

Zen Center of Los Angeles, Inc.

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

September 20, 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, September 20, 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, Enduring-Vow Brown (Secretary), Tina Jitsujo Gauthier and Bill Earth-Mirror Corcoran.

John Plum-Hermit Swanger was absent.

Rev. Kodo Watanabe 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 Thomas Merton just prior to his death on compassion and dependent co-origination non-judgement.

3. Review of Agenda

The Board reviewed the agenda.

4. 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.
2. ACTION ITEM: Development Circle 2016 budget estimates to Finance Committee (Myoho) Carry Forward.
3. ACTION ITEM: Dharma-Joy to create a CCL decision tree & rights/restrictions documents for distribution with the talks. (Completed)
4. ACTION ITEM: Dharma-Joy, Enduring-Vow and Faith-Mind to coordinate distribution to WP teachers – carry forward.
5. ACTION ITEM: Dharma-Joy & Enduring-Vow to investigate the wider distribution of talks – carry forward – carry forward.
6. ACTION ITEM: Dharma-Joy will check ZCLA policy coverages as they relate to volunteers. – Carry forward.
7. ACTION ITEM: Dharma-Joy will check the volume of minutes and get quotes to scan the minutes. – Carry forward.
8. ACTION ITEM: Coordinating Webinar – will be viewed during next board meeting.
9. 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.

Dharma-Joy moved to approve the July 15, 2015 minutes; Bob seconded. The board unanimously approved the July minutes.

6. Finance Committee

Dharma-Joy summarized the Financial Report. Our expenses are currently \$8,000 higher than revenue. The variance is not unexpected due to the seasonal nature of the Center's income and expenses. We are still projecting a balanced budget for the year.

The budget process is in process. The Finance Committee will meet in the beginning of October and everyone has been asked to bring any major expenses forward prior to that meeting.

7. Endowment

Bob will be forwarding the mid-year endowment report next week.

As a summary, the Center's portfolio was approximately \$145,000. At end of August, the value declined to \$140,000 or approximately 3%, which is ahead of the market norms.

8. Committee Reports

Temple Co-Director's report

The Board noted the success of the Legacy Circle gathering. Myoho reported that last year's goal was \$65,000 for the Annual Fund and that we received \$62,000. The Annual Fund donation now sits at \$20,204 for 2015 so we have a nice start with this year's goal amount of \$65,000.

9. Archives

A meeting was held with Sensei Ryodo to discuss the USB distribution to WP teachers. Roshi indicated that there are approximately 120 White Plum teachers. It was felt that \$25 was too little to charge for the digitized USB talks. Ways of ordering were discussed, short and longer term.

ACTION ITEM: Rosh to email WPA teachers to ask about interest in ordering a USB of the talks so we can determine the quantity to order.

ACTION ITEM: EV to get cost update on USB devices.

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

The ZCLA Archives

Roshi reported that UCLA is working on the formal agreement for the transfer of ZCLA/WPA/Maezumi/Kuroda Institute archives. Once the collection is transferred, she and Jolene Beiser will assess the status of any outstanding items. It was indicated that the agreement requires the Board to approve the sale of the archives to UCLA for \$1.00.

Earth-Mirror moved to sell the physical ZCLA/WPA/Maezumi/Kuroda Institute archives to UCLA for \$1.00. Seconded by Enduring-Vow. The Board approved unanimously.

10. Ethics

The ethics policies are back in HEAR Circle for revision based on the Sangha feedback.

ACTION ITEM: Muso to ask for update on when they think they'll have the edited version.

11. Abbot's Reflection

In October, Roshi is participating in UCLA's oral history project. UCLA maintains a huge oral archive online. She will do the first 3 hours and then decide if she will proceed. Roshi discussed the upcoming

transmissions here with Senseis' Shinko and Kodo for Inka and then for Sensei Ryodo for Lay Transmission of the Precepts.

12. CAAW2 Update

Roshi reported that the group is really looking at where the center came from and what practices we're doing so that everyone really has the same understanding.

13. Old Business

None

14. COUNCIL

The Board held council.

15. 12. Checkout/Four vows

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

- 1) Agenda 2) September 2015 Financial Statement 3) Balance Sheet 4) Profit & Loss 5) 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.

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 Cochran

Until December 31, 2017

Darla Myoho Fjeld
Patricia Muso Giggans
Bob Swan

May 2015 Minutes

Approved

Date: _____, 2015 _____

Patricia Muso Giggans (President)

Date: _____, 2015 _____

Thomas Dharma-Joy Reichert (CFO)

Date: _____, 2015 _____

Betsy Enduring-Vow Brown (Secretary)

May 17, 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:

1. ACTION ITEM: Myoho to provide Development Circle 2016 budget estimates to Finance Committee
2. ACTION ITEM: Dharma-Joy & Enduring-Vow to investigate the wider distribution of talks.
3. ACTION ITEM: Rosh to email WPA teachers to ask about interest in ordering a USB of the talks so we can determine the quantity to order.
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