

# Dharma Rain Zen Center

## Board of Directors Retreat Minutes

### July 27, 2024

**Present:** Sam Murphy (3), Jean Renso Bond(3), Lindsay Pour (1), Zonnyo Riger (2), Kakumyo Lowe-Charde (A), Alison Muchaku Dunfee (2), Alice Chan (3) , Carrie Schultz (2)

**Absent:** Choten Robinson (1)

**Quorum:** Met

**DEI Decision Lens and Communication:** Muchaku presented a DEI decision making lens the Open Gate Committee developed and recommended. The board unanimously agreed to adopt this lens for use by us and other decision-making bodies at Dharma Rain. We will include this lens in our board agenda as a reminder. Once this information is adopted by the other leadership bodies it will be shared in the newsletter and at Sangha meetings to make it clear this is coming from the leadership of Dharma Rain. The lens asks five questions:

- 1) Have we heard from everyone we need to hear from? Are we providing/making room for people who don't have a voice?
- 2) Who does this impact? Is there a disparate impact?
- 3) Is this consistent with the mission and Values of DRZC?
- 4) Do we need to Communicate this decision with the Sangha?
- 5) How are we integrating feedback?

**Visioning.** The current strategic plan for DRZC was adopted in 2019 and has largely run its course. We plan to update the plan and convene a committee to do so in the coming year. The board wants to provide the committee with a broad vision and some structure to work with.

We spent a significant amount of time visioning and discussing Strengths Weaknesses Opportunities and Threats for DRZC. Lots of ideas were discussed, and Zonnyo will synthesize these for further board discussion. One thread that did stand out was to focus our efforts and energy on expanding our visibility and partnerships in the local Portland and Oregon community rather than trying to become better known in the national Soto Zen world. A second is that it is time to review our organizational structure to make sure it fits the way we are operating today.

**Elections.** Renso, Alice and Sam all agreed to sit on the board for a second three-year term, so there is no need for elections.

**Organizational Structure.** The Dharma Garden Council previously adopted an updated statement of Responsibilities, Composition and Process. The board voted unanimously to update our online documents with this. This document also removed Frog Song from under the Council's supervision, and the board has become more directly involved with

some FS management issues. We will continue to do this until a new strategic plan and organizational structure is adopted.

**Policy Review Schedule.** Some of our policies have not been reviewed recently and may be out of date. We plan to:

- 1) Compile a complete list of policies (are some still on paper?)
- 2) Review all policies older than 3 years, one per board meeting, starting in September
- 3) Establish a schedule to regularly review policies within the next year

### **Action Items**

Zonnyo, Lindsay, Muchaku: develop communication to make sure our adoption of the DEI Lens for decision making is clear.

Zonnyo: synthesize comments on SWOT analysis for board

Kakumyo: tell Shinyu we have adopted the Dharma Garden Council document, suggest to her that we provide a 6% raise to FS staff. Ask Genko to update online documents with new DGC document.

Kakumyo, Zonnyo, Alice compile a list of all policies at DRZC

Adjourn 3:30

### **Upcoming Meetings**

August Break

September 19

October 17

Submitted by Sam Murphy, Secretary