

# Dharma Rain Zen Center

## Board of Directors Meeting Minutes

### May 17, 2024

**Present:** Alice Chan (3), Sam Murphy (3), Jean Renso Bond (3), Carrie Schultz (2), Lindsay Pour (1), Zonnyo Riger (2)

**Absent:** Kakumyo Lowe-Charde (A), Alison Muchaku Dunfee (2), Choten Robinson (1)

**Quorum:** Met

**Member Concerns:** We are regularly running short on audio assistance headset and rack for bike parking. The board agreed it makes sense to purchase another 5-10 headsets and we should explore adding more bike parking. Zonnyo will talk to the AV team about headsets and Sam will email Kakumyo about bikes.

#### Committee Reports

**Open Gate.** No report

**Financial.** Cash position is strong, above \$250K. Alice commented that it is becoming a little confusing to understand our “core” P&L given the funds coming in for the capital campaign, and expenses of, the new building. She believes we are running a modest deficit YTD stripping out those items, which is common at this time of the year. There was agreement that we should have some discussion about this and the general bookkeeping structure at the next meeting when Kakumyo is in attendance.

**Building and Grounds:** Lots of effort focused on mowing, weeding and general beautification ahead of our 50<sup>th</sup> Anniversary celebration. The grounds are looking great.

**Health and Safety:** Staff is working to make sure first aid kits are updated and developing a schedule of inspection to make sure safety items are kept up to date. The board also discussed if it were possible to do some training for people working in the kitchen to prevent accidents.

#### New Business

**Sexual Harassment Policy.** The Ethics committee recently made suggestions to strengthen the wording to make it clear when sexual harassment or abuse of vulnerable persons must be reported, which were adopted. They also asked for a list of outside resources available around these issues, if need be, and Kakumyo shared that with them. A final suggestion was to develop a separate sexual harassment policy geared specifically towards employees. This topic will be reviewed again at the next board meeting when the Abbot is in attendance.

**Employee Compensation.** At last month’s meeting the board agreed to offer the teachers at Frog Song paid time off during the school breaks for winter and spring. This surfaced several questions about teacher and staff compensation and benefits. Alice pulled together summaries of compensation and benefits for Frog Song staff and Zachary, our bookkeeper. The economic model for Frog Song will be on the agenda for our summer retreat. The board also thought it makes sense to invite Shin’yu to join at least part of next month’s meeting to make sure we understand how compensation is set, and whether there are any immediate issues that need to

be addressed before our summer meeting. Also, up for discussion is how to best develop policies for employment in order to be consistent.

### **Action Items**

Sam – Email Kakumyo about bike racks

Alice – check with Zachary about closing OnPoint account

Zonnyo – Talk with DEI and Dharma Council about the idea of making men's bathroom mixed gender. Ask Kakuon about headsets.

Renso- Add financial/bookkeeping to June agenda, talk to H&S about knife training for people who help in the kitchen, invite Shin'yu to June meeting, add organizational document review to summer agenda

Alice and Lindsay – work on fully allocated financials for Frog Song

Adjourn 8:15

### **Upcoming Meetings**

June 13

July 18

August 24 – retreat

Submitted by Sam Murphy, Secretary