

MZMC Board Meeting Minutes

Sunday, January 21st, 2024

Members attending in person: Deb Mielke, Lauren Brown, Matt Streit, Katie Albright

Members attending online: Tanja Nelson, Jim Niland

Staff attending in person: Ted O'Toole, Administrative Director

Meeting came to order at 11:30 am

1. Welcome
2. Conflicts of Interest: Tanja will abstain from voting on the personnel budget item.
3. Approval of December Minutes: After a few small corrections, Deb M. moved to approve the minutes, Matt S. seconded, motion passed.
4. Guiding Teacher Report (Ted): Joyce Food Shelf will have a new leader, Barbara Lewis. The meetings with temple officers have been completed. Tim and Ben are teaching classes, both with good attendance, and having a significant portion participating online. We had a guest retreat teacher yesterday, Docho Seido Suzuki Roshi, with good attendance at the retreat. Matt and Keido facilitated the event. Roshi invited us to visit Japan and left us with generous gifts including artwork from Shunryu Suzuki's son. There will be changes in the sewing organization – Fiona is willing to support our sewing instruction but would like there to be a dedicated MZMC sewing teacher. Keido will be moving into this role, mentored by Rosemary. There are many initiates to support, and we may not get to all of them. The number of initiates has been rising and will hopefully contribute to more diversity in the sangha.
5. DEIA Report (Ted): In April Ted and others will be going to Japan for the 700th anniversary of Keizan Zenji. Venerable Thuan Bach and Venerable Dang Huy will be here in March to lead a retreat with Ben. On February 26th there will be a meeting for men addressing gender equity.
6. New Board Members (Deb): The annual meeting when the sangha will approve new board members is the third Sunday in March. We have six current board members, and we would like to add one more and may need to replace one. Looking at candidates we will consider diversity, gender balance, their demonstration of responsibility for MZMC, and the number of priests in training on the board. At the next meeting the board will discuss the proposed candidate(s).

7. Membership Committee (Tanja): Last night was movie night, with over 30 attendees. It was a little tight having a half day retreat in the morning and the movie the same evening. The committee members are doing well organizing and hosting events. The kids' movie, Paddington 2, will be on February 24th. The new member tea will be on February 11th, with Alejandro hosting. Admin reported on the member drive, saying that we are almost at our goal. Thank you are going out. The membership budget number is higher as we expect to add members throughout the year.
8. Revised Mission, Vision, and Values Statement (Deb, Ted): A new draft, crafted by Ted and Ben with input from Tim, was presented. There was a suggestion to add one word. Katie A. moved to approve the statement with the added word. Tanja made a suggestion and there was a short discussion. Tanja N. seconded the motion to approve the statement. Motion passed.
9. Administration and 2024 Budget (Admin): Admin passed out the 2023 budget vs. actual statement. We ended the year \$19,000 in the black! We exceeded our expected income and underspent. Ann would like to stay in the apartment, and the board approves her residence. The donation model has worked well for income. We were slightly under on fundraising, but over on membership, miscellaneous revenue, and weekly programming. We looked at the statement of financial position and saw that our cash reserve is good. We looked at the proposed 2024 budget, which aims to eventually build our reserves to \$250,000. The revenue in the proposed budget is modestly aspirational, with a similar increase to expenses. Personnel – we should add a COLA increase of 3.5%. Admin would like to add a third administrator position, and eventually transition her position to part time. Bernie has been wonderful for the facility and community. Tanja abstained from voting on his salary. We went into executive session to discuss personnel expenses. Lauren B. moved to approve the budget, Jim N. seconded, the motion passed. In the next meeting we will discuss maintenance priorities.
10. Calendar Review: We will move the June meeting back a week to the 23rd. The May meeting may need to be on a weeknight, probably Monday or Thursday.

Meeting adjourned at 1:30 pm.