

## Minutes of the MZMC Board Meeting

January 21, 2018

**Board members present:** Rebekah Anderson, Janet Brown, Karen Davis, Paul Gilsdorf, Wayne Moskowitz, Jim Niland, Mark Turbak, Randy Wedin

**Board members absent:** None

**Staff members and priests present:** Ann Baukele, Tim Burkett, Ben Connelly (through Diversity Training topic), Admin. Director, Ted O'Toole

**Other MZMC members present:** Pat Stahl

### 1. December Minutes – 5 minutes

The minutes were amended and then approved; motion by Wayne, seconded by Jim.

**Action Item:** Admin. to incorporate changes into final minutes.

### 2. Disclose any Conflicts of Interest – 2 minutes

None.

### 3. Diversity Training (Ben) – 15 minutes

Ben informed the Board of a trend nationwide for Buddhist communities to examine why they attract so few people of color and to take action to remedy this. He also reported on what Clouds In Water and Common Ground have been doing to provide diversity training to staff and community. Ben proposes that we do similar training, as well, because we have the need and it is consistent with our values. He has evaluated some different training options and recommends trainer, Autumn Brown. He proposes that Brown offer four one-day workshops to the following groups: 1) leadership team only (one session), 2) community at large (two sessions), and 3) people of color only (one session). The cost of this training would be \$4,500-\$6,400. Ben suggested that the Board could consider whether to charge attendees for this training.

**Action Item:** Tim moved that the Board authorize Ben to lead a fund-raising effort for this training seconded by Ted. The Board approved.

The Board considered whether to charge for this diversity training and when to commit to offering the training.

**Action Item:** Jim moved that the training be provided at no charge to attendees and that we strive to get the training dates set in Q1 of 2018, with the training to be offered as soon as possible after Q1; seconded by Wayne. The Board was unanimous in its endorsement of the importance of acting with urgency to offer this training and approved Jim's proposal.

Janet suggested that there might be grant money available to help fund this diversity training effort. Mark agreed. Rebekah offered that the training might be offered with a “suggested donation” by those would wish to pay for it.

**Action Item:** Janet and Mark to investigate the availability of grant money to fund diversity training for MZMC and report back to the Board.

#### **4. Building Committee Update (Wayne)**

We are trying to schedule a 1-day session of interviews with three builders later in January. The builders include:

- Metamorphosis
- MA Peterson
- Flannery Construction

We will ask whichever builder we select to provide us with an estimate of the cost of the work.

#### **5. 2018 Annual Goals**

Wayne reviewed the changes made to our Goals document in response to our conversation at the last Board meeting.

**Action Item:** Jim suggested that we modify our Four-Year Goal and Annual 2018 Goal focused on Sangha development to reflect our commitment to diversity. Rebekah will update the Annual Goals document to reflect Jim’s suggested language.

**Action Item:** Wayne moved that we adopt the Four-Year Goal document as amended; Paul seconded. The motion passed. The Board has approved the newly revised Four-Year Goal document. Admin. will distribute the final document to Board members.

#### **6. 2018 Operating Budget (Admin.)**

- 2017 Recap – Admin. reported that our 2017 budget finished strong, with help from some large, last-minute, anonymous donations. Our 2017 net income, \$33,126.78 (slightly understated) was our biggest surplus to date. It will go into our Reserve & Contingency Fund. We know that the change to the tax law incented donors to be more generous in this particular year. In fact, some of the donated funds were earmarked for 2018.
  - Our \$15,000 matching gift program during fund-raising was successful
  - Tim celebrated the good year and expressed his belief that it bodes well for our upcoming Capital Campaign
  - Most Board member fundraising did not pay off – we typically don’t succeed with Board fundraising goals. We need to work on improving that.
  - The weekly Membership Table has had an impact.
  - We are usually in the black but do so by underspending.
- 2018 Proposed – Admin. reviewed the proposed 2018 budget.
  - **Action Items:** The following changes were proposed to the budget

