

Zen Center of Los Angeles, Inc.

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

January 29, 2012

The Board of Directors of Zen Center of Los Angeles, Inc., a California nonprofit corporation, held a meeting at 1:30 p.m., January 29, 2012 at 923 S. Normandie Avenue, Los Angeles, California.

The following directors were present: Patricia Muso Giggans (President), Roshi Wendy Egyoku Nakao (Abbot), Darla Myoho Fjeld, Sensei John Daishin Buksbazen (Secretary) John Plum-Hermit Swanger (Recording Secretary), Thomas Dharma-Joy Reichert (CFO), Betsy Enduring-Vow Brown, and Bob Swan.

The following directors were away: Dewayne Gojitsu Snodgrass.

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

1. Muso called the meeting to order and welcomed everyone. Muso and the Board welcomed Roshi back from her sabbatical. Those present sat zazen. Check-in Round
2. Council on Board practice in 2011 and 2012. Council ended and the business portion of the meeting began at 2:15.

3. Review of Agenda

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

4. Approval of Minutes

The Board approved and signed the minutes from the November 13, 2011 meeting.

5. Review of Action Items

1. Plum-Hermit - Revise and send the Master Planning document to the Board prior to the March meeting. Most of the March meeting will be devoted to discussion of Master plan issues and priorities – On-going.
2. Muso – Continue Board discussion of designating a portion of bequests to the Endowment – On-going.
3. Muso – Continue Board discussion on developing a ZCLA loan policy – On agenda.
4. Plum-Hermit and Dharma-Joy – Compile roster of Board members with contact information – New
5. Board meeting dates for 2012: March 18, May 20, July 15, September 25, November 4 (changed from Nov. 11) – Completed.
6. Myoho and Plum-Hermit – Make a list of all ZCLA Policies and make them available on the Members’ section of the website – New.
7. Myoho and EC – Arrange for an inspection of the existing wiring in the Sangha House – New.
8. Dharma-Joy – Prepare and send the Annual Financial Report to the Sangha in March – New.

A revised list of Action Items is included at the end of the minutes.

6. Financial Reports

FINANCIAL REPORT:

Dharma-Joy distributed his 2011 year-end financial report, profit and loss, and balance sheet. These reports are attached.

Dharma-Joy reported that 2011 ended with a deficit of \$9,000 against a projected deficit of \$48,000.

The Angell Foundation grant of \$48,000 in 2011 and Annual Fund donations totaling \$55,000 were very important.

Capital expenses in 2011 totaled \$34,000.

6b. Endowment and Investment Report

Bob Swan distributed his year-end Endowment report. It is attached.

Bob noted that the Endowment was down slightly in the 4th Quarter due to the Calvert Social Fund being a growth fund.

Bob affirmed that the ZCLA Endowment and Investment Policy is being followed and implemented.

7. Finance Policy Discussions

Muso led a discussion of creating a Board policy to add some portion of future bequests to the Endowment. It was agreed to carry this discussion forward.

Muso led a discussion of creating a Board policy concerning making or not making future loans. After some review and general discussion it was suggested that a process was needed that followed the Collective Awakening and Wisdom / Three Tenets container of continuous practice that was developed in the Under the Bones inquiry.

Some features of this process of discernment include: following Shared Stewardship principles and the Three Tenets process, surfacing as many ingredients as possible, Bearing Witness to all points of view and feelings, and developing guiding questions.

The Board agreed to follow this process in developing a Loan Policy. Roshi will send the process map that was used in Under the Bones to the Board.

The discussion and process on this topic will be carried forward.

8. Executive Circle Report

Myoho reported on facilities projects in 2011, the details of which are listed in the year-end financial report. These included: the re-wiring of the Zendo guest rooms, numerous roof repairs, new flooring and painting in several buildings and apartments and the new Chiden Room.

Tom Pine-Ocean Cleary is continuing to oversee Disaster Preparedness for the EC and is linking closely with the two resident stewards and the EC. Myoho reported this is working well. They are reviewing and preparing a proposal for acquiring needed supplies.

Myoho reported that the finalized Security Hours and Operations Policy has been posted on the ZCLA website.

9. Development Circle

Muso and Plum-Hermit reported that the Development Circle expanded with several new members.

