

Minutes of Board Meeting June 21, 2015

Board members present: Wayne Moskowitz, Randy Wedin, Bussho Lahn, Susan Nelson, Paul Gilsdorf, and Deb Mielke

Board members absent: Karen Davis and Jodi Williams

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

Other priests present: Ben Connelly

Other MZMC members present: Sherri Dunham, Laura Blair, and Sara (no last name given)

Attachments/handouts:

- Facility Development Committee Recommendation for the Hiring of Tea 2 Architects for Conceptual Drawings of MZMC Expansion
- Responsibilities of an MZMC Board Member (draft)

I. May 2015 Minutes

Wayne moved, and Bussho seconded, to approve the May minutes. Wayne asked about the status of the draft documents regarding the Programs for Mindful Living; the documents will be submitted to the Board for approval at a future meeting. Motion to approve the May minutes was approved unanimously.

II. Disclose any Conflicts of Interest

None were disclosed.

III. Teacher Report

Ted reported on the positive status of a number of recent and upcoming programs, including the following:

- mentorship program, with 12 participants
- the initiation program, with 14 participants
- the recent ordination of Mark Turbak
- the recent Council Process meeting
- the completion of the class on Koans
- the upcoming class on Dogen
- the good attendance at morning sittings

IV. Facility Development Committee Update

Ben distributed and discussed the report on the Facility Development Committee's review of candidate firms and design professionals for the creation of preliminary conceptual drawings and a cost estimate for expansion. He reviewed the pros and cons of the three finalists that reached the interview stage. After considerable Board discussion, Deb moved and Bussho seconded to give the Facility Development Committee approval to engage Tea 2 to do conceptual drawings, with a fee not to exceed \$5,000. Motion was approved unanimously by the quorum of five directors present at the time of voting (Susan was not present at the time, because she was leading the Dharma Family Sunday program.)

V. Guest Presenter Barbara Nichols on the Board's Role in Preparing for a Capital Campaign

Barbara Nichols was introduced by Tim as a development professional who has extensive experience working with the Boards of non-profit organizations. She presented ideas on the responsibilities of a Board member as a visible leader in the community. Subjects discussed included a wide range of possible activities, including the following:

- hiring a marketing consultant
- doing focus groups
- holding quarterly meetings with the community
- introducing the community to the importance of “full participation” of community members through the individual contribution of “time, treasure, and/or talent”
- providing the community with an estimate of “how much it costs to operate MZMC for a day” (Based on the current operating budget, the estimate for MZMC is \$369/day.)
- adopting a “job description” that details “Responsibilities of an MZMC Board Member”

VI. Administrative Report

A.D. will distribute to the Board the draft documents for the proposed non-profit organization, Programs for Mindful Living, and the Board will discuss the documents, including cross-governance issues, at a future meeting.

Because of limited time remaining at the June 21 Board meeting, the request for “permission to put 1/3 of Calvert Funds (\$20,000) into an index fund to earn better rate of return” will be discussed at the July meeting.

VIII. New Business

Deb discussed the idea of sending a letter of support to the Charleston community, in response to the June 17 shooting at the Emanuel African Methodist Episcopal Church.

IX. Adjourn

Motion to adjourn was moved by Paul, seconded by Bussho, and passed unanimously.