

**BOARD MEETING MINUTES
JIKOJI ZEN CENTER
JUNE 12, 2016 AND JULY 31, 2016**

CALL TO ORDER:

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

APPROVAL OF MINUTES:

The draft minutes of the December 2015 meeting, 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):

Jikoji recently paid for 50 more of the spiral bound books entitled, *Kobun's Talks on the Heart Sutra*, at a cost of \$335. The books will be available in the community building at a suggested donation of \$12 per book. Several of these were given away in addition to the approximately 40 copies donated by Judy in 2015, which were given away (but those may have been compensated by donations to Jikoji). There are currently about 35 copies left. Copies of the Heart Sutra book will be available during the Kobun Memorial weekend.

One hundred and thirty copies of *Kobun's Sesshin Talks* were donated by Judy in 2015. The suggested donation to Jikoji for the remaining books is \$20 per book. Currently eight copies are left.

Bryan Gaynor communicated with Kobun's heirs regarding publication of these books and received their approval. Beginning in 2016, the plan as currently understood, is to pay a dollar to Kobun's heirs for each book sold. Taido Chino (Kobun's eldest son) and Yoshiko (daughter) agreed that these small proceeds should go to education costs for Alyosha Otagawa. Bryan may need to clarify this agreement, which was worked out with Vanja Palmers and Kobun's heirs. Judy noted that, prior to discussions with Bryan, it was unclear that these spiral bound booklets were considered publications, and therefore, distribution of the books was not tracked.

Efforts are in process to obtain a copy of Kobun's thesis from Kyoto University, entitled *Asraya Paravrtti*. Taido has agreed "in principle" to give permission, but has been very busy and has not yet written to the university. It is hoped that this will take place before August, as Sachiko Reece plans to go to the university and copy it. The library has responded to her and to Judy, stating that a family member must provide permission before it can be copied. Saeko Ginestet has agreed to translate it from Japanese to English, with assistance from others as needed.

It was noted that Saeko and Jerry Halpern have located a series of articles about Kobun in Japanese by a journalist named Yukiko Yanagida. Jerry sent Judy the Google translation, which has questionable helpfulness, and it is unclear what Saeko can do with this material. Opinions differ on the validity of this "biography," although several agree that it may be a useful contribution toward filling out the biography of Kobun.

The website www.thursday-mornings.org, which was part of the original Kobun-Sama website, is currently down. A new website is up, but does not include content from the thursday-mornings website. Judy has sent Vanja a paper copy of the transcripts from the thursday-mornings website, and he is hoping to get the materials back online.

Bryan stated that Jikoji has the authority to sell publications of Kobun's teachings. There will be a royalty of \$1 to the children per book sold (not the ones given away). This need not be a board issue, as the editors will make decisions on these matters. As noted, obtaining a copy of Kobun's thesis from Kyoto University is in process pending family permission. Judy will obtain potential translators' contact information from Hollis.

OTHER BUSINESS:

A brief closed executive session took place that was attended by Bryan, Doug, Cliff, Judy, and Ying.

SHIKA REPORT (John Flood):

John reported on 2016's returning groups from January through June, new groups, and the forecast from July through December. Returning groups from January through June include: Triratna (February; June); Ocean Gate Zendo (March); Insight Meditation Family Weekend (May); Bloom of Present (June); Great Spirit Sangha (April); and Bamboo In the Wind (one-day sesshin). New 2016 groups to date include: Camella Nair Pre-Natal Yoga (April) and Adyashanti (May). Groups or events anticipated from July through December include: Triratna (July); the Kobun Memorial Weekend (July); Floating Zendo (August); Community Solutions (August); Seeds of Awareness (August); Camella Nair Pre-Natal Yoga (September); Bloom of Present (September); Great Spirit Sangha (October); and Adyashanti (November).

The 2016 revenue forecast from July to December is \$20,000, but is an estimate only. Follow-up discussion on this amount resulted in an email request by Ying for more detailed information on the bookings. The average per person fee at this time is \$50 - \$60.

Infrastructure improvements that have improved the quality of guest experiences were summarized. Upgrades to the community building include: new track lighting; a large ceiling fan for better airflow; and upgraded kitchen equipment (e.g., microwave, pots, blender). Some living room upgrades were made possible from a private donation. Improvements to the guest building have included some new mattresses, fans to relieve the summer heat, and plans for wall lighting. The Shika suggested that having more specific guidelines for visiting groups could be helpful.

John thanked Doug and Hogan for the improved track lighting. It was noted that the rate increase for visitors resulted in some pushback, but with the solid rationale, "most folks are getting it" without objections from many people. Hollis will track the stipend for John, as well as cleaning fees (\$325 per group), which were instituted six months ago with a recommendation for tracking. Room #7 is in need of upgraded carpet, which is a facility matter that Doug and Hogan will address.

