

Executive Circle Meeting Notes 2012

March 21 – December 20, 2012

Executive Circle Meeting Notes March 21, 2012

Attending the meeting were: Butsugen (facilitator), Myoho (steward and note-taker), Faith-Mind, Mary (business manager and consultant)

1. Approval of March 7, 2012 notes
2. Check-in round
3. What's going on at ZCLA? (This is a new regular agenda item for the EC where members can share anything that's come up at the Zen Center that is relevant to the EC.)
4. Continued discussion about bringing in a new EC member.
5. Myoho: Board Report. Of special interest here was that the Board approved the EC's recommendation of funding to complete the re-wiring of the Zendo and the re-wiring of the Sangha House. The Board also approved funding for IT improvements in the office that both the IT Group and the EC had recommended.
6. Mary: IT Report.
7. Faith-Mind: Grounds and repairs report.

Next meeting scheduled for Wednesday, April 4, 2012.

Executive Circle Notes April 18, 2012

Attending: Butsugen (facilitator), Myoho (steward and note-taker), Faith-Mind, Mary (Business Manager Consultant)

1. Check-in Round
2. Approval of March 21, 2012 notes
3. What's going on around ZCLA?
 - some apartments will be empty
 - we have a few applicants

-- Lilly's garden

4. New EC member discussion. A couple of names have arisen for us. Myoho will talk to potential candidates.
5. Mary: IT Report. Our system was overwhelmed on bandwidth and crashed during backup. We need alternative to DSL. Decision was made to go with Time Warner with an option for fiber optics for phone and internet. We are getting a good deal on this.
6. We will be taking out the landlines from the Zendo and Dharma Hall to help to offset the cost of Time Warner. Faith-Mind will contact Enduring Vow about Day Managers carrying their cell phones to use in case of an emergency now that 911 can be called easily by cell phones.
7. Staff Report: all is going well with the staff. Mary and Myoho will work on a part-time version of the Personnel Policies since the other version does not apply to them in all cases.
8. Yoshin will be coming in the next week to do a walk-through for the electrical work and then work will be begin on rewiring of the Sangha House and the Zendo.

Next meeting: Wednesday, May 16, 2012 (because ZCLA is on recess the previous week)

**Executive Circle Notes
June 6, 2012**

Attending: Butsugen (facilitator), Myoho (steward and note-taker), Faith-Mind, Pine-Ocean, Earth-Mirror, Mary (Business Manager Consultant)

1. Zazen & Check-in Round
2. Approval of April 18, notes
3. What's going on around ZCLA?
Feral cats and Insect infestation will be discussed as separate agenda items.
4. Feral cats on ZCLA Property. The EC approved in-house trapping and removal of feral cats on ZCLA property. Residents have been advised to discourage feral and stray cats from the property.
5. Infestation of ants and flies in the public buildings of ZCLA. During the last sesshin hundreds of flies manifested in a guest room in the Buddha Hall. The EC approved the business office's proposal that we spray the outside of all of the public buildings on ZCLA property.
6. Faith-Mind's Grounds and Repair Report: We are in the process of moving a resident from one apartment to another.

7. The EC approved reimbursement of a staff member for hotel costs during sesshins when a guest room is not available.

Action Item: Mary and Myoho will work on a part-time version of the Personnel Policies since the other version does not apply to them in all cases.

Next meeting: Thursday, June 21, 2012

Executive Circle Notes -- June 21, 2012

Present: Butsugen (facilitator), Myoho (steward and note-taker), Faith-Mind, Pine-Ocean

1. Zazen and Check-in Round

2. Approval of June 6, 2012 Notes

3. Faith-Mind's Report on Grounds and Facilities:

- We installed a new exhaust fan in the Founders Room
- Gas lines repair in the Dharma Hall (Mary will let us know the cost of this before our next meeting.
- Windows were repaired in one apartment
- New windows were put in in another two apartments where car exhaust was coming in. (This work was approved at a previous meeting.)

4. The EC examined the list of Guiding Documents that Plum-Hermit and Myoho have been putting together for the Board's approval to be put on the Web-cite. The EC approved of the list.

