

Zen Center of Los Angeles, Inc.

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

January 24, 2010

The Board of Directors of Zen Center of Los Angeles, Inc., a California nonprofit corporation, held a meeting at 1:30 p.m., January 24, 2010 at 923 S. Normandie Avenue, Los Angeles, California. The following directors were present: Patti Muso Giggans (President), Thomas Dharma-Joy Reichert (CFO), Ty Jotai Webb, Roshi Wendy Egyoku Nakao, Sensei John Daishin Buksbazen (Secretary) and Dewayne Gojitsu Snodgrass, John Plum-Hermit Swanger, Darla Myoho Fjeld and Betsy Enduring-Vow Brown. The following directors were absent: Robert Swan. Jeanne Dokai Dickenson (Development Steward) attended the business portion of the meeting.

John Plum-Hermit Swanger served as recording secretary of the meeting.

1. Council Practice

Muso called the meeting to order and welcomed everyone present. Those present sat zazen.

Plum-Hermit facilitated Council Practice.

The business portion of the meeting began for the Board at 2:20 p.m.

2. Review of Agenda

Muso led the Board in a review of the agenda, a copy of which is attached.

Board meeting dates for 2010 reviewed. Two All-Day meetings were scheduled as follows:
Regular Board meetings; March 21 and September 26
All-Day meetings: May 16 and November 14.

3. Board Discussion

Ingredients related to accomplishments of 2009 and projects for 2010:

Feng Shui plan & relationship to Budget.

Feng Shui plan & relationship to Master Plan.

Personnel Policy / Volunteer Manual.

2009 completed MHAЕ Prison Protocol & 2009 completed Myoho overseeing Staff.

Staff / Resources – Under staffed? Mentoring, Training replacements – Brainstorm with staff on these questions.

Importance of Circle model for sharing knowledge and training.

3. Board Discussion (cont.)

Develop Zen Leadership classes (Sensei Daishin / TC)

Archives

Board Council training.

Abbot Seat Holder process update & relation to Board.

Samu – role in practice and maintaining the Center.

Development expansion.

Grant seeking / Angell grant.

Board linkage & connection with Residents. Attending Resident Circles.

4. Development / Fundraising Circle Report

Dokai was welcomed to the meeting and led a discussion of Development and Fundraising.

Dokai reported on the expansion of the Fundraising Circle and presented a report for 2008-09.

The Report (with additions suggested at the meeting) is attached. It was noted that the Annual Financial Report and the Dana Paramita Annual Report are key documents for the Center.

5. Approval of Minutes

The Board approved and signed the minutes from the November 15, 2009 meeting.

6. Review of Action Items

Muso led a review of the action items from the previous meeting.

The revised Action Items list is included at the end these minutes.

7. Board Resolutions

The Board approved the following two resolutions:

Resolved: To accept Hillary Radiant-Vow Stephenson's resignation from the Board.

Resolved: To re-elect Ty Jotai Webb, Dewayne Gojitsu Snodgrass and John Plum-Hermit Swanger to new 3 year terms.

8. Financial Report

Dharma-Joy presented a Financial Report that is attached. It shows that the Center finished 2009 very close to the projected budget, in spite of unanticipated major capital expenses.

9. Endowment and Investment Reports

Dharma-Joy summarized Bob Swan's Endowment Investment report which is attached.

9. Endowment Report, cont.

The Board reviewed The Statement of Philosophy, also attached, that Bob submitted. The Statement will serve as the introduction to the Center's Investment Policy.

The Board agreed to wait for discussion and/or approval of the statement until Bob could be present in order to appreciate all of Bob's work on the Statement and the Investment Policy.

10. Closing

Check-out Round, Chant the Four Vows.

The meeting adjourned at 4:30 p.m.

Approved

Date: March ____, 2010

Betsy Enduring-Vow Brown

Date: March ____, 2010

Patti Muso Giggans

Date: March ____, 2010

Roshi Wendy Egyoku Nakao

Date: March ____, 2010

Darla Myoho Fjeld

Date: March____, 2010

Sensei John Daishin Buksbazen

Date: March____, 2010

Thomas Dharma-Joy Reichert

Date: March____, 2010

Ty Jotai Webb

Date: March____, 2010

Dewayne Gojitsu Snodgrass

Date: March____, 2010

John Plum-Hermit Swanger

ACTION ITEMS FROM JANUARY 2010 MEETING

1. Myoho - personnel policy manual for staff & bodhisattva staff
2. Bob - Investment policy statement language – Submitted to Board
3. Dharma-Joy - develop recommendation on long term issues involving financial support for abbots in retirement
4. Plum-Hermit/Roshi – Document long term plan for buildings and grounds – Waiting for Feng Shui Circle report
5. Myoho – request regular reports from the BHC regarding residential training vacancies to the Board - COMPLETED
6. Dharma-Joy/Plum-Hermit – draft Mission Statement – Submitted to Board
7. Gojitsu – research bids for a ZCLA audit

NEW

8. Senshin to submit revised Draft MHAE-PC Protocol for Board approval - COMPLETED
9. Dokai to create a Development/Fundraising Circle eGroup - COMPLETED
10. Enduring-Vow to submit additional guiding questions to Senshin for MHAE-PC Dharma Buddy Protocol - COMPLETED
11. Muso to email Bob to close out investment policy statement language by end of year
- COMPLETED
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12. Jotai to contact Gail Whitamore regarding audit - COMPLETED
13. Jotai to provide specific computer/server requirement information - COMPLETED
14. Muso to add discussion of formal council training for Board members to the January agenda. – MAY 16, COUNCIL TRAINING for BOARD & TEACHERS’ CIRCLE – Muso will convey this to Dokai, Council Trainer and the TC Steward.
15. Dharma-Joy prepare and send 2009 Financial Report to the Sangha (March?)
16. Muso – write to Radiant-Vow to thank her for her service on the Board.

