

BRIGHT WAY ZEN BOARD MEETING
Minutes of Meeting of April 19, 2018

Meeting called to order at 6:32 PM

PRESENT AT THE MEETING: Domyo Burk, Executive Director; Janna Allgood, President of the Board, Ellen Shoketsu Carlin, Jim Lewinson, Joan Maurer, Zack Bartel and Jeff Young, secretary to the board.

Zazen and council process review: The meeting began with 3 minutes of zazen and a brief council process.

Prior Meeting Minutes: Minutes of the October 19, 2017 Board Meeting were reviewed and approved.

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.

Reports:

- 1. Board Membership report:** Myoju finished her term in March 2018. Joan was elected by the Sangha and is attending this meeting for the first time. Shoketsu was re-elected to a 1-year term and Jim Lewinson was re-elected to a 3 year term.
- 2. Budget report by executive director:** We're basically right on track for the first quarter of 2018 (Jan-March): \$340.92 in the black, which is very close to where we projected we should be (\$377.00 in the black). This is the case despite higher expenses (\$515.16 higher, largely because of the purchase of new audio equipment) because we also had somewhat higher income than expected (\$479.08 higher, due to higher than expected donations, \$394, and higher than expected program income, \$149).

3. Membership Report by executive director:

	Total as of 4/19/2018	Ave. Monthly Pledge	New so far in 2018	Lost so far in 2018	Net Change in 2018
Participant Members	46	\$52	4	2	2
Donor-Only Members	5	\$35	1	1	0

4. Executive Director/Guiding Teacher Report:

Tax exemption with county, change in lease dates – Application for property tax exemption with county is in, needed to change lease to run from July 1 – June 30 each year (property tax years), so we updated current lease with owners to last through June 30, 2019. Negotiating a longer lease is a separate issue and Domyo and the owners will be working on that.

Quickbooks – We have migrated our financial data to a new Quickbooks account with a substantial discount for 501c3 organizations.

NeonCRM – We have subscribed to an online Constituent Relationship Management system. It's \$50 a month but provides many features which will be extremely useful for managing

membership and fundraising, plus a member directory, and an ability accept donations and set up recurring pledge payments so we can eventually phase out paypal (and save \$20 a month that way).

Change in Domyo's Availability for BWZ Work -

- Domyo's household income is decreasing by about 25% (around \$1200/month take-home)
- She's okay for now, but needs to increase the number of hours a week dedicated to other forms of income (at this point developing/promoting the podcast)
- She's been devoting 32 hours a week to Bright Way and needs to decrease that to about 20.
- This means she will no longer be able to staff Saturday just sitting or the monthly Sangha teas. Before taking those items off the calendar, she will inquire with senior members about their willingness and availability to staff them.
- She will try to delegate BWZ tasks that she can, and let the board know if she needs help with that process. One of the big things this will probably affect is how quickly we move forward in our strategic planning process, which is tricky, because that's also something that hopefully will generate more income and support for the teacher eventually.

5. Strategic Planning report:

Minutes of the March 31, 2018 Strategic Planning Retreat were reviewed and approved.

Update: items identified in the Strategic Planning Meeting were passed on to the Stewardship Committee and the Committee held a meeting to begin working on those items. Richard has begun working on the sandwich board.

Old Business:

Policy for Public Attendance at BWZ Board Meetings: A draft policy was reviewed, refinements were discussed and Janna will redraft the policy and send by email to the board for consideration and approval.

New business:

BWZ lease & rental situation: The lease is \$1500.00 /month for about 2200 square feet of space. The landlord pays for all utilities. The cost per square foot is about 66 cents. The landlord has extended our current lease to June 2019. The building has been on a septic system. It is now in the process of being hooked up to community sewer system. The water is not potable, there is a bad smell in the back office BWZ is not using which the landlord intends to address.

Janna spoke to a leasing agent to get a consultation regarding our current lease and alternatives. Advantages of current location: flexible parking, cost matches our budget. Issues with present location: water is not potable, odor in back office makes the room not usable, although we are not paying for that room. Limited signage.

If we look for somewhere else at some point, the real estate agent suggested we consider "industrial flex" space. The tenant pays for walls, carpet etc. Older versions of this kind of space in the local area run 70 cents a square foot.

Another local example brought in by Domyo: 1750 square feet with a restroom and kitchenette: \$2500/month.

Discussion: Board concluded there were advantages to staying where we are for now. The board approved Domyo asking landlord for a lease extension to June 2020. It appears we may need to be able to afford about \$2500-3500 a month to move to a larger location.

Meeting adjourned at 8:28 PM