

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

**June 24, 2018**

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

**Board members absent:** Janet Brown

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

**Other MZMC members present:** Bernie Nelson (for the Building Committee report and walkaround)

### **1. May Minutes – 5 minutes**

The minutes were approved; motion by Paul, seconded by Wayne.

### **2. Reminder next meeting date July 29 – Admin.**

For the remainder of the year meetings will be held, as usual, on the third Sunday of each month.

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

None.

### **4. Building Committee Update and Discussion – (Rebekah) – 60 minutes**

Rebekah led Board members and Bernie Nelson on a tour of the MZMC building with a special focus on those areas that are not working well for us and/or are recommended (by the Building Committee) as targets for maintenance or renovation. This tour was intended to provide context for a future proposal from the Building Committee for recommended maintenance and renovation.

There was a lot of discussion, reflection and some questions during the tour. Some key questions and points that were made included:

- Karen – is the 3<sup>rd</sup> floor bathroom stable enough to meet our needs? Answer from Admin.: we don't know.
- Mark – thinks we could free up significant space in the library by weeding the book collection down to those materials that specifically focus on our interests
- Paul – we should probably change the way the back-door swings to outward, rather than inward, to reduce crowding and risk inside the back door
- Bernie – the tour would also be extremely useful to Campaign Committee members – should be repeated
- Wayne - it would be a good idea to prepare a video for prospective donors showing what maintenance and renovation we plan to do and describing why

**Action Item:** Building Committee to meet again before the next Board meeting to review further progress on efforts to assess how we are using our existing space and how some space might be redeployed more effectively, and what ideas Gerry Flannery might have for a larger zendo and a first floor bathroom. The Building Committee will provide an update on its progress at the next Board meeting.

#### 5. **Mindfulness At Work Update – Admin. reported for Pat Stahl – 20 minutes**

This effort is being led by Pat and Janet. The focus this year is on hosting a repeat of last year's daylong Mindfulness At Work event featuring Tim as speaker and facilitator. The 2018 event will be held at Wilder. We hope to attract 700 people, which would yield \$7,000 total revenue and \$5,000 profit. Admin. reported on Pat's outreach strategy and promotional materials.

Karen raised a question about what social media approaches are planned. Admin. said we're planning a stronger approach than we did last year.

**Action Item:** Pat and is asking each Board member to contact 3 organizations to solicit additional sponsors for the event. Admin. will provide a list of existing sponsors as well as copies of flyers and recommended email language for these contacts. Tim reported that contacts are most effectively made first in person or by cold-calling, with emails to follow up.

**Action Item:** Pat is seeking one or more Board members to volunteer to do phone calling for 1 hour per week for 4 weeks from mid-July to mid-August. Pat will provide instruction on how to do this.

**Action Item:** Admin. will approach Pat with Randy's idea that we reach out to our Interfaith Partners regarding this event.

#### 6. **Administrative Update – 10 minutes**

- **Appeal Update** – Admin. and Janet both thanked Board members for their generosity in helping us exceed our Annual Appeal goal of \$30,000. We actually raised about \$40,000!
- **Communications Update** – Admin. reported on work to redesign our website and registration system. We hope to have the work completed in September, though there could be delays because of technical features that need to be changed. Once we have a new online registration system in place we will remove the sign-up sheets that are hung in the porch. People interested in attending classes, retreats or other events will need to sign up online or via phone call and pay with check, cash or credit card at least 5 days prior to the event.
- **Dave Walter is leaving our community** – we are grateful for the many contributions he has made.
  - **Action Item:** Tim recommended that we add a budget item to cover the cost of a handyman or other role needed to fill Dave's shoes in monitoring and maintaining our building
  - **Action Item:** New tea cook needed
- **FYI** – Andrea Grant is the new Tenzo; Ann Bauleke is the new Eno

## 7. Membership Committee Update (Randy) – 10 minutes

- **Summer Picnic** – scheduled for Aug 4 at 5-9pm; musicians needed
- **Strengthen relationships with new members** – Membership Committee members are pairing up with new members to make connections; they are also exploring additional options for making new members feel welcome and connected
- **Field trip for Membership Committee members to our Library** – Karen affirmed that it would also be good for Board members to become more aware of our library and digital resources, since these are significant assets and important ways we serve our membership

## 8. Teacher Report (Tim and Ted) – 5-10 minutes

- Sales of Tim's new book, *Zen in the Age of Anxiety*, are going well
  - **Action Item** – Tim encouraged Board members to submit reviews on amazon.com, to contribute toward a goal of 50 reviews
  - Mager's & Quinn book reading and signing event went very well
  - Tim and Ann will be doing a book tour
  - This book will be used by Tim and Ted for fall Practice Period
- Randy suggested that we highlight our rate of publishing by MZMC priests since is it so impressive
- Hozan Alan Senauke, guest teacher, coming Sept 7-8 – Friday night public talk plus workshop
- Joyce Food Shelf and 2<sup>nd</sup> Harvest drives planned
- Social justice workshops planned for the fall
- All members invited to July 23 wedding

## 9. Adjourn

Motion by Randy; seconded by Paul