is planning to do some webinars with his teach-disciples. Another project that Roshi is working on with Eve Marko is the Householder Koan Book. Roshi is gathering stories from various people to turn into koans for this project. She also reported that the ZCLA Senior Student study groups are going well.

6. Old Business

A question was raised about whether Earth-Mirror had been put on as a check-signer yet. Myoho thought that this had been taken care of, but she will check with Mary.

It was noted that Jitsujo's and Earth-Mirror's terms would be up December 31, 2016.

7. COUNCIL

The Board held council.

8. New Business

9. 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) May 2016 Financial Statement 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 18 – 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

May 15, 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.

Action Items from May 15, 2016 Meeting:

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
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.
3. ACTION ITEM: Myoho will ask HEAR to make regular reports to the Board about their progress on the ethics documents.
4. ACTION ITEM: Myoho will talk to Mary about the bank signature card for Earth-Mirror.