

Minutes of the MZMC Board Meeting

August 19, 2018

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

Board members absent: Karen Davis, Mark Turbak

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

Other MZMC members present: Pat Stahl

1. Approve July 29, 2018 Minutes

The minutes were modified slightly and unanimously approved; motion by Paul, seconded by Wayne.

2. Disclose any Conflicts of Interest.

None.

3. Building Committee and Capital Campaign Update – (Ted and Rebekah)

- **Rick Okada.**
 - Rebekah reported that members of the Building Committee had met with architect Rick Okada and thought he would be a good consultant to help us make aesthetic and design decisions in our renovation project. Rick has studied Zen temples and was familiar with Zen practice, and both Hokyoji and Common Ground reported positive experiences working with him as their architect.
 - Rick's rate is \$160/hour, and he believed he could complete the first phase of his work in about one month. It was noted that MZMC has budgeted \$12,000 for professional services in connection with the renovation project, and that it would be prudent to use these funds for obtaining architectural design advice before doing remodeling. Tim expressed the view that under the Carver model the Building Committee had authority to spend the funds that had been budgeted for professional services on this project.
 - Rebekah reported that the Building Committee would be meeting with Rick again Tuesday, August 21; that she expected Rick to present a project proposal then; and that she would email the proposal to Board members before engaging him.
- **Flannery Construction.** Rebekah reported that we still have questions for our building contractor about whether we can expand without triggering the need for completely updated code compliance, and whether we should update our electrical service. Flannery's electrical subcontractor had reviewed our electrical system and reported we did not need to upgrade it for safety reasons, but we should still consider upgrading it for practical reasons, and a ballpark upgrade estimate was \$10-20,000.
- **Timeline.** Rebekah circulated a rough draft timeline for board decision-making on the renovation project and activation of the capital campaign.

- **Renovation project charter.** A rough draft “MZMC Renovation – Project Charter” document dated 8/12/18, prepared by Ted and Rebekah, was circulated. **A copy is attached.** Ted explained this was a work-in-process, not being submitted for approval or adoption. Its purposes are to define the scope of the renovation project, to make sure we’re all aligned with the project, and to document our process and decision-making. Ted reviewed the draft charter’s highlights for the Board. Admin. said she would provide Rebekah comments on the draft renovation project charter.
- **Other discussion.**
 - Admin. said we need to replace the building manager function previously provided by a former MZMC member, and Tim suggested that we may need to budget for this position next year.
 - A concern was expressed that the feasibility study not be a new, open-ended request for feedback on what people want, to avoid re-starting the entire process and giving undue weight to a vocal minority participating in the study. It was also expressed that the study should record what people are willing to contribute. Assurances were given to address these concerns, and it was decided to defer a discussion about the feasibility study to a later date.
 - A board member expressed the view that improving accessibility was an important priority.

4. **Tea Ceremony & Mindfulness At Work Update – Pat & Admin.**

- Admin. reported that the Tea Ceremony was scheduled for Oct 14 at 1:30 & 3:30, & that half of the 18 spots had already been filled, even before it was publicized.
- Pat reported that MAW was on track as far as logistics. It was recommended that next year we consider scheduling MAW for a Saturday to make it easier for employees to attend. Board members were encouraged to keep publicizing the event. The Board thanked Pat for his hard work on this event.

5. **Administrative Update - Admin.**

- Admin. suggested that the Board be careful not to make too many big changes at once, and be mindful of the impact on the sangha, because multiple changes (e.g., moving to 2 Sunday services) have a big impact on a small organization like MZMC, and people come to MZMC for peacefulness and calm.
- Admin. circulated a balance sheet that showed as of 7/19/18 MZMC had current liquid assets of \$220,469, with no material accrued liabilities. The Board decided it would be prudent to move some of our cash reserves into our mutual fund investments, because we had approximately \$85,000 in checking and savings accounts, and our goal is to have approximately 3 months’ worth of expenses kept in cash, with the remaining funds invested in stock and bond mutual funds (70% equity/30% debt).
 - **Motion.** Wayne moved, and Rebekah seconded, that the sum of \$30,000 be moved from our savings and checking accounts to our Parnassus stock and Vanguard bond mutual funds, with 70% invested in stock and 30% in bonds. The motion passed unanimously.

- Admin. also circulated an income statement showing budget versus actual income and expenses for the first two quarters of 2018 (January-June). The statement showed that MZMC had approximately \$29,000 in net operating revenues (*i.e.*, was “in the black”). Admin. reported that the Board was likely to reach approximately \$50,000 of its \$60,000 annual fundraising goal, but MZMC would still likely break even in 2018 due to spending less than its budgeted expenses.
- Admin. recommended that the Board budget for a building facilities manager next year as part of a long-term maintenance plan.
- Admin. reported that good progress was being made on the MZMC website re-design, but our consultant was running into back-end coding issues, and the new site should be ready for launch in a couple of months. Admin. also reported that MZMC was advertising on Facebook as an experiment.

6. Teacher Update – (Tim and Ted)

- Tim reported that three new people are engaged in the process of becoming priests; that Alan Senauke from Berkeley Zen Center was coming to speak; that Tim was going to leave for a book tour soon; that he was working on a new book; and that Norman Fischer was coming in the spring.
- Ted reported that MZMC has a great group of volunteers taking care of our grounds; that we’re working on a school supply and a food drive; and that he and Ben planned to attend the next biannual Soto Zen Buddhist Association meeting in the fall.

7. Membership Update – Randy

- Randy reported that the Summer Picnic potluck was attended by approximately 30 people and was a success.
- A discussion was had regarding the wisdom of our current practice of having a membership table staffed during tea year-round, rather than just during membership drive. It was reported that the table keeps a steady stream of new members joining, it is a good resource for newcomers to have a member to talk to, and it requires little administrative work. As a result it was decided to continue staffing the table year-round.

8. New Business -

- None.

9. Adjourn – The Board unanimously voted to adjourn.