***Meeting of the Board of Directors of Zen Community of Oregon*** // 11.18.18

In Attendance(\*Directors)- Laura Jomon Martin\*, Jan Chozen Bays Roshi\*, Larry Fuho Trusell\*(President), Darah Shonin Ashton\* , Bill Dainen Kelley\*, Jim Shikaku Hornor\*, Patrick Bonsho Green, Hogen Bays Roshi, Nancy Kodo Conover, Adam Jogen Salzberg, Patrick Kennyo Dunn, Amy Renyo Vance (Secretary) Recused – Nan Kyoko Whitaker-Emrich, Amy Kisei Costenbader\*

Meeting Location: Heart of Wisdom Zen Temple

Introduction Zazen and reading

Approval of Last Meeting Minutes

Jan Chozen Bays made a motion to approve minutes with small revisions. Jomon seconded and all board members approved. a. Treasurer’s report change; Projected surplus may not materialize due to Anam Thubten retreat cancelation. b. Update: Board Retreat date is set for June 1st

Fundraising Report-Bansho

**Fundraising Committee**: Chris Dokan Wilhite, Kyoko Nan Whitaker, Douglas Onkatsu Kagal, Bansho Green and Kisei Costenbader

**Updates and Discussions**

®Annual Dinner raised $37,083in checks and cash. There is $42,108 in pledges in addition.

® Thank you cards have been sent out, pledges are coming in, and Emily, Kisei, and Bansho are working on the end of the year appeal letter (which will be a “soft ask”). There are 3000 on the list for the appeal letter vs 100 at the annual diner. Bansho said it is about .50$/person to do this ask. The committee is looking to work with a mail house to cut down on excess.

® Planning meeting for 2019 to be set for January or February.

® Looking to add Bee Stevens to this committee to assist with “legacy giving” (wills, 401Ks etc)

® Chris Dokan will work on donations on the website.

® Bansho will give the Roshis names of people to call to thank them personally.

Capital Project -Kodo

**Updates and Discussions**

®Plumbing - Estimates for plumbing are running around $9000. Bathrooms will be more ADA compliant. Budget will come out of both the “access to the dharma” campaign and the “kitchen campaign”. Kodo will research and secure plumbing permit/s. Plumbing will not be moved just replaced.

®Heart of Wisdom Renovation – A $50,000 estimate has been made. The contractors can start at any time but everything needs to be cleared by the board. A cabinet maker has been identified. Kodo plans to meet with Soren and the architect designer to get estimates and timelines for contractors. Replacement of current stove is being looked at. Kodo and Onkatsu are working on final design elements. A hood and venting system will be put in. Chozen suggested a window in the door of the kitchen rather than the window in the wall (which is not used). Kodo said next time she may have a proposal.

®Great Vow Roshi’s quarters renovation- Hogen said 3-4 contractors have said “no” due to rural location. Jerzy has said that he is interested and was given the plans. Jerzy has electricians and other contractors he knows lined up. Permits have been acquired. An earlier estimate of the work was $112,000. Fuho asked about how these figures fit with fundraising and pointed out the $90,000 discrepancy. There was a discussion about using the exact amount still needed to help with the next fundraising effort.

Treasurer/Finance Committee- Shonin

**Updates and Discussions**

®Jeanine joined the finance committee and went over numbers with Shonin through September.

® Income and expenses were down. Donations, program fees, and sails are down by $13,000. Program fees are down by $22,000 due to Anam Thubten and Mindful Eating Conscious Living being canceled. Wholesale is up and retail is down with the gross profit being down $35,000. In general expenses ZCO is down but medical went up and ZCO spent $42,000 less than projected which left us $7,000 behind projected expenses.

®$12,000 has been collected in training fees out of the $45,000 projected. Jogen said the policy for training fees has changed to “a case by case basis” helping people come to clarity about what they can pay for training. He said, “I’d rather have someone be there than … pay”. Residency is currently $500 and the summer program is $250.

®Changes that will impact the budget before the end of the year are; re-ordering Chozen’s books for Zenworks ($1000 expense), An IRA was gifted to ZCO which will go into the savings account with a portion going to renovations and the rest going toward the” General Fund”. A Capital expenditures cushion is being kept.

®Jim suggested a service position to at HOW to sell Zenworks items.

®Hogen asked about “long term liabilities”- Bansho gave this trajectory for paying off the Monastery - $109591.28 left to pay, 2019 $50,000, 2020 $50,000, 2021 50,000 last payment 2022 17,195.

Issues of Importance in 2019- Bansho

1. The Question of housing at Great Vow. What should we be looking to do?
2. Fuho stepping down as President. What mechanism will the board use to recruit and prepare the next president? It could be a work group, it could be during regular order of business, it could be a series of conversations and it does not have to be a current Board Member. It is a one year commitment. Jomon said she could help create a committee but nothing was decided.
3. Great Vow is planning more weekend retreats this year (12-15) which may change housing needs. Some discussion about wait lists and tracking numbers of attendees occurred.
4. Supporting long term ordained and long term practice at the Monastery. How do we continue to support Jogen? Fuho suggested a part of that plan could include the use of income once the Monastery is paid off.

Diversity and Inclusion-Shikaku

 **Updates and Discussions**

®There was an “Open tea” for the community to discuss/address any concerns related to *Awakening to Whiteness*. One person showed up. The course will continue to be offered. The group working on it would like to have more offerings on diversity and more ways for People of Color (POC)to engage in those offerings. January to June the new class is starting.

®Considering a book group reading The Way of Tenderness together.

®Shikaku will work with others to overview website language and all ZCO materials for gender inclusion.

®Jomon- Making sure we continue to be connected to teachers coming through like Lama Rod.

®POC sitting group invited Kodo to attend (she has not attended yet). They currently meet in people’s homes but are looking for a place to sit. Chozen said “we need to be thoughtful about this”. She offered that for example an affinity group which has a specific duration is different than a long term group not governed by ZCO. Jomon confirmed that the group wants to use the space but not be a part of ZCO. If a proposal is made more discussions will take place about space, relationship to the temple, whether or not Sangha harmony committee is ever employed, and concerns about safe space for People of Color.

®Jim said moving forward he is looking for feedback from POC and people who do this work professionally. Hogen said, Thomas Bruner from Dharma Rain did a presentation and Kisei has that information. Hogen said he may invite him to Prajnakai and wants him to present to the whole Sangha.

Other Committee Reports -Jim

**Communications**-web site- Jim

**®**Theweb site is progressing, content and correct (high fidelity) photos are being worked on.

**®**A debut will be given by sending out links, to have the board take a look at it.

**®** Fuho asked about the life span of a web site and future evolution. Jim said we are using *Wordpress* so that visual and data updates can be easily made. He added that the store and other applications will be “stand-alone” services making it possible to change things out. Jogen said “all the copy needs to be re-written”.

**®**Bansho and Chris are working on the database portion. *Sales Force* is being used for the store and retreats. The store will be able for instance to communicate with the membership lists. You will be able to see who is trained in what across the community. *Word Press* and *Sales Force* can talk to each other.

Misc. –Fuho reiterates his decision to step down at the end of this term after the annual meeting (May).

Next Meeting January 13, 2019

*Minutes submitted by Amy Renyo Vance (Secretary)*