

## **BRIGHT WAY ZEN BOARD**

### **Minutes of Meeting of July 6, 2017**

Called to order at 6:00 p.m.

#### **PRESENT AT THE MEETING:**

Domyo Burk, Ellen Shoketsu Carlin, Jim Lewinson, Bella Myoju Jhunhunwalla, Jeff Young, Janna Allgood (Lorna Simons had resigned)

The meeting began with 10 minutes of zazen and a brief council process.

Discussion of using **executive sessions** for sensitive matters and it was decided we take and keep minutes in a separate document. We need a policy on executive committee meetings.

**Action item:** Myoju will write up a proposed policy on executive committee meetings to be included in the bylaws. Janna will research requirements for executive session policies for non-profit organizations in Oregon.

#### **Budget Report** for January-May.

- There was a slight drop in donation box and pledge contributions. We reviewed the member pledge list (36) and noted that a number of people (5) have left and are no longer contributing. We do have several regular member pledges from donors who do not/cannot attend zazen, but who stay connected through reading the newsletters, etc.
- **Projected August retreat income** and expense was added to the budget. The estimated \$500-1000 income will be divided between BWZ and Wy'east zen centers.
- There was an increase in **website expense** reflecting a one-time fee for three years of web service. This affected the G/A Expenses total. Still, we are in the **black**.

#### **OLD BUSINESS**

*Approved minutes* from last (2/2/17) board meeting.

*Name tags* – we now have necklace-style names tags for which a donor paid. Most members use them during tea time on Tuesday and Sunday; positive feedback about this from many.

*Administrative assistance* –Jyoshin Clay is being paid in this role to help Domyo. She worked on the 501c3 application and on moving our member data to a free service.

*501c3 application* was completed and sent for approval, after many hours of work by several board members as well as Jyoshin (see above).

*Strategic Plan* – needs follow up and was tabled for later.

## **NEW BUSINESS**

***The wider Buddhist community*** – We want to connect with other Buddhist centers on the Westside. Janna volunteered to reach out to members who also belong to a Vietnamese temple.

***Executive Session*** – there was a brief ES meeting during the board meeting; the minutes will appear under a separate title.

***Board Membership*** – a new board member is needed to replace Lorna Simmons, who recently resigned. We discussed recruiting members who have specific skills that will help develop the organization. Domyo had brought a list of potential board candidates (people who have been invested members for more than a year), and board members agreed to split up the names and have conversations with each potential candidate. Janna will coordinate the interviews and compile the information, and then make recommendations to Domyo. Domyo and Janna will choose someone to run for the empty seat, informing the board in enough time for them to give feedback before the election.

***Sesshin Roles*** – Domyo named the roles needed for the August 23-27 joint retreat with Wy'east. She said roles would be offered to attendees in order of seniority.

***Movement Class*** – we reviewed a proposal by a member who wants to offer a Feldenkrais awareness-through-movement class at BWZ. We agreed it was an interesting idea, but need more information regarding insurance, etc.

Respectfully Submitted,

*Ellen Shoketsu Carlin*