

Minutes of the MZMC Board Meeting

February 18, 2018

Board members present: Rebekah Anderson, Paul Gilsdorf (via Skype), Wayne Moskowitz, Jim Niland, Mark Turbak, Randy Wedin

Board members absent: Janet Brown, Karen Davis

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

Other MZMC members present: Pat Stahl

1. January Minutes – 5 minutes

The minutes were amended and then approved; motion by Randy, seconded by Wayne.

Note: Mark reported that we have gotten a promising funding lead for the diversity training. He and Janet continue to explore funding options.

Action Item: Admin. to incorporate changes into final minutes.

2. Disclose any Conflicts of Interest – 2 minutes

None.

3. Introductory Words (Tim) (5-7 minutes)

Tim thanked Board members for their service and trust in the dharma leadership provided by Tim and Ted. Tim embraces the capital campaign and encouraged us to remember the words of Dogen as we proceed with this effort: articulate the dim vision; embrace not knowing; take risks. We expect to learn a lot from the capital campaign process.

4. Building Committee Update (Wayne) – 30 minutes

Our goals has been to get estimates from contractors on our projects.

- We identified 3 contractors: MA Peterson, Flannery Construction, Metamorphosis
- We picked MA Peterson and obtained a combined proposal from them and from Firm Ground. We were concerned about their proposal to spend \$3,500 for MA Peterson's proposal and \$18,000 for Firm Ground to provide the drawings needed for MA Peterson to consult subcontractors and assemble a bid
- In a conversation Wayne had with pro bono Construction attorney Jim Kilian, Kilian suggested that we don't need bid drawings at this point but should just ask Peterson for a simple back-of-the-envelope estimate on our projects.

Action Item: Building Committee to try to seek rough numbers from contractor(s)

Action Item: Admin. to get our own bids for stucco (or other siding), windows and electrical from 3 contractors for each.

Action Item: Admin. to pursue updated energy assessment to help prioritize which windows to replace

5. Capital Campaign Committee (Ted and Rebekah) – 20 minutes

- Members of newly created Capital Campaign Committee have been named: Bernie Nelson, Karen Davis, Mark Turbak, Peter Krembs, Randy Wedin, Shawn Hartfeldt, Rebekah Anderson (co-chair), and Ted O'Toole (co-chair)
- Ted announced that he will be retiring from his job at Thomson Reuters in 4 months and looks forward to having more time to devote to MZMC
- Ted is beginning to work on messaging for this campaign, which will have a dharma/stewardship focus
- Rebekah and Ted will contact Thomas Bruner for advice on how to communicate at the Annual Meeting about our Capital Campaign
- Rebekah introduced two project management documents: Work Plan and Project Charter. Board members should review these documents and pass along any suggested changes to Rebekah. We will be using these documents to manage the selection of a contractor and running of our Capital Campaign. We will also be developing a Communications Plan.
- We did some brainstorming to flesh out the list of Stakeholders in our Project Charter. We will be analyzing our stakeholders in more detail and using this analysis as input to our Communications Plan
- Our Feasibility Study begins tomorrow – Tim, Ted, Admin., Rebekah
- Spring Board Retreat – scheduled for March 31, at 8am-12pm. Details to follow.
 - **Action Item:** Rebekah to invite Ann and Pat to the Board retreat

6. Annual Meeting Planning – 20 minutes

This is a report on highlights of 2017. Wayne began with an agenda from past meetings and we massaged it to arrive at the following agenda for the March 18 Annual Meeting:

- Introduction and reelection of Board members with expiring terms (Paul and Randy) – Wayne – 5-10 minutes
- Report on Administration, Membership (including Events) and Finance – Admin., Randy and Mark – 10 minutes
- Teachers Report (including succession planning, programming, diversity – hopefully including training dates) – Tim – 10 minutes
- Building/Capital Campaign Report (including vision) – Ted – 10 minutes

Action Item: Ann to ask Wanda to extend the Introduction session by about 10 minutes on the morning of March 18

Action Item: Ann to ask Carrie (doan) to wait until the conclusion of the Annual Meeting on March 18 to share announcements and pass the dana bowl

7. Committee Updates – 15 minutes

- Membership Committee
 - Movie Night was a success, with about 25 people in attendance, and income of about \$200. Next year we will try to host Movie Night at MZMC and will not limit the movie selection one that is zen-based.
 - New Members' Tea planned for March 16
 - Potluck planned for April 14
 - New process underway to try to improve new member retention. A Membership Committee member will contact each new member to arrange a meeting and talk about opportunities to get involved, get a mentor, etc
 - Admin. to pull the Annual Appeal information together for the April Board meeting. It will be a \$15,000-\$20,000 appeal. We will need to plan for how best to balance the messaging for the Annual Appeal and the Capital Campaign
 - **Action Item:** Rebekah and Ted to consult with Thomas Bruner on this
 - **Action Item:** Randy to help plan this messaging
 - Pat reported that there will be a late spring MIA tour and also a program with the Master Printer at High Point Printing
- Friend-making
 - The engagements with Plymouth Congregational Church and Temple Israel are going well
- Mindfulness At Work – there is lots of interest, including at the University of Minnesota. Janet and Pat are working on this effort with Tim.
 - MS Society will be hosting a new corporate program on March 3, featuring TED talks by several local CEOs. Tim will be one of the speakers and will attend the networking where he will have the opportunity to try to promote the Mindfulness At Work program

8. Teacher Report – 10 minutes

- We will be hosting an annual gathering of past initiates, expecting 24 people to attend

9. Adjourn - Motion by Wayne; seconded by Rebekah