

**MZMC Board Meeting
August 28th, 2011**

Called to Order at 11:36am

Board Members Present: Lee, Matt, Cindy, Dennis, Gerry

MZMC Staff: Admin. Director (AD), Tim

Absent: Ben, Ted, Dan

MSP: Approve July board minutes

Admin. Director Report: AD went over P&L sheet. She still maintains some concern. Income is at 74.2%, Expenses at 81.1%. Routine maintenance is high and retreats, dana and fund raising are particularly low. She updated the board on the ceiling fans that the building committee has been discussing. Building committee plans to start meeting quarterly. Updates board that she is working with Stacy (Tenzo) and Chris (Jikido) to start moving the center in a more eco-friendly direction.

Guiding Teacher Report: Tim reminded the board that Jukai is on 9/17 this year. 15 people are being initiated. Stacy is sewing her okesa. Tim is concerned that only 7 people have signed up for Hokyoji thus far.

Annual Goals: *Annual Goal 1:* Tim went over the progress of the action steps from the 2010 market research. 1 - Intro to Zazen: fully implemented. Intro is going well, new greeter protocol is ok. 2 - Buddy plan: hasn't begun except in practice periods. Still working out details. Only priests will be mentors 3 - Mission Statement: adopted. on the website and all publications 4 - Revised Curriculum: implemented and doing fairly well. classes are at 77.7% of budget. 5 - Uniform communication: working on it. It is on every-one's mind. The mission and curriculum design are published and consistent on the website and all publicity materials. 6 - Member follow-up: we are following up. 7 - Membership value: more events for members that have gone well. 8 - Common message: we're trying. Doing all the main points from the market research. *Annual goal 2:* 2(a) heading toward the goal 2(b) nothing stands out to indicate that we are not meeting member's needs for a spiritual community. Gerry commented that our ability to retain members is a good measurable indicator of how we are doing on this. *Annual goal 3:* moving toward it and will discuss more at the board retreat. *Annual goal 4:* Has been implemented no particular complaints. *Annual goal 5:* on agenda for board retreat. Need to begin working toward this.

Membership Committee: Lee has been trying to schedule a meeting. Membership table once/month not going well. Lee is looking for creative ideas for table trinkets to attract attention. Membership notes for next meeting: Membership directory, name tags for members and member constituency research.

Fundraising Committee: Lee, Dan, Tim and AD will contact 20-25 people to try to close the gap on the fundraising goal. Trying to finish before member drive. Have 100% support from board members that are in town.

Joyce Outreach: Cindy updated that Joyce really appreciates our partnership. Next drive will be in February for personal care products. We will try not to do more than 3 per year: Food/Money, School supplies and Personal Care products.

Board Self Evaluation: Went over a board assessment document that Dan provided. (This is not an official MZMC document.) Issues: #24: Do we want a policy for Board Members to individually raise money? #5: We should develop an actual strategy for new board member recruitment. #1: Spend 1 hour per year and develop a cheat sheet for Board legal and fiscal requirements. #15: President represents the board as public spokesperson. Should we adopt this self-assessment? No conclusion. This document is a compliment to the job description and, if adopted, should be distributed to potential board members.

Board Retreat: Reminder: September 17th 9 - 3:30pm. Lee introduced the agenda. No major changes were made. Matt needs to get Common Grounds budget. **NEW CHANGE: BRING YOUR OWN LUNCH.** Lee outlined three main areas: Asset Reserve study and implementation of a plan, issues around financial stability and next steps to work toward this and discussing guiding teacher succession and move toward having concrete options.

New Business: Actually this is old business. AD double-checked that we want to start publishing board minutes. Board agrees to publish them on the website as public documents. AD will provide board members with instructions on how to access member database.

Adjourned: 1:29pm

Respectfully submitted by Matt Larson