

EC 8/ 18/11 MEETING NOTES

Attending: Myoho (stewart), Butsugen (faciitator), Ando (notetaker), Faith-Mind, Earth-Mirror, Pine-Ocean

Consultant: Mary Rios (business manager & saff oversight)

1. Notes of 8/4 mtg. revised and approved.
2. Mary reported on IT support. Sensei Ryodo will be steward until the end of the year. Mary's contacting companies, and will set up consultation with Sensei Ryodo and Dharma Joy who will assess hardware, etc. It may be necessary to increase the budget line for IT support. The Web site will probably need to be reviewed at a later date. Backups may need to be done differently. Any work with outside consultants must be staff driven.
3. Regarding the background checks for perspective residents and resident guests, the EC recommended the fee be \$10. Ando will communicate this to BHC.
4. Facilities & Grounds: Faith-Mind reported that handrails to the kitchen basement have been installed. Stainless steel shelves are approved.
5. Budget Process: Myoho reported that the process for building next year's budget will begin soon. Mary, Dharma-Joy, Muso, and Myoho will begin working on a draft before the end of September for the board meeting. Faith-Mind, Dharma-Joy, Plum-Hermit have agreed to continue the staff assignment arrangement for next year.
6. Emergency Preparedness: Pine-Ocean reported that the phone tree will be updated. There will be a list of responsibilities for bldg. managers. EP is linking with the Health Circle. There has to be information from the Guest Resident steward concerning who is staying at the Zen Center, and where. An emergency drill needs to be scheduled. The location of food, in terms of temperature, needs to be studied.

September 24 the Zen Center is having a nonviolent communication workshop for the staff and residents.

Next meeting is Sept. 15

EC 9/15/11 MEETING NOTES

Attending: Myoho (stewart), Butsugen (facilitator), Ando (notetaker), Faith-Mind, Earth-Mirror, Pine-Ocean

Consultant: Mary Rios (business manager & staff oversight)

Notes of 8/18 mtg. revised and approved.

1. EC Steward Myho reported that she, Dharma-Joy, Myoho and Mary had budget meeting and draft will be available at the next EC mtg. Myoho will do linking with the BHC and EC.
2. Business Steward Staff Report by Mary. Plum-Hermit, Dharma-Joy, Faith-Mind have agreed to continue with the existing staff arrangement for the next year. There will be an increase in Plum-Hermit's responsibilities and will include about nine trips to Los Angeles. This will be discussed at a board meeting. Mary said that a process for doing the background check for new monastery residents and new guests residents needs to be established with the BHC and Business office. The business office needs info on what BHC's new resident's orientation includes. A new resident said she was not aware of the pet deposit when she met with Mary.
3. Buildings & Grounds Steward: Faith-Mind reported that hand railings have been installed at the Pine House and Sangha House. Post for the wooden gate on Normandie have been replaced. The door with the pet door at the Nilotpala will be switched for the new resident.
4. Emergency Preparedness: Pine-Ocean reported. EP recommends a white board that would list Zen Center guests and room assignments. It would be kept in the office to protect guests privacy. Mugen and Jiho should keep board updated. EP looking into CPR training and costs. Keys for apartments, should access be required, might be given to building managers. Recommendation was to take this to Residents' Council for residents' approval.

Next meeting is Oct. 6, 2011

NOTES ON 10/6/11 EC MEETING

ATTENDING: Myoho (steward), Butsugen (facilitator), Ando (note taker).

CONSULTANT: Mary (business mgr/staff oversight)

ABSENT: Faith-Mind, Pine-Ocean, Earth-Mirror

1. Meeting notes of 9/15/11 approved.
2. Buildings & Grounds: Mary reported for Faith-Mind. Three evergreen trees between BH and DH have fire blight and need to be treated before they are trimmed. Cost will be approximately \$700. The work will be done the week of 10/9. Kitchen tenzos have requested upgrading the faucet to commercial standard. \$366 approved but if more than \$500 needs to be reconsidered by the EC. Cement repairs are necessary for the driveway and walkway for safety reasons. Alex Contreras will be doing the work. After the rain, it appears the Sangha House roof might have a leak. Bill Jordan was called and will come to examine.
3. Myoho gave board report.
4. Budget worksheet was reviewed.
5. Mary has researched three outside IT vendors and is a meeting with one of them next week. Sensei Ryodo and Dharma-Joy will be present. Mukei is being considered for consultant work for the Website maintenance.
6. Third Thursday of October is sesshin.

NEXT MEETING: Nov. 3, 2011

EXECUTIVE CIRCLE MEETING NOTES **November 3, 2011**

IN ATTENDANCE: Myoho (steward), Butsugen (facilitator) Ando (note taker)
Faith-Mind, Pine-Ocean, Earth-Mirror, Mary (consultant).

1. Meeting notes of Oct. 6 meeting approved.
2. Buildings & Grounds Report: Faith-Mind reported leaks in the Pundarika garage, Zendo, kitchen, and Buddha Hall. Bids received and work starting on Saturday 11/5/11. Skylight was replaced in Nilotpala apt. 10 because of leak. Rewiring in Zendo, second floor approved by Finance Committee and EC.

3. Heart-Mirror is considering the purchase of an electric car. He agrees to pay for cost of installing a meter and the cost of electricity for charging the car.

4. Pine-Ocean presented update on various training available for first aide. It was suggested an email be sent to members to determine interest in participation.

5. Mary reported on IT. Dharma-Joy, Sensei Ryodo, and she met and will forward a proposal to the IT group. It is proposed that Everon IT monitor and will do an audit after ZCLA becomes a member; Jotai will be on-site IT person for approximately four hours a month; and Mukei will do web site maintenance.

6. Sangha Forum will be facilitated by Butsugen and Jikai.

Next meeting is November 17, 2011.

EXECUTIVE CIRCLE MEETING NOTES
November 17, 2011

ATTENDING: Myoho (steward), Butsugen (facilitator), Ando (notetaker), Faith-Mind, Pine-Ocean, Mary (consultant)

ABSENT: Earth-Mirror

1. Meeting notes of November 3 approved.

2. Buildings & Grounds Report: Faith-Mind reported that rewiring of Zendo attic and second floor being completed. Roofing work completed. Pine House floor and carpet will be done week of November 20. Work continues on the grounds and garden.

3. Myoho reported on board meeting. Board approved Dana Policy and IT proposal. Board waived percentage fee rent increase for 2012 and will reconsider the issue each year. 2012 budget approved. EC as a whole reviewed the year-in-progress. Overall agreed a lot has been accomplished and processing and linking has been effective.

4. Mary reported that DWP came to the Zen Center to inspect the installation of meter for electric car. There is no charge for the installation. Heart-Mirror will pay for wiring from meter to charging station. Ando was assigned inspection and replenishing first aide kits.

5. Pine-Ocean reported on emergency preparedness plan. Committee is working on budget for supplied (food, water, generator). Response for first aide training has been good.

Next meeting Dec. 1.