The 2010-11 Annual Fund received \$55,000 in donations against the budgeted projection of \$45,000.

The 2011-12 Annual Fund has received \$45,000 to date.

Plum-Hermit reported that the 2011 Angell Foundation grant final report is nearing completion. A grant request to the Lenz Foundation for \$5,000 to support the Maezumi Roshi Tape Archive project is also being completed.

Muso reported on a workshop in March at the Upaya Zen Center in Santa Fe led by Lynne Twist based on her book, *The Soul of Money*. Roshi has recommended that some members of the DC attend.

10. Mandala Circle

Roshi reported on the recent Mandala Circle meeting. The Circle reflected on 2011 and Roshi's sabbatical in terms of what worked well or less well and on lessons learned.

There are plans for a gathering of all Circle Stewards, some Open Sangha Forums this year and a possible re-configuration of the Mandala Circle.

Roshi noted that the time is right to begin identifying and recording principles of Shared Stewardship and Collective Awakening and Wisdom.

Roshi has invited names from the residents for a new Resident Steward. Roshi will consider the suggestions and make the appointment in accord with her own discernment.

Roshi described feeling renewed and energized by her sabbatical and feeling that a new phase or period of ZCLA's life is beginning.

11. ZCLA Protocol for Former Inmates

A revised draft protocol for former inmates was submitted to the Board. The draft was developed jointly by the MHAE Prison Circle and the Angulimala Prison Circle. Both groups recommended that the Board adopt the new protocol.

It was noted that the original protocol policy was developed by the MHAE Prison Circle two years ago. The Board had some general discussion and agreed they hadn't had adequate time to review the new draft.

The Board decided to re-visit the original protocol and compare it to the new draft. It was suggested that this be done by a presentation to the Board by someone involved in drafting the new protocol. This would help to provide context, describe changes and answer questions for the Board.

Enduring-Vow and Gojitsu (the Steward of the Angulimala Prison Circle) will work on scheduling this for the upcoming March Board meeting.

Muso will respond to Senshin (the Steward of the MHAE Prison Circle) on these developments (with cc to the Board and the Angulimala Prison Circle).

12. New Business

Muso led a general discussion of expanding the Board with new members. Some points included; considering other residents for the Board, developing a process to evaluate needed skills or areas of expertise for the Board, and the possibility of Board Fellows or other types of Board involvement.

It was agreed to carry this forward.

Closing

Check-out Round
Chant the Four Vows.

The meeting adjourned at 4:45 p.m.

Respectfully submitted by John Plum-Hermit Swanger, Recording Secretary.

Approved

Date: March ____, 2011

Patricia Muso Giggans (President)

Date: March __, 2011

Thomas Dharma-Joy Reichert (CFO)

Date: March __, 2011

Sensei John Daishin Buksbazen (Secretary)

ACTION ITEMS FROM January 2012 MEETING

General Procedures

Current Board reports and signed minutes from the previous meeting will be given to Mary Rios/Business Manager as soon after the meeting as possible.

Myoho/EC Steward will report Board decisions and other necessary information to Mary/Business Manager as soon after the meeting as possible.

Notification of decisions and information will be given to those effected (i.e. Residents, Teachers, Circles, Staff, etc.) prior to posting Board minutes.

Decisions and votes of the Board will be stated and recorded as resolutions.

Action Items:

1. Plum-Hermit - Revise and send the Master Planning document to the Board prior to the March meeting. Most of the March meeting will be devoted to discussion of Master plan issues and priorities – On-going.
2. Muso – Continue Board discussion of designating a portion of bequests to the Endowment – On-going.
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4. Plum-Hermit and Dharma-Joy – Compile a roster of the Board members with contact information – New
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7. Myoho and EC – Arrange for an inspection of the existing wiring in the Sangha House – New.
8. Dharma-Joy – Prepare and send the Annual Financial Report to the Sangha in March – New.

9. Roshi – Send CAAW process map/container to the Board – New.
10. Enduring-Vow and Gojitsu – Arrange for a presentation of the Prison Protocol at the March Board meeting – New.
11. Muso – Update Senshin, MHAE Prison Circle and the Angulimala Prison Circle on the progress of the new protocol in the Board – New.

SOMEDAY

1. Dharma-Joy – recommendations regarding financial support for Abbots in retirement