

## Minutes of the MZMC Board Meeting

December 17, 2017

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

**Board members absent:** Mark Turbak

**Staff members and priests present:** Ann Baukele, Tim Burkett (via Skype), Ted O'Toole

**Staff member absent:** Kim Johnson

**Other MZMC members present:** Pat Stahl

### 1. November Minutes – 5 minutes

The minutes were amended and then approved; motion by Jim, seconded by Rebekah. **Action Item:** Wayne to send changes to Kim for incorporation into final minutes.

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

None.

### 3. Tim and Ted's Teacher Update – 10 minutes

- Tim reported on his illness, his recovery, and his reflection, during his darkest hour, that MZMC can go on without him just fine. It was a comforting realization/reminder for him. Tim continues to catch up on the dokusan meetings he missed while out sick.
- Tim is happy that we voted to proceed with the remodeling project and capital campaign.
- Ted reported that Rohatsu went well. Ben stepped in and helped him lead the retreat. Ted also acknowledged, with gratitude, the contributions of Ann as Ino, and Andrea and Jeremy as "next generation" MZMC people who helped it all run smoothly. He reflected on how Rohatsu shined a light on the heart of what we're doing – having a transformational impact on people's lives, and he thanked the Board for its part in making this all happen.
- Tim provided a Friendmaking update – we have programs in the works with Temple Israel, Adath, and Plymouth Congregational Church

### 4. 2018 Goals – 15 minutes

We were reminded that 2018 is our last year in our 4-year goal setting process. Janet and Tim commented that each of our goals should be measurable – have metrics attached. We had a good discussion of the 2018 Goals document and made a number of changes. Rebekah and Wayne will summarize the changes and send the document back out to the Board for review and, hopefully, approval at the next Board meeting.

We also discussed the planning process that we use every 4 years. Tim reported that the MZMC Board has often done an off-site retreat in the past as a part of the planning process, usually toward the end of

the 4<sup>th</sup> year of the plan, and that the Board can decide how deep to go with the planning process. Rebekah, Janet and Karen offered to think ahead to how we might structure our next 4-year planning process.

## **5. Committee Formation Discussion – 25-30 minutes**

The Board identified a variety of different committees that would be useful:

- Strategic Planning Committee – work on goals
- Communications Committee – including a member of the Capital Campaign Committee
- Building Committee – including a member of the Capital Campaign Committee
- Capital Campaign Committee – risk is that the existence of a Capital Campaign Committee will absolve the full Board (all members) of responsibility for this; we agreed that all Board members are responsible for helping with the Capital Campaign
- Development Committee – including a member of the Capital Campaign Committee (Janet had expressed concern that, without a separate Development Committee, the Capital Campaign Committee would get pulled into regular ongoing development efforts)
- Membership Committee

**Action:** Wayne moved that we form a Capital Campaign Committee; Karen seconded the motion. The Board approved. Discussion ensued regarding co-chairs and membership. Interested people should contact Tim or Ted. Tim will approach people and bring a slate of candidates to our next Board meeting. Wayne moved that we elect co-chairs at our next Board meeting.

- Special Note: We will have access to Thomas Bruner, of Dharma Rain in Portland. He is a consultant who assists with capital campaigns. He will advise us at no charge.

Tim expressed concern that we may be thinking of too many committees. There was talk of whether the Strategic Planning Committee could be a short-lived group, as needed. There was also talk of whether any committees could be combined. We agreed that we didn't have time at the 12/17 Board meeting to fully tackle the subject of committees. Tim suggested that we consider doing a spring retreat meeting to discuss this and, possibly, other topics.

**Action:** Rebekah moved that we plan a spring retreat; Randy seconded the motion. Rebekah, Janet and Karen agreed to meet on Jan 6, 2018 to plan a spring retreat meeting to address Board and committee infrastructure and, possibly, our next 4-year planning process. They will report back on tentative agenda at our next Board meeting.

## **6. 2018 Budget (Kim) – 15-20 minutes**

This topic was deferred because Kim was out sick.

## **7. Fundraising 2018 – 20 minutes**

- Tim reported that the Mindfulness For Busy Professionals event was very successful, netting us \$7,500-\$8,000. He would like to do additional workshops in the coming year. They could be full-day, half-day or quarter-day. Could be at central location again or on-site at corporations. 1-2 Board members need to step forward to recruit corporations;

**Action: Rebekah and Janet agreed to work on this.**

- Annual appeal; what might be our “angle” for this May, given the upcoming capital campaign?
  - Tim has an idea for an angle
  - Randy expects that the annual membership campaign will happen first, followed by the capital campaign
  - We need to make a strategic decision re: whether to do a feasibility study before launching a capital campaign (we do favor this)
  - We need to think about how else to raise money

## **8. Board Tenure**

- Randy and Paul, whose terms are expiring, said they intended to stay on the Board.
- No Board members who were present announced any wish or intention to leave the Board in the coming year

## **9. Committee Updates**

- **Membership Committee**
  - Blank Friday went very well – about 100 people – raised \$300 – 20 new email addresses
  - New Years Eve special event planned
  - Movie night – planned for Feb 2
  - Potluck – planned for April 14
  - New member tea – will be scheduled March 2, 9 or 16 – **Action Item: Board members are encouraged to attend; please respond to Doodle Poll from Randy**
  - Dana bowl – planning to enable electronic contributions using QR code
- **Building Committee**
  - Working with Dan Feit to advise us on reaching out to contractors to get estimates for remodeling project. Hope to narrow down to 3 contractors to interview and ask for bids.

## **10. New Business**

11. **Adjourn** - Motion by Jim; seconded by Wayne