

DRZC Board Meeting Minutes – Summary

04/02/2015 – 7:00-9:00 PM

Present: Kevin Geoffroy Board Chair; Michael Dochin Rowell, Vice Chair; Jeff Stookey, Board Secretary; Gyokuko Carlson, Abbot, Corporate President and Kanin; Kelly McCombs, Corporate Treasurer; Linda Hoka Bebernes; Valerie Kaishin Kelly; Julie Burtis; Jyoshin Clay; Joe Shisei Niski, Trustee.

Guest(s): Kakumyo Lowe-Charde; Shin'yu Vitells.

Required Quorum: Ten (10) out of ten (10) voting members were present. Quorum was met: a majority of the Directors in office constitutes a quorum.

The meeting began shortly after 7:00 PM, at 3155 NE 85th Avenue, Portland, OR 97220

Silence. Member concerns: None. Check in.

Minutes: The Board minutes for 12 March 2015 were approved by email before this meeting.

Next meeting dates: April 23, May 21, and July 9th. The annual DRZC Board retreat will be on Sunday, July 26th at Shisei's place.

Committee Reports

Frogsong Preschool

The website is up and running, <<http://frogsong.dharma-rain.org/>>, as a subdomain of the Dharma Rain website. The staff has begun marketing to our Sangha and the broader Portland community. Designs are in progress for brochures, fliers, and an outdoor banner for the school. Open houses are planned on the property. Half of the Uji (portable bldg) will be used for the preschool and will be set up as a model classroom. They have received donations of classroom materials and furniture from a local Montessori school that is enthusiastic about our preschool project. An interview is scheduled for a potential assistant teacher position. It is anticipated that there should be no problem finding twelve children to fill up the program.

Property Report

New Markets Tax Credit program (NMTC) is moving forward in fits and starts; DRZC is on the program's radar.

Construction and Permits. We will not move forward on the Sodo until we have raised a comfortable amount of money. The plans for the LLC/HHR buildings have been submitted to the City. We are still awaiting the final approval for the Siskiyou Street improvements, which is expected soon. Street work is scheduled to begin sometime in May. The LLC will be paying for this work.

Cohousing Land Lease. This document is two years old and is being reviewed.

It will cost around \$60K to pull the street improvement permits, money that DRZC does not currently have on hand. It is proposed that the LLC will pay for these permits and in exchange DRZC will develop the courtyard and pathways, thus expediting these permits. This discussion will continue.

Lotus Blooming, capital campaign. This is progressing. We have gotten a few major donors, around \$10K, and a few smaller ones.

Sangha Forum. This will be donation focused, seeking money from our Sangha, appealing for the \$430K that we still need. Various channels will be used to get this message out.

Sleeping in the Sodo. The Shuso asked about this issue in relation to overnights for retreats. After a discussion, there was general agreement that there will be no overnights on the property, besides using tents in the summer months.

Milestones update

This informational tool, suspended after our move, will be used to show how progress on our building projects is dependent on fundraising. Milestones updates will be made available digitally on our website and in a bulletin board form in the Sodo and Uji.

Financial Report

Highlights: we have \$3,500 in the bank, after netting out money reserved for other purposes. Dharma Camp registration funds are starting to come in. Rent continues on the office space in the Bistro, but this is the least of our rental costs. We can't move the office to the Uji until it has electricity. We can maintain the status quo for six months without major donations coming in, but our expenses are larger than our income. We have intentionally pared back on programs during our transition, so our fee activities are reduced. The Board agreed to inform the Dharma Council that it is time to start filling up our schedule with fee generating programs, for example, Zazenkai, Beginners Retreats, and couples workshops, as space, time, and staffing permit.

Stock and securities donation policy. The board agreed we need to open a brokerage account to receive stock donations to DRZC. The Treasurer will implement this. We also agreed to move our banking activities to Albina Community Bank, and to give Jyoshin access to the temple savings account.

Annual Fundraiser

We have a line item in the budget for this event. Suggestions were presented suggesting providers of tents, tables, and chairs for outdoor events, plus Nicolas Restaurant for food catering. Tickets will be available on line. We will have live music, food, and a puzzle game. The event will be an outdoor, family oriented, garden party fundraiser for a summer afternoon/evening, aimed at Sangha members.

Sangha Forum

Scheduled for Sunday, April 19th, in place of a Dharma talk. Presentations from the Board will cover the preschool and finances. The treasurer's presentation will focus on fundraising, the efficiency of our operations (under budget), and that we are poised to ramp up programming (increasing fee activities). Handouts will be available.

Conduct/Ethics Committee

The Board approved changes to the Green Book, "*Zen Practice in community*," and an expanded Ethics Council mandate. The new text will be proof read and the revised Green book will be republished.

Emergency Preparedness Team

Available training programs for CPR, AED, and first aid were summarized, and after a discussion, it was concluded that preschool teachers and DRZC staff are sufficiently trained. The Emergency Preparedness Team will be asked to verify that enough Dharma School teachers are trained for adequate coverage.

DRZC Confidentiality statement

This relates to the confidentiality of sanzen with Dharma teachers. Kyogen had suggested an introduction to this policy which gives more context.

Gyokuko had questions about the policies regarding escorts for known sexual offenders and their confidentiality. It was generally agreed that this would be left up to the Safe Environment Committee, which has jurisdiction over protection of vulnerable populations. They will decide what is needed and appropriate in a case-by-case manner, with no blanket policy for everyone.

Abbot performance review

The draft document outlining this process is under review. In discussion, several changes were suggested, and a revised draft will again be presented at the next meeting for Board approval.

A little after 9 PM the meeting was adjourned.

Respectfully submitted,
Jeff Stookey
DRZC Board Secretary