

Zen Center of Los Angeles, Inc.

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

November 10, 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, November 10, 2013 at 923 South Normandie Ave., Los Angeles, California.

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

Enduring-Vow read a teaching having to do with true Zen practice being in activity.

2. Council Practice

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

3. Review of Agenda

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

4. Approval of Minutes

The Board approved the revised minutes from the September, 2013 meeting.

The officers will sign the minutes in the Office.

5. Review of Action Items

The action items were reviewed.

- 1) Muso – Continue Board discussion on a ZCLA Loan protocol or organizational precept. **On agenda.**
- 2) Muso – Continue Board discussion on putting some of every bequest into the Endowment. **On agenda.**
- 3) Faith-Mind – Proposal for a new Co-Temple Director position. **On agenda.**

6. Abbot's Reflections

Roshi offered reflections on numerous big questions on the horizon, including: Roshi eventually stepping down as Abbot, Head Priest and Head Teacher and what all that means; Mary's multiple roles and her eventually stepping down from her positions; The importance of Mary's role in visioning and holding that responsibility; Who will own the visioning responsibility?

Roshi has completed the re-building and healing of ZCLA and is letting go of holding the visioning for the future. How is this addressed and who is going to hold that responsibility?

In 2014 Roshi will travel more; may form a Stewards Circle (or something similar); will work with Bernie Roshi on his memoirs and will work with Enkyo Roshi on reviewing and writing up the work of the Zen Peacemaker Order.

James Soshin Thorton will come to ZCLA next summer to meet with Roshi on forming a 'Green Order' of international environmentalists based on the 16 Bodhisattva precepts.

7. Financial Reports

Dharma-Joy submitted his current Financial Report and the supporting financial documents were sent to the Board prior to the meeting. (Attached).

Dharma-Joy reported a \$40,000 deficit (plus the mortgage interest and principal). Some or most of this deficit will be made up by the year ends sesshins and Annual Fund donations.

Bob Swan submitted an Endowment Report, which was sent to the Board prior to the meeting. (Attached).

2014 Budget: Year to year the tracking and projections of the annual budgets are consistent and reliable due to the experience of those who put the budgets together. The 2014 budget is mostly consistent with 2013. Personnel expenses have increased due to adding the Facilities Manager position and re-classifying various independent contractors as salaried positions. The 2014 budget projects a \$45,000 deficit.

The Finance Committee confirmed that Dharma-Joy is the chairperson. They are looking at increasing the operating reserve from the current \$20,000 to \$40,000. (Total operating expenses are currently \$40,000 per month).

Resolved: “The Board adopts the 2014 Budget as submitted, including the change of shifting the WPA dues to Ekyo Maezumi’s support.”

Loan Policy: Discussion of the revised Loan Policy (attached) submitted by the Finance Co. It was agreed that Dharma-Joy would make some further revisions and submit the policy for adoption at a future meeting.

Endowment Contribution Policy: Discussion and adoption of the policy as submitted (attached).

Resolved: “The Board approves the Endowment Contribution Policy, as submitted, as an internal Board policy.”

8. Executive Circle Report

Myoho submitted an EC report prior to the meeting. (Attached).

9. Development Circle Report

A Development report was sent by Plum-Hermit to the Board prior to the meeting. (Attached).

10. Temple Director Report

A Temple Director’s Report and a proposal for a new Co-Temple Director position were sent to the Board prior to the meeting. (Attached).

The proposal is for Darla Myoho Fjeld to become the new Co-Temple Director (with Deborah Faith-Mind Thoreson, the current Temple Director) as a part-time staff position.

Discussion included: The hours (10 per week) and the list of responsibilities and whether the proposal is realistic; the previous proposal from the Development Circle for a development staff position of 20 hours per week; the new position will incorporate the development responsibilities along with responsibilities in numerous other areas. Roshi pointed out the need and the importance of commitment and presence at ZCLA for this position. Everyone expressed their appreciation to Myoho for her willingness to step into this new role.

Resolved: “The Board approves the creation of the Co-Temple Director position (as outlined in the submitted proposal) with a yearly salary of \$12,000, to be reviewed in June.”

11. Support for ZMC

Roshi and Muso led a discussion of financial support for Tenshin Roshi and his family after the closing of ZMC due to fires, flooding and mudslides. The future and needs of ZMC will continue to be tracked, including the possibility of additional future action on the part of the ZCLA Board.

Donations have been received from ZCLA members for Tenshin Roshi and his family in the amount of \$5,000 – \$6,000. The Board discussed making an additional contribution from ZCLA.

Resolved: “ZCLA will donate \$5,000 from the Lowell Bequest to Tenshin Roshi and his family.”

12. President’s Observations and Council

Muso offered observations and questions including: Getting our arms around sustainability and increasing revenue. Changes are needed, including succession planning. Planning an all-day Board retreat in early 2014, possibly with an outside facilitator, and pursuing a grant from the Angell foundation for capacity building.

The Board held Council on topics related to the Board’s visioning for the future and ZCLA sustainability.

13. Closing

Check-out Round

Chant the Four Vows.

The meeting adjourned at 4:40 p.m.

Respectfully submitted by John Plum-Hermit Swanger, 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) Endowment Report. 7) Development Report. 8) Temple Director's Report. 9) Bequest Policy. 10) Loan Policy. 11) 2014 Budget. 12) Co-Temple Director Letter and Proposal. 13) PH 2013 Finance Letter. 14) Final Former Prisoner Protocol and Flowchart.

2014 Board Meeting dates:

Saturday, January 25, All Day Retreat, 8:00 – 5:00

Sunday, January 26, Lunch with Residents

Sunday, March 23, 1:30 – 4:30

Sunday, May 18, 1:30 – 4:30

Sunday, July 13, 1:30 – 4:30

Sunday, September 21, 1:30 – 4:30

Sunday, November 16, 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)

November 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 at November meeting – **Completed.**
2. Dharma-Joy – Make revisions to a ZCLA loan protocol or organizational precept. Submit recommendation to Board at a future meeting.
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 at the November meeting – **Completed.**
5. Dharma-Joy and Roshi – Distribute the ZCLA Protocol for Former Inmates to the Sangha – **Completed.**
6. Muso – Planning for 2014 Board all day retreat with outside facilitator.
7. Enduring-Vow – Compile Zen Center policies for the Board.
8. Dharma-Joy – Develop 3 year budget projection.

Someday Items:

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