Draft Minutes: Jikoji Board of Directors Meeting June 9, 2013

Present: All members and officers (Doug, Cliff, Jen, Dan, Edith, Bryan as Treasurer, Hollis), Mike, Jerry, Meido, John Lowney, Kathy, Kendra, Steve Tracey

Summary of Actions:

* Minutes from 20121209 approved
* Greg elected to the Board, as Residents' Representative
* “2013: PROJECT REVENUES & EXPENDITURES -- As of June 9, 2013” Approved and Accepted
* “Jikoji--Revenue & Expense Report & Proposed Budget 2013-2014 Fiscal Year”, approved and adopted by board with provision that the $6,000 projected surplus can be applied as needed for expense categories 6105, 6120, 6395 and 6455 after notice to the finance committee
* The Board adopted the IIPP plan ((need attachment)) with Greg as designated employee
* The Board adopted the (boiler-plate) Personnel Policy ((need attachment)) and delegates to the Personnel Committee the authority to make final decisions on Policy.
* Personnel Committee formed, John as chair with Dan, Kendra and Steve Tracey
* Closed Executive Session discussed resident status and utility fees
* Finance committee narrowed, to Bryan, Hollis, Doug, John and Dan

Selection of Facilitator: Doug Jacobson

(1)  Call to order and introductions

(2)  Draft Minutes Approved, 20121209

Prelim consent item: Greg elected to the Board, as Residents' Representative (unanimously recommended by Residents earlier)

 (3)  Reports
Resident Teacher : Appreciation and thanks to those who contributed and sustained Jikoji in his absence, particularly Priests, Residents, Kathy (Shika), others
Committee Reports

* Residents: Discussed application process and forms, Emergency Response Plan now in late stages of preparation, “Shika retirement” (Kathy) to be replaced by Guest Manager (Chris) with work shared by many residents,
* Projects: progress and accomplishments were discussed with handout of financial breakdown of contributions and expenditures (see attachment, “2012-2013: PROJECT REVENUES & EXPENDITURES -- As of June 9, 2013”): Approved and Accepted by Board
* Maintenance: Recent fall and preventative measures, many other challenges
* Practice: Ango, Sesshins, Daily and Sunday practice vital to Jikoji that is now a hub among many related practice centers (see Jikoji home page for links)
* Publications: web site extensions, email notices, and forthcoming book on sesshin practice, with Kobun’s teishos
* Ethics: relationship to personnel issues, meetings, agenda
* Animal Welfare: Jikoji pet medications and innoculations done, more being considered
* Seminars/workshops committee, Doug and Mike discussed precedents, work done last year, and further plans for spring and fall workshops
* Archives committee, Hollis, book in late stages of publication
* Shika: projections, further promotion, accomplishments

Finance, Budget 2013-14

Handouts Discussed“Jikoji--Revenue & Expense Report & Proