

Board Meeting Minutes
Dec 16, 2012

Present: Ted O'Toole, Lee Lewis, Shaun Morrell, Monica Reede, Jen Racho, Cindy Wetzell,
Admin. Director, Ben Connelly
Absent: Tim Burkett, Dennis Farmer

Lee reviewed agenda

Ben moved to approve mins; Monica seconded--approved

Strategic Planning Committee

- reviewed last Strategic Planning Committee (SPC) meeting and revisions to documents
- sangha meeting will be last Sunday in January, 2013, to review recommendation re building and the new leadership. This meeting will be facilitated by Cincinnatus and will occur immediately after tea

- Board may meet briefly before this meeting in January

- reviewed the narrative summary. Some minor, clarifying changes were suggested

- discussed having the building issue resolved before hiring the new leadership

- Admin. Director explained how this summary narrative will be disseminated--email and snail-mail

- asked that any questions from the sangha prior to the meeting regarding finances be referred to Admin. Director

Leadership Transition Committee

- information will be given to the sangha at the Jan meeting

- development of a sangha survey is in process

- in process of organizing the search committee; Rosemary will talk with priests re which priests would like to be involved in search committee. Two priests will be on committee in addition to Lee

- 6-8 people total on the Search Committee

- lineage, pay, hours/week, national vs local search will need to come back to Board for final decisions

- an announcement of candidates will be made in April and interviews done over the summer

- want to include the Tuesday night gathering in information dissemination/gathering

- At this point the Transition Committee more interested in GATHERING information than in giving information. Discussion of how best to engage the sangha face-to-face re building info and transition committee info

- Monica read short-list of persons for succession committee

- final selection of this committee will be up to Board approval

Guiding Teacher/Admin report

- Tim on vacation

- Rohatsu--Ted reported on how it went; shared priest responsibility for talks; felt it went well; Ben concurred--30 participants total, this was a bit under cf with past retreats

--overall retreat attendance has been good this calendar year. Frequent announcements after lecture on Sundays have been helpful

--Ben--classes

--Weekend flower-arranging workshop; yoga to support sitting practice (Zak); possibility a workshop with Bill Tresch

--2013 calendar now online

--Norman Fisher published 2 new books. Coming to Minneapolis last weekend in May at Compassionate Ocean and here. Still working out logistics of where he will be when and what he will be offering

--programming updates

--Initiation August 24 with transmitted priests and Tim. Will sew as a group but each participant can pick what teacher they want to work with. "Zen Buddhist Initiation" is the new title for this process

--new Advanced Studies Class on Pali Canon by Ben in January '13

Administrator Report

--probably close to break-even budget this year

--changes in brokerage account with Ameriprise. Reviewed Corporate Resolution that needs to be approved by Board that allows Admin. Director to sell stock that is donated to ZC through Ameriprise. Ameriprise agent reviewed this document with Admin. Director and will entertain any questions. One issue is that this document allows ONLY Admin. Director to participate in any transactions. Additional signer should be assigned in case Admin. Director can't perform duties any longer. Treasurer would be logical person. Board approved this resolution. Ben moved to allow Admin. Director to delegate authorized signatories.

Board Recruitment Needs

--Ben willing to serve for another 3 years (but can resign if he needs to) but also willing to go if good candidates come forward; Matt has already resigned; Lee is staying for 3-year term; Dennis is questionable; Ted willing to stay for an additional year if no conflict of interest as he is becoming Assoc Guiding Teacher

Goals and Budget for 2013

--proposed operating budget is the same as Dennis presented to the Board 2 months ago

--\$500 needs to be added to complete feasibility study re staying on this property and building new building

--Lee proposed a larger amt labeled "Transition" which would cover some leadership transition expenses as well as building transition issues. This would be in the amt of \$2500

--this is a status quo budget and does not reflect a full-time teacher salary

--discussion re various line items

--Motion to add \$2500 in Transition Costs to expense line. Shaun so moved; Cindy seconded. Motion passed

--2013 Annual Goals

--Admin. Director reported on Four-Year and Annual Goals; everyone had a copy

--reviewed the policies; programming, sangha Ownership/attitude;

Facilities; Integrated Communication

--new head teacher will be involved in development of next Strategic

Planning

--performance reviews of Admin. Director and Tim and based in-part on

the Annual Goals

--Discussion of which goals to dis/continue

--Lee suggested two main focuses: the transition and the building

plan

--Board members will think about the major areas in which we write goals and bring thoughts to the next meeting in February where we hope to finalize them.

Membership Committee--Ted

--more new members than any other membership campaign

--at \$53,000 in pledges. Goal was \$55,000

--talking about membership retention in committee

Friends-making committee--Jen

--40th anniversary celebration Oct 5

--talking about making it a year-long celebratory event

--Jen will send out an email regarding ideas of what this might look like

--next meeting first week in January

New Business

--Paid staff/Board member conflict of interest

--typically this is not advised tho is rarely "forbidden"

--discussion followed without Ted in the room; concerns raised and acknowledged. Bylaws or governance policy will be reviewed and possibly modified after the new teacher is hired.

--Decision made to let Ted remain on the Board. If he feels that wearing two hats is too difficult he is free to resign.

--Ted decided that he would like to stay as long as he can be productive and both roles

January Sangha Meeting

--Lee and Admin. Director will figure this out

--possibly there will be a pre-meeting with SPC, Transition Committee and Cincinnatus before the big sangha meeting

Motion to adjourn by Shaun; seconded by Monica