

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

MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS

September 23, 2012

The Board of Directors of Zen Center of Los Angeles, Inc., a California nonprofit corporation, held a meeting at 1:30 p.m., September 23, 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 (Secretary), Dewayne Gojitsu Snodgrass.

The following directors were away: Roshi Wendy Egyoku Nakao (Abbot) and Bob Swan.

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

The final meeting of the year will be on Sunday, November 4 at 1:30 p.m.

**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 July 15, 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. / The Board approved the current list in principle. The Policies List is attached. The Board agreed to pass this action item along for implementation. – Completed.
4. Dharma-Joy – Prepare and send the Annual Financial Report to the Sangha. / Dharma-Joy completed the 2011 Report, including a 2012 financial report to date. There was discussion and requests for more collaboration and review of future reports between the CFO and the Finance Committee, Development Circle, Abbot and others, as deemed appropriate. The 2011-12 Financial Report is attached. – Completed.
5. Dharma-Joy and Luminous-Heart – Work on revisions to the ZCLA Protocol for Former Inmates. / Dharma-Joy presented the revisions and they were discussed. It was agreed that Roshi's input was needed on several items that pertain to the Abbot's role in the Protocol. Dharma-Joy will follow-up on this. – On-going.
6. Plum-Hermit – Make a proposal to the Board regarding Dharma Training Funds year-to year – Completed.

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

## **6. Financial Reports**

### **FINANCIAL REPORT:**

Dharma-Joy distributed the 2011-12 Financial Report, Budget vs. Actual Profit and Loss, Cash Statement and Balance Sheet. He also distributed a detailed report, prepared by Mary Rios, on the 2012 Capital expenditures to date. All of these reports are attached.

Dharma-Joy felt, and the Board agreed, that the earlier discussion of the 2011-12 Financial Report covered the financial reporting for this meeting.

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

Bob was not able to attend and so there was no Investment report at this meeting.

## **7. Executive Circle Report**

Myoho reported on a number of items that the EC has been working on.

Master Plan Bids: The bids and estimates summary was distributed and is attached.

AC/Heat in public buildings: Myoho presented a recommendation from the EC to prioritize installing AC/Heat in the following order; 1) AC in the Dharma Hall, first floor. 2) AC and Heat in the Zendo, first floor, meditation space. 3) AC and Heat in the Office.

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

**Resolved:** “The Board approves designating up to \$20,000 from the Teido Cartee bequest to install AC in the Dharma Hall, first floor and AC and Heat in the Zendo, first floor, meditation space.”

Monastery Housing, 3% increase in 2013.

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

**Resolved:** “The Board approves a 3% Monastery Housing fee increase for 2013.”

Disaster Preparedness: Myoho reported that Pine-Ocean is working closely with the EC and the Residents on this.

Apartment turn-over in 2012: The number of apartment turn-overs contributed to the increase in Capital expenditures in 2012. It was suggested that annual or semi-annual inspections be made of the apartments to check on condition, unreported leaks and other maintenance issues.

IT Report: Everon’s services will be dropped in 2013. Ty Jotai Webb will continue as the primary IT support person. He has made a commitment to this position for a full year.

2013 Budget: The draft budget is underway. Mary Rios has been gathering information from staff and Circles regarding the 2013 budget.

Myoho distributed a Facilities and expenditures report. The report is attached.

## **8. Development Circle**

Plum-Hermit reported on the Legacy Circle mailing that is underway and on a planned gathering of the Legacy Circle on Saturday, February 16, 2013 at the Pine House.

The draft Annual Fund letter and mailing will be underway shortly. The DC has discussed setting a goal of \$60,000 for the 2012-13 Annual Fund.

ZCLA September 2008 Board Minutes

Muso reported on the expanded DC now comprised of 7 members (and 3 design support members). She noted the vitality and energy of the group as it continues the transition from 'fundraising' to 'development'.

Muso also reported on a comprehensive communications plan that is being developed by the DC. The vision for this is a more sophisticated use of e-media and social media emphasizing more creativity and story telling to inspire and connect with members and donors. Donor appreciation is also a very important aspect of this. Muso noted that the plan and development generally will require added staff and financial support going forward. This will be a topic at a future meeting.

It was noted by another Board member that the Auburn Seminary in New York is a good example of a religious organization's website and media use.

## **9. New Business**

The Board discussed options for an All-Day Board meeting early in 2013. It was decided to hold an All-Day meeting on Saturday, January 26, 2013.

Some other possibilities were discussed, including; the use of an outside facilitator and meeting off-site somewhere. Nothing definitive was decided.

Muso led a discussion of the memo that Roshi submitted to the Board concerning Roshi's on-going need to be relieved of all administrative duties in order to concentrate on teaching, training and transmission. It was agreed that this has been a goal for many years.

There was general discussion of this and related matters. It was proposed that Roshi's sabbatical year, and the preparations for it (the process, not the timeframe), might serve as a possible model.

There was a general feeling that this evolution could continue what was tried during the sabbatical year.

It was agreed that this topic would be re-visited with Roshi at the November meeting.

## **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: 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 September 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. Dharma-Joy and Luminous-Heart – Work on revisions to the ZCLA Protocol for Former Inmates – On-going.
4. Muso – Write a letter of appreciation to Sensei Daishin – Not sure of status / Completed?
5. Roshi – Make a proposal to the Board on amendments to the SRC – On-going.

### SOMEDAY

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