

## Executive Circle Notes: July 16-2009

Present: Myoho, Mary, Pine Ocean, Ando, Earth-Mirror (notetaker), and Faith Mind (facilitator).

1. **EC task rotation.** Beginning with next regular meeting Ando will become our facilitator and Faith Mind will become our note taker. Many thanks to Faith Mind for her able facilitation!
2. **920 Irolo Street property line request.** **Action:** Executive Committee asks that the Board review the request from the owner of 920 Irolo Street for support regarding a property line issue related to an office constructed on that property. EC recommends to the board that a separate letter from ZCLA be drafted rather than signing the letter provided by the owner.
3. **Personnel update.** Myoho will schedule a staff meeting, probably in August.
4. **Funeral fee schedule.** Myoho reported that a review of the fee schedule will be done.
5. **Installing curb alongside driveway.** Mary reported that bids still have to be solicited for this job.
6. **Executive Circle council.** EC will have a council at 5:30 PM on August 6<sup>th</sup> in lieu of a regular meeting. Myoho to let Day Group know for scheduling purposes.
7. **Sangha House railing.** Mary and Faith Mind report that we will get a bid from Yoshin for railing that would run along each side of the stairs.
8. **Pundarika railing (second floor).** Mary reported that we have received a \$950 bid to reinforce the balcony area. Before work can begin, plants impinging on the railing must be cleared. Faith Mind reported this task would be completed within approximately two weeks. Budget impact discussed regarding going over budget for line item 6410 with anticipation that second half of fiscal year will have less expenditures than first. An alternative would be to tap Merrill Lynch unrestricted fund for this safety-related project. **ACTION:** EC approved \$950 bid.
9. **New gardener.** Faith Mind reports that our new gardener, Jorge, will mow, clear and clean up property weekly for monthly cost of \$250.
10. **Tree removal at Pundarika.** Faith Mind reported on two medium-sized trees at Pundarika that she recommends for removal by Jorge to stop damage to building and other undesirable effects. Jorge has bid \$250 for the job. **ACTION:** EC approved \$250 bid.
11. **Pundarika courtyard.** Faith Mind reported that Jotai has been in contact with Katherine Glascock to arrange a meeting regarding a design for the Pundarika courtyard.
12. **Gravel for gardens along San Marino.** Faith Mind and Mary report that this project awaits funding through mini-campaign and will be moved to "Action Items" portion of agenda.
13. **Scrip program revision.** Mary reported that Karen would like to solicit scrip card purchases from residents and others at ZCLA with a goal of raising funds for the center. Funds would be given to ZCLA and Mary would write a check to the store in order to qualify for the scrip program. Mary will inform the EC if implementation becomes unwieldy or too time-consuming for her. **ACTION:** EC approved this revision.
14. **Bike rack proposal.** Mary will be consulting with Roshi regarding bike rack location before returning to Larry with feedback from Roshi and EC.

**Next meeting: August 6, 2009 5:30 PM COUNCIL.** Facilitator and notetaker responsibilities will be taken care of by Ando and Faith Mind respectively.