

## Minutes of the MZMC Board Meeting

December 16, 2018

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

**Board members absent:** None

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

**Other MZMC members present:** Pat Stahl

### 1. Approve November 18, 2018 Minutes

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

### 2. Disclose any Conflicts of Interest.

None.

### 3. Building Committee, Feasibility Study, and Capital Campaign Update

(refer to the hand-out *Feasibility Study Results, Analysis & Recommendation for Next Steps*)

#### a. Rebekah, Feasibility Study Results

- Rebekah presented the results of her feasibility study, having talked to 25 people.
- Cost of Accessibility plan can be reduced approximately \$100,000 by framing in space for elevator but leaving actual installation for possible future project. The space can serve as storage until then. Cost of this approach is \$786,680.
- Study analysis and conversations with committees, Thomas Bruner, Rick Okada, and Mark resulted in a recommended campaign goal of \$685,000.

#### b. Mark - Capital Campaign

- Based on the feasibility study and the standard assumption of 50%-70% for funds raised during the quiet phase, Mark has determined that we have the fundraising capacity to meet our campaign budget of \$685,000.

#### c. Wayne - Misc

- Should Rick Okada says we should have a construction manager who represents the owner of the project.
- Assuming construction start early summer 2020, we may need a loan or line of credit to cover any timing gap between work performed and collection of donations. The following people may be helpful as advisors on this: Pat, Shawn, Bill Waywood, and Bernie Nelson.

#### d. Rebekah - Leadership Challenges and Timeline

- In reference to the handout section, Janet suggested working with a professional to handle Communication, and that a paid outsider might not be appropriate as volunteer coordinator .

**e. Ted - Recommendations**

- As shown in the handout, Ted presented a three-point recommendation involving development of our four-year plan, setting of our campaign target, and tasking the Financing Subcommittee with constructing a financial statement.
- A motion to move forward with the \$685,000 renovation plan was unanimously approved (moved by Randy, seconded by Jim).

**4. Membership Update – Randy**

Membership drive going well. Blank Friday plans are in place. Membership staffing for two Sunday services is on agenda for next committee meeting, as is planning for Movie Night, which is normally in Late January.

**5. Administrative Update - Admin**

- Skipped for time.

**6. Teacher Report – Tim and Ted**

- Rohatsu went well, though interest in longer retreats seems to have lessened.
- Ted discussed his transition to co-guiding teacher and his acknowledgement of his upcoming role in his Dharma talk. A ceremony for this transition will be held in the Spring.
- The Leadership Group is being dissolved, through stipends will continue.

**7. New Business**

- January meeting will be a celebration of our board at 12:30 pm January 20th at Tim's house.
- May and July board meeting may need to be rescheduled due to retreat conflicts.

**8. Adjourn – The Board unanimously voted to adjourn at 1:31 pm.**