

Zen Center of Los Angeles, Inc.

MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS

July 15, 2012

The Board of Directors of Zen Center of Los Angeles, Inc., a California nonprofit corporation, held a meeting at 1:30 p.m., July 15, 2012 at 923 S. Normandie Avenue, Los Angeles, California.

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

The following directors were away: Sensei John Daishin Buksbazen (Secretary).

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

1. Welcome, Zazen and Check In Round

Muso called the meeting to order and welcomed everyone. Those present sat zazen. Check-in Round

2. Council Practice.

The Board held Council practice. The business portion of the meeting began at 2:10 p.m..

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 May 20, 2012 meeting.

5. Review of Action Items

1. Muso – Continue Board discussion on designating a portion of bequests to the Endowment – On-going.
2. Muso – Continue Board discussion on developing a ZCLA loan policy – On-going.
3. Myoho and Plum-Hermit – Make a list of all ZCLA Policies and make them available on the Members’ section of the website – On-going.
4. Dharma-Joy – Prepare and send the Annual Financial Report to the Sangha – On-going.
5. Dharma-Joy and Luminous-Heart – Work on revisions to the ZCLA Protocol for Former Inmates – On-going.
6. Plum-Hermit – Convey the Board discussion on the SRC and Grievance to Roshi – Completed.

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

5a. Board Recruitment

Muso led a discussion of expanding the Board with new members to introduce new energy, skills and areas of expertise. She noted that the current Board is working well together and has come to a good working relationship with one another.

Muso suggested discussion of what skills and wisdoms the Board might be looking for. Ingredients from the discussion included: fundraising, organizational experience, Shared Stewardship experience, Collective Wisdom experience, someone not involved in ZCLA day-to-day, other clergy, financial expertise, technological and new media experience, accountant, CPA.

There was also discussion of bringing in younger Board members, ‘provisional’ or rotating Board members and bringing in guest consultants for special trainings.

It was agreed to continue the discussion and discernment on these questions.

6. Financial Reports

FINANCIAL REPORT:

Dharma-Joy distributed his Financial Report, Budget vs. Actual Profit and Loss, Cash Statement and Balance Sheet. These reports are attached.

Dharma-Joy gave a summary of these reports. He noted that operating revenue is almost exactly on track with the 2012 budget. Operating expenses are slightly ahead of projections and capital expenses total \$33,000 to date.

There was considerable discussion that the Board pre-approved \$30,000 in capital improvements at the March meeting. These funds will be taken from existing, Board restricted funds. This amount will continue to show as part of the 2012 deficit, which is currently \$33,000, and the exact source of funds to cover that expenditure will be determined at year-end. It was requested that Dharma-Joy make note of this Board action in the narrative portion of his financial reports.

It was also noted that possible funds from an Angell Foundation grant were included in the 2012 budget. However, the Angell Foundation has not made a call for grants in 2012 and there is no grant pending at this time.

Dharma-Joy strongly cautioned the Board about the need for prudence relative to deficit spending.

6b. Endowment and Investment Report

Bob presented the Investment report (which is attached). He summarized that the Endowment and Investment accounts show positive gains for this year.

7. Executive Circle Report

Myoho reported on several items that the EC is working on.

The current DSL line has been replaced with a Time Warner fiber optic connection. The telephones and land lines in the Zendo, Buddha Hall and Dharma Hall will be removed.

The Sangha House re-wiring and the IT upgrades have been completed.

The EC is working from recommendations on a policy for hallway and walkway compliance including the possibility for residents to keep small shoe racks outside their apartments.

Myoho reported that there is currently 100% occupancy of the Monastery Housing units.

Myoho and Mary are working on a revision of the Employee Handbook for part time staff.

8. Development Circle

Muso and Roshi reported on continuing their conversation with the Angell Foundation and Perry Oretsky regarding possible future funding. There was some general discussion of what type of programs or offerings might fit with future funding from the Angell Foundation.

Roshi reported that John Ott and Rose Pinard (who formerly consulted with ZCLA on behalf of the Angell Foundation) have formed a new organization called Center for Collective Wisdom. They have invited Roshi to sit on their Board.

Plum-Hermit reported that the 2012 Dharma Training Fund appeal has received \$6,500 to date. Plum-Hermit will make a proposal to the Board regarding how much of that Fund should be carried over year-to-year.

A Legacy Circle mailing will be sent out in September and a LC Tea Gathering is planned for February 2013.

9. Election of New Secretary

The Board accepted Sensei John Daishin Buksbazu's resignation from the Board and expressed its appreciation for his service on the Board. Muso will write a letter of appreciation to Sensei Daishin on behalf of the Board.

After discussion, a resolution was duly made, seconded and approved to elect Betsy Enduring-Vow Brown as the new corporate Secretary.

RESOLVED: "Betsy Brown is elected as the new corporate Secretary for the ZCLA Board of Directors."

The Board thanked Enduring-Vow for serving in this capacity.

10. New Business

Roshi suggested that she submit a proposal to the Board with recommendations for possible amendments to the current Statement of Right Conduct, including a proposal for a standing Grievance Committee.

Closing

Check-out Round
Chant the Four Vows.

The meeting adjourned at 4:00 p.m.

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

Approved

Date: September ____, 2012 _____

Patricia Muso Giggans (President)

Date: September ____, 2012 _____

Thomas Dharma-Joy Reichert (CFO)

Date: September ____, 2012 _____

Betsy Enduring-Vow Brown (Secretary)

ACTION ITEMS FROM July 2012 MEETINGS

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. Muso – Continue Board discussion of designating a portion of bequests to the Endowment – On-going.
2. Muso – Continue Board discussion on developing a ZCLA Loan Policy – On-going.
3. Myoho and Plum-Hermit – Make a list of all ZCLA Policies and make them available on the Members' section of the website. - On-going.
4. Dharma-Joy – Prepare and send the Annual Financial Report to the Sangha – On-going.
5. Dharma-Joy and Luminous-Heart – Work on revisions to the ZCLA Protocol for Former Inmates.
6. Plum-Hermit – Make a proposal to the Board regarding carrying over DTF funds year-to-year.
7. Muso – Write a letter of appreciation to Sensei Daishin.
8. Roshi – Make a proposal to the Board on amendments to the SRC.

SOMEDAY

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