

ZCO Board Meeting Minutes September 13, 2015

In attendance (*Directors): Kakumyo Lowe-Charde (guest from Dharma Rain); Larry Trussell (President); Jan Chozen Bays, Roshi*; Darah Shonin Ashton*; Doug Onkatsu Kagel*; Michael Sojin Kip; Bill Dainen Kelly*; Jeanine Saulisbury; Adam Jogen Salzberg; Arlene Holmes; Laura Jomon Martin; Amy Kisei Costenbader*; Linda Cho-on Frischmeyer; Nancy Whitaker-Emrich; Nancy Kodo Conover; Hogen Bays, Roshi; Patrick Bansho Green (Treasurer); Jan Jones; Eimyo; Steve Dixon; Heather Dorfman (Secretary). A quorum of directors was present.

Meeting location: Heart of Wisdom Zen Temple

Zazen and reading: 3:38pm

Review & approval of minutes (from July 26, 2015 meeting)

- **Directors will finish reading over the minutes and we will approve the minutes via email**

Kakumyo Lowe-Charde on Dharma Rain Zen Center's building project

- Located at NE 85th and Siskiyou - at the base of Rocky Butte & across from Madison High School
- 1/3 of land is devoted to native habitat (the land was previously considered a brownfield); 1/3 is community greenspace - trails, paths, community garden (similar to temple grounds in Japan); 1/3 is a temple complex - February or March should be able to officially use it.
- Has a daily (8-12pm) preschool onsite. Will have resident dorms and 31 co-housing units (which are currently sold out) - permits are almost ready. The building will be efficient - it will be heated (at least partially) by solar panels, for example.
- *Invitations from Kakumyo:*
 - to participate in the full month of sitting in May - temple will be open from morning to night, and 3 meals/day will be offered
 - Every Wednesday is a volunteer workday - all are welcome!
 - to [donate via the Indiegogo](#) crowdfunding site to this project (donations of \$20/\$30 are helpful!)
 - for the ZCO board to donate to this project

Reports from Board Officers & Committee Chairs:

- Communications report, presented by Seiko via email -
Web site - GV resident Janet Ault maintains the blog for all of ZCO and is part of the Web Team. **To balance monastery stories, others are encouraged to submit Heart of Wisdom articles with photos for her to post.**

Photo gallery GV – Next steps: Jogen will incorporate color corrected images, and Jemma is collecting chants and other audio to accompany the slide show.

Membership pages – The pages have been redesigned to allow recurring online credit card payments and offline checking account payments, and are ready to be constructed on the site. The web person is dealing with a difficult family issue and may need a few days or more to have it up and running. We ask for your understanding.

Flier distribution - We've had several people comment on where they saw the fliers; it seems our new distributors (paid and volunteer) are having an impact. **ZCO members are encouraged to take fliers and post on their favorite coffee shop or school bulletin board.**

Annual Dinner - Suzan is working with Kodo on exciting and colorful artwork for the October 3rd dinner. We will prepare the printed materials (program, etc.) on receipt of the copy, which is due on Friday.

Future projects - We will work with Zen Works to organize another holiday sale this year.

Photo Gallery HW – **need to collect great photos, everyone!**

Chozen and Hogen video – introducing ZCO, Great Vow, and Heart of Wisdom, for the web site.

Board discussion on the website/recurring payment billing issue: The new member sign-up page originally didn't automatically bill for recurring payments (we knew this, but the new member probably didn't). At first, we handled this by sending info about how to set-up a recurring donation to the new member. In some cases, people joined, but didn't set up recurring payments - may not have realized they weren't being debited. Website folks are working on setting up recurring donations. Question is - how many people are we missing?

- How many people know how to update/maintain our website? 1) our web designer; 2) Suzan; 3) Seiko (and Seiko and Suzan are the main contacts with the web designer). The website is regularly backed up to alternate servers, and Seiko and Susan have created manuals that detail how to work with the website.

- **Fuho will talk with Seiko and ask if she can give a timeframe for when we can expect the recurring payments function to be set up. Until that is set up, he will also ask that the new member sign-up page either makes it clear that recurring payments cannot currently be set-up through the website; or that it actually stops allowing people to sign up as members there. Bansho will confirm the number of members whose payments have been affected by this issue, and will pass that on to Fuho, so it can be addressed before the November board meeting.**

- Fundraising and annual dinner, presented by Nancy Kodo Conover and Nancy Whitaker-Emrich
 - Annual dinner is on track & all planned out! Eyes Wide Open/Bodhidharma is the theme; will include Bodhidharma's Cave - offering Bodhidharma paraphernalia for sale. At St. Andrews on Alberta and NE 8th; doors open at 5pm. Includes a talent show and delicious dinner (**Nan will talk with Jim Hornor about requesting all acts to include some element of audience participation**). **Everyone can start rsvp'ing!**
 - The dinner will kick off the fundraising efforts to pay off the monastery debt. We have Daruma dolls that will be given to everyone that pledges \$1000 or more - logistics are still being ironed out. Goal is to have at least 100 \$1000 donors; one eye will be filled in when a donor pledges & the other eye will be filled in when the pledge is fulfilled. Also talking about making or getting big Daruma(s) that will represent the overall campaign. Will build some kind of shrine at HoW and/or Great Vow where dolls will live during the campaign.
- Membership, presented by Arlene Holmes
 - in 2015: 26 new members so far.
 - New member tea was a success - 17 new members participated. Thanks to Chozen and Hogen for being so welcoming (and pushing the charm button). Kailyn Kent facilitated the tea and hand-wrote the invitations (plus made delicious treats). Goal is to do 2 of these each year.
 - 15 new member interviews need to be done - **Arlene is asking for help with this, and suggests that you interview someone you don't already know.**
- Trillium House, presented by Nancy Kodo Conover
 - Currently 5 residents at the house; some may be moving soon. Good participation of residents at Heart of Wisdom - working to get everyone involved. Important to have a strong practice

relationship with residents. Some European visitors will be staying there soon (Kaz has stayed there, as have residents).

- Building projects, presented by Bill Dainen Kelly
 - ZCO has a long list of suggested projects. Some projects are relatively low-cost and more short term. Dainen has created project folders for many of the identified potential projects.
 - There are also projects that could be a significant cost, such as long-term staff housing; earthquake protection for HoW; etc. How to determine which large projects should be prioritized? Dainen suggests gathering a small team to research them and make recommendations to the board.
 - Some feeling that an opportunity for the board to gather for a visioning meeting could be helpful, especially for the medium/larger term/cost project. Also important to pay attention to what we have (the temple; the monastery) - how do we act as responsible caretakers?
 - Recognizing a need to create a mechanism which allows us to evaluate projects - do they support and enhance our community vision and purpose? The intelligence of the entire community is needed to do this, when it comes to the major projects. One of the reasons we can look at these projects as realistic possibilities is because we believe we will pay off the mortgage on the monastery soon. Vision is the starting place, and then data is needed to allow for thoughtful discernment. General recognition that some kind of visioning meeting/retreat would be helpful to look more deeply at these questions - that will be discussed and calendared soon.

Comments from teachers

- *Tabled due to time constraints.*

Next meeting - November 15, 2015 at Great Vow Zen Monastery

Closing - 5:32pm

Minutes submitted by Heather Dorfman