Dharma Rain Zen Center
Board of Directors Minutes
August 25th, 2025

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

DEI lens

- *Is this consistent with the mission and values of DRZC?*
- *Who does this impact? How? Is there a disparate impact?*
- *Have we heard from everyone we need to hear from? Are we providing or making room for people who don't have a voice?*
- *How are we integrating feedback?*
- *Do we need to communicate this decision with the sangha?*

Silence and Check in

Member Concerns - none

Subcommittee and Standing updates

- Open Gate update: Brief conversation, no significant update.
- Financials review
  - Modest net loss for the month overall driven in part by timing in Frog Song operations: lower seasonal summer school revenue with continuing instructional expenses put Frog Song at a negative $2k contribution margin for the month, instead of the usual positive. This is expected to revert to normal with August operations
  - Dharma camp completed at a net loss of under $1,000, which was anticipated due to grants and scholarships.
  - No activity for Brilliant Sea of Clouds in July, cash on hand remains strong, and loan balance continues to decrease.
- Buildings and grounds update: Fence, screen windows, pond pump is repaired; Mowing and watering is basically on pace; garden and orchard are soaking up a lot of volunteer time right now. Land Use hearing happened and basically went well.

Agenda Items

- *Board retreat follow-up* items are mostly captured in the agenda.
- *Board elections / candidates update.* We need to replace Renso by appointment, and replace Zonnyo and Carrie in December by election. Kakumyo presented a list of candidates and will follow up with them to see who is willing to serve.
- *Payroll approval process*. Claire should approve time cards for teachers. This task is probably 30 minutes once a month. Kakumyo will follow up with her.
- *HR Policy*. We had an extensive discussion about our emerging comprehensive HR policy on maternity leave, health insurance for different classes of employees,

PTO and holiday pay. Several questions are still outstanding and a draft is developing.
    - Job descriptions review postponed
    - Classroom building update - no update besides Land Use.
- Updates to financial processes
    - Motion to add two check signers - Chris Reiju Nelsen and Stacy Zonnyo Riger will be added to the check signers. (We will remove Jyoshin and Shinyu). Made, seconded, unanimously approved.
    - Motion to increase credit card limit for check signers from 500 to 1000 made, seconded and unanimously approved.
    - Brief discussion of monastic stipend, made an increase.
- Miscellaneous items
    - Discussed the recent website attacks, the emergency response and necessary fixes to make the site infrastructure current and efficient. Allocation of up to $5,000 for website consultant (offering us a 50% discount) approved.
    - Approved a suggestion to purchase a tent to expand our capacity for retreat housing.
    - Discussed in broad terms a non-traditional application for residency, and decided that the Board is OK with it in principle, pending normal process.
    - Multnomah county is having a heat wave this weekend. Discussed DRZC's relationship with Portland Bureau of Emergency Management and our decision to open the Sodo to community members in need of a cool place to exist in the afternoons and evenings during the heatwave.
    - Put off policy updates on finance, records retention and space use.

Action Items

- Kakumyo to check in with Oregon nonprofit group about HR consulting to review our work. Will follow up with Board candidates and with Claire.
- Lindsay, Carrie, Kakumyo to send draft HR policy to Board before Sept meeting.

Adjourned: 8:40 pm

Submitted by Kakumyo Lowe