

## Minutes of the MZMC Board Meeting

March 18, 2018

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

**Board members absent:**

**Staff members and priests present:** Ann Bauleke, Tim Burkett, Admin. Director, Ted O'Toole

**Other MZMC members present:** Pat Stahl

### 1. January Minutes – 5 minutes

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

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

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

None.

### 3. Election of New Board Officers

Wayne nominated the current slate of officers to continue to serve. Seconded by Rebekah. Motion carried.

We welcomed Karen Davis as our new President, and we thanked Wayne Moskowitz, departing president, for his excellent service.

The Board also agreed to maintain existing Committee chairs:

- Membership Committee – Randy Wedin
- Building Committee – Wayne Moskowitz
- Capital Campaign Committee (co-chairs) – Ted O'Toole, Rebekah Anderson

### 4. Fundraising Discussion – 15 minutes

Admin. expressed concern about how we will fund our 2018 budget. It is our most ambitious fundraising goal ever (\$58,000).

We reviewed our plans for reaching this ambitious goal:

- Annual Appeal (Randy) – planned to start in May. We have a generous anonymous matching gift of \$15,000 available for this campaign. If we are successful, that leaves \$28,000 to raise for the rest of this year.

- Programming – ???
- Mindfulness At Work - \$10,000-\$12,000

Janet reminded us of the importance of creating multiple revenue streams. This will be a topic at the upcoming MZMC Spring Board Retreat on March 31. Janet also affirmed the importance of creating a Development Committee (to include Memberships, Events and other fundraising efforts).

**Action Item: At our Spring Retreat, Janet will share a high-level proposal for the Board – a “skeleton plan” – reflecting various revenue streams to help us meet our \$58,000 target in 2018.**

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

- We received a bid from Flannery Construction for our proposed maintenance and renovation projects
- Ted reviewed a set of tweaks to the project list that could get the total cost down to our targeted fundraising amount

Tim proposed that we really need to nail down our estimated construction costs, fundraising and borrowing targets in the next 60 days, and that we need to apply for a mortgage so that we can determine how much we could borrow if we wanted to.

Pat suggested that we do a cash flow analysis to model our building finance options strategically over time. All agreed that this is a wise idea.

Janet said, especially following our Annual Meeting presentation, that the sangha is going to expect us to address our growth trajectory and how we plan to accommodate services for our growing sangha within our existing building. Others agreed that this is critical.

We agreed that we need to nail down the following action items and address the growth trajectory before the Capital Campaign gets rolled out.

**Action Item: Building Committee to meet ASAP to prepare a proposal to the Board regarding what construction projects we want to undertake and what the estimate cost will be.**

**Action Item: Board to review Building Committee’s proposal at our next Board meeting and to discuss what portion of those funds we should try to raise and what we might borrow.**

**Action Item: Rebekah to resend the MZMC Renovation Project Charter and Work Plan (Timeline) to Board members.**

**Action Item: Admin. to apply for mortgage.**

## **6. Board Spring Retreat**

The meeting will be held on March 31, at 8am-12pm, at 3554 Bryant Ave S, in Minneapolis. The agenda is:

- Continental breakfast and team-building exercise – Karen and Janet
- Affirmation of Vision & Values – Tim and Ted
- Governance and Decision-Making – Karen
- MZMC 2025
  - Generating multiple revenue streams – Janet
  - Funding the Vision & Values – Thomas Bruner (guest speaker via Skype)
- Wrap-Up – Karen

**Action Item: Order donuts from Bogart's ☐ (and provide other tasty foods) – Karen, Janet, Rebekah**

## **7. New Business**

Rebekah shared some concerns, which she also has, expressed by a contractor who recently withdrew his interest in being considered for our maintenance/renovation project. She appreciated the Board's willingness to hear different views and expressed her commitment to work wholeheartedly on whatever building decision(s) the Board rules as final.

## **8. Adjourn**

Motion by Karen; seconded by Paul