

Zen Center of Los Angeles, Inc.

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

March 18, 2012

The Board of Directors of Zen Center of Los Angeles, Inc., a California nonprofit corporation, held a meeting at 1:30 p.m., March 18, 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 Buksbaze (Secretary) John Plum-Hermit Swanger (Recording Secretary), Thomas Dharma-Joy Reichert (CFO), Betsy Enduring-Vow Brown.

The following directors were away: Dewayne Gojitsu Snodgrass, Bob Swan.

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

1. Muso called the meeting to order and welcomed everyone. Those present sat zazen. Check-in Round
2. Council practice. Board Council ended and the business portion of the meeting began at 2:00 p.m..

3. Review of Agenda

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

It was decided that only brief reports would be given.

The majority of the meeting was set aside to review the ZCLA Protocol for Former Inmates and the Master Plan.

3a. Review of ZCLA Protocol for Former Inmates

The Board welcomed Penelope Luminous-Heart Thompson to the meeting at 2:00 p.m.. Luminous-Heart presented the revised Protocol (a draft copy of which is attached) to the Board. The revised Protocol was developed over the last year or more by the Angulimala Prison Circle and the MHAE Prison Circle. Both groups recommended that the Board endorse the Protocol.

The Protocol outlines the entry process into practicing at, or becoming a member of, Zen Center of Los Angeles for former inmates.

The Board expressed its appreciation for all the time, effort and careful consideration that went into developing the revised Protocol by both groups.

The Board engaged in general discussion of the Protocol and asked Luminous-Heart numerous questions. It was agreed that some further revisions were requested including; An introduction describing the practice context for the Protocol; Clarifying who the Mentors are; Including a clear mechanism for early notification to the Abbot and the Board regarding when any individual begins the process outlined in the Protocol.

Luminous-Heart and Dharma-Joy agreed to work together on the new revisions.

The Board thanked Luminous-Heart for all her efforts to date and for presenting the Protocol, in person, to the Board.

This portion of the meeting ended at 3:00 p.m. and, after a short break, the meeting resumed at 3:15 p.m.

4. Approval of Minutes

The Board approved and signed the minutes from the January 29, 2012 meeting.

5. Review of Action Items (Tabled for this meeting)

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 – Board Terms and Elections & 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 Financial Report, Budget vs. Actual Profit and Loss, Cash Statement and Balance Sheet. These reports are attached.

Dharma-Joy gave a brief summary of these reports.

FINANCE COMMITTEE RECOMMENDATION:

Myoho presented a recommendation from the Finance Committee and the Executive Circle for the following projects: 1. Upgrading the IT server, storage and anti-virus protections. 2. Re-wiring and upgrading the electrical service for the Sangha House and the first floor of the Zendo. (These proposals are attached).

After discussion, a motion was made, seconded and approved by the Board as follows:

RESOLVED: “We authorize the proposal submitted by the Finance Committee for the IT Upgrade, the Zendo first floor electrical upgrade and re-wiring and the Sangha House electrical upgrade and re-wiring with funds up to \$30,000”.

6b. Endowment and Investment Report

No report at this meeting.

7. Executive Circle Report

No report at this meeting.

9. Development Circle

Muso reported briefly on attending the Soul of Money workshop at Upaya Zen Center with Enduring-Vow. The workshop was led by Lynne Twist and was very valuable. Muso and Enduring-Vow will report on this in more depth at a future meeting.

Plum-Hermit reported that work on the 2012 Dharma Training Fund letter and mailing will be underway shortly.

Roshi requested a future, in-depth conversation with the Board on Development and how it relates to the Abbot’s and Board’s vision. *(Note – please let me know if that’s correct?).

10. Master Plan

Plum-Hermit led a review of the March revision of the facilities Master Plan. (The updated Master Plan and the list of Master Plan/Bids and Estimates are attached).

The Plan is structured in accord with the Five Buddha Family Wisdom s. This is intended to clarify the connection between the energies and ‘body’ of the facilities and what facets of practice they support.

Projects on the plan are further organized in categories including: Safety and Security, Emergency Repairs, Normal Maintenance, Special or Major Projects, and Visioning or Long-Term Future Projects.

The Board reviewed Katherine Glascock’s Site Drawings and Conceptual Plan and noted the number of recommendations that have been implemented to date.

There was general discussion of the Master Plan and the immediate and long-term needs of the Zen Center.

The suggestion was made to consider developing two, concurrent master plans: one that addresses the current buildings and ZCLA property layout and another that would address the possibilities if the property footprint were treated as a 'blank slate'.

Discussion also focused on the fact that steadily growing attendance has caused overcrowding of all the Zen Center spaces. It was generally agreed that the Dharma Hall and the Zendo are foremost among the spaces being used at capacity. The idea of engaging an architect(s) to look at solutions for the current buildings and/or future new buildings was discussed.

There was some discussion of approving further current projects (i.e. the Driveway ramp and Retaining Wall; the Buddha Hall Altar; AC/Heat in the Zendo and the Sangha House, others?) and/or setting other priorities.

Due to time constraints, it was agreed to re-visit these questions and the Master Plan at an upcoming meeting or to consider specific project approval by e-mail votes as needed.

12. New Business

Roshi reported on her recent work with the Teachers Circle on the Statement of Ethics for ZCLA Teachers. The newly revised Statement will be posted on the Members section of the ZCLA website and will be sent to the Board for review and for the Board's endorsement.

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: May ____, 2012 _____

Patricia Muso Giggans (President)

Date: May____, 2012

Thomas Dharma-Joy Reichert (CFO)

Date: May____, 2012

Sensei John Daishin Buksbazen (Secretary)

ACTION ITEMS FROM January & March 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. 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-going.
4. Plum-Hermit and Dharma-Joy – Board Terms and Elections & Compile a roster of the Board members with contact information – New
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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.

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.
12. Dharma-Joy and Luminous-Heart – Work on revisions to the ZCLA Protocol for Former Inmates.
13. Roshi – Send the Statement of Ethics for ZCLA Teachers to the Board for endorsement. Post on website.
14. Plum-Hermit – Send requested information on the Driveway Ramp project to the Board.

SOMEDAY

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