

Approved Minutes for MZMC Board Meeting

Sunday, February 15, 2015

Board members present: Jodi Williams (President), Karen Davis, Martin Lahn, Deb Mielke, Susan Nelson, Shaun Morrell (Secretary), Wayne Moskowitz (Vice President), Jen Racho (Treasurer)

Board members absent: None

Staff present: Tim Burkett, Admin. Director, Ben Connelly, Ted O'Toole

Other priests present: None

Other MZMC members present: None

Attachments / handouts:

- January 2014 minutes
- Facility Development Committee recommendations
- 2015 Budget Scenarios
- Annual Board Assessment
- Guiding Teacher's Report on Leadership Group Performance 2014
- Administrative Director's Review of Annual Goals

I. January 2014 Minutes

- **Jen moved, and Susan seconded, to approve the January minutes. The motion was approved unanimously (all aye, none opposed, none abstaining).**

II. Disclose any Conflicts of Interest

- Susan and Martin stated that they would have a potential conflict of interest if staff stipends are discussed.

III. Facility Development Discussion

- Ben gave a summary of the facility development committee's recommendations and community input.
- **Susan moved, and Martin seconded, to adopt the committee's recommendations and to direct the committee to present the proposal at the annual sangha meeting in March. The motion was approved unanimously (all aye, none opposed, none abstaining).**
- Board consented to have the committee meet informally with architects and designers to gauge their interest in developing concept drawings and construction cost estimates, and to explore possibilities for pro bono or reduced-cost work.
- Board asked the committee to develop a rough timeline for upcoming steps and present the timeline at the annual sangha meeting.
- Board asked Admin. to talk with Guy about the potential future change in MZMC's use of the apartment.
- Board consented to have the committee release a bimonthly update based on the adopted proposal.
- Committee will meet and discuss further how to present a progress report to the sangha. Rough sketches may be re-tooled for a broader audience.

IV. Budget Discussion

- Admin. presented budget scenario for 2015 (see handout), representing a break-even budget. Budget was presented at the January meeting, but a quorum of the Board was not present, so it was only provisionally adopted at that time.
- Board acknowledged the contributions of Dave Walter in the areas of groundskeeping and building maintenance.
- Architectural concept drawings (estimated by the facility development committee at \$10,000) are not included in the budget. Board is hopeful that the committee can secure pro bono or reduced-cost work. Any costs (beyond pro bono) would come out of reserves.
- Admin. presented reserve account balances from 2009 to 2014. Reserves at the end of 2009 were \$92,600, peaked in 2011 at \$102,000, and stood at \$94,000 at the end of 2014.
- Admin. reported that MZMC will not have a “matching donation” for a fundraising appeal this year, as it has in the past. Admin. asked the Board to develop a fundraising plan in 2015 to account for this.
- **Jen moved, Deb seconded, to approve budget. The motion was approved unanimously (all aye, none opposed, none abstaining).**

V. Fundraising 2015 Discussion

- Board shared ideas for fundraising activities in 2015:
 - Wayne suggested recruiting his daughter’s high school theater troupe to perform a play at MZMC.
 - Karen suggested hosting vegetarian cooking classes.
 - Shaun suggested holding a gala at the Minneapolis Institute of Arts, including a guided tour of the Asian / Buddhist art exhibit. (Deb is interested in working on this.)
 - Jen suggested working with the Star Tribune to publish a feature on MZMC.
 - Susan suggested holding a yoga/Zen workshop and making it open to the larger community.
 - A variety of other classes were recommended: flower arranging (Ted offered to work with Pamela; Pat’s name was raised as a possible volunteer), art classes, calligraphy.
 - Jodi suggested a house party.
- Board members are asked to come to April’s meeting with a proposal for implementing these ideas, including proposed dates for holding these events.
- Board members are asked to partner with Admin. to work on publicity, and are encouraged to work with Guy Gibbon as MZMC’s special events coordinator.
- Board agreed to an informal target of \$5,000 to be raised in 2015 from activities such as those listed above.
- Tim encouraged the Board to carry these ideas out, stating that these activities could help to make MZMC more visible, and could set the stage for future fundraising, even if these specific events do not generate large sums of money.

VI. Staff and Board Evaluations

- Tim presented a report on leadership group performance (see handout).
- Admin. presented a review of annual goals (see handout).
- Board reflected on goals and accomplishments and expressed optimism about future possibilities. Several commented that Board and teaching staff are working well together. Significant recent accomplishments included formalizing the leadership structure, and setting the groundwork for strong fundraising in 2015 and beyond.
- Board will revisit 2015 annual goals at the April meeting, and modify as necessary.

VII. Board Recruitment

- One potential Board nominee (Paul) has agreed to serve.
- Three additional nominees will be approached: Bill Woywood, Karen Mattsen, and Randy Woodeen.

- **Martin moved, Karen seconded, to approve the slate of nominees. The motion was approved unanimously (all aye, none opposed, none abstaining).**

VIII. Annual Meeting

- Jodi asked Admin. to distribute last year's written report to Board.
- Jodi asked committee chairs and staff to prepare a brief write-up for each area they are leading, to be incorporated into the written annual report to the sangha.
- Board agreed on parameters for the meeting, including the following:
 - Ask members to share highlights from the past year.
 - Solicit ideas from the sangha as to how MZMC can best integrate growing membership into an expanding facility, and how to stay welcoming to both newcomers and long-time attendees.
 - Introduce new members.
 - Limit the meeting length to about an hour.
 - Tim to give the short dharma talk (changing from Ted, who is on the calendar now).
 - Martin asked Ted to stand in his place to give the membership committee report.
 - New members will be elected by ballot (candidates will be elected individually, not as a slate). There will be no new nominations.
 - Tea and social hour will follow the community meeting.

IX. New Business

- Jen encouraged the group to support Board members' development and practice, and take steps to retain them as regular members and practitioners after their Board service is completed.

X. Adjourn

- **A motion was made and seconded to adjourn. The motion was approved unanimously (all aye, none opposed, none abstaining).**