

BRIGHT WAY ZEN BOARD MEETING

Minutes of Meeting of January 18, 2018:

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

PRESENT AT THE MEETING:

Domyo Burk, Shoketsu Ellen Carlin, Jim Lewinson, Janna Allgood and Zack Bartel. Not present: Myoju Bella Jhunjhunwala, Jeff Young.

Zazen and council process:

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

EXECUTIVE SESSION

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

Prior Meeting Minutes:

Minutes of October 19, 2017 board meeting and executive session were reviewed and approved unanimously.

Reports:

1. Membership and Pledge Report

- a. Review current members' average contribution and the total and net change in numbers of members. As of this meeting, the average donation amount including all members is \$48 a month and the median amount per month is \$35

	Total as of 1/18/2018	Ave. Monthly Pledge	New in 2017	Lost in 2017	Net Change in 2017
Participant Members	39	\$51	15 (7 joined late Sept or later)	6	9
Donor-Only Members	10	\$37	5 (3 New + 2 Former Participants)	2	3

2. Budget Report for 2017 provided by Domyo

- a. 2017 deficit of \$267
- b. Attributed to greater than expected website costs, however these were mostly
- c. renewal costs which last three years
- d. The application fee for 501c3 status was \$850
- e. Increased teacher housing allowance by \$300 per month compared to 2016

3. **Proposed Budget** for 2018 presented by Domyo
 - a. The 2018 budget shows a planned \$65 deficit although it has conservative income projections (see notes on front page of proposed budget)
 - b. The budget was voted on and approved unanimously
 - c. The BWZ building lease increased from \$1375 to \$1500 as of Jan 1 2018 and is due to end at the end of this year. Tentative plans to enter negotiations with the owners in June to extend the lease.

OLD BUSINESS

1. **501c3 status approved** on 10/15/2017 although the letter was received after the 10/19/2017 board meeting
2. **New Bookkeeping Assistant** Dawn Holt has been helping with the bookkeeping about 2 hours per month
3. **Application for Property Tax Exemption** Domyo to fill out the required form and submit to the county, and then pass confirmation to the building owner so they can reduce their tax bill (making us an attractive tenant)
4. **Board Meetings Schedule**
 - a. January 18th, April 19th, July 26th, Oct 18th
5. **August 2018 Sesshin** dates set for Aug 8-12
 - a. A planning committee will be formed
6. **Board Elections**
 - a. Zack - 25/48 members have voted via online election which opened on 1/16/2018, all yes votes so far
 - b. Three positions coming open 3/17/2018
 - i. Shoketsu, Jim, Myoju
 - ii. Current members will need to decide soon if they will be running again, so we can hold the election mid-Feb
 - c. Discussion on staggering board member terms so that we don't have to handle so many openings all at once. TBD
7. **Members Meeting** update and brief discussion
 - a. Minutes by Joan, concluded we make them available to the sangha. Domyo will do this.
8. **Member & Participant Survey** discussion
 - a. Zack briefly presented results of non-participants who took the survey. More Dharma Talks and Long Term Stability top priorities.
 - b. Shintai is still interested in giving Dharma Talks, so we may be able to meet some of the demand that way

NEW BUSINESS

1. **Board Member Vote** for Zack to join the board
 - a. Domyo noted in discussion that since over 50% of the members had already voted we could call the vote in the affirmative. Zack confirmed.
2. **Open Board Meetings** discussion on if board meetings should be open to the public

- a. They are posted on the public calendar and are open to the public. We discussed a protocol to use if and when non-board members want to attend meetings.
- b. **ACTION ITEM:** Janna presented an example policy from an HOA. Janna will develop a proposed policy before the next board meeting, to be approved by email. In summary, the public would be welcome into the meeting after Zazen, Council process, and Executive Session. 10-minute open floor for suggestions or questions on items in the board meeting agenda only. Meeting time limits enforced.

3. Strategic Planning

- a. Domyo presented some experimental budget forecasts for 2018-2025 with an annual increase of 5 members per year and various levels of average pledge amount. In order to reach the required compensation for our teacher we would need 83 members at an average \$90/month pledge.
- b. Our current evolution and rate of growth will not get us to a point of sustainability while having a full time (or even half time) teacher. Therefore it was agreed that a strategic planning committee will need to take action now.
- c. Discussion and brainstorming by Domyo and others on ways to reach the goal and how to positively get people more invested and willing to increase contributions.
- d. **ACTION ITEM:** Janna to investigate a relationship with a commercial realtor in order to have a plan in place in case something happens to our current lease situation, and to have a sense of future rental costs we should prepare for.
- e. **ACTION ITEM:** Dates for a 4-5 hour meeting on a Saturday will be posted (Doodle) and a meeting time set. Domyo or Janna will do this.

Meeting was adjourned at 8:30PM.

Respectfully submitted by Zack Bartel.