

Agenda: Jikoji Annual Board Meeting
Update 1

May 9, 2019 – 2:00 pm

- (1) Call to order and introduction.
- (2) Closed Session: Discussion of director eligibility matters and proposed modification of Article 4, Section 20 of the bylaws based on the Memorandum from Bryan Gaynor. Board members, Michael Newhall and the board Secretary only to attend the Closed Session. Outcome of Closed Session to be reported at the meeting.
- (3) Designation of a facilitator.
- (4) Approval of June 2018 and December 2018 meetings' minutes.
- (5) Board determination of board size for the next year and the number of new board members to be elected.
- (6) Nomination and election of new board members by the electors pursuant to Article 4, Section 19 of the bylaws, including the residents' board representative and any other board member(s) as may be required under Item 5, above.
- (7) Reports:
 - (a) Resident teacher report (Practice and Dharma Committee);
 - (b) Treasurer's Report (Finance Committee);
 - (c) (a) Resident Practitioners' Report; Report for the period since the December meeting by Hogan followed by his introduction of the new Resident Practitioner's representative; (Resident Monks and Initiates Committee);

- (d) Facility Committee Report;
- (e) Publications Committee Report.

(8) Discussion Items:

a. Jikoji Management Group (“JMG”):

- i. Discussion of the Appointment and Acceptance Document authorizing the JMG to manage all of Jikoji’s administrative affairs;
- ii. Discussion of the Jikoji Guest and Resident Practitioner Policy adopted by the JMG effective June 1, 2019;
- iii. Discussion of the draft Conflict Resolution and Ethics Policy Proposals;
 - 1. Discussion of two previously drafted ethics policy documents – one provided by Steve Rehn and the other by Hogan Martin;
 - 2. Discussion of draft conflict resolution and ethics policies and
 - 3. Expected date of adoption of both final policy documents by the JMG.

b. Laundry Facilities:

There is a pressing need to upgrade laundry facilities at Jikoji. Currently, there is one relatively recently purchased washing machine and one vintage gas dryer. Both units are functional. In addition to these there is a “stacked” combo electric washer/dryer unit that is small in capacity and subject to regular mechanical breakdowns. Electric dryers are significantly less efficient than gas dryers, in particular propane type gas dryers.

Jen has researched the issue and determined that LG washers and dryers are the most highly rated according to Consumer Reports. Additionally, she has researched Jikoji’s needs and has determined that a large capacity LG dryer (9 cu. ft.) and large capacity

LG washer (5.2 cu. ft.) are necessary to meet Jikoji's current laundry needs, in particular, the need to wash and dry comforters. A stackable LG washer/dryers in this size category will cost upwards to \$1,800 including sales tax and a \$40.00 kit needed to "stack" the units.

Jim Mills has offered to make donation toward the purchase of these units and the kit, not to exceed \$1400, on the condition that Jikoji matches what he pays. (See Action Item (c) Laundry Facilities, below.)

- c. Other discussion items as may occur in the course of the meeting.

(9) Action items:

- a. Treasurer's request that the meeting be continued until a date certain in July or August to allow time to complete all financial reports that will be provided by the Jikoji bookkeeping service; based on these reports the 2019-20 budget and final Treasurer's Report will be presented for board approval at the continued meeting; and
- b. JMG's joins in the Treasurer's request to allow time to review comments by the board members, residents and sangha members on the two draft policies that are currently under consideration for adoption by the JMG: The conflict resolution policy and the ethics policy.
- c. Laundry Facilities: Board approves the match, not to exceed \$1,400.00. (See Discussion item (b) Laundry Facilities, above.)
- d. Other action items as may occur in the course of the meeting.