

**Minutes for MZMC Board Meeting
April 19, 2015**

Board members present: Jodi Williams, Karen Davis, Bussho Lahn, Deb Mielke, Paul Gilsdorf, Wayne Moskowitz, Randy Wedin

Board members absent: Susan Nelson

Staff present: Tim Burkett, Administrative Director (A.D.), Ted O'Toole

Other priests present: None

Other MZMC members present: None

Attachments / handouts:

- Quarter I financials
- Communications calendar 2015 (draft)

I. February 2015 Minutes

- **Bussho moved, and Wayne seconded, to approve the February minutes. The motion was approved unanimously (all aye, none opposed, Paul and Randy abstaining).**

II. Disclose any Conflicts of Interest – 10 minutes

- Conflict of Interest document was distributed and explained. There were no conflict of interest declarations for the agenda at the May meeting.

III. Election of Board Officers

- **Randy moved, and Bussho seconded, to approve Wayne as President, Karen as Vice-president, Bussho as Treasurer, and Susan as Secretary. The motion was approved unanimously (all aye, none opposed, none abstaining).**
- Jodi will now chair the Membership Committee and Ben will continue to chair the Facility Development Committee. These are currently the only committees.

IV. Facility Development Update

- Wayne gave a brief update from the Facility Development Committee. The committee is currently keeping up with time line and working on the on finding an architect to do preliminary drawings to be used in determining financial feasibility.

V. Report from A.D. and head teacher on complaint resolution

- There were no formal complaints filed.

VI. Fundraising 2015 Preliminary Discussion

- The Board had a general discussion about their role in fundraising, which will be continued in the next two months with the help of staff and guest presenter.
- Staff presented and the Board discussed a draft communication plan for rest of the year, aimed at raising the profile of the Center through more contact with a larger base of people.

- Staff also made suggestions for how to divide the goal of raising \$25,000 through appeal letters, individual fundraising activities, Give to the Max Day, and personal asks.
- The annual appeal letters were discussed and the following motion accepted.
- **Wayne moved, and Jodi seconded, that there will be two appeal letters in 2015: a smaller appeal to members and others close to MZMC in May/June; and a second appeal to a larger and more distant group of contacts in September/October. The motion was approved unanimously (all aye, none opposed, none abstaining).**
- Board members reported on their possible fundraising efforts for the year.
- The possibility of a forming Development Committee to do pre-board work was discussed and will be discussed again at the next meeting.

VII. Teacher Report

- Ted reported on retreat and class activities and upcoming events. Practice period enrollment is high. He talked about the successful event guest teacher Paula Arai and Reb Anderson's upcoming talk. There will be two book events coming up, one for Tim's book on May 17 and one for Ted's book on June 5. He expressed a desire to support the Board in making their Board experience a practice experience. He will talk to the Board more about this in the future.

VIII. Admin. Report (including budget)

- Admin. Director reported that we are in the black by \$5,000. Strong yearly starts are good. We use actual accounting, so this just a snap shot. This surplus will likely go down as more annual fees are paid. Retreat income, for which we ambitiously budgeted, will likely not be met and is currently lower than expected.

IX. New Business

X. Adjourn

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

Report from A.D. and head teacher on complaint resolution

Election of officers for 2014

Draft of capital appeal letter and plan (Appeal may go out early this year.)