

BRIGHT WAY ZEN BOARD MEETING

Minutes of Meeting of October 19, 2017:

Meeting called to order at 6:30 p.m.

PRESENT AT THE MEETING:

Domyo Burk, Ellen Shoketsu Carlin, Jim Lewinson, Bella Myoju Jhunhunwalla, Janna Allgood, Zack Bartel (nominated for board membership, not yet approved by vote) and Jeff Young

Zazen and council process review:

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

Prior Meeting Minutes:

Minutes of July 6, 2017 board meeting and executive session were reviewed and approved.

Reports:

1. Budget Report for January-September provided by Domyo.

- We had anticipated a mild deficit by this point in the year related to the decisions to increase Domyo's housing allowance and our building rent increased for 2017. The budget was also designed with assumption of a growth in membership and donations, however both were less than anticipated. The fall Sesshin resulted in an unanticipated profit. See discussion below regarding how to manage this.
- As of September the budget is \$1268.75 in the red versus the anticipated amount of \$438.75.

2. Attendance Report:

- Data collected shows no difference in Tuesday and Saturday meeting attendance from 2015 through September 2017. However, Sunday attendance has increased from an average of about 11.5 to 15.7 attendees 2015 to September 2017.
- Discussion occurred regarding the option of building a member survey to assess member factors that influence attendance. **Action item:** Zack and Shoketsu volunteered to design the survey using a sample provided by another Zendo, which will be approved by Domyo.

3. Membership and Pledge Report:

- 7 members are donors only, 36 are participants and 6 have been lost.
- There has been a net increase in monthly pledges of \$195.00, comparing new members with those we've lost. (The net increase has only come in the last couple months, however, so it's not reflected in the financials as increase contribution income yet.).
- There will be a members' meeting November date TBD, 2017. See details below.

OLD BUSINESS

- 1. 501c3 application:** application and payment have been received by the IRS.
- 2. New board member:** 9 Sangha members were interviewed, 2 declined board membership, 7 expressed interest. Domyo nominated Zack Bartel to join board and he accepted nomination. **Action item:** Domyo will hold an election process.

3. **August 2017 Sesshin and planning for 2018:** 3 teachers (Domyo, Shintai, Jyoshin), 15 attendees participated at the Fireside retreat center which has a capacity for 20 people. The facility had a beautiful location, bunk beds, but was a bit crowded in that it didn't provide enough separate places for people to take necessary conversations into private and thereby preserve the silent container. **Action item:** Domyo, Shintai, and Jyoshin will review experience and talk about a sesshin in 2018, and then Domyo will meet with Bright Way sesshin attendees who want help plan for 2018.
4. **Proposal for Awareness Through Movement, update:** previously it was decided a lease agreement was necessary to insure understanding this activity was not associated with BWZ. The owners asked to delay this until the building upgrades were completed. As this would not bring additional income for BWZ and would require additional responsibility for Domyo, the proposal was tabled. Other similar opportunities such as Refuge Recovery meetings were considered and were also tabled.
5. **Executive Session Policy:** the draft policy and Domyo's additions were reviewed and approved.

EXECUTIVE SESSION

A brief executive session was held. Confidential minutes, if there was anything to be reported, are dealt with and filed separately.

NEW BUSINESS

1. **Selection of new Board Officers:** Jeff volunteered for and was elected Secretary. Janna was nominated and was approved for Chair. Jim was thanked for his service as Chair. Shoketsu will continue as Treasurer for now. Zack is interested in considering this role.
2. **Quarterly Board of Directors meetings:** Janna will schedule, in consultation with Domyo.
3. **Annual members meeting:** the planning group will include Domyo, Janna, and Shoketsu, and they will send proposals and any requests for participation to Jim and Jeff.
4. **Shuso; new role for 2018:** this person makes announcements at the start of class/discussions and helps organize the Zendo meetings, and retreats to help insure everything flows smoothly. This person is installed into their role, by ceremony in January. There is an end of year celebration of the completed role. Shoketsu will be the first person to serve as BWZ shuso.
5. **Creation of a teacher's advisory council:** Domyo has been considering the suggestion she accept more assistance. All active members who have taken Jukai will be invited to participate in these council meetings, where things discussed might include atmosphere of Zendo, teaching topics, annual calendar of events.
6. **Shall we consider inviting Shintai to teach at BWZ?:** She is a fully transmitted but not ordained Zen teacher. The board enthusiastically approved the following action: Domyo will invite Shintai to consider teaching at BWZ and if she is interested in starting anything new, Domyo will bring a proposal to the board.

Meeting was adjourned at 8:30PM.

Respectfully submitted by Jeff Young.