

## **Minutes of the MZMC Board Meeting**

October 15, 2017

**Board members present:** Rebekah Anderson, Janet Brown, Karen Davis, Wayne Moskowitz, Jim Niland, Mark Turbak (arrived 12:15pm), Randy Wedin

**Board members absent:** Paul Gilsdorf

**Staff members and priests present:** Ann Baukele, Tim Burkett, Kim Johnson, Ted O'Toole, Bonnie Versboncoeur

**Other MZMC members present:** Steve Streed

### **1. September Minutes – 5 minutes**

It was moved (Jim) and seconded (Randy) that the minutes be approved. The minutes were amended and then approved.

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

None.

### **3. Carver Model Review and Future Planning (Tim) – 15 minutes**

Tim led off with a review of the role of the Guiding Teacher in the Soto Zen tradition, and within the Carver Model of governance that we follow, as context/background for our discussion of our future plans. The Soto Zen tradition dictates that Tim has absolute responsibility for setting the spiritual path for our Zen Center. The Carver model dictates that Tim reports to the MZMC Board and that the priests report to Tim.

Tim also discussed the role of the Leadership Group (Ben Connolly, Wanda Isle, Bussho Lahn, Susan Nelson, and Ted O'Toole) who co-teach with Tim and help him plan and manage helping sangha members with their spiritual lives.

Tim recapped the succession plan that he shared in more detail at our 7/15/17 Board meeting.

In practice, Tim sets the vision for MZMC. He seeks input/feedback from the Leadership Group and the Board. And he is accountable to the Board for staying on track.

### **5. 2018 Annual Goals – 35 minutes [we chose to take up this agenda item at this point because the discussion flowed well from the Carver Model topic]**

- Tim led off by recapping how goal-setting works within the Carver Model.
  - Goals are set every 4 years (next set is due in 2018) and progress is assessed annually and quarterly.

- Goals are written with grammatically in present tense as if they've already been completed
- We reviewed the draft of 2018 Annual Goals and suggested revisions as we went along. Wayne agreed to wordsmith a version to share at the next Board meeting. We will continue our discussion about the 2018 Annual Goals at our next Board meeting.
- Tim drew particular attention to the importance of developing a vision/plan within the next one year for “Facility Development” that will provide an approach we are comfortable with to take us through next 10-20 years, assuming a continued steady rate of growth during that period.
- Tim pointed back to the dilemma we are facing: stay in place and take on an aggressive (and painful) capital campaign vs. move to a new location and take on the pain of moving and settling and the risk of loss of some members.
- [This conversation provided a good segue to our 4<sup>th</sup> Agenda Item]

#### 4. Building Discussion (Wayne) – 45 minutes

- At the last Board meeting, the Board directed the Building Committee to submit a recommended list of things to remodel and to begin to gather estimates from contractors.
  - Move (by Jim) that we seek bids for the work on this list; Randy seconded. Motion carried.
- Ann connected us to Dan Feidt, the architect that had worked with Compassionate Ocean. Feidt recommended that we work with someone who does design/build work. He suggested TreHus as one such contractor. He recommended we consult with several design/build contractors.
  - Wayne led a subset of our Building Committee to make a connection with Dan Feidt and with Dave Amundson of TreHus
  - Rebekah to reach out to someone who might be able to help us make a connection to architect Sarah Susanka
  - Dan Feidt advised us that we would likely have to pay a contractor (est \$5k-\$10k) for the kinds of hard numbers that we are seeking
- Tim reminded us that we would be eligible for a small bank loan, if we wanted one
- Tim and Ted to talk to all priests on Nov 3 about:
  - Their preference to have MZMC stay in place or move elsewhere
  - Their willingness/commitment to participating in capital campaign/fund-raising
  - Their openness to adding a 2<sup>nd</sup> dharma talk session on Sundays
  - Update on plans for satellite location
- Randy proposed a 3<sup>rd</sup> option – Decide not to grow – what would we need to do to not grow? After some discussion, the group decided to take this one off the table. However a number of people thought it is important to keep this idea in mind because it is one we'll have to account for in our eventual communications about the future of the building.

#### 6. Friend-making

- **Membership Committee –**
  - Starting annual membership campaign Nov 5 [insert confirmed annual membership campaign goal]
  - **ACTION ITEM - ALL BOARD MEMBERS – PLEASE REMEMBER TO SIGN UP FOR THE MEMBERSHIP TABLES ON SUNDAYS AND TUESDAYS**

- Sign up via Google Calendar or contact Kim directly
- **Speaker Series**
  - Efforts are underway
- **Oct 20 Event**
  - We are ready to roll. Attendance expected in the 60s
- **Blank Friday**
  - Scheduled for Nov 3
  - Press release to be created and shared
    - **ACTION ITEM – ALL BOARD MEMBERS – REACH OUT TO MEDIA CONTACTS PREVIOUSLY ASSIGNED; SEE THE MEDIA TOOLKIT MARK RECENTLY DISTRIBUTED**
    - **ACTION ITEM – ALL BOARD MEMBERS – POST A BLANK FRIDAY NOTICE IN AT LEAST ONE PLACE – e.g., bulletin board, calendar, etc.**
    - **ACTION ITEM – ALL BOARD MEMBERS – POST A LINK ON YOUR FACEBOOK OR LINKEDIN PROFILES**

## 7. Teacher Report

- We've lined up guest presenter Alan Senauke, Vice-Abbot at Berkeley Zen Center, as a presenter for next year
- Tim's 2<sup>nd</sup> book, Zen and the Age of Anxiety, will be published on June 20 by Shambala
- Andrea Martin will provide 6 dharma talks in the coming months on the new Katagiri book she has edited
- Initiations to be done on an annual basis from now on – 10 per year.
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## 8. Admin Report (Kim)

- Kim is pursuing a contract for snow removal, with a \$2,000 limit. Requires Board approval to move forward. Wayne moved the Board grant Kim this authority; Rebekah seconded. Motion carried.
  - Tim to talk to Ben Anderson, our current grounds person, about his potential interest in this
- Kim would like to have the new part time admin person on board by January 1 because that will be the best timing to get him/her trained. The Board affirmed support of this. Janet offered to help prepare the position description.

## 9. New Business

- Steve Streed requested that any modifications to the back walk preserve the existing cobblestones. Kim assured him that we are keeping that in mind.

## 10. Meeting adjourned – motion by Randy; seconded by Jim