

JIKOJI ZEN CENTER
MINUTES OF BOARD MEETING - DRAFT
DECEMBER 7, 2014
2:00 PM – 4:00 PM

REVIEW OF AGENDA

The agenda prepared by Cliff Isberg was reviewed. Agenda items include: Call to Order and Selection of Facilitator; Approval of June 8, 2014 Board Minutes; Presentation of Reports; Consent Items; and Discussion Items.

CALL TO ORDER; SELECTION OF FACILITATOR

The 2014 Annual Board meeting was called to order at 2:20 PM. It was agreed that Doug Jacobson would facilitate the meeting. Present were the following Board members: Cliff Isberg, President; Judy Cosgrove; Vice-President; Edith Bennett, Secretary; Doug Jacobson, Board Member; and Greg Campbell, Resident. Bryan Gaynor as Treasurer was present. Residents and Sangha (all beings) were also invited. Others attending in part or in full include: Michael Newhall, Resident Teacher; Andy Acker; Marie Brook; Hollis DeLancy; Jana Drakka; John Flood; Joe Hall; Lance Hilt; Holly Hines; John Lowney; Peter Szydlowski; Jo-Shin Thomas; and Ken Wing. It was noted that Meido Anderson has resigned.

APPROVAL OF JUNE 2014 MINUTES

Doug motioned to approve the Minutes of the June 2014 Board Meeting. He asked if all were in favor of the draft June 2014 Board Minutes, and all Board members were in favor. It was also clarified that the status of the previous budget proposal had been pending and was not yet formally approved.

REPORTS

Resident Teacher's Report (Mike Newhall): Mike reported on the sesshins of 2014 and sesshins currently scheduled for 2015. He shared his perspective that "the practice at Jikoji Zen Center includes guest teachers so that the practice is inclusive of others and does not include one person's way." Mike reported on various satellite groups, which are doing very well. Planning for ordinations and ceremonies is ongoing.

Residents Report (Greg Campbell): Greg raised several community concerns for discussion. These include: 1) resident practitioners' roles and duties; 2) medical supplies proposed; and 3) the limited number of phones. With regard to roles and duties, Greg referenced the impact on the community of having numerous residents with varied responsibilities. Mike clarified that there are different categories of residents – the full-time residents who support the community, and the guest residents who support Jikoji on a part-time basis. He stated that he intends to establish clearer guidelines for residents' roles. To address community medical needs, Greg recommended that an AED (automated external defibrillator) be purchased, and that a stethoscope and blood pressure cuffs also be available. All were in favor, and it was suggested that this request be forwarded to the Finance Committee. Concern was also raised about the lack of phones for the residents and that the business line is not answered consistently. It was agreed that more phones should be purchased. Doug proposed that the Maintenance Committee address and resolve this concern.

Strategic Planning Report (John Lowney): John summarized the origin of the Strategic Planning Committee, which was initiated following an impassioned letter from a former resident on the need for clarification of Jikoji's purpose and goals. On the basis of the former resident's impressions and input from other sangha members, John had suggested that a Strategic Planning Committee be formed to integrate strands of practice in a more meaningful way. For various reasons, progress with the initial committee was delayed. A new committee was formed in the spring of 2014, and the group decided to approach their task by first developing a documented history of Jikoji. Committee members began to write up their versions in pairs in order to obtain a consolidated and workable history with which to go forward. John reported that the group is about halfway through, and once finished, things should move quickly. At this time, the committee is waiting for the individual reports to be completed.

Shika Report (John Flood): John discussed the preliminary schedule of retreats to be held in 2015. Due to the large revenues provided by group retreats, John has been trying to fit in as many as possible. The priority at present is keeping community rooms and guest rooms clean and well maintained. John noted that staff support for maintenance is limited, and that guests are currently asked to bring sleeping bags, sheets, and soap. The option of sending sheets to be cleaned off site was discussed. Mike stated that the laundry facilities would be upgraded soon, and that his preference is to do the laundry in house. It was also noted that there would be some upgrades to the community building in the near future. Doug offered to work with John on a budget for mattresses and cleaning expenses. John suggested an increase in lodging fees. Joe suggested looking into the rates charged in similar centers. Bryan proposed that the Finance Committee conduct additional research. A motion was made to authorize the Finance Committee to review rate increases up to 10%. Judy seconded the motion. Bryan suggested that a final decision be made in early 2015. John agreed that site visits would result in a more qualitative picture

of costs, benefits, fees, and services. Bryan asked John to write up a qualitative analysis and submit a report to him. Suggestions of comparable centers to visit were provided by Board members. It was agreed that lodging fees for different guest categories would be taken up by the Finance Committee.

Maintenance Report (Doug Jacobson): Doug reported that major facility upgrades would take place in 2015. These include the laundry room; plumbing in the bathrooms; and miscellaneous structural, seismic, and roofing work. Doug also stated that he has arranged for a sanitation engineer to consult on a septic smell that has been reported. Bryan raised the issue of needed skylight work and plans for retrofit. Further discussions on facility matters are in process.

Publications (Judy Cosgrove): Judy reported that she intends to issue another edition of the draft of Kobun's dharma talks in a month or two. The book can be made available in the community room for purchase, with a sign suggesting a donation amount to Jikoji. Although similar to the previous edition, the introductory material has been removed.

Jana Drakka offered to make available other publications related to street ministry and outreach. Related issues will be referred to the Practice Committee for further consideration.

Hollis DeLancy provided a verbal report on the status of the calligraphy book, which includes hundreds of works of Kobun's calligraphy and paintings owned by Spring Mountain. Hollis and collaborator Gary Young have worked on design and layout, and have taken select works to Japan, which have been translated. She reported that about 30 or 35 poems were accepted for publication in a series of small Asian books. Hollis suggested the option of a companion volume of Kobun's lectures, which could potentially be ready next fall.

Website (Joe Hall): Joe reported that the Facebook site is running and currently has about 2300 followers. The main website is presently transitioning from the development phase into a more long-term phase. Joe is looking for more people to be involved in the website.

Animal Committee (Edith Bennett): Edith reported on Mu-I's medical needs this year, which have lowered the amount in the Animal Fund. Doug asked if other people could contribute to this fund; it was clarified that anyone can contribute, but would need to note "Jikoji Animal Fund" on their check. Mike reported that there have been no rodent issues in the past few years. Hollis clarified that chicken and cat food does not come out of the Animal Fund.

Budget and Profit/Loss (Bryan Gaynor): Bryan discussed revenues in the Profit/Loss statement and noted that designated revenues have seen a decline and that the Teacher

Fund is down. Program revenues, which support Jikoji activities, are up (i.e., increased). Fire insurance expenses were noted to be significant, but are important and necessary. Program expenditures and compensation are up, but Supplies are down, or lower than the previous year. Facility fund expenditures are up due to a one-time purchase of refrigerators. Expenditures are up, but so is income, and there is a net gain. Bryan noted that the report shows no cause for concern, as Jikoji is still pulling in more income and covering expenses.

Treasurer's Report: Bryan reported on the Jikoji Revenue and Expense Report, which covers the last fiscal year and the budget for the upcoming year. The status of the active funds, teacher payouts, and income was summarized. The previous year had a surplus, and there will be a net surplus by the end of this year. Donations to the Teacher Fund are encouraged. Funds received in the last fiscal year were noted, and it was observed that there were several big expenses recently. The proposed budget was reviewed according to category, and transfers were summarized. The total of undesignated donations was reviewed. Bryan also noted that categorizing makes it difficult to compare years. He reviewed the expenses and noted that there is a surplus; although there has been higher surplus in years past, "we're close to even." The Teacher Fund surplus is being spent down as we go forward. The next step is that the current budget needs to be adopted. Doug motioned for the budget to be accepted and Cliff seconded the motion.

CONSENT ITEMS

Doug made a motion of gratitude to Meido Anderson for her previous service on the Board. Cliff seconded the motion, and all Board members were in agreement. Doug asked if there were new consent items to be addressed. None were raised.

DISCUSSION ITEMS

It was agreed that discussion items would be deferred.

ADJOURNMENT

Cliff motioned to adjourn the Annual Meeting, and Doug seconded the motion. The meeting was adjourned at 4:40 PM.