

## **Executive Circle Notes: February 18th, 2009**

Present: Myoho, Gemmon (presenter), Mary, Ando, Pine Ocean (note taker), Jotai (presenter), and Faith Mind (facilitator).

Emergency preparedness -- Gemmon --

Supplies necessary in the event of a disaster, e.g., medical supplies, water, generator, MRE (Meals Ready to Eat), need to be stored separately from other types of storage to ensure availability in event of an emergency. Various sites for the storage shed were discussed. It was agreed to obtain further feedback from affected parties who have an interest in the location of the new shed.

Outdoor walking Kinhin path around Zendo -- Jotai

The Kinhin path used for Sesshin currently near the Zendo could be improved by constructing a path paved in concrete. A small retaining wall separates the driveway from the Zendo currently. To effect a passage, the retaining wall needs to have steps built into it; otherwise kinhin walkers would be required to step over a two foot wall. A bid will be required to determine the cost for this improvement. Bill Jordan has been working on campus frequently; it was suggested that he be approached for a bid. Authorization for obtaining a bid was approved unanimously.

Fee structure and fee waivers for invited workshop instructors -- Gemmon

When a teacher is compensated for making presentations, particularly when class size is limited, the fee structure depends upon the number of persons paying tuition. Costs associated with the workshop increase for paying participants when tuition is waived for other participants, e.g., in a recent workshop the instructor was guaranteed a certain amount of income based on the number of students enrolled. Today's discussion centered on the idea of limiting the use of fee waivers for invited workshop instructors where class size and compensation are concerns. After receiving Roshi's input on the issue, the discussion will be continued at a future meeting. Note that tuition waivers will remain valid for the vast majority of ZCLA events and workshops where class size and compensation for invited speakers are not at issue.

Future tasks --

Myoho has met individually with Day Group members over the last two weeks and plans to meet with them as a group. From these discussions, she expects to obtain input for the proposed personnel policy draft, as requested by the Board. In addition, Jotai requested clarification of the issue of communication for volunteer and part-time staff, i.e., whether these staff members will communicate with the executive circle and steward Myoho also. Discussion of this topic will be taken out at a future meeting as the meeting ran late at the time when the question was raised.

Next meeting -- Next meeting takes place March 5, 2009. Facilitator and note taker responsibilities will be taken care of by Faith mind and Earth Mirror respectively.