

## **BRIGHT WAY ZEN BOARD MEETING**

### **Minutes of Meeting of April 17, 2019:**

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

### **PRESENT AT THE MEETING:**

Domyo Burk, Jinryu Janna Allgood, Jim Lewinson, Zack Bartel, Frankie Borison, Joan Maurer.  
Not present: Jeff Young.

### **Zazen and council process:**

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

### **Prior Meeting Minutes:**

Minutes of January 16, 2019 board meeting were reviewed and approved unanimously.

### **Next Board Meeting:**

Proposal to move the next board meeting to July 31st agreed upon pending Zack's electronic reply. Zack replies in the affirmative.

## **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.

### **Officer Elections:**

Jinryu welcomes the newly elected and re-elected board members: Herself, Jeff, and Frankie.

Offers for officer positions were made to and accepted by:

Chairman: Jeff Young

Vice Chairman: Jinryu Janna Allgood

Treasurer: Zack Bartel

Secretary: Joan Maurer

Vote to approve the new officers passes unanimously

### **Reports:**

1. **Budget Report** for for Q1 2019 provided by Domyo
  - a. Report extended through 4/17 to allow for fundraiser funds to settle
  - b. Income
    - i. Pledge Contributions
      1. Total of \$12,825
      2. \$2,385 higher than projected
    - ii. Income from fundraiser

- 1. Total of \$6,332 gross
      - a. \$3,482 higher than projected
  - iii. Total Income
    - 1. \$20,512
      - a. \$5,600 higher than projected
- c. Expenses
  - i. Total expenses
    - 1. \$1,600 higher than projected
      - a. Unbudgeted expense for Thomas Bruner's services in guiding the strategic planning process
        - i. \$750
      - b. Unbudgeted expense related to sending out New Member Packets
        - i. \$280
      - c. Higher than expected expenses for the fundraiser due to 65 people coming instead of the 45 projected
        - i. \$535
- d. Net
  - i. Despite higher-than-expected expenses, we had a net income of \$5,100
    - 1. \$4,000 higher than projected
- e. A brief discussion about how to budget for, or otherwise handle unbudgeted items. Tabled for later discussion.

## **2. Membership Report**

- a. Current Membership and Pledge
  - i. 58 Members
    - 1. Up from 56 in January
    - 2. 48 regular participants
- b. Average monthly pledge
  - i. All: \$52
    - 1. Up from \$50 in January
  - ii. Regular participants: \$57
    - 1. Up from \$52 in January
  - iii. Donor-only: \$30
    - 1. Down from \$34 in January
- c. Since January 2019
  - i. Gained 3 members
  - ii. Lost 1 member
- d. Congratulations given to Myoju for the excellent New Member Brochure

## **3. Fundraiser Report**

- a. Overview report given by Frankie
  - i. Summary of expenses and income
  - ii. Note that McMenamins was great to work with
  - iii. 10-12 total volunteers participated to make the event happen
  - iv. Feedback

1. Lessons learned on our first experience with the credit card readers
  2. Silent auction instruction more clear
    - a. Some auction winners confused on what to do
  3. Marcia to have a helper next time
  4. Board members to ask people 1:1 for feedback
- b. Income
- i. Total Income: \$6,332
    1. Ticket Sales (\$40 each): \$1,780
    2. Sale of Auction Items: \$1,585
    3. Donations (includes extra given at ticket purchase and during event): \$2,967
  - ii. Increased Pledge Promises for 2019 increased by a total of \$640
  - iii. Total raised through Fundraiser: \$6,972
- c. Expenses
- i. Total Expenses: \$2,385.80
    1. Catering/Room + 21% Service Charge (McMenamin's): \$2,071.52
      - a. 64 people at \$26.50 per person plus 2 gluten free pizzas, room included with food
    2. Band (So'on donated her services): \$150
    3. Flyers/Forms: \$80
    4. Facebook Ad: \$30
    5. Thank you cards: \$54.20
  - ii. Expenses as in-kind donations: \$303
    1. Frankie Borison (timeline, etc): \$42
    2. Emilia Cutrer (decorations, bookmarks): \$111
    3. So'on Lisa Mann (live music): \$100
- d. Net
- i. Raised at event: \$3,946.20
    1. Cost per dollar raised at Event: \$0.38
  - ii. Raised at event and including pledge increases: \$4,586.20
    1. Cost per dollar raised including pledge increases: \$0.34
- e. Discussions ensue
- i. Do we need a larger space next time?
  - ii. Will there be a next time?
  - iii. Fusu - "CFO" or head of Zen Centers financial well-being
  - iv. Other big parties and social events that aren't necessarily fundraisers
  - v. Noted that the non-BWZ community did not attend

## **OLD BUSINESS**

### **1. Debrief related to Strategic Planning Meeting**

- a. Thomas advised Domyo that we move ahead and approve the plan rather than continue refining

- b. Clarification on spending
  - i. Plan not tied dollar for dollar to the budget
    - 1. The numbers do add up however
  - ii. Overview page reviewed with no questions or concerns
  - iii. Goal 1: Deepen Member Engagement
    - 1. Footnote reiterated - leaders are not responsible for all the work but to make sure the work gets done
    - 2. Children's program
      - a. The cost of \$3,000 is to not assume we'll always have the space for free, which we currently do
  - iv. Goal 2: Share the Dharma with More People
    - 1. Shoketsu has agreed to champion Diversity, Equity, and Inclusion
  - v. Goal 3: Build Sangha Resources
    - 1. Visiting with member 1:1
      - a. Jinryu stated that this is the responsibility of all board members
      - b. Suggested reading: "The Soul of Money" by Lynne Twist
      - c. Jim found a bug in the wording
        - i. Use of "annually" confusing - correction accepted

## **NEW BUSINESS**

### **1. Vote to approve Strategic Plan**

- a. Passes unanimously
- b. Next steps
  - i. Thomas recommends making it a big deal
    - 1. All communication channels
  - ii. Present at Members' Meeting
- c. Committee formed to plan the rollout
  - i. **Frankie and Jinryu** to present plan to Domyo
- d. Lisa Russell (admin support) to incorporate strategic plan into website

### **2. Thursday Practice**

- a. It was noted that we are planning to discontinue Thursday practice after completion of the current class series on the precepts; teachers and staff stretched too thin over 3 main practice events of the week. Perhaps revisit program in a couple years.

**Motion to Adjourn** passes unanimously

Meeting adjourned at 8:29 p.m.

Respectfully submitted by Zack Bartel.