

Zen Center of Los Angeles, Inc.

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

September 22, 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, September 22, 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.

The following directors were away: 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.

Muso read a teaching from the Dhammapada.

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 July, 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) Dharma-Joy – Distribute the ZCLA Protocol for Former Inmates to the Sangha.
- 4) Muso, Myoho, Plum-Hermit, Faith-Mind, Mary – Development staff position. **On agenda.**
- 5) Faith-Mind w/ others – Develop plan for Irolo St. gardens, walls, driveways.

6. Abbot's Reflections

Roshi was away, so no Abbot's reflections were given at the meeting.

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 was away, so no financial report was given at the meeting.

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

8. Executive Circle Report

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

Myoho requested, on behalf of the EC and Disaster Preparedness group, that an emergency generator be purchased with up to \$2,000 of operating funds. The Board approved this.

9. Development Circle Report

A Development report was sent by Muso to the Board prior to the meeting. (Attached).

Muso and Plum-Hermit reported that the DTF had received app. \$7,000 to date. There will be one more follow-up for the DTF. Work has begun on the Annual Fund.

Muso reported that recommendations are being formulated for the staff Development Steward position. Specific recommendations will be presented to the Board at the November meeting.

10. Temple Director Report

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

Faith-Mind reported that explorations of re-designing the ZCLA website have begun with Apple Canyon Designs. A conceptual framework for the design and functionality of the website, along with cost estimates, are being developed.

Yokoji/Zen Mountain Center has been devastated by recent wildfires and torrential rain and mudslides. The Board expressed its deep concern and will wait to see what directions and needs emerge from Yokoji and Tenshin Roshi. A placeholder donation of \$300 was made through the EC. Roshi, Faith-Mind, the EC and others are tracking developments and communicating closely with Tenshin Roshi and others at Yokoji to see how ZCLA may help.

11. Bequest and Loan Policies

Muso led a discussion of the revised Bequest and Loan Policies developed by the Finance Committee. (Both are attached).

There was discussion of the Loan Policy as a 'middle way' policy. Several additions were suggested to the guiding questions. There was general positive response to the policy and especially to the use of guiding questions. A revised version will be submitted to the Board for further discussion and/or approval at the November meeting.

There was similar discussion of the Bequest Policy and appreciation for the use of guiding questions. The policy expresses an intention to add to the ZCLA Endowment by using a portion of future bequests, as determined on a case-by-case basis. A revised version will be submitted to the Board for further discussion and/or approval at the November meeting.

12. President's Observations and Council

Muso offered observations and questions including: Where do we go from here? The evolving and maturing of ZCLA and the Board. How do we relate to sustainability? Evolving a new story or direction for ZCLA, and the fact that future sustainability has to do with actions, choices and decisions we make now.

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. How do we develop a strategic vision, plan and actions toward sustainability?

Next steps that were identified include: Continue Board visioning, schedule another Board retreat, strengthen the connection with ZCLA Stewards and Sangha, incorporate more connection with the Sangha, appreciate the community and residents as resources, schedule an open meeting with the Board and the Sangha on issues of vision and sustainability, the importance of priest training support and that connection with succession.

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) Finance Committee Report. 12) Executive Circle Report.

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)

SEPTEMBER 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.
2. Finance Committee – Continue discussion on developing a ZCLA loan protocol or organizational precept. Submit recommendation to Board at November 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.
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