

**Zen Center of Los Angeles, Inc. MINUTES OF A  
REGULAR MEETING OF THE BOARD OF  
DIRECTORS**

November 13, 2016

The Board of Directors of Zen Center of Los Angeles, Inc., a California nonprofit corporation, held a regular meeting at 1:30 p.m. on Sunday, November 13, 2016 at 923 South Normandie Ave., Los Angeles, California.

The following directors were present:, Patti Muso Giggans (President), Wendy Egyoku Nakao (Abbot), Bill Earth-Mirror Corcoran (CFO), Deborah Faith-Mind Thoresen, Darla Myoho Fjeld, Tina Jitsujo Gauthier, and Robert Swan.

The following director was absent: Betsy Enduring-Vow Brown (Secretary)

Darla Myoho Fjeld served as recording secretary.

Tim Taikan Zamora witnessed the meeting.

**Zen Center Mission Statement**

To know the Self, maintain the precepts and serve others. We provide the teaching, training, and transmission of Zen Buddhism.

**Board Mission and Vision Statement**

In the Resource Sphere of All-Enriching Wisdom, the Board of Directors oversees all legal and fiduciary matters. We actively support the Mandala, Mission and Vision, Core Values and Core Practices of the Zen Center of Los Angeles / Great Dragon Mountain - Buddha Essence Temple. We maintain a place for practice, rooted in our Bodhisattva Lineage, and nurture the widest possible view.

**1. Welcome, Zazen, and Check-In Round**

Earth-Mirror called the meeting to order and welcomed everyone. The Board sat zazen and did a check-in round.

**2. Teaching**

Myoho offered a teaching from Beverly Harrison's essay, "The Power of Anger in the Work of Love" contained in the book *Making the Connections*, ed. Carol S. Robb.

**3. Review of Agenda and Approval of Minutes**

### **3.1 The Board reviewed the agenda**

A decision was made to get on with the business portion of the meeting and do the council at the end if there is time.

### **3.2 Approval of Minutes**

Muso moved to approve the September 25, 2016 minutes. The board unanimously approved the September minutes.

## **4. Review of Action Items -**

Review of September 25 Action Items

1. ACTION ITEM: Muso will confer with temple-Co Directors re Board housekeeping documents such as Onboarding Process, Job Descriptions and the creation of a Board Manual. Dharma Holder Faith-Mind to meet with Myoho. Ongoing.
2. ACTION ITEM: Dharma Holder Faith-Mind will work to develop a list of facilities items with costs in preparation for the 50<sup>th</sup> Anniversary. In process.
3. ACTION ITEM: Dharma Holder Faith-Mind to distribute Glascock plan. Ongoing.
4. ACTION ITEM: Enduring-Vow to forward catering contact previously used at Roshi Bernie's Santa Monica event to Myoho/Dharma Holder Faith-Mind. Ongoing.
5. ACTION ITEM: Myoho to communicate with Mary about initiating notification of the 2017 3% increase to residential members.
6. ACTION ITEM: Myoho to distribute the 50<sup>th</sup> Anniversary logo Yudo designed to the board. Ongoing
7. ACTION ITEM: Myoho to work with Gessho and formalize outreach efforts to long-time friends/donors and to develop a clear fundraising campaign around the 50<sup>th</sup>. Ongoing
8. ACTION ITEM: Roshi would like position statements by ZCLA to be discussed and explored. Muso and Earth-Mirror agreed to take this on with Muso as the lead.

## **5. Scheduling an All Day Strategic Planning**

The Board discussed the need to have another All Day Strategic Planning meeting with the Board, members of CAAW and Mary. We decided to have the meeting on Saturday, January 28, 2017 at POV. We will have our regular Board meeting and lunch for the residents on Sunday, January 29, 2016.

## **6. Committee Reports**

### **6.1 Finance Committee Report**

Earth-Mirror put forth the Finance Committee's recommendation that the Zen Center purchase a new server.

**Resolved:** The Board approved \$5,000 in ReFi Funds in addition to the previous approval of \$10,000 from the fund for a total expenditure of up to \$15,000 in ReFi funds for the purchase and installation of a new server and the redesign of the ZCLA website.

Earth-Mirror sent the Finance Report to everyone electronically, but was not able to print it. He handed out copies of the latest Budget Worksheet and went through it with the Board. He highlighted 110% spending against capital expenses and that the re-finance money would be spent down to around \$50,000 by the end of the year. How close we come to a balanced budget will be a question of how we do on the Annual Fund.

**Resolved:** The Board unanimously approved the Zen Center's 2017 Annual Budget.

### **6.2 Vice Abbot's Report**

Dharma Holder Faith-Mind asked for comments or questions on the written report. She highlighted the retrofit issue.

### **6.3 Temple Director's/Development Steward's Report**

Myoho asked for comments or questions on the written report. Muso offered that it was best to keep amounts of legacy gifts confidential. Roshi suggested that we do a Legacy Wall and everyone agreed that would be a good thing to do. There was some discussion on the 50<sup>th</sup> Anniversary preparations.

