

## **Zen Center of Los Angeles, Inc.**

### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

March 21, 2010

The Board of Directors of Zen Center of Los Angeles, Inc., a California nonprofit corporation, held a meeting at 1:30 p.m., March 21, 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), John Plum-Hermit Swanger, Darla Myoho Fjeld and Bob Swan. The following directors were absent: Dewayne Gojitsu Snodgrass, Betsy Enduring-Vow Brown. 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.
2. Sensei Daishin facilitated Council Practice.

The business portion of the meeting began for the Board 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.

Board meeting dates for 2010:

May 16 (All-Day), September 26, November 14 (All-Day)

#### **4. Approval of Minutes**

The Board approved and signed the minutes from the January 24, 2010 meeting.

The Board agreed that all 2009 and 2010 Minutes (not attachments and reports) should be posted on the Members section of the ZCLA website.

Sensei Daishin will check with Sensei Ryodo as to the procedure for posting minutes and who will be responsible for this.

#### **5. Review of Action Items**

1. Personnel policy manual; Gojitsu will submit material to the Board
2. Investment Policy statement language; Submitted by Bob, Approved by Board.
3. Dharma-Joy; Financial support for Abbots in retirement; moved to 'Someday' category.

4. Long-term plan; Feng Shui Circle final report submitted to Board. Roshi and Plum-Hermit to develop plan.
5. Board Mission statement; take up in All-Day meeting. Dharma-Joy and Plum-Hermit.
6. Audit; Gojitsu and Myoho's leads on audits didn't pan out.
7. Council training, May 16, 9:45 – 12:15 for the Board, Teachers' Circle and CAAW. Dokai will lead the training.
8. 2009 Financial Report; Dharma-Joy hopes to complete by the end of March.

The revised Action Items list is attached at the end of the minutes.

### **6a. Financial Report**

Dharma-Joy presented a Financial Report that is attached. It shows the Center's budget reflecting seasonal variations. Discussion followed on whether the annual budget should be adjusted periodically during the year. Different views on this were presented. The Finance Committee has also been discussing this question. For now, the budget will not be adjusted during the year.

Dharma-Joy and others pointed out various factors or changes that may effect revenue and expenses during 2010.

### **6b. Endowment and Investment Reports**

Bob Swan reviewed the Investment Policy introduction that he wrote and submitted to the Board.

The Board voted unanimously to adopt the language as an introduction to the Center's Investment Policy.

Bob stated that the Endowment had not changed much since his January report. Bob will present another report in May that will reflect activity for the first quarter of 2010.

### **7. Development Circle Report**

Muso presented an update on the Development Circle's work including:

5 members of the Circle are meeting monthly, they are looking into grants and outreach communications, the management of the Legacy Circle, expanding beyond 'fundraising', establishing clear time-lines for Center appeals, writing a Development Circle statement of principles, addressing raising awareness in the Sangha of resource issues.

Report on revitalizing Phase 1 of the Capital Campaign including a challenge to the Board to match a \$500 contribution by Muso to the Campaign.

Planned project to list all Center Funds with their history, purpose, who established it and how funds are meant to be disbursed.

### **8. Executive Circle Report**

Myoho reported on some recent developments pertaining to staff transitions, including the search protocol and process for hiring of new staff. It was agreed that the timeline of the process be clearly defined and that the protocol be written and distributed to the Board.

It was noted that future hiring protocols will be included in the personnel policy.

### **9. CAAW Report**

Roshi gave an update to the Board on the MHAE/CAAW Abbot's Seat Exploration.

Roshi is combining the ingredients that arose in Circles with the Day Group, Residents and Sangha with the Guiding Questions that have been developed. Roshi will send a second Memo to the Sangha describing the work of the CAAW group to date.

The importance of linking in the Mandala was highlighted, along with the importance and awareness of who needs what information and when.

A meeting of the Board and the CAAW group was planned for the next Board meeting on May 16.

### **10. Closing**

Check-out Round, Chant the Four Vows.

The meeting adjourned at 4:30 p.m.

Respectfully submitted by John Plum-Hermit Swanger, Recording Secretary

**Approved**

Date: May \_\_\_\_, 2010

\_\_\_\_\_

Patti Muso Giggans

Date: May \_\_\_\_, 2010

\_\_\_\_\_

Roshi Wendy Eyoku Nakao

Date: May \_\_\_\_, 2010

\_\_\_\_\_

Darla Myoho Fjeld

Date: May \_\_\_\_, 2010

\_\_\_\_\_

Sensei John Daishin Buksbazen

Date: May \_\_\_\_, 2010

\_\_\_\_\_

Thomas Dharma-Joy Reichert

Date: May \_\_\_\_, 2010

\_\_\_\_\_

Ty Jotai Webb

Date: May \_\_\_\_, 2010

\_\_\_\_\_

Bob Swan

Date: May \_\_\_\_, 2010

\_\_\_\_\_

John Plum-Hermit Swanger

## **ACTION ITEMS FROM MARCH 2010 MEETING**

1. Gojitsu - personnel policy manual for staff & bodhisattva staff
2. Plum-Hermit/Roshi – Document long term plan for buildings and grounds incorporating the Feng Shui Circle’s final report
3. Dharma-Joy/Plum-Hermit – draft Mission Statement – Submitted to Board
4. Gojitsu – research bids for a ZCLA audit
5. Muso - Dokai will lead Council training for the Board, Teachers’ Circle and CAAW group on May 16, 9:45 a.m. – 12:15 p.m. in the Buddha Hall.
6. Dharma-Joy - prepare and send 2009 Financial Report to the Sangha (April)

### NEW

7. Sensei Daishin - check with Sensei Ryodo re: posting 2009 and 2010 Board minutes on the website (Dharma-Joy has saved copies of all these minutes)
8. Muso/Jotai – convey clarifications on hiring protocol to the hiring stewards
9. Muso – May 16 meeting between Board and CAAW group

### SOMEDAY

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