

Minutes for MZMC Board Meeting

Sunday, November 16, 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, Ben Connelly

Other priests present: None

Other MZMC members present: Lisa Bartman

Attachments / handouts:

- Final vision and goal statements (four-year and annual)
- Envisioning Our Home – Summary of Community Input (Nov. 11, 2014)
- Leadership Group Space Needs Recommendations (Nov. 4, 2014)

Meeting convened at 11:32 a.m.

I. Review of October 19, 2014 minutes

- **Deb moved, Martin seconded, to approve the minutes of the October 19 Board meeting. The motion passed unanimously (all aye, none opposed, none abstaining).**

II. Disclose any conflicts of interest

- Susan and Martin stated that they would have a potential conflict of interest if staff salaries are discussed.

III. Facility development report

- Ben presented the facility development committee's summary of community input and the Leadership Group's summary of minimum space needs.
- Next step: Committee awaiting guidance from the Board further input on how to proceed. Facility development committee proposes to return with a recommendation for what the new facility should look like, and how to proceed from there.
- Admin.: There should be someone dedicated to keeping an eye on the facility.
- Board reached consensus that the facility development committee will share its proposed bimonthly updates with the Board prior to distributing the communication. If Board approves of the proposed communication, the committee will be authorized to distribute the communication. Committee may manage the administrative aspect of web updates (summary information, etc.) but the core communication needs to be shared with the Board in advance.
- Board's direction to facility development committee:
 - Upcoming bimonthly update (November): Committee is approved to share today's reports with the community and to update the Envisioning Our Home website accordingly.
 - At January 18 Board meeting: Committee to present to the Board a rough cost estimate for services to prepare building designs, which will be added into the

2015 MZMC budget. Board to discuss and authorize committee's bimonthly community update.

- At February 15 Board meeting: Committee to present to the Board a draft scope of work (definition of needs, parameters, and tasks to be performed) to serve as a starting point for discussions with building professionals.
- By March 15 community meeting: Committee to prepare a facility development progress report to the community.

IV. Review of four-year and one-year goals.

- Admin. recapped the final four-year and one-year goals.

V. Budget review:

- Jen summarized decision points related to the budget.
- Admin. summarized YTD budget numbers (revenues and expenses).
- Admin. and Jen asked for Board approval to reduce deferred maintenance costs. Board consented.
- Admin. asked for approval by the Board to explore and engage in an ongoing, one-year contract for snow shoveling services.
- Admin. asked for approval to enter into a database management contract (for membership). A contract is in place now.
- **Martin moved, Karen seconded, to authorize Admin. to enter into the proposed contracts for shoveling and database services. The motion passed unanimously (all aye, none opposed, none abstaining).**
- Staff salaries: Admin. presented a history of paid staff positions at MZMC, and compared MZMC's staff salaries to those of other Zen Centers in the Twin Cities. Tim proposed an \$8,000 increase in overall staff salaries. Jen stated that this could be covered through membership and fundraising.
- Jen stated that a fundraising feasibility study would require special fundraising, or MZMC could draw from reserves. Tim estimated roughly \$20,000 for this study.
- Budget committee to return at the next Board meeting with more refined recommendations.

VI. Board Recruitment:

- Board members are asked to e-mail Jodi with (a) intentions of staying on or leaving the Board, (b) ideas for persons to recruit for open Board seats, and (c) Board needs (skills, professional backgrounds).
- Board supported a broad announcement for open nominations.
- Board discussed the possibility of having outside persons (non-members) serve on the Board.

VII. Membership committee update:

- Martin summarized membership drive activities, reported good Sunday appeals and good progress toward the membership goal.
- Jodi reported that all Board and staff members have renewed their pledges and many have reached the 2% goal.

VIII. Program update:

- Tim summarized program activities for the year:
 - Norman Fischer's visit was successful.
 - Council Process has been successful.

- Retreats have been better attended, more person-days of retreat, but not as much attendance at the long retreats.
- There have been increases in one-to-one practice meetings.
- Mentorship program has been successful, with almost 20 people participating so far.
- Initiation numbers are strong.
- Leadership group specialty areas were presented:
 - Ben specializes in program administration, scheduling of programming. Tuesday night conversion to Sunday-style programming to start in January.
 - Susan specializes in Dharma Family Sundays, spiritual care, priest training. Dharma Family Sundays program is in its 4th year. Now occurs twice monthly. Group is growing and diversifying. Will bring in presenters to conduct mindful parenting instruction, activities with kids, accommodate families with babies. Spiritual Care resources are available online. Leadership group is planning more announcements, along with printed documents to increase community awareness of available services. Will start keeping better track of how these services are being used.
 - Martin specializes in ceremonial resources and community outreach. Martin is a resource for the ino and chiden (he serves as chiden now). Martin conducts visits to colleges, high schools, churches, etc. to talk about Buddhism. Martin also hosts tours of MZMC (about one such visit per month).
- Tim reported other upcoming programming activities:
 - Paula Rye will be visiting.
 - Community service activities will continue: Habitat for Humanity, Joyce Food Shelf, etc.
 - Two advanced classes will be offered.
- Tim reported that he is in regular contact with Wanda Isle.

IX. Administrative Report:

- Admin. reported that MZMC raised about \$1,000 through Give to the Max Day. Admin. wishes to communicate about credit card processing fees associated with such fundraisers, and to encourage people to give through other means.

X. Meeting dates:

- Board to continue meeting on the 3rd Sunday of each month in 2015.

XI. Adjournment:

- **Martin moved, Jodi second, to adjourn at 1:32 p.m. The motion passed unanimously (all aye, none opposed, none abstaining).**