MAINTENANCE REPORT (Doug Jacobson):

Doug reported ongoing progress with various maintenance projects and noted that Bryan will bring workers in November for the electrical work. There will also be some improvements in the residents' building, including the skylights and fixing the glass for noise transfer (triple pane windows). The system for heat is based on a high-efficiency heat exchanger, which is warming in the winter and cooling in the summer. Long-term projects include seismic work on the resident building and creation of another zendo. Mike thanked Doug for the garden water line and new gas line, and acknowledged the eight others who helped. Eric is now serving as grounds manager.

FINANCIAL REPORT (Bryan Gaynor):

Bryan presented the financial report. A financial spreadsheet PDF will be included for reference. A resolution was passed to authorize two new checking accounts at Jikoji. It was also suggested that we need a better way of tracking receipts and donations by source and purpose. **The budget presented at the meeting was approved and seconded.**

Mike asked if we have physical addresses for fundraising and thanked Joe for the email newsletter. Hollis noted that mailing addresses might not be on the new computers or in the same place. She raised the issue of sending belated thank you notes for the garden rock, etc., which Mike Newhall will write. Hollis also pointed out that people who make donations should receive thank you notes.

FACILITY IMPROVEMENT FUND REPORT (Bryan Gaynor):

Bryan explained the current financial structure of Jikoji's accounts. The main accounts at Chase and Vanguard and the balances of each as of April 30, 2016 were as follows:

(1) The General Fund Accounts consist of a Chase checking account (checking account number ending 0244), which had a balance of \$28,679.23; and a Chase savings account (savings account number ending 5972), which had a balance of \$10,000;

(2) The Specialized Fund Accounts consist of a Chase checking account (checking account number ending 9825), which had a balance of \$20,326.89; and a Chase saving account (savings account number 2239). The Specialized Fund Account consists of the following subaccounts:

- (i) The Teacher Fund;
- (ii) The Facility Improvement Fund;
- (iii) The Animal Welfare Fund;
- (iv) The "Contingency/Emergency Fund";
The balance in the first three of these Funds was \$7,583.52, and the balance in the Contingency/Emergency Fund was \$12,743.37;
- (v) Per the motion set forth above, the Board has authorized establishing a new account into which the Facility Improvement Fund ("FIF"), the Animal Welfare Fund, and Contingency/Emergency Fund balances will be deposited;
- (vi) The Trail Improvement Fund Account (savings account number ending 2239) had a balance of \$3,177.57.

(3) The Vanguard Endowment Fund (investment account No. 1170 at Vanguard) had a balance of \$12,578.62.

Bryan requested that the Board authorize the transfer of \$5,000 from the Contingency/Emergency Fund to the FIF. This transfer, together with current funds in the FIF, will be used to make needed improvements to the Residents' building during the current fiscal year, and the Board's motion will allow the use of the amount transferred for this purpose.

Bryan distributed the Facility Improvement Committee Report to the Board showing sources of funds expended for the community building improvement project, the reroofing project, and the electrical system upgrade project. The report also provides detailed information on all expenditures for each of these projects.

Doug made the motion, and Judy seconded the motion, which unanimously passed to approve the Facility Improvement Committee Report and to authorize the transfer of \$5,000 from the Contingency/Emergency Fund to the FIF to fund improvements to the Residents' Building.

RESIDENT TEACHER'S REPORT (Michael Newhall):

Mike reported that there have been good sesshins this season, including activities such as the New Year's event. A practice period was not held this year, and we didn't have a Shuso. Jana was asked to lead groups; however, it happened once rather than a series. Joe Hall is serving as Tanto. Michael Peterson is now part of the practice committee.

Joe added that there is an improved program for Sunday with more organization. The Sunday program is running at 80-120% capacity. Teachings are reaching about 250 people/year who are new to meditation, and residents are participating more in the Sunday program. The resident sangha is full due to a higher number of applicants, and practice seems to be going well.

Mike commented that having workshops here complement our practice; although there have been fits and starts, he would like to see them continue. Speakers and facilitators can be brought in on topics such as NVC (non-violent communication) and others that support practice.

RESIDENTS' REPORT (Ying Liu):

For all the work on maintenance and the grounds, appreciation was expressed to Hogan Doug, and Bryan, and to Gerow and others for landscape improvements. The Jikoji guest calendar prepared by Joe has been a positive addition. The Sunday program continues to run well with improved visitor experiences due to the contributions of the residents. The number of new visitors continues to increase. Following up on Mike's workshop suggestions, facilitation in the area of conflict resolution could be useful as a communication tool and increase skillfulness.

