

Minutes of the MZMC Board Meeting

April 21, 2019

Board members present: Rebekah Anderson, Karen Davis, Paul Gilsdorf, Wayne Moskowitz, Jim Niland, Randy Wedin

Board members absent: Janet Brown, Mark Turbak

Staff members and priests present: Ann Bauleke, Ted O'Toole

Other MZMC members present: Peter Krembs

1. Approve February Minutes – 5 minutes

The minutes were approved; motion by Jim, seconded by Wayne

2. Disclose any Conflicts of Interest – 2 minutes

None.

3. Capital Campaign Update (Ted, Rebekah, Wayne, Peter Krembs)

- **Capital Campaign Committee –**
 - Silent Phase of Campaign is underway and is very encouraging so far
 - Public Phase to kick off June 30, with a presentation inside by Rick Okada followed by tea outside to look over the building and talk about what we're planning
 - Review of current Capital Campaign target – original estimate was \$685K but acknowledged that some costs (e.g., communications, project management) were missing; current more complete estimate is \$725K
 - Ted reviewed the new cost estimates and agreed to follow up by sending a document to Board members showing the additional costs in detail.
- **Building Committee –** Rebekah conducted preliminary investigation into the nature and cost of hiring a "Builder's Rep" to serve as our project manager and advocate during construction. Initial highball estimate from one rep was \$45K. Ted budgeted \$30K at this point. When the time comes, the Building Committee will conduct a more thorough investigation and recommend a particular provider.
- **Finance Subcommittee –** Wayne reviewed what our subcommittee members have learned, to date, regarding our eligibility and terms for borrowing money for a bridge loan to cover our construction project expenses before all capital campaign pledge money (most coming over a 3-year period) is available to us. We have one generous sangha member who has offered to extend us a bridge loan with attractive terms. We will also line up a bank as a back-up.
 - We realized that the Capital Campaign budget does not currently reflect borrowing costs. We agreed to create a separate budget item for this in the Capital Campaign budget with \$5K as a placeholder (now shown in the budget Ted sent after the 4/21 Board meeting)

- Question arose – Do we have to pay sales tax on construction materials?
 - **ACTION: ADMIN. TO INVESTIGATE THIS**

4. Four-year and Annual Goal Discussion (Karen)

- We reviewed the language in the draft documents distributed to Board members before the 4/21/19 meeting and discussed many changes, which Karen captured.
- Jim moved that we postpone adoption of the Four-year and Annual Goals until the next Board meeting to permit further wordsmithing and distribution of another draft to Board members, Tim and Ted – seconded by Karen
- **ACTION: Karen to produce a new version for review by the Board for our next meeting on June 2**

5. Annual Appeal Update (Karen - from Admin.'s notes)

- Letters went out. Thermometer is displayed on the porch. Board members and others are speaking at dharma talks to encourage contributions.
- **ACTION: Karen to ask Admin. for dharma talk dates and times where Board members are still needed to speak, and to send out a message. Board members to sign up!**

6. Administrator's Report Budget Update and Assessment Information (Karen – from Admin.'s notes)

- Karen distributed the Jan-March budget prepared by Admin. and the Board reviewed it
- Our new website is expected to be completed before the launch of the Public Phase of the Capital Campaign on June 30
- There was some water damage to the 3rd floor porch – could cost \$10K
- We need a new refrigerator in the kitchen – estimated to cost \$1500-2000
- We received an assessment from the Park Board (communication was shared in Board packet) - \$11,414 is due 12/15/19.
 - **ACTION: Wayne to talk to the Finance Committee about best timing (pay up front or over time) to make this payment**

7. Teacher Report (Ted)

- The two dharma talks on Sundays are going great. People like having the flexibility to attend either one and they enjoy that it is less crowded
- Tuesday talks by priests-in-training are also going well. Good learning experience for them.
- June 22 – ordinations of Andrea, Jeromy, Alan Eustace
- October 26 – initiations to be held
- Children's programming to begin in Sept
- Diversity Equity & Inclusion (DEI) Committee is underway; Ad hoc committee disbanded. DEI came up with recommendations, which Tim and Ted approved.
 - **ACTION: DEI would like to recruit a member from the Board. Board members should consider this. We will discuss at June 2 meeting.**

8. New Business/Future Meeting Times

- Spring picnic planned for May 4 – Books We Love is theme. Board members are encouraged to attend!
- We noted future meeting times
 - No May meeting
 - June 2 at 12:45-2:45pm
 - No July meeting
 - August 18 at 12:45-2:45pm

9. Adjourn

- Motion was made by Jim; seconded by Randy