

BOARD MEETING MINUTES
JIKOJI ZEN CETNER
JUNE 12, 2016

~~Attendees: Michael Newhall, Eric Remington, Cliff, Lance, Joe, Doug, Hollis, Judy, Ying, Michael Peterson, Bryan~~

~~The meeting was called to order at 2:10 PM. Present were Board Members Cliff Isberg, President; Judy Cosgrove; Vice-President; Doug Jacobson, and Ying Liu, resident's representative and acting secretary.~~

~~Also present for all or part of the meeting were Bryan Gaynor, Treasurer, and Michael Newhall Resident Teacher , Eric Remington, Lance Reeves, Joe Hall, Hollis DeLancy, , Michael Peterson and John Flood~~

~~**The draft minutes of the December 2015 meeting, that had been previously distributed by email and posted on the website, were unanimously approved after Cliff motioned for approval and Ying seconded the motion.**~~

~~**Publications report:** Judy Cosgrove's share~~

~~Jikoji recently paid for ~~copying~~ 50 more of the spiral bound books entitled, "Kobun's Talks on the Heart Sutra." Cost: \$335. They will be displayed somewhere in the Community Room. Suggested donation \$10 per book. Several have been given away in addition to the approx 40 donated copies in 2015 which were given away (but may have been compensated by) donations to Jikoji).~~.-~~ Currently about 35 copies left.~~

~~50 copies of "Kobun, Sesshin Talks" have been donated in 2016, adding to 40 copies donated in 2015.~~.-~~ Approx 40 were given away. Suggested donation to Jikoji for remaining books: \$20 per book. Currently 8 copies left.~~

~~Plan to make available copies of Heart Sutra book for Kobun Memorial Weekend.~~

~~Bryan Gaynor has communicated with Kobun's heirs regarding publication of these books and received their approval. The plan, as I understand it, is, beginning in 2016, to pay a dollar for each book given in exchange for a donation to Jikoji, to the heirs. Taïdo and Yoshiko have agreed that these (rather meagre) proceeds should go to education costs for Alyosha Otagawa. Bryan may need to clarify this agreement, which was worked out with Vanja Palmers and the heirs. Before discussing this with Bryan I had no notion that these spiral bound booklets were considered publications, and for this reason didn't keep track of how they were distributed.~~

~~Currently working on obtaining a copy of Kobun's thesis from Kyoto University.~~

Title: *Asraya Paravrtti*. Taido Chino has agreed “in principle” to give permission but very busy and hasn’t written to the University yet. Hopefully, he will before August, because Sachiko Reece plans to go to the University and copy it. The library has responded to both her and me, stating that a family member must give permission before it can be copied. Saeko Ginestet has agreed to translate from Japanese to English. Hopefully, she will get some help from others.

Saeko and Jerry Halpern have also located a series of articles about Kobun, in Japanese, by a journalist named Yukiko Yanagida. Jerry sent me the Google translation, which is pretty unhelpful, although amusing. Not sure what Saeko can do with this. Opinions differ on the validity of this “biography” although several agree that it is very useful as a contribution toward filling out the biography of Kobun.

The website Thursday-mornings.org is down, as it was part of the original Kobun-Sama website. Now a new website is up, but doesn’t include Thursday mornings. I have sent to Vanja a paper copy of the transcripts from Thursday mornings. He is hoping to get them back up.

Discussion:

Book proceeds to Kobun’s children’s education. A very small amount that it is hardly worth discussing.

Hollis: Jikoji funds ~~include have \$20,000-extra~~ that can be used for charitable purposes.

Bryan: Have authority to sell. Royalty of \$1 to the children per book we sell (and not the ones we give away), which Vanya will match. Does not need to be a matter of the board, editors (Judy and Angie for the first, Judy for the second book) decide.

Judy: will continue to take suggested donations. Other sources of content by Kobun: working on getting a copy of Kobun’s thesis from Kyoto University, a scholarly article. Family needs to give permission to library. Judy ~~getting-will get~~ potential translators’ information from Hollis.

~~Closed-a brief closed~~ executive session took place, attended by Bryan, Doug, Cliff, Judy, ~~and~~ Ying.

Shika report: John ~~Flood~~

2016 Current

2016 Jan - June Returning Groups

- Triatna (Feb, June)
- Ocean Gate Zendo (March)
- Insight Meditation Family Weekend (May)
- Bloom of Present (June)
- Great Spirit Sangha (Apr)
- Bamboo In Wind (one-day sesshin)

2016 To Date New Groups

- Camella Nair Pre-natal Yoga (Apr)
- Adyashanti (May)

2016 Forecast

2016 July - December

- Triatna (July)
- Kobun Memorial Weekend (July)
- Floating Zendo (Aug)
- Community Solutions (Aug)
- Seeds of Awareness (Aug)
- Camella Nair Pre-natal (Sept)
- Bloom of Present (Sept)
- Great Spirit Sangha (Oct)
- Adyashanti (Nov)

2016 Revenue Forecast July to December

\$20,000 estimate only [there was some discussion later in the meeting on this number; Ying made a request in email to have more detail on the bookings, John replied nothing to add at this time.]
Average per person fee = \$50 - \$60

Infrastructure Improvements

Upgrading Guest Experiences Community Building

- New Track lighting
- Large ceiling fan: better airflow
- Upgraded kitchen equipment: microwave, pots, blender, etc.
- Private donation to upgrade living room

Upgrading Guest Experiences Guest Building

- More new mattresses
- Fans to relieve summer heat
- Wall lighting in disrepair

Shika-recommended Group Guidelines [open for further discussion and decision by Jikoji management, rather than mandated for groups or added to group contracts.]

Community Building Curfew

Restrict cooking to lighter menus; No heavy broilers, no bacon, sausage, fries; minimize ingredients that leave heavy odors; reduces grease on surfaces and floors.

No removal of furniture and lighting from Community Building.

No removal of furniture from guest rooms

Zendo:

Restrictions on zendo including no heavy furniture, couches, stuffed chairs.

No standing heaters.

Noise restrictions in zendo including singing, clapping, dancing and shouting.

Discussion:

John: Thanks to Doug and Hogan for improved track lighting. Rate increased faced with some push back, but there's a solid rationale, most folks are getting it, ~~and no~~ without push back from many people.

Hollis to track stipend for John as well as tracking cleaning fees (\$325 per group)—this was instituted six months ago and tracking was recommended.

John added that room #7 needs upgraded carpet. Minor facility issue that Doug/Hogan will address.

Financial report: Bryan

Financial spreadsheet PDF will be included in the same folder.

Discussion:

Hollis: conundrum of mailing address on the new computers—may not be in one place.

~~Resolution~~ A resolution was passed to authorize for two new checking accounts at Jikoji

We need a better way of tracking purposes of donations (individual retreat, etc.)

Michael N. questions if we have physical addresses for fund raising.

Thanks Joe for email newsletter.

Hollis raises issue re: belated thank you notes for garden rock etc. Michael N. to write.

MOM report: Doug

Keep making advances.

Bryan to bring people in Nov. for electrical work. Will also do some work in residents' building. Skylights; fix glass for noise transfer (triple pane clearstory windows). System for heat based on high-efficiency heat exchanger—warming in the winter and cooling in the summer.

| Long term: seismic work on resident building, ~~meeting~~ and another zendo.

Discussion:

Michael N. thanks Doug for garden water line and new gas line.

| Erie is now serving as—grounds manager.

Extra \$10k in facility fund. Would mean that Bryan's crew can Result of keeping \$5k surplus. Increase what's available in facilities fund to \$20k, for use on residents' building.

Motion to move \$5k of specified fund to Bryan's note, on condition that he will make a donation of \$5k to facilities improvement fund. Doug made the motion;

| Judy seconded. Unanimously passed. All are in favor.

Teacher's report: Michael N.

Good sesshins this season; other events such as New Year's also good.

| Didn't do practice period this year; didn't have ~~Shuso. shise~~. Asked Jana to lead groups, however it only happened once rather than a series.

| Joe ~~as t~~ Hall is serving as Tanto for Sunday and daily practice. Joe reports: Have set up new program for Sunday with more organization. Sunday program running at 80-100% capacity, happy with the number of people showing up. Teaching about 250 people/year who are new to meditation. Glad residents are participating in Sunday program more. Resident sangha full, with more applicants; overall feel that residents' practices are going well.

Discussion:

Michael N: sense that having workshops here can complement our practice, fits and starts but would like to continue.

Considering difficulty in residential sangha, would like to formally offer resignation, for board's consideration. He wasn't here, but it happened on his watch. Would not go to anywhere, but would like to offer for consideration. Hollis and Doug offered objections.

Resident report: Ying

Maintenance: thanks to Hogan and Doug and Bryan
Landscape: thanks to Gerow and others
Jikoji guest calendar is helpful: thanks to Joe
Sunday program runs well, with better visitor experience: thanks to Andy and Joe
New visitors continue to increase.

Recommendations:

Recommending facilitation and conflict resolution as a communication tool, with greater skillfulness and less time and drama.

Discussion:

Michael N. could bring someone. Hollis as well for NVC (non-violent communication) facilitators.

Hollis: Ellen made a point that people who donate should receive thank you notes. (This was also raised in the discussion after Financial report. Doug will also write when processing checks?)

Discussed process for next resident representative. Normally nominated by residents, but could be appointed. Topic to increase board size may be needed, so that the majority of board are disinterested parties.

Michael N.: Michael P. now part of the practice committee.

Subsequent Next meeting ~~scheduled for~~ July 10. 2pm. ~~Held~~, in the community building so that Bryan can call in.

Agenda for next meeting:

- Update by Mike Newhall, Cliff, Bryan
- Fundraising report and ideas by Cliff (draft below)
- Communications report by Joe
- Workshop report by Joe
- Discussion item: additional staff roles for some residents
- Discussion item: next resident representative. Normally nominated by residents, but could be appointed. Topic to increase board size may be needed, so that the majority of board are disinterested parties.

Fundraising report: Cliff

Funds Raising 2016 Ideas

- Timing July-September
- Objectives to strengthen Funds (teaching, endowment)

Aspects

- Matched
- Contributing Membership -- \$10/month; \$100/year
- Sustaining Member -- \$50/month; \$500/yr

Promotion

- Email
- Website: funding.jikoji.org pages/links

1. Payments, Donations, Subscriptions
2. Sustaining Members
3. Contributing Members
4. Vision for Development
5. Kobun's 500 years

Events

- Silent auction
- Shamisen concert, Tea, Dinner
- Sesshins
 - Memorial
 - Denko-e