

## **BRIGHT WAY ZEN BOARD MEETING - Minutes of Meeting of July 19, 2018**

### **Meeting called to order at 6:30 PM**

**PRESENT AT THE MEETING:** Domyo Burk, Executive Director; Janna Allgood, Chair 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 April 19, 2018 Board Meeting were reviewed and approved.

### **EXECUTIVE SESSION**

Executive Session was held. Confidential minutes, if there was anything to be reported or discussed, are dealt with and filed separately.

### **REPORTS:**

#### **1. Budget report by the Executive Director:**

We're ahead of projections for the first half of 2018 (Jan-June): \$1,378.47 in the black, whereas we projected we would be \$681.40 in the red (difference of \$2,059 more). This is the case despite higher expenses (\$732.97 higher, largely because of the purchase of new audio equipment and subscription to new membership software) because we also had higher income than expected (higher than expected donations, \$2,415.42, and higher than expected program income, \$474). See the appendices for detailed budget spread sheet.

#### **2. Membership Report by executive director:**

	Total as of 7/17/2018	Ave. Monthly Pledge	New so far in 2018	Lost so far in 2018	Net Change so far in 2018
Participant Members	45	\$55.60	7	3	4
Donor-Only Members	6	\$17.50	1	3	-2

### **UPDATES:**

- 1. Status of lease:** Our current lease is active through the end of June 2019. The building owners sent a new lease proposal that would begin July 2019 and continue through June 2020 which includes a \$50.00 per month increase in our current monthly payment which is \$1500.00 per month and includes coverage of all utilities. The Board approved of the new lease. A Washington County Tax assessor examined out space to verify that we are a religious organization, which allows us to be tax exempt.

2. Children's program: Two sessions have occurred and were quite successful. The program is now on summer recess and will restart in September.
3. Newsletter. Myoju is helping with this.
4. Shintai and teaching role. The Executive Director proposed that Shintai be listed on the Bright Way Zen website as a teacher. She is a transmitted lay Zen teacher. She is also President of the Wy'east Zen Center Board and she has a student at that Zen Center. The Board approved of this proposal.

**OLD BUSINESS:**

**Public Board Meeting Policy:** Approved.

**NEW BUSINESS:**

1. **Mutual support between BWZ and ZSP:** The Executive Director presented a summary of a proposed policy for mutual support between Bright Way Zen and Domyo Burk's Zen Studies Podcast, to clarify the relationship and make sure things are legit legally and financially given BWZ is a nonprofit and Zen Studies Podcast is not. Discussion led to the suggestion that we seek legal consultation on this policy after Domyo does some more work on it.
2. **Strategic Planning report:**
  - a. Sangha Resources. This group has been headed by Frankie. She has decided to step down from leading this group as a whole, but is researching options for planned giving to Bright Way Zen and working on a 2019 fundraiser event. See the Appendices for Sangha resources notes.
  - b. Sangha Stewardship: Myoju reaches out to members to help people connect to one another. Recent events include a movie night and picnic. A packet for new members will be developed. The Children's Program has launched. The committee will meet again in September.
3. **Long Term Strategic Planning:** The chair of the Board reported on her review of another Buddhist center's website which addressed sustainable giving. She suggested that addressing our vision for growth solely by requesting members contribute through monthly giving was not likely to be successful. Instead she proposed we needed to "tell the story" of our vision and strategic plan and engage in multifaceted fundraising to be successful. A committee she chairs is working on preparing a proposal for the Board meeting in approximately September and if approved, presenting to the November members meeting.
4. **Executive Director Hours:** The Executive Director's household income has decreased requiring her to earn more income. She is devoting about 21 hrs a week to Bright Way Zen and spends additional time developing her Zen Studies Podcast and the Zen Studies Sangha, which is an online community. These two activities are self-sustaining and separate from Bright Way Zen.

Meeting adjourned at 8:16 PM

Respectfully submitted,

Jeff Young, Secretary to the Board of Directors, Bright Way Zen