

June 6, 2010 Jikoji Board Meeting

- I. The Meeting was called to order by donnalynn chase, 6/6/2010, 1:45 p.m.
 - A. Present
 1. Bryan Gaynor via speaker, Hollis , Cliff, donnalynn, Greg, Todd, Dan, Jennifer.
 2. Quorum reached, Bryan exited proceedings.

- II. It was decided action was needed on approval of the budget and electing new officers.
 - A. Greg was re-elected as resident Board member
 - B. Ted will resign as Secretary as of this meeting.
 1. Jennifer was elected as new Secretary

- III. Greg reported as business manager.
 - A. He suggested it was time for a title change to more accurately reflect his duties, and will create a written description to go along with that.
 - B. For the record he would like to use the name "GUEST KITCHEN" instead of "BIG KITCHEN"
 - C. He requests a budget for the "Guest Kitchen" and suggested the current sinks be pulled out and new ones put in. They don't fit the standards, and are leaky and have other problems.
 - D. The stove is not up to code, the fire suppression system is outdated.
 1. The inspector was up here and reported to Greg that the current code is a liquid system that would cost approx. \$1000 and would take 2 guys a couple of days to install.

- IV. Budget
 - A. Hollis reported that last years budget included \$2000 from resident utilities and that current temporary resident's had not paid any utilities recently.
 1. There has been a lack of clarity on collection of utilities, and who pays what.
 2. It was agreed that Cliff will discuss with Michael about any agreements made about special exceptions to the utility fee collection.
 3. It was agreed that Greg will collect utilities from the temporary residents monthly and that it will be made more clear to the temporary residents that they are expected to pay for utilities monthly.

B. Hollis proposed that we look to the long term and consider giving Michael a raise. At one point there was discussion at getting the compensation for the teacher up to \$20,000 including health insurance.

1. Michael called Hollis previously and asked for Jikoji to cover the 60\$ fee to be paid to Kaiser for their Medicaid insurance plan.
2. Michael also will be attending a Soto Zen Conference in October and will need to use his travel budget this year.
3. Cliff mentioned that donations that will cover Michael's health insurance may not be included in the budget and should be adequate to cover the expense.
4. Dan Moves, and DL seconds the motion. Up to \$120 monthly approved to cover Michaels insurance.

V. OUTREACH

A. Question about revenue and Budget.

1. Hollis added \$100 for food to the budget
2. There was question about payroll, and the numbers were under budget for last year.

B. WEBSITE #5300

1. No money was put in for software.
2. DL asked for \$250 to be used for web improvements and software, the money was added to small office equipment.
3. DL also asked to add \$60 to upgrade web hosting.

VI. SHIKA REPORT

A. It was agreed that Todd will provide Hollis an up to date and phased Shika report so she may modify her numbers with accurate information.

1. Hollis will provide Todd positive feedback on what information she needs and when.
2. Todd will have a separate Shika budget of \$1500

VII. MAINTENANCE

A. There was a recommendation to have a Major equipment budget of \$4,000 being the goal.

1. Currently it's not available.
2. Ted mentions the water tank will need to be addressed soon.

3. Either replace the tank @ an estimated \$20,000 or another option is a plastic liner that can go in the current tank which will be around \$5,000.
 4. It was unclear if the plastic liner contained BPA's or if it was the only alternative to the problem.
- B. The issue of the Rainy Day fund was mentioned and how to address funding in case of an emergency repair such as the water tank, etc.
1. DL wished to defer to the finance committee on how to save for the Rainy day budget.
- C. It was decided to Adopt Finance Committee suggestions.

VIII. IT WAS DECIDED THAT THE NEXT BOARD MEETING WILL TAKE PLACE ON SUNDAY NOVEMBER 14, 2010 @ 1:30 P.M. AT JIKOJI.