Zen Community of Oregon Board Meeting - Draft

Zoom

July 26, 2020 Online

Minutes prepared by Ko’un Kassie Fisk

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| **ZCO board members attendance** | **Sangha attendance** |
| * Chozen Bays,Roshi
 | * Hogen Bays Roshi
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| * Kisei Constenbader (President)
 | * Jogen Salzberg
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| * Bansho Patrick Green (Administrator)
 | * Onshin Tim Landry
 |
| * Dainen Bill Kelley
 | * Kodo Nancy Conover
 |
| * Kyoko Nancy Whitaker-Emerich
 | * Fuho Larry Trussell
 |
| * Shikaku Jim Hornor
 | * Soren Janine Salisbury
 |
| * Kennyo Patrick Dunn
 | * Lekshe (Julia) King Tamang
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| * Shonin Darah Ashton (Treasurer)
 | * Soten and Shinei
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| * Jomon Laura Martin
 | * Myoyu, Kosho Soshin
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| * Ko’un Kassie Fisk (Secretary)
 | * Onkatsu Doug Kagel
* Cho’on Linda Frishmeyer
* Harrison Martin
* Seicho Smith
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1. Zazen

1. Dharma Reading

1. Meeting minutes from May 17, 2020 were approved with correction of Fuho’s last name
2. **Financial Report**- Shonin
* Profit and loss 2019 compared to 2020 reviewed.
* Donations are up by $76k from this time last year which includes donations plus membership increase.
* We have been able to generate revenue through programs, and is down only 12% since going to online options.
* Expenses in payroll are slightly higher, as a result from going from stipend to salary in order to qualify for benefits. Work has been done to fix the septic tank which was around $16k.
* Communications cost is higher, and a grant was included in total donations.  Administrative expenses are up in part because of the credit card expenses.
* Adding all accounts together we are $70k over last year. PPE loan was approved for $18k and not included in the final account numbers as we have not realized that money yet.
* A donation was made as a pledge to pay the mortgage payment for 2020.  The superintendent of the school has agreed to work with ZCO on mortgage payments in the future, if necessary.
* There was much generosity in the first four months.  It is likely that donations will not continue at the same rate moving forward.

**Action Item**

* Bansho will contact Nan to share information about new members

1. **The State of the Sangha** – Bansho

*When the need is great, the function is great*

* March 12 – Closed GZM and HOW
* March 14 – First Zoom program
* March 22 – Board meeting – facing possible cuts
* April 4 – Fundraising plan and rolling launch
* We were able to keep the regular schedule plus add additional programs online, including sesshins
* Guest registration was initially very high for online options with a decline from the beginning of the shut-down, and now appear to be steady with participation at approximately 30 people for events. Summertime typically results in lower participation, which may increase as the weather changes.
* We raised $117k in donations and pledges; 303 donors. Twenty-nine new members/friends and a 30% increase over 2019.
* The current account balances allow a projection that we are in a stable financial position to pay expenses and repairs moving forward.
* We will need to ponder moving forward and what opening might look like to keep connected and build relationships.
* With the projections of COVID-19, Chozen shared that we may need to expect our current process into next summer.
* Bringing in new residents is not simple and there are not a lot of residents applying. The difficulty of testing and results before coming to the monastery can be a barrier. It is possible that someone could stay in the hut for 2 weeks quarantine, if appropriate.

1. **Heart of Wisdom** – Kodo
* The bathrooms have been updated to meet guidelines for ADA. As part of the remodeling of bathrooms, it was necessary to go through the wall into the kitchen.
* Kodo suggested revisiting the kitchen remodel and presented pictures of the plumbing in the kitchen as a visual.  There has been foundation work completed, and a new sink installed, work on the pipes, as well as drywall.
* Onkatsu and Kodo have been getting bids to finish up the kitchen project.  In the past we were looking at an upgrade with custom options and shifting to pre-built, less expensive options.  Kodo and Onkatsu could manage the project and act as contractors, especially now that the scope of the project is not as big with what has been done.
* The proposal is $25 - $30k to finish the kitchen.  The funds would be used to build up the two walls, enlarge the interior door and make it ADA accessible, new counters and new flooring, new ceiling as well as a hood and exhaust fan and lighting. We would keep the stove and refrigerator that we have. Would like to go forward between now and the end of the year.
* Bansho reported that we have had donations specifically for the kitchen.

**Decision:**

The board approved the proposal to allocate money to the kitchen remodel not to exceed $25k.

1. **EDI/Engaged Buddhism Report –**Nan

**Engaged Buddhist Committee**

* There are 3 open slots and the committee is meeting via Zoom regularly.
* There are several sub-committees that have been formed for decisions of projects, including Awakening to Whiteness and encouraging members to join events.
* Some committee members are attending a regular race talk.
* The committee is active in supporting protestors and attending events when possible.
* Kennyo shared that there is discussion of a memorial shrine in the Jizo garden acknowledging atrocities that have been committed.

**Equity Diversity and Inclusion** training to be scheduled in the fall 2020.

* This event was previously schedule in May and cancelled.  The team reviewed about 50 surveys that were sent out in February 2020 in preparation for the event that was expected to be delivered in May.
* The intention of the event is to prepare a long-term plan.  The invitations will be sent to the attendees of the Sangha Treasure workshop.

**Tentatively scheduled for:** *confirmation to follow*

* Saturday September 26, 2020 9am – 12:30pm
* Saturday October 3, 2020 9am-12:30pm

1. **Great Vow update** – Kisei
* Continuing to do sesshin and one retreat a month
* There are 2 designated shoppers
* Have lost 3 residents and expected to lose more with Shenei and Soten’s departure

Final comments from Hogen to think about ways to engage on Zoom meetings.  Any suggestions or recommendations of facilitating the conversation is helpful.  Hogen will begin offering office hours 2-3 days a week.

1. End with 4 Great Bodhisattva Vows

**Upcoming Meetings 2020**

Sept 13 - Board Meeting Zoom 2-4pm

Nov 22 - Board Meeting Zoom 2-4pm