- Create a separate budget for the Capital Campaign, removing all related charges from the operating budget (Janet recommended – agreed by others)
- Increase Admin.'s salary by 2 ½% to \$48,654 (decided in separate Executive Session)
- Increase Health Care to \$3,600 (decided in separate Executive Session)
- Change the fund-raising goal from \$30,000 to \$56,860 (Wayne moved; Paul seconded)
- **Action Item:** Karen moved that the Board approved the 2018 Budget with proposed changes; Randy seconded. The Board approved.
- **Action Item:** Admin. to produce revised 2018 Operating and Capital Campaign Budgets and share with the Board.

### 7. Capital Campaign – Mark Turbak

Mark showed the Board a PowerPoint presentation identifying the 8-step process in running a capital campaign and sharing some current trends. A discussion ensued. Board members agreed that it was a great introduction to the subject. Tim shared that he had a more back-of-the-napkin approach in mind for the feasibility study than the more formal approach Mark shared. Janet asked what role a mortgage might play in the process for us, know that mortgages are harder to come by these days, and that we should probably size this up early on. Admin. shared that we would be eligible to take out a loan based on some percentage of the amount of pledges we receive.

**Action Item:** Mark to email the Powerpoint presentation to all Board members.

### 8. Committee Formation and Evolution Discussion – 15 minutes

- Information, discussion, and vote on MZMC Board Committees – Janet, Karen and Rebekah met to discuss the Board Committee structure. They came back with a recommendation that, for now, we keep the current Membership, Building, and Capital Campaign Committees. They also recommended that, over the next 18-24 months, we form/evolve a Development Committee that would encompass membership, events and communications. Randy agreed to lead that effort.

**Action Item:** There was no motion to accept this recommendation. Should this come up again for a vote at the next meeting?

- Vote on Capital Campaign Committee co-chairs

**Action Item:** Wayne moved that Rebekah take on the role of co-chair, serving as Project Manager, along with Ted; Karen seconded. The Board approved.

- Possible Capital Campaign Committee members

**Action Item:** Board members should let Ted or Rebekah know of any sangha members who should be considered for membership on this committee. We hope to have a total of 6-8 people on the committee. Key qualifications include: love of the sangha, people who have means and

good connections; key skills needed – marketing, member engagement (connectors), finance (good with numbers and communicating about numbers), and project management

- Thomas Bruner – Ted reported on a Skype meeting he and Rebekah had with Thomas Bruner, CEO of Bruner Strategies, a consultancy that helps with fundraising strategies, among other things. Bruner is affiliated with a Zen Center in Portland OR and presented at a recent Zen conference regarding successful fundraising. We are lucky to have him available to us as a resource who can advise us on our Capital Campaign

#### 9. Board Retreat - Karen

- Janet, Karen and Rebekah met to discuss timing and framework for a spring Board retreat. The Capital Campaign will be a big focus. We will have a separate fall retreat to address goal-setting for the next four years.

**Action Item:** Spring Board Retreat set for 8am-12pm on March 31, 2018 – put it on your calendars.

**Action Item:** Janet, Karen and Rebekah to continue to plan the retreat

#### 10. Committee Updates

- **Membership Committee**

- Randy reported that we hit our 2017 Membership goals. Yay!
- Upcoming Event – MZMC Movie Night – Feb 2 – I Am

**Action Item:** We are looking for volunteers to assist with Movie Night, especially clean-up. Also, Board members are encouraged to help with publicity – social media, posters, Facebook event - please spread the word.

- **Friend Making**

- We have several interfaith workshop events coming up in partnership with Temple Israel, Adath Jeshurun, and Plymouth Congregational Church.

**Action Item:** Board members – please see newsletter for details and sign up to attend. The link at Plymouth Congregational Church will sign up for all 3 events.

11. **Teacher Report**- deferred, due to lack of time

12. **Adjourn** - Motion by Paul; seconded by Mark