

BRIGHT WAY ZEN BOARD MEETING – Minutes of Meeting January 16, 2019

Meeting called to order at 6:30PM

PRESENT AT MEETING: Domyo Burk, Executive Director; Jinryu Janna Allgood, Chair of the Board; Jim Lewinson, Joan Maurer, Zack Bartel and Jeff Young, secretary to the board. Not present: Shoketsu Ellen Carlin.

Zazen and council process review: The meeting began with 5 minutes of zazen and a brief council process.

Prior Meeting Minutes: Minutes of the October 17, 2018 Board Meeting were approved prior to the meeting and this was confirmed during this meeting.

EXECUTIVE SESSION

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

UPDATES:

Budget report by the Executive Director:

2018 Budget Report

Income

Contributions \$38,826: \$3,600 higher than expected; projected a \$2800 increase over 2017, saw a \$6400 increase.

Income from retreats and programs (term student) \$6,919: \$1700 increase over 2017, and \$1700 higher than projected.

Total income \$42,350: \$7500 higher than 2017, and \$5600 more of an increase than we projected in the 2018 budget.

Expenses

Total expenses were \$3600 higher than 2017 (\$2600 more than we projected in the 2018 budget).

Higher than projected expenses were primarily due to a board-approved bonus for Domyo (\$2000), new subscription to Neon membership and pledge system (\$50/mo), purchase of a sound system (\$500), and a deposit to McMenamins for the March 2019 Fun-raiser (\$600).

Net

Despite higher-than-expected expenses, we had a net income of \$3,000 (in the 2018 budget we projected breaking even).

2019 Proposed Budget

Income Projections

Projections of growth are a little bolder than made in past budgets but still well within what we've actually seen in past years. Project 21% increase in contributions – with a fundraiser plus increased membership due to Thursdays and the children's program. However, overall

the proposed budget projects a net income of over \$4,000, so we have some wiggle room if income is lower than projected.

2019 Proposed Budget

Proposed Significant Changes in Expenses:

Fun-raiser Event - Budget of \$1850, aim to raise \$2850 including ticket sales, silent auction, donations at event (aim to net \$1000). \$600 already spent for 2019 fundraiser; budgeted for a similar deposit on a 2020 fundraiser.

Increase Domyo's salary from \$9600 a year to \$12,000.

Hire a professional, experienced Administrative Assistant for 3 hours a week, \$300/month (\$25 an hour). Primarily to work on newsletter and website, but may end up doing other things instead/as well.

The Board of Directors unanimously approved the proposed budget.

REPORTS:

1. Membership Report by Executive Director:

Current Membership & Pledge: 56 members (49 participants, 7 donor-only). Average pledge per month \$50 (Participant members \$52, Donor-only members \$34)

2018: Lost six members (Four donor-only folks who actually only donated a few times; two participant members who moved away)

2018: Gained 13 members (Two donor-only folks Sophia Ellis, Janelle Schaffner; 11 Participant Members: Jody Shintai Dungay, Paul Schertz, Jeff Hazen, Colin Hill, Valerie Christensen, Robin Michaels, Chuck Wood, Emilia Cutrer, Suzanne Thorson, Kristin Baker, Jill Otermat)

2. Sangha Stewardship Report by Executive Director and Board Chair: New member welcome packets are being provided. The committee is considering developing a “buddy system” that would make an experienced Sangha member available to a new member if that would be desired, to provide support and help the new person feel welcome.

3. Fundraising Report by Executive Director and Board Chair: the BWZ "fun raising" event will be held on March 24th at McMenamins Grand Lodge in Forest Grove, 5 p.m. - 8 p.m. Pizza/snacks will be served. Space is reserved and the deposit has been made. Volunteers are being identified. A goal of \$1000 in proceeds has been established.

4. Long Term Planning report by Executive Director and Board Chair:

Efforts are underway to obtain a consultation from Thomas Bruner.

OLD BUSINESS:

None.

NEW BUSINESS:

Spring BWZ Board Retreat:

March 16, Saturday, 2019 from 10AM to 2-3 PM was proposed and accepted.

Fundraising letter proposal by the Board Chair:

Janna presented a rationale for sending a letter to BWZ members with the goals of summarizing our accomplishments and growth, verifying our need to grow and be successful and that financial support is necessary to meet these goals. Discussion occurred regarding content and details. Joan and Jeff volunteered to help with the next draft.

Supporting the Assistant Teacher:

The Board discussed the possibility of providing some level of financial support for this position, currently being filled by Shintai Dungay. The Board unanimously agreed that as soon as feasible, which could take the form of a bonus in 2019 and/ or a stipend in the future, the board would approve financial support.

The Board also discussed and unanimously agreed to include this intention in the minutes so that it would be public and not forgotten. Further the Board unanimously agreed to include the assistant teacher in all board communications going forward, starting with adding her to the Board Google group email list.

Meeting adjourned at 8:25 p.m.

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