

Zen Center of Los Angeles, Inc.

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

July 14, 2013

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 14, 2013 at 923 South Normandie Ave., Los Angeles, California.

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

John Plum-Hermit Swanger 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.

Everyone sat zazen and then did a check-in round.

Shishin read a teaching from 'Zen Mind, Beginners Mind'.

2. Council Practice

It was agreed that Council would be postponed until later in the meeting.

3. Review of Agenda and Introduction of New Meeting Protocol

The Board reviewed and approved the agenda. (Attached).

Muso reviewed a new meeting protocol including: reports being sent prior to meetings, Board members reviewing all reports in advance and reports at meetings being kept to a minimum.

The President's observations included: using a format of written reports and the board's obligation to read all reports and communicate between meetings. This will streamline the time we spend at meetings in minor business so that we have more time together to council, deliberate and keep our many hands and eyes on "big picture" board responsibilities like sustainability and future visioning.

4. Approval of Minutes

The Board approved and signed the revised minutes from the May 19, 2013 meeting.

5. Review of Action Items

The action items were reviewed.

- 1) Muso – Continue Board discussion on a ZCLA Loan protocol or organizational precept.
- 2) Muso – Continue Board discussion on putting some of every bequest into the Endowment. **#1 and #2 will be moved to the Finance Committee for discussion/recommendation to the Board**
- 3) Dharma-Joy – Circulate revisions to the ZCLA Protocol for Former Inmates prior to May meeting. **Completed / On agenda.**
- 4) Faith-Mind and Mary – Facilities staff position – **Completed.**
- 5) Muso, Myoho, Plum-Hermit, Faith-Mind, Mary – Development staff position.
- 6) Faith-Mind w/ others – Develop plan for Irolo St. gardens, walls, driveways.

6. Abbot's Reflections

Roshi offered some reflections on her teaching role and the on-going need for her to concentrate on that. She pointed out that her multiple roles (Head Teacher, Abbot and Head Priest) are distinct functions and don't necessarily have to be embodied by one person.

Roshi discussed the success of the recent Priest retreat and that this might serve as a model for a new way to conduct priest training. The need for support for priest training was also raised.

Roshi described that she is always looking toward the future of ZCLA and how the Dharma will be carried forward. The Board is very important as the holders of ZCLA's future.

2017 will mark the 50th Anniversary of ZCLA

7. Financial Reports

Dharma-Joy presented his current financial report and the supporting financial documents which were sent to the Board prior to the meeting. (Attached).

Dharma-Joy reported that revenue and expenses are both currently below budget projections. The operational budget is about even and capital expenses are on track with the budget after factoring in the allocated funds from the re-finance.

Dharma-Joy cautioned that some budget revenue projections may not be realistic for 2013. On the other hand, Guest Housing revenue is at 3x the budget projection.

Bob Swan presented the Endowment Report, which was sent to the Board prior to the meeting. (Attached). The Endowment continues to grow. Bob also pointed out that in the current investment climate socially responsible investment funds tend to lag the S&P index, as is the case with the Calvert Fund in the Endowment.

8. Executive Circle Report

Myoho reported that Tim Zamora and Jotai Webb have joined the EC. There are currently seven members serving on the EC.

9. Development Circle Report

A development report was sent to the Board prior to the meeting. (Attached).

Plum-Hermit reported that the DTF had received app. \$4,800 to date. Much of this off sets the costs of production, printing and mailing. There was discussion of alternatives including electronic only asks and in-house printing.

Muso, Myoho, Faith-Mind, Mary and Plum-Hermit will develop recommendations for the Board concerning a re-evaluated or expanded development/communications staff position.

10. Temple Director Report

A Temple Director's Report was sent to the Board prior to the meeting. (Attached).

Faith-Mind reported that the Facilities staff position was filled. Robert Diaz has started and is living in the Nilotpala. She reported that the position and Robert are doing well and that it will be evaluated after 6 months.

Faith-Mind and Dharma-Joy reported on the 'Fundraising from the Heart' workshop by Lynne Twist that they attended at Upaya. They both found it very valuable, fascinating and moving.

11. ZCLA Protocol for Former Inmates

Dharma-Joy led a discussion of the revised and streamlined Protocol that he and Roshi developed. It was distributed before the meeting along with the flowchart that Roshi developed. Gojitsu prepared and distributed a document concerning ZCLA mentors for former inmates. (All these documents are attached).

The revised Protocol was reviewed and discussed. After Board approval it will be distributed to the Sangha.

Resolved: "The Protocol for Former Inmates and the Flow Chart are approved unanimously'.

Roshi and Dharma-Joy will coordinate on distributing the approved Protocol to the Sangha.

12. Council

The Board held Council on topics related to the Board's visioning for the future, ZCLA sustainability, Abbot succession and ensuring ZCLA's long-term future.

Next steps that were identified include: Abbot succession, Priest and Teacher training and support, Transition of the development position and ZCLA branding (What is ZCLA's fundamental message and how can this be conveyed?).

13. Closing

Check-out Round

Chant the Four Vows.

The meeting adjourned at 4:30 p.m.

Respectfully submitted by John Plum-Hermit Swanger, Recording Secretary.

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

1) Agenda. 2) July Financial Report. 3) P &L. 4) Balance Sheet. 5) Cash Statement. 6) Endowment Report. 7) Development Report. 8) Temple Director's Report. 9) Revised Former Inmate Protocol. 10) Former Inmate Protocol Flowchart. 11) Mentor Document.

2013 Board Meeting dates:

Saturday, January 26, All Day Retreat, 9:00 – 4:30

Sunday, January 27, Lunch with Residents

Sunday, March 24, 1:30 – 4:30

Sunday, May 19, 1:30 – 4:30

Sunday, July 14, 1:30 – 4:30

Sunday, September 22, 1:30 – 4:30

Sunday, November 10, 1:30 – 4:30

Approved

Date: _____, 2013

Patricia Muso Giggans (President)

Date: _____, 2013

Thomas Dharma-Joy Reichert (CFO)

Date: _____, 2013

Betsy Enduring-Vow Brown (Secretary)

JULY 2013 – 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. Finance Committee – Continue discussion of designating a portion of bequests to the Endowment. Submit recommendation to Board.
2. Finance Committee – Continue discussion on developing a ZCLA loan protocol or organizational precept. Submit recommendation to Board.
3. Faith-Mind (with others) – Develop plan for Buddha Hall & Dharma Hall street side yards and driveway areas.
4. Myoho, Muso and all – Consider the Development Steward position and make recommendations to Board by September.
5. Dharma-Joy and Roshi – Distribute the ZCLA Protocol for Former Inmates to the Sangha.

Someday Items:

1. Dharma-Joy – recommendations regarding financial support for Abbots in retirement