

Minutes of Board Meeting July 19, 2015

Board members present: Wayne Moskowitz, Karen Davis, Paul Gilsdorf, Bussho Lahn, Deb Mielke, Susan Nelson (by Skype), Randy Wedin, and Jodi Williams

Board members absent: none

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

Other priests present: none

Other MZMC members present: Brian

Attachments/handouts:

- Policy 6: Asset Protection
- Recommendations by Barbara Nichols
- Responsibilities of an MZMC Board Member

I. June 2015 Minutes

Bussho moved, and Paul seconded, to approve the June minutes. Motion to approve the June minutes was approved unanimously.

II. Disclose any Conflicts of Interest

None were disclosed.

III. Facility Development Committee Update and Fundraising Campaign

A.D. reported on behalf of Ben Connelly, Committee Chair. Tea2 Architects, Inc. has been hired to do the conceptual drawings and expects to be done by mid-September. The committee will continue meeting in the coming weeks and months, but the meetings may be less frequent. An important next step is to develop a project timeline.

A.D. also reported on the fundraising campaign. The flyer that will be sent to approximately 300 people was approved by the Board. An anonymous member has made a pledge to match fundraising contributions up to the goal of \$10,000. The fundraising campaign will be promoted at upcoming Sunday dharma talks.

IV. Follow-up to Barbara Nichol's Visit and Recommendations

The Board discussed the following recommendations that resulted from last month's presentation by Barbara Nichols. (Recommendations are in italics.)

- *strengthening communication efforts with increased volunteer/professional support, perhaps a communications team (?)*

These efforts are currently being handled by A.D. The Board discussed the idea of establishing a "communications team" that could provide assistance to A.D. A.D. will develop and post a list of volunteer tasks and well-defined areas where volunteers can participate. Karen said that she knows a marketing person who might be able to help.

- *doing focus groups/feasibility study*

It was decided that we are not yet ready to act on this recommendation but

may consider it in 2016.

- *holding quarterly meetings with the community focusing on future aspirations; offering information on financial matters in an encouraging, positive, and partnering way*
After a lengthy discussion on possible formats, schedules, and content for these meetings, the Board reached a consensus. Paul moved and Jodi seconded that the first quarterly meeting will be scheduled for the third Sunday in September, the same day as the September Board meeting. The dharma talk that day will be for 30 minutes and will be followed by a 10-minute “update.” This will be followed by tea, with an opportunity for members to continue the “conversation.”
- *introducing the community to the importance of "full participation" for all community members through the individual contribution of "time, treasure, and/or talent"*
This idea of full participation can be seen as an extension of the work practice that is already an important element of our Buddhist practice. Much volunteer work is already being done, and it might be a good idea to quantify what is already being done and to express appreciation more explicitly for the current efforts. In order to learn more about the various “talents” within our community, a question could be added to the membership application asking about individuals’ expertise and skills. A.D. and Susan will assemble a list of volunteer tasks and report back to the Board. It would be helpful to have someone serving as “volunteer coordinator,” and this might be an excellent opportunity for an internship. The theme of volunteer participation can be introduced and incorporated into the quarterly meetings with the community. People want to help, and we need to ask them.
- *adopting a "job description" that details "Responsibilities of an MZMC Board Member"*
Tim, Wayne, and A.D. have edited the draft description, and the revised version was distributed to the Board. Further edits, additions, and comments can be sent to A.D. The topic will be discussed again at an upcoming Board meeting.

V. Contextualize and Begin Discussing Programs for Mindful Living

The Board discussed the new 501(c)(3) organization proposed by Guy Gibbon. Topics discussed included types of activities planned, governance relationship of this new organization to MZMC, the pros and cons of adding additional programs and audiences to those already served by current MZMC programs, liability issues, potential conflicts of interest for teachers, implications of long-term success, and experiences of other Zen Centers with spin-off organizations. Karen moved and Jodi seconded that the Board allow Guy Gibbon to apply for incorporation, with the membership of the new organization’s Board to be the same as the membership of the MZMC Board.

VI. Teacher Report

Ted reported on the positive status of a number of recent and upcoming programs.

VII. Administrative Report

Paul moved and Bussho seconded that the Board approve the signing of IRS Form 2848 (Power of Attorney and Declaration of Representative) with A.D. listed as a representative. Motion was approved unanimously.

The Board discussed the proposal to invest some of MZMC’s reserves in a no-load mutual fund. As outlined in Policy 6, “Assets may not be unprotected, inadequately maintained or unnecessarily risked.”

The discussion on the proposal was positive, but the Board deferred action until the next Board meeting, when there would be sufficient time for a full discussion.

VIII. New Business

No new business.

IX. Adjourn

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