**Action Item: Myoho will send the Board the Web Proposal that Megan Woo sent to her.**

### **6.4 Abbot's Reflections**

Roshi asked for comments or questions on her written report. There were none.

## 7. Board Candidates Update

Muso asked Taikan (Tim) to share with the Board where he is at in deciding whether he wants to serve on the Board. He indicated that he needed to have more conversations before making a decision. Muso asked him to leave the meeting so that the Board could discuss our prospective members. The Board feels very good about bringing Kyogen (John) on as a member. Muso will send him an application and then we will vote to approve Kyogen at our January 2017 meeting.

**Action Item: Muso will send Kyogen a Board Application well before the next Board meeting.**

**Action Item: Muso will have a conversation with Taikan (Tim).**

## 8. Vice-Abbot Position Review

Faith-Mind has been Vice-Abbot As If since February 2016. She gathered written critiques of how she has been doing and presented some of these. She said that working with the Day Group has been important for her. She plans to put together a core working group and would like to take the position of Vice-Abbot on for a term of 3 years. Roshi offered that there are key things that the Vice-Abbot has to keep in mind and said that the next 3 to 5 years are crucial. She also suggested that it would be good to have a resident as part of the Vice-Abbot's core group.

Faith-Mind stepped out of the meeting so that the Board could discuss this issue. We went around the table. The outcome of our discussion was that the Board was enthusiastically supportive of Faith-Mind taking on the Vice-Abbot position.

**Resolved:** Faith-Mind immediately begins her three year term as Vice-Abbot.

**Action Item: The Board will develop a job description for the Vice-Abbot position.**

## 9. HEAR ZCLA Ethics Documents

Roshi reported that she has asked Gessho to report on the Ethics Documents at our January Board meeting. We can then talk about how we will roll out the Ethics Documents with the Sangha.

## 10. Board Elections

**Resolved:** Jitsujo's and Earth-Mirror's terms on the Board are renewed for three years until

December 2020.

**11. Old Business**

None

**12. New Business**

None

**11. Checkout/Four Vows**

Date: \_\_\_\_\_, 2016

\_\_\_\_\_  
Patricia Muso Giggans (President)

Date: \_\_\_\_\_, 2016

\_\_\_\_\_  
Betsy Enduring-Vow Brown (Secretary)

**Attachments to the minutes, which were distributed to the Board:**

- 1) Agenda
- 2) Financial Report
- 3) Balance Sheet
- 4) Profit & Loss
- 5) Statement of Cash Flows
- 11) Temple Director's Report
- 12) Acting As-If Vice Abbot's Report
- 13) Finance Committee Recommendations

**2016 Board Meeting dates:**

- Sunday, January 31 – lunch with residents followed by a Board meeting 1:30-4:40 p.m.
- Sunday, March 13 – 1:30-4:40 p.m.
- Sunday, May 15 – 1:30-4:40 p.m.
- Sunday, July 10 – 1:30-4:40 p.m.
- Sunday, September 25 – 1:30-4:40 p.m.
- Sunday, November 13 – 1:30-4:40 p.m.

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**Terms of Directors  
(3 year terms):**

Roshi Wendy Egyoku Nakao as Abbot is an ex officio director and is not included in election.

<b>Until December 31, 2018</b>	<b>Until December 31, 2020</b>	<b>Until December 31, 2017</b>
Betsy Enduring-Vow Brown	Tina Jitsujo Gauthier	Darla Myoho Fjeld
Deborah Faith-Mind Thoresen	William Earth-Mirror Corcoran	Patricia Muso Giggans  Robert Swan

## **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.

Faith-Mind & Myoho/Temple Co-Directors 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.

Recording Secretary will forward the approved minutes to the Program Steward for posting on the Board section of ZCLA website.

Decisions and votes of the Board will be stated and recorded as resolutions and will be maintained in an annual list by the Recording Secretary.

### **Action Items from November 13, 2016 Meeting:**

1. ACTION ITEM: Muso will confer with temple-Co Directors re Board housekeeping documents such as Onboarding Process, Job Descriptions and the creation of a Board Manual. Dharma Holder Faith-Mind to meet with Myoho. Ongoing.
2. ACTION ITEM: Dharma Holder Faith-Mind will work to develop a list of facilities items with costs in preparation for the 50<sup>th</sup> Anniversary. In process.
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efforts to long- time ZCLA friends/donors and to develop a clear fundraising campaign around the 50th. Ongoing

7. ACTION ITEM: Myoho will send the Board the Web Proposal that Megan Woo sent to her.
8. ACTION ITEM: Muso will send Kyogen a Board Application well before the next Board meeting.
9. ACTION ITEM: Muso will have a conversation with Taikan (Tim).
10. ACTION ITEM: The Board will develop a job description for the Vice-Abbot position. Earth-Mirror and Muso will work on a draft of this to present to the Board. To be approved at the January 2017 Board Meeting.
11. ACTION ITEM: For the Board to approve the ZCLA HEAR Ethics documents at the January 2017 Board Meeting.