

## **Minutes for MZMC Board Meeting**

Sunday, October 19, 2014

**Board members present:** Jodi Williams (President), Jen Racho (Treasurer), Susan Nelson, Deb Mielke, Shaun Morrell (Secretary), Wayne Moskowitz (Vice President), Martin Lahn, Karen Davis

**Board members absent:** None

**Staff present:** Tim Burkett, Admin. Director, Ted O'Toole

**Other priests present:** None

**Other MZMC members present:** None

### **Attachments / handouts:**

- Revised four-year goals and 2015 annual goals (table format)
- Draft sangha letter for membership drive
- 2015 proposed programming revenue
- 2015 budget discussion packet
- January-August 2014 budget report (profit and loss budget vs. actual)

Meeting convened at ~11:35 a.m.

## **MZMC October 19, 2014 Board Meeting Agenda**

### I. Review of September 21, 2014 minutes

- **Martin moved, Susan seconded, to approve the minutes of the September 21 Board meeting. The motion passed unanimously (all aye, none opposed, none abstaining).**
- AD: Note that members' presence and comments may be recorded and published online.
- Board discussed the appropriate level of detail in the minutes.

### II. Disclose any conflicts of interest

- Susan and Martin stated they would abstain if the budget discussion or decisions involved staff salaries.

### III. Facility development report

- Ted gave a report of Leadership Group's activities with regard to defining facility needs.
- Facility Development Committee to give a report to the Board in February summarizing inputs gathered to date.
- Facility Development Committee discussed content of bi-monthly updates to the sangha.

- Board and Facility Development Committee members are encouraged to attend the November 2 council process. Ted summarized council process publicity and format. Facilitators will attempt to incorporate themes from the bulletin board downstairs. Board consented informally to the council process format as presented.

#### IV. Review of interim goals from 2013

- Board reviewed interim goals developed in 2013:
  1. Roll out leadership structure: Teaching staff summarized their leadership structure, roles, and recent developments. Tim to conduct performance evaluations of Leadership Group members in the near future, and clarify the division of labor.
  2. Restart facilities development process
  3. Continue development of fundraising

#### V. Review of four-year and 2015 one-year goals

- Board discussed facility development goals and requested the following:
  - Change language to past tense (outcome statements).
  - Identify the period of time for four-year goals (2015-2018).
  - Remove the word “conceptual” from building design plan.
- Board discussed sangha development goals and requested the following:
  - Use “person-day attendance” as the measure of retreat attendance (but do not necessarily change the language).
  - Connect program goals to budget goals – e.g., attendance goals should translate to estimated revenue. Aspirational goals are different from realistic estimates. Acknowledge budget in the goal – “to be consistent with the budget”.
- Board discussed strategic outcome 2 (priest development).
- **Martin moved, Deb seconded, to approve the four-year goals (strategic outcomes) with revisions to facility development goals, as discussed. The motion passed unanimously (all aye, none opposed, none abstaining).**
- **Martin moved, Jen seconded, to approve the one-year goals, revising facility development to past tense. The motion passed unanimously (all aye, none opposed, none abstaining).**

#### VI. Membership committee report

- Martin and Tim reported on membership development activities. Membership drive, to consist of membership table and “pitches” all 5 Sundays of November. Martin distributed draft membership drive letter. Board members were invited to staff the membership table. Membership drive will emphasize 2% target. Board members are encouraged to consider pledging at the 2% target.
- Board members to send comments to membership letter individually.

#### VII. Budget questions for discussion

- Jen gave a summary of Budget Committee’s recent activities. Preliminary budget to be presented in November, adopted in January (following release of end-of-year 2014 numbers). Board members to send comments to Jen individually.
- Jen distributed Proposed Programming Revenue handout. Board members are invited to send questions and comments to Jen and/or AD directly.
- Jen and AD distributed the “2015 Budget Discussion” packet. Jen will send to Board members by e-mail and invite comments and questions.
- AD to send out salary information gathered from other non-profits and spiritual organizations.

VIII. Program report

- Ted reported on recent programming activities:
  - A half-day retreat was held yesterday.
  - November retreat sign-up is strong.
  - Three MZMC teachers attended the Soto Zen Buddhist Association conference near Portland, Oregon.

IX. Administrative report

- AD reported on Hennepin County environmental grant. County has completed the assessment of environmental hazards on the property. There is a question of when the oil tank would be removed, and whether it would disrupt parking (to involve soil removal).
- Hennepin County Pollution Control may have grant funding for remediation.
- AD attended the Minnesota Council of Non-Profits gathering.
- Board members are encouraged to be on the lookout for external funding or programming opportunities.
- AD distributed and summarized the January-August 2014 “profit and loss vs. actual” budget report.

X. New business

- No new business was raised.

XI. Adjourn

- **Jen moved, Martin seconded, to adjourn the meeting. The motion passed unanimously (all aye, none opposed, none abstaining).** Meeting adjourned at 1:33.