5. Shoe Rack issues. The EC examined and discussed the issue of residents placing items in hallways and walkways. A number of residents have shoe racks outside their doors and we have received a request for one more resident to do this. The following items were raised during the course of our discussion:

- liability issues
- we should not be held responsible if shoes get wet during the cleaning of walkways/hallways
- shoe racks must be attached to walls so as not to fall over
- shoe racks must be made in such a way that they do not allow shoes to fall off the rack (either a lip on the shelves or a strap)
- if a city inspector comes by and cites us for the shoe racks, they must be removed immediately
- shoe racks should not be taller than the windows in the Nilotpala or no deeper than 10 inches to adhere to city of Los Angeles rule that there must be no less than 36 inches of walk space in public walkways and hallways

Pine-Ocean will research City of Los Angeles fire-codes to see if shoe racks would violate fire codes.

Our next meeting will be held on Thursday, July 05, 2012.

Executive Circle Notes, July 5, 2012

Present: Butsugen (facilitator), Myoho (steward and notetaker), Faith-Mind, Mary (business manager and consultant)

1. Zazen and Check-in
2. Approval of June 21, 12 EC notes
3. What's going on around ZCLA?
 - After the renovation of a vacated apartment, a couple of residents made requests for improvements of their apartments. The EC reviewed the policy on this.
 - It was reported that the Pundarika had a good court yard meeting.
4. Facilities and Grounds Report by Faith-Mind: Paint job and carpet shampoo in Nilotpala #9.
5. Shoe Rack issue. We will invite the BHC and the Resident Steward to our next meeting to discuss shoe racks and other items in public hallways and walkways. We are ready to report on Fire Codes and Housing Codes. We will recommend that only shoe racks that meet specifications be allowed in public hallways/walkways and that everything else be removed, but want to hear from the BHC and Resident Steward before moving ahead with this.

Our next meeting will be held on Thursday, July 19, 2012

Executive Circle Meeting July 19, 2012

Attending: Butsugen (facilitator), Myoho (note-takers and Steward), Pine-Ocean, Faith-Mind, Mary (Business Manager and Consultant)

Guests: Gessho (Residents Steward) Jotai (member of the BHC)

1. Zazen and Check-in
2. Shoe Racks and Other items in public walkways and hallways. EC sought the input of the Residents Steward and BHC on this issue. Pine-Ocean presented his research on Fire Codes and Myoho on Housing Codes. We discussed enforcing clear hallways and walkways and more regular inspections by the BHC. Agreed that the BHC would be responsible for ensuring that the

walkways and hallways were safe and that Gessho as Residents Steward would talk to anyone violating safety codes. All present agreed on the following: The only items allowed in public walkways and hallways of the residential buildings of ZCLA would be shoe racks that conform to the specifications set out by the EC. All other items must be removed. Myoho will write a draft e-mail in preparation for notification to the residents of the new policy. This e-mail will include specifics about the shoe racks. She will also e-mail Plum-Hermit for his suggestion of the height & width of the shoe racks. After this discussion, Gessho and Jotai left the meeting.

3. Approved Minutes from July 5, 2012 meeting.

Our next meeting will be held on Thursday, August 2, 2012.

**Executive Circle Meeting
August 16, 2012**

In attendance: Butsugen (facilitator), Myoho (steward and note-taker), Faith-Mind, Earth-Mirror, Mary (Business Manager and Consultant)

1. Zazen and check-in
2. Approval of August 2, 2012 notes
3. What's going on around ZCLA?
 - fleas in the grass
 - Disaster Preparedness
 - the server went down in the office
 - problems with AT&T in disconnecting the numbers
 - we lost our remote access to our server -- Everon is running diagnostics to find what the problem is.
4. Shoe Racks -- Completed.
5. ZCLA Parking Policy. Revisions received from the BHC. This will be discussed at the Residents Council.
6. Reviewed written facilities report of all the completed projects and costs.
7. Faith-Mind's Buildings and Grounds Report:
 - rewiring of the first floor of the Zendo will begin August 27 while the Zen Center is closed.
 - Driveway work is still needed -- the cracks are getting bigger
8. Mary's Business Report:
 - New windows were put into a Pundarika apartment

--need to schedule roofing and painting and include in budget
-- raised the issue of central air conditioning in our public buildings. The EC recommends that the priority is the Zendo. The cost for this would be \$10,400 for the first floor.

The next meeting will be Thursday, September 6, 2012

Executive Circle Meeting Notes September 6, 2012

Attending: Butsugen (facilitator), Myoho (note-taker and steward), Faith-Mind, Pine-Ocean, Mary (business manager and consultant)

1. Zazen and check-in round.
2. Approval of August 16, 2012 notes.
3. Time to rotate facilitator and note-taker. Myoho will facilitate until Faith-Mind returns to take on this role and Butsugen will become the note-taker.
3. What's going on around ZCLA?
 - Yudo and Jotai away until 9/16/12
 - Faith-Mind will be away from 9/17 to 9/23.
 - Very quiet over the break
 - several other people are out of town
4. Ground and Repairs Report by Mary and Faith-Mind:
 - sprinklers repaired
 - Zendo rewiring work is completed: EC discussed the possibility of ceiling fans in the Zendo. The cost is estimated to be \$2,000. No decision was made about this. The EC is grateful to Yudo and Jotai for helping out with cleaning up the Zendo after this work was done.
 - Faith-Mind replaced the damaged French doors in the Dharma Hall with a single door
 - Charles sanded and recoated the Sangha House porch
 - It is on the list to put safety strips on the steps at the back of the Sangha House
5. Emergency Preparedness Report by Pine Ocean:
 - Myoho and Pine-Ocean met before the EC meeting regarding Emergency Preparedness issues
 - Patricia has been a great help -- interviewing the residents about their input on EP. Out of these interviews, the group will generate tasks.
 - Budget request for EP: the EC approved \$160 for two additional fire ladders -- one for the upstairs of the Zendo and the other for the upstairs of the Pine House. This will come out of the Facilities Materials budget line.
 - EC also approved \$250 for EP materials, e.g. notebooks and dividers for the EP manuals. This money will come out of the office supply budget line.

- The EC also recommends a budget line of \$500 for next year's budget.
- There is a need to find someone to rotate our emergency water supply.

6. Mary's Business Report: Someone was trapped inside the Center after a Thursday evening talk. The gates were all closed and he did not know how to get out. Mary raised the question of whether or not we should pay for an emergency call service to ensure that this doesn't happen again. This discussion will be continued.

Our next meeting will be Thursday, September 20, 2012 at 6 p.m.

EC meeting notes, October 18, 2012

Attending: Butugen (notes), Myoho (steward), Faith-Mind (facilitator), Pine-Ocean, Earth-Mirror, Mary (business manager and consultant)

1. Zazen and Check-in
2. Approval of meeting notes from 9/20/12 and 10/4/12
- 2) Dana requests approved for Sonoma Zen Center and Claude Anshin
- 3) discussion of what to do to enforce policies ie. removal of items in hallways
- 4) decision on a council after the new year
- 5) we will re-examine core values next meeting

The next EC meeting will be held on November 1, 2012

Executive Circle Meeting Notes, November 15, 2012

Attending: Butugen (notes), Myoho (steward), Earth-Mirror, Mary (business manager and consultant)

1. Zazen and Check in.
2. Approval of meeting notes from November 1, 2012
3. Mary- IT decision to drop our contract with Everon has been made.
4. Renaming of the EC discussion in light of Faith-Mind's new title. Will continue discussion at our next meeting

5. New driveway estimates needed as separate from the project of the retaining wall.

Next meeting: Thursday, 12/20/12 at 6 pm.

Executive Circle Meeting Notes, December 20, 2012

1. Zazen and Check in.
2. Approval of meeting notes from November 15, 2012
3. IT Report from Mary: Evron in out. The office is now using Advanced Computer Systems.
4. After discussion and in light of the fact that Faith-Mind's title is Temple Director, we decided to keep the Executive Circle's name as is.
5. The Executive Circle will recommend to the Finance Committee of the Board to approve funds to repair the damaged driveway between the Zendo and the Dharma Hall and patch the damaged areas at the back of the Pine House.
6. Dana given to a New York Zendo.