

## **Minutes of the MZMC Board Meeting**

May 21, 2017

**Board members present:** Rebekah Anderson, Janet Brown, Karen Davis, Paul Gilsdorf, Jim Niland, Mark Turbak, Randy Wedin (via phone)

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

**Other MZMC members present:** Pat Stahl

### **1. April Minutes**

The minutes were amended and then approved. (Jim moved and Janet seconded.) Amendments included:

- Recommendation to show new slate of Board members and offices alongside the old
- Add Rebekah and Ted to the committee for the fall leadership event

### **2. Disclose and Conflicts of Interest**

None.

### **3. Facility Development/Capital Campaign Discussion**

Admin. Director shared information to update the Board on MZMC options and costs. Discussion ensued. The Board agreed to engage the leadership group, younger priests, Rosemary and Guy in this important discussion at the next Board meeting on June 11. Admin. Director will provide them the same information packet ahead of time that was shared with the Board for the May 21 Board meeting. Admin. Director will reserve the Zendo for this meeting.

Admin. Director will suspend her investigation of costs associated with adding on the existing MZMC building.

Tim recommended we not invest additional money in the existing building if we may move to a different location.

Rebekah will investigate a facilitation framework for the larger group discussion on June 11.

### **4. Friend-making**

- Tim reported on the progress he and Wayne have made in reaching out to local churches and synagogues, including Temple Israel, with whom he is planning a program. Others include Plymouth Congregational Church and Westminster Church. Janet suggested St. Joan of Arc as another potential good contact and offered to help make that connection
- Open House – June 3. Efforts are underway. We could use more signage and publicity. Pat offered to help with signage.
- Fall Tea Ceremony – We need help with publicity and planning. We may make this an annual event.

- Maintaining contacts with media outlets – Admin. Director and Tim proposed that each Board member take “ownership” of 2-3+ media outlets and build relationships that will help strengthen our publicity of events. We will revisit this at the next few Board meetings.

#### **5. Fund-raising and Annual Appeal**

- Fall Workshop - we are planning a 1-day “Mindfulness for Busy Professionals” workshop for the fall, modeled after last year’s successful Norman Fischer program. This year’s program will feature Tim. We hope to line up paying sponsors this year who will make a financial contribution and promote the program within their organizations. We will launch publicity starting August 1. Will need help from a number of Board members to get this off the ground
- Annual Appeal – held in June - to raise \$15K, which will be matched by a donor
  - We expect 100% Board participation as donors, in whatever level. Board members should pledge by June 1.
  - Wayne, Karen, Janet and Mark to serve as special speakers on 4 Sundays in June
  - Admin. Director to add page to website to communicate the various options available for people to contribute (e.g., stock, bequest)

#### **6. Teacher Report**

- Things are going smoothly, completing practice period and study groups and positioning classes at different levels
- Outside speaker coming
- Andrea Martin to talk about her book editing Katagiri’s teachings

#### **7. Administrator Report**

- Still waiting for radon report
- New volunteers rotate positions July 1
- Paul needs a back-up as audio guy
- We need some new volunteers (do Board members know anybody?) to do the following:
  - Graphic design – need to know design program
  - Recruit high school student(s) to answer phones, doors, social media

#### **8. Adjourn**

Jim moved and Janet seconded.