

Zen Center of Los Angeles, Inc.

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

November 16, 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, November 16, 2014 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)

Absent: DeWayne Gojitsu Snodgrass, John Plum-Hermit Swanger

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

Bob Swan offered a teaching from Shambhala's Cold Mountain book of poems.

4. Approval of July and Sept. minutes.

5. Review of Agenda and Action Items

The Board reviewed and added Elections of Board Members to the agenda.

Action Items:

1. Dharma-Joy – Make revisions to ZCLA loan protocol/organizational precept. Submit recommendation to Board at next future meeting. Completed.
2. ZCLA Mission Committee. Dharma-Joy & Roshi to draft revisions. Ongoing.
3. Finance Committee - Draft budget deficit reduction & revenue increase recommendations to board at September meeting. Completed.
4. Board – Attend the October 12th 50th Anniversary Planning Meeting at 1:30pm.
5. Myoho & Dharma-Joy - Upload Strategic Planning Master document to web for board access. Completed.
6. Send Tim a board package containing the bylaws with job descriptions of board members. Gojitsu to create. Ongoing.
7. Dharma-Joy – Scan of SFZC Board Practice document, clean-up and re-distribute the hand-out electronically to the Board. Ongoing.

6. Endowment Report – Bob submitted a new report. ACTION ITEM: Bob will email the replacement report to EV. Endowment is up and doing well.

6. Loan Policy review

RESOLVED: Proposed ZCLA loan policy is adopted with revisions. Proposed by Bob. Myoho seconded. Approved unanimously.

ACTION ITEM – Dharma-Joy to revise and distribute.

7. Financial Report

Zen Center is currently on target to meet budget projections. Annual appeal has just gone out. Housing costs are up from the changeover in apartments, more than \$10k above budget. Expenses are 89% and revenue 93% of budget.

There is currently one residential training studio apartment still available.

RESOLVED: There will be an automatic 3% housing increase. Proposed by Myoho / seconded by Bob. 1 abstention. None opposed. Finance committee to link with Mary.

8. Annual Budget 2015

The budget worksheet and fee increase proposal were discussed.

2015 fees increases:

Program fee increase.

Guest housing fee increase.

Non-residential membership fee increase.

RESOLVED: Proposed increases to program fees are approved. Bob proposed. Faith-Mind seconded. Resolution passed unanimously.

ACTION ITEM: Faith-Mind to distribute complete listing of new fees.

Discussion of residential membership fee increases were tabled for now.

RESOLVED: The 2015 Budget is adopted. Proposed by Muso. Bob seconded. Resolution passed unanimously.

9. Committee Reports

Temple Directors' Report (submitted)

50th Anniversary Committee notes (submitted)

Strategic Planning Committee notes (submitted) – end of 1st quarter

ZCLA Succession Planning Ingredients Readiness Questions (submitted)

Annual Appeal letter – received very positive feedback.

10. Congo guest update - Visit going well and emails will continue to be sent out.

11. Board Issues – discussion of adding new board members – tabled for sake of time.

12. New Story – Board agreed to ask Rose Pinard, Center for Collective Wisdom to lead the 2015 All Day Board Retreat. Roshi described evolution of reformed Zen Peacemaker Order.

ACTION ITEM: Schedule All Day Board Meeting with staff in January. Muso.

11. Board Member Elections

“RESOLVED that Patti Muso Giggans, Darla Myoho Fjeld, Bob Swan are hereby elected to a three year term, Until December 31, 2017. Proposed by Dharma-Joy. Seconded by Faith-Mind. Resolution passed unanimously.

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

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) 2015 Budget Worksheet. 7) Approved 2015 Center Fees. 8) Temple Co-Directors’ Report. 9) ZCLA Loan Policy. 10) Endowment Report. 11) Strategic Planning Committee Report. 12) Succession Planning Readiness. 13) Recommended Fee Increases. 14) 50th Anniversary Planning Meeting Notes. 15) September Minutes.

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: _____, 2013

Patricia Muso Giggans (President)

Date: _____, 2013

Thomas Dharma-Joy Reichert (CFO)

Date: _____, 2013

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