

Minutes of the MZMC Board Meeting

September 16, 2018

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

Board members absent: Mark Turbak, Jim Niland

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

Other MZMC members present: Pat Stahl

1. Approve August 19, 2018 Minutes

The minutes were unanimously approved; motion by Randy, seconded by Rebekah.

2. Disclose any Conflicts of Interest.

None.

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

- **Building Committee, by Rebekah.**
 - Though no contracts have been signed yet, the building committee has chosen Flannery as contractor of choice. Has has offered innovative ideas and is well-liked by committee members.
 - The Building Committee met several times with architect Rick Okada, who provided a preliminary set of building designs. Rick has worked with Flannery to insure feasibility, give realistic cost estimates, and address code compliance. Focus was on meeting our goals, as well as code requirements (with assistance from Flannery Construction). Rick's ideas are innovative and promising.
 - Rick will join us at our next board meeting to share his design ideas, prices and scope.
 - The building committee also launched a financing subgroup, led by Wayne.
 - They hope to launch a communication plan for the sangha.
 - Rebekah went over the handout *DRAFT Working Timeline for Board Decision-Making and Activation of Capital Campaign Committee*.
- **Capital Campaign Committee, by Ted**

- A handout, *DRAFT Working Timeline for Board Decision-Making and Activation of Capital Campaign Committee* was presented.
- Communication with the Sangha needs to be considered.
- Initial approval given of plan to start feasibility analysis phase (as described in handout *MZMC Building Maintenance & Renovation Project 2nd Round Feasibility Analysis Plan*).
- A handout, *MZMC Building Maintenance & Renovation Project 2nd Round Feasibility Analysis Plan*, was presented covering bullet points for Goals, Process, and Basics, and was well-received. The project was initially determined to cost roughly \$400K, but we may also provide \$600K and \$800K options.
- Rebekah to step down from from the upcoming Capital Campaign committee.. Ted Discussed her replacement. The committee currently is comprised of Peter, Shawn Hartfeld(sp?), Randy, Rebekah, Ted, Bernie Nelson, and Karen Davis.
- Paul suggested we send out committee member lists to the board.
- Ted presented feedback on campaign and feasibility charter. Points raised were: role of priests, membership drive vs capital campaign, including the sangha members in process.

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

- Previous partners have backed away a bit and that we may have worn out our contacts. Suggestions are to consider holding the event on a weekend, and also to broaden the event to beyond work. Janet had contacted other organizations.
- Tea Ceremony slots are full.

5. **Administrative Update - Admin.**

- Admin. will present next year's draft budget at the October meeting, and will ask how capital campaign affects budget and staffing.
- **Admin. discussed our four revenue streams:**
 - Apartment rent: \$12,500/year, will go away sometime in future.
 - Programs: staff is waning, we likely won't hit our \$50,000.
 - Fundraising (classes, retreats, weekly programming): \$58,000 planned, but unlikely to be met. In addition, there are worries about tax law changes, unreliability of surprise donors.
 - Membership: \$85,000, strong and growing (10%/year).
- Admin. asked to consider how/where do we increase revenue?

- Discussion occurred regarding fundraising events and effort involved. It was thought that events are only worth it for larger events (those expected to generate at least \$10,000).

6. Teacher Update – Ted

- Guest teacher Alan Senauke’s visit went smoothly, but didn’t have huge numbers of attendees. Probably broke even financially.
- Plan for going to two Sunday talks. Sangha reaction has been mixed. Board members are recommended to be supportive of the plan and to remind people that the motivation is to share the dharma, not just growth for the sake of growth.
- Ted gave pastoral care provided to Karen Mattson and her family as an example of services MZMC offers.

7. Membership Update – Randy

- Two activities coming up:
 - Membership campaign: integrating with Capital campaign will be important.
 - Blank Friday; in good shape to happen each year, Randy is looking for someone to step in and take the lead for the future.
- The membership committee is the most visible committee that the sangha sees.

8. New Business -

- None.

9. Adjourn – The Board unanimously voted to adjourn at 1:27 pm.