Zen Community of Oregon Board Meeting

Zoom

January 24, 2021

Minutes prepared by Ko’un Kassie Fisk

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| **ZCO board members attendance** | **Sangha attendance** |
| * Chozen Bays,Roshi | * Hogen Bays Roshi |
| * Kodo Nancy Conover (President) | * Fuho Larry Trussell |
| * Bansho Patrick Green (Administrator) | * Onshin Tim Landry |
| * Dainen Bill Kelley | * Kisei Costenbader |
| * Kyoko Nancy Whitaker-Emerich | * Shiho Olivia Walling |
| * Shikaku Jim Hornor | * Soren Janine Salisbury |
| * Kennyo Patrick Dunn | * Stuart Soshin Gray |
| * Shonin Darah Ashton (Treasurer) | * Onkatsu Doug Kagel |
| * Jomon Laura Martin | * Myoyo Voekel |
| * Ko’un Kassie Fisk (Secretary) | * Cho’on Linda Frischmeyer * Chorin Linda Vick * Carolyn Blasdel * Claire Johnston * Shokan Harrison Martin |
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1. Welcome, introductions and short meditation
2. Approval of minutes from November 22, 2020 was made via email on 1/27/2021. Meeting minutes from November board meeting and January 2021 board meeting will be sent to all board members and Hogen for review.

**Decision:** Motion to approve the January 2021 board meeting minutes from Chozen, Kennyo, Shikaku and Nan. Final version of minutes sent via email February 14, 2021.

1. **A look back and a look forward** - Chozen Roshi and Hogen Roshi

* Chozen shared a sense of happiness that the sangha is strong and we are able to touch people from other times zones. Anticipate that we will continue to offer online options going forward. The new strain of COVID-19 may delay the plans for in-person learning.
* Hogen offered that sometimes the best and worst that can happen may be the same thing. He agreed with Chozen that he feels very happy, and that even those things that seemed challenging have turned out to be beneficial.

1. **Review of finances and proposed budget for 2021** — Shonin

* In the past budget was based on 5 years’ worth of data to project future needs. This budget is based on 2020 and expense figures are through November 2020 only, representing 92% -not 100%- of the year totals.
* In 2020 we brought in more money than we spent by approximately $82k. We anticipate that we will again bring in more than expenses in 2021 by $21k.
* There is an expectation that some sizable donations in 2020 may not be as likely in 2021. The donations in 2020 were triple of our average donations and therefore considered an outlier. We were also aggressive for donations in 2020 to prevent closure.
* The audio visual expenses may continue to be higher in 2021 to accommodate bringing Heart of Wisdom up to date and in line with Continuous Quality Improvement (CQI).
* Bank credit charges continue to be a necessary fee.

**Decision** to approve the budget for 2021

1. **Kitchen update and review of funding** — Onkatsu and Kodo

* The kitchen has new plumbing, electrical, walls and ceiling. The ceiling is a tongue and groove cedar ceiling with about 10 people coming to help. Next step is the ceiling installation, materials and lighting, painting and floor.
* $15,182 has been spent to date of the $30k budget and that includes all appliances.
* The total for a functioning kitchen is expected to be $40k in part due to the cost of the cabinets which will require $10k additional dollars to complete the project.

**Decision** made to contribute an additional $15,000 to the kitchen remodel project. Motion made by Dainen and Shikaku.

1. Setting meeting dates for 2021 and a virtual annual meeting —Bansho

* Discussion regarding the annual meeting with the possibility for a separate Sangha celebration.

**Decision** Annual meeting with be Sunday May 28, 2021

* + Kodo will be the main point of contact for creating the annual meeting agenda.
  + Jomon, Chozen, Kennyo and Fuho offered to assist with creative ideas of interaction for a Sangha celebration. Gather town is an option for interactive options for a virtual annual meeting. Shokan offered to help with the technical aspect of preparing for the meeting.

1. **Each Board Member to speak about any work they are currently doing for ZCO and any hopes or dreams for ZCO for 2021.**

* Jomon is leading Sunday morning with Fuho, planning on offering office hours and sesshin training. Interested in trauma informed practice.
* Nan is working on engaged Buddhism and social justice work. She is a member of the Sangha harmony Committee and hoping to get the ethics statements from the monastery. The backpack program was transferred to other volunteers in the sangha.
* Shikaku is working on Website improvements with the communications committee. He is interested in trauma informed practice, and supporting that with Jomon. Brent and Shikaku are working on an online software that provides a teaching library and current events carrousel on the main page.
* Dainen is working in the wood shop. There haven’t been many sales of benches in Zenworks.
* Kennyo is part of the engaged Buddhism and Sangha Harmony and teaches a meditation class in Clatskanie and Longview. Would like to put more energy into the Zen library and add a wish list of books that the monastics are interested in. He is interested in connecting with local indigenous leaders and learning about the monastery land.
* Chozen is looking at how to use her physical and mental energy: supporting younger teachers, book writing and sewing. Would like to turn the kitchen into a learning arena, more than in the past.
* Kodo has taken the role of President through this transitional time. Has been working with a couple people that have become chaplains, and would like to see the board be involved with supporting this moving forward. She considers Trilliam House as a benefit to ZCO and the people that live there and would like to see Trillium House become an official ZCO program.

1. **Setting priorities for 2021 from our strategic plan.** What is the most important thing to concentrate on in the last year?

* Fuho shared that the Transition Committee is focusing efforts on teaching transitions as Hogen and Chozen retire.
* Kodo, Bansho and Kisei have met about Jizo order as a religious order and what need it could serve. They plan to present to the board in the future.
* Kisei added that there is continued support of the Diversity Equity and Inclusion committee.
* The most recent Awakening to Whiteness class included 92 people! The survey results expressed that the course has been meaningful to many and continuing to be valuable.

A link to the strategic plan can be found here

<https://www.zendust.org/wp-content/uploads/2021/01/ZCO-Plan-2022-FINAL-PDF.pdf>

**What can we be working on that we are not?**

* Hogen reminded us that dharma teachings are always a priority
* Shiho asked that communications to Sangha members improve

1. End with Enmei Jukku Kannon Gyo — Bansho

**Action Item from 11/22/2020 is closed**

* Myo’On will send an article draft to Jogen to communicate to the Sangha the results of the donations in 2020 and express the health and strength of ZCO. Jogen and Bansho will work to coordinate this with the end of year mailing.

**Update 1/24/2021:** This was sent out as a MadMimi email in December. The holiday card was sent out in mid-December.

**Upcoming Meetings**

* Sunday March 28, 2021 2-4pm
* Annual Meeting Sunday May 23, 2021 2-4pm (*time may be revised*)
* Summer meeting in June/July/August to be determined
* Sunday September 12, 2021 2-4pm
* Sunday November 7, 2021 2-4pm