

# Dharma Rain Zen Center

## Board of Directors Meeting Minutes

### June 19, 2025

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

**Absent:** Alison Muchaku Dunfee (2)

**Quorum:** Met

**Member Concerns:** There have been some general concerns raised about safety.

One area involves some electrical issues around the site. These issues were all addressed and repaired as noticed. All electrical work has been done to code, repairs have been prompt and we have occasional inspections by the fire marshal. The board felt this was all being dealt with appropriately. We have scheduled an electrical audit to confirm.

The other revolved around the possibility of injury to students and residents engaged in work practice. Maintaining the property and buildings requires manual labor and some level of on-the-job training. The board discussed the challenge of students sometimes feeling a need to take on tasks that make them uncomfortable in order to fit in and to engage in work practice to satisfy their teacher. There is not a black and white answer to this challenge. Kakumyo is cognizant of the issue and tries to make it clear that students should ask for help if needed.

#### Committee Reports

**Open Gate:** Requested to print out "know your rights" cards to place in the buildings, the board agreed.

**Financial:** May financials very strong as we received a \$98k payout from a long-time member's estate. Excluding that, we had a loss of roughly -\$4k.

Our money market account at Fidelity is invested in short term government bonds and is paying interest of roughly 4%. The board agreed to keep roughly 3 months of operating expenses in the bank and regularly move the rest to Fidelity.

Our policy for estate bequests is that they be spent to reduce debt or for capital investments. If we win the PCEF grant and there is a path to completing the building project the \$98k will go into Brilliant Sea of Clouds. If we do not, it will be used to pay down debt.

**Building and Grounds:** Homeless camp at the edge of the property continues to be an issue. Working on a variety of small projects.

#### Agenda Items

**Grants:** Did not receive CCIF grant. Still waiting on PCEF grant.

**Strategic Planning Committee:** Continue to gather information and input from Sangha. July 7 will be our first community forum on the topic.

**HR:** Lindsay collated 2 years worth of compensation data for staff (mostly Frog Song) and has pulled together suggested salary increases for this fall. She is also collating job descriptions for everyone.

## **Policy Review**

Medical Reserve – Edited. Board voted unanimously to approve.

Visitor Release – Archived, not being used.

Accounting – Needs to be rewritten. Alice will lead; Sam will try to find good example.

## **Action Items**

Sam – Look for accounting policy template

Alice – draft accounting policy

Renso- update records retention and space use policies.

Lindsay – finalize job descriptions

Kakumyo - transfer additional cash to Fidelity. 3 months reserve is roughly \$140k, which should be a target minimum to hold at Beneficial Bank

Adjourn 8:47

## **Upcoming Meetings**

July 19, summer retreat.

August 21

September 18

Submitted by Sam Murphy, Secretary