The process for appointing the next resident Board representative was discussed. Normally this position is nominated by residents, but could be appointed. (Per the bylaws, at most 49% of the Board can be interested parties.)

CONTINUATION MEETING PROPOSED:

The next meeting will be held in mid-July and may take place in the community building so that Bryan can call in. A pressing agenda item is the approval of new Board members and the residents' representative. Future agenda items include: miscellaneous updates (Mike, Cliff, Bryan); review of the fundraising report and ideas (Cliff); the communications report (Joe); and the workshop report (Joe). Future discussion items may include: additional staff roles for some residents; increasing the Board size as noted; and miscellaneous concerns.

**BOARD MEETING MINUTES
JIKOJI ZEN CENTER
JULY 31, 2016
(CONTINUATION OF JUNE 12, 2016 BOARD MEETING)**

CALL TO ORDER:

The meeting was called to order at 2:05 PM. Present were Board members Cliff Isberg, President; Doug Jacobson; Ying Liu; and Edith Bennett, Secretary. Others present for all or part of the meeting were Lance Hilt, Andy Acker, David Caruso, and Scott Swanson. Joe Hall joined the meeting later.

BOARD MEMBERSHIP:

Doug made a motion that Lance Hilt replace Val Szymanski and fill the position she vacated. Edith seconded the motion. It was agreed that Lance finish out Val's term and have the opportunity to be re-elected. Doug moved that Andy become a Board member as the residents' representative for one year, replacing Ying, and complete her term. Cliff seconded the motion and all were in agreement.

RETREAT FEES:

The Board discussed the case of retreat fees for Triratna, a returning group and longstanding client, who is having difficulty affording current fees. For affordability, the Board authorizes a flat fee of \$23,500 for rental of Jikoji's group facilities for their scheduled retreat of July 1 to 29, 2017. The Board further authorizes Cliff, in consultation with Mike, Bryan, and Doug, to cooperatively resolve contractual details and rental arrangements with Triratna. Cliff raised a motion to approve this fee and Lance seconded the motion. All present were in favor.

DISCUSSION ITEM: COMMUNITY SUPPORT:

As a follow-up to comments in the June minutes and to the residents' report, several Board members expressed interest in exploring ways in which the sangha could support the residents in their community practice. A temporary committee was proposed to brainstorm needs and solutions that would foster a more positive community experience and improved skills in handling challenges. Cliff suggested a review of Jikoji's mission and vision statements on Fund.jikoji.org, and noted that the procedural manual also addresses resolving conflicts. Ying observed a need to have structure and practical support for this, and stated that residents have a desire for more conversations about this issue. A goal, according to Doug, "is not to impose things but to suggest options, resources, and tools." It was agreed that a committee should be established that would start ongoing conversations among the community. Doug recommended that Joe be on the committee and/or a resident to be determined. David suggested offering a forum of some kind for residents. Ying questioned, "What makes sense for this community?" and noted that programs, structure, and safety are important.

In summary, it was suggested that several Board members explore the issue as a committee. Lance, Doug, Ying, and Edith were nominated. Cliff and Mike may be invited as needed. Doug made a motion that Ying serve as chairperson; if unable to do so, Doug agreed to take the role. The committee will assess needs with community input, make recommendations, and report back to the Board. The first meeting is anticipated to take place within four weeks. It was agreed that Andy and Joe will also participate, and therefore, the committee will have six participants.

DISCUSSION ITEM: SUNDAY PROGRAM (Andy Acker):

Andy reported that the Sunday program is "bursting at the seams with new people," and that new cushions have been ordered so that sufficient practice materials are on hand. Andy also raised concern about needing more room in the zendos. About 20 to 30 people visit on Sundays, and the small zendo is usually full **when the large zendo is in use by other groups**. He mentioned that plans are underway to create another zendo. Doug added that it would likely take another year to complete the project and that there is no definitive timeframe for completion. The plan as presently envisioned is to have a "larger small zendo" to replace the current small zendo. Donations can be made for the project through Fund.Jikoji.org. Doug believes that it is appropriate to grow incrementally or "little by little." He also noted that the number of residents has doubled during his time at Jikoji, which also impacts the land.

ADJOURNMENT:

As there was no further business, Doug moved that the meeting be adjourned. Cliff seconded the motion. All were in favor of deferring additional items until the December meeting.

NEXT BOARD MEETING:

The next Board meeting date is scheduled for December 4th at 2PM.

Note: Sentences highlighted in yellow were changed slightly from their original form by consensus of the Dec. Board meeting.