

Board Meeting Minutes

April 28, 2013

Present: Jen Racho, A.D., Lee Lewis, Ted O'Toole, Ben Connelly, Jodi Williams, Shaun Morrell, Cindy Wetzell, Will Beauchemain

Absent: Monica Reede; Tim Burkett

Reviewed minutes. Jen moved to approve; Ben seconded. Passed unanimously

Reviewed agenda--Lee

- Board members stated any conflicts of interest when discussing agenda items

- Ben and Ted regarding discussion of hiring of the new teacher

- Reviewed this for the new members

Welcomed new members

Will Beauchemain and Jodi Williams

Election of new officers:

Lee presented potential slate of officers

Ben willing to continue as VP unless this presents a conflict of interest (Monica may also be interested in this position); Cindy willing to continue as secretary; Lee willing to continue as President; Jen willing to be treasurer but would like someone to consider taking over Friends-Making committee.

Unanimously approved

Transition/Succession Update (Ben and Ted left the room)

- Shaun--search committee has met 3 times to date; reviewed their charge;

- moving past data collection (survey, interviews of priests and priests-in-training; other sanghas around the country).

- have put together a summary of all this information

- have started into "action" phase with more specific ideas about what the guiding teacher position should look like

----May 14 is next committee meeting

--At May Board meeting

--presentation of committee's recommendations re leadership structure and search process; then will move on to identifying and interviewing candidates

--after May Board meeting there will be some kind of community meeting to let them know where the process is

--Right now the Board does not have access to all of the committee's information but could if the Board decided that they needed to; prefer to allow the Committee to handle this information for now. Survey results may be made available during community meeting

--Confidentiality Agreement was discussed and additional statement will be added re how communication will occur with sangha. Board adopted CA. Motion by Shaun, seconded by Jen; passed unanimously Lee will discuss this CA in his next web update to the sangha

Building Update--A.D.

--talked with Garth Rockcastle after last Board meeting; he felt that the hours he proposed were necessary in order to do the work; two people stepped forward to increase the \$\$ we could pay him and so Phases I and II can be implemented (\$3000 total).

--have started working with Garth. He has started working with the city; we asked for an update but this was not received prior to the Board meeting. He has been a bit difficult to contact and talk with because of how busy he is.

--have asked for a timeline for his work. This has not been received to date

--ZC has a formal contract with him. Paid upon receipt of specific deliverables; there were dates in the contract. He has already passed the first date. No money has been paid

--would like to have this info re the building before a final decision re the teacher as the new teacher will be so important to the process

--Garth is aware of the teacher transition process

--continuing to maintain the bldg--the back door, backyard project will continue as the weather improves

Events for Recognizing Tim

- priests are going to give some kind of gift (group photo of priests)
- Aug 25 Sunday post-lecture tea celebration to recognize and thank Tim
 - sub-committee to come up with a gift for Tim--Jodi, Will, Ted. They will decide what form this should take and who it should be from

Annual Goals

- A.D. handed out draft of Annual Goals
- because of the enormous projects currently ahead of us, these are streamlined goals
 - new set of 4-year goals will be set once new teacher arrives, specifically human resources and programming
 - we are essentially continuing with 4-year goals until new teacher is in place
 - discussion of annual goals and if any changes in the wording should occur
 - No changes to Strategic Outcome One
 - Under Strategic Outcome Two--change date on growth and retention plan to December 31, 2013, and include metrics for measuring retention of members ; add outreach to growth and retention (bullet point 4); delete 3rd bullet point
 - discussion re marketing/outreach to get people in the door--1st step before inviting people to become members--discussed what annual goal this should be part of and what committee .
 - Strategic Outcome 4--change wording to "New internal/external communications plan will have been written..."
 - Ben moved to approve these goals; Lee seconded; passed unanimously
 - A.D. pointed out that these can be reviewed at any time by request

Committee Reports

Membership (Ted)

- membership Thank You Event on June 21
- reviewing 2% (of annual income) suggested giving level
- membership bulletin board up in basement at bottom of stairs
- losing a member of committee--will be finding new member

- name tags successful but getting a little disorderly in appearance
- A.D. encouraged Board members to show up at member events (and to help, if possible)

Friendsmaking (Jen)

- Oct 5 Karen Sunna will be giving talk
 - personal invitations will be made to dharma heirs
 - inclusive to other Zen centers around the Twin Cities
 - will be at First Unitarian Society
 - appetizers, some speakers, music
 - there will be a tea after lecture on the 5th
- at next Board meeting will ask for some \$\$ to support this event
- Andrea Martin event is May 19th. Kick-off event for 40th year celebrations
 - annual appeal
 - drafted a letter and discussed best way to approach the appeal this year
 - think about ways that their donations will actually be applied; idea of a legacy appeal. Letter will come out under Tim's name; A.D., Rosemary and Tim will be working on the format of the appeal; this appeal will have \$15,000 goal and will be directed toward the building; there will be no matching gift this year; goes out late May

Joyce Food Shelf

- successful food drive in March
- backpacks/school supplies in August
- possible volunteer opportunity at Second Harvest, focusing on family group and youth group participation; sometime between Thanksgiving and Christmas

Juvenile Detention Center Meditation Project

- still going and is successful

Habitat for Humanity

--Ted was at the opening ceremony for the HFH home that Zen center members worked on

--offered the Metta Sutra

Administrative Director

--budget operating expenses going well for first quarter

--programming group trying to figure out how to make Sun AM programming more accommodating

--dharma transmission celebration for Bonnie Versboncoeur

--at close of June retreat is Wanda Isle's shuso ceremony (June 16)

--Tim having reception at his home for Norm Fisher at 6PM June 1

--there have been some complaints to Tim and A.D. over the last year but all have been resolved without needing to go to Board and complaint resolution process

May meeting

--currently Memorial Day weekend

--Lee and A.D. will schedule next meeting via Doodle

Adjournment

There was no May meeting in 2013.