

JIKOJI ZEN CENTER
DRAFT MINUTES OF BOARD MEETING
DECEMBER 7, 2014
2:00 PM – 4:30 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 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 Szydowski; 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. Mike noted that the various satellite groups 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) residents' roles and duties; 2) medical supplies proposed; and 3) the limited number of phones. With regard to roles and duties, Greg discussed 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 Committee Report (John Lowney): The SPC began at the December 2013 Board Meeting, following an impassioned letter from Chris, the previous Shika, on the need for clarification off Jikoji's purpose and goals. The SPC was established by the Board that day and volunteers agreed to serve. Jikoji officers later decided that a more experienced committee would be desirable and terminated the SPC in April 2014.

A new SPC was formed in the spring of 2014 and was composed of more experienced sangha members. The work was begun by writing a history of Jikoji, the institution, by the Committee working in pairs. The Jikoji experience of the nine-member committee is largely with Kobun and differs from one another. Standard procedure in strategic planning work is to begin with a history of the institution to assure that all participants are seeing and understanding the same institution for later planning purposes. The final portion of work would be the planning itself, which would be relatively straightforward, and could likely be completed in a one-day session.

The history writing has begun. The first pair has completed their work, and the second, third, and fourth pairs have partially completed their work. It is hoped that the committee will complete its writing work in early 2015 with the planning being completed soon thereafter.

Shika Report (John Flood): John discussed the preliminary schedule of retreats for 2015. Due to the large revenues provided by group retreats, John has been trying to include as many as possible. The priority at present is keeping community areas 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 an analysis and submit a report. Suggestions of comparable centers to visit were provided by Board members. It was agreed that the 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 cost around \$400. Doug asked if others could contribute to this fund. It was clarified that anyone can contribute, but "Jikoji Animal Fund" should be noted on any check. Mike reported that there have been no rodent issues in the past few years.

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 bringing 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, Cliff seconded the motion, and the motion passed unanimously.

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 acknowledged her contribution. 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.