

Dharma Rain Zen Center

Board of Directors Meeting Minutes

February 24, 2022, via Zoom

Present: Kakumyo Lowe-Charde, Carrie Schultz, Alice Chan, Jean Renso Bond, Todd Tsuho Sattersten, Stacy Zonyo Riger, Rick Hogetsu Mitchell, Sam Murphy

Absent: None

Quorum: Met

January minutes have been approved. The next Board meeting is March 17th at 7 pm in-person or via Zoom.

Board Elections: A slate of candidates for Board officers was nominated and unanimously approved. For 2022 Officers will be:

Chair: Todd Tsuho Sattersten

Vice Chair: Jean Renso Bond

Treasurer: Alice Chan

Secretary: Sam Murphy

Committee Reports:

Financial: Through January our Net Income is \$85,665. Revenue and expenses were roughly in line with expectations and showed steady membership revenue and strong class revenue in January. Our cash balance is \$186,533, which includes a \$60K EIDL loan (Covid related) which will need to be repaid. Given our solid financial condition we have increased the monthly amount paid on the SEMBLE loan to reduce that debt as quickly as possible.

DEI: DRZC has engaged Tusk Consulting to provide DEI training for people in leadership positions. 25 people have signed up for three training sessions beginning this month. The goal is to educate, inform, and provide tools for equity work at Dharma Rain.

Health and Safety: With the current waning of the most recent COVID surge, the committee agreed to begin loosening up some restrictions. The indoor capacity in the Zendo is raised to 45, we will resume indoor chanting, and either proof of vaccination or a negative test is required for entry. We will continue to require masks indoors for the time being.

Building and Grounds: Kakumyo is trying to line up final inspections for the new Hojo. The pond project is largely complete. Everything seems in good order.

Previous Action Items:

Kakumyo was able to find and hire a well-qualified person (Valerie) for the part time position of Gardener. Jyoshin will oversee the garden and provide contact with the Sangha. The hope is to re-engage the Sangha with the garden as an arm of practice.

Tsuho reviewed some of his findings about Oregon Saves and the state requirement to provide all employees with access to a retirement plan. Currently, Kakumyo has a 401 3b retirement plan through Vanguard to which DRZC makes a modest contribution. The topic is complicated and Tsuho will provide a written summary of the pros and cons of the Oregon Saves program vs. Vanguard. We will review this at the next Board meeting and create a plan of action.

New Business:

Frog Song pre-K: We are removing responsibility for oversight for Frog Song from the Dharma Garden Council, and placing it under direct oversight of the Board. Both FS and the council agree this is a better structure, and the state already provides significant oversight of the school.

Fiscal Year: Alice brought forward a request to change our Fiscal Year to match the Calendar Year. Our Current FY runs September through August, which is complicated and confusing for all involved. There was no clear rationale for why DRZC had adopted this particular FY. Our Treasurer and bookkeeper both recommend changing to January through December, and this was unanimously approved.

Employee Tax Credit: Kakumyo had begun investigating a COVID related Federal tax credit for employee retention. Alice agreed to look more closely to see if this is a program DRZC can take advantage of.

Spring Fundraiser: The board discussed whether having a spring and year end fund raiser was too much for Sangha members. It was decided it was an important piece our financial well-being and we would continue with a “low key” effort. The board decided the COVID situation was not stable enough to try and plan an in-person event, so we will do an on-line and mail event like last year. There are several in-person outdoor Sangha events planned for the summer. Kakumyo, Hogetsu and Tsuho will develop a more specific fundraising recommendation for our next Board meeting.

Board Meetings: Tsuho suggested moving our Board meetings to the third Thursday of each month and the Board agreed. The next three meetings are March 17, April 21, and May 19. The Board discussed, and agreed, to begin holding meetings in-person starting in March. Meetings will be hybrid, with a Zoom option, for those whose work schedule or health makes it better to attend on-line.

Action Items:

Tsuho will develop a suggestion for the Board’s part in the upcoming Spring Sangha Forum.

Alice will work on shifting our Fiscal year to correspond to the calendar year and look into the employee tax credit.

Kakumyo, Hogetsu and Tsuho will develop a plan for our spring fundraiser to present at the March Board Meeting.

The meeting adjourned at 8:50 pm.
Respectfully submitted by Sam Murphy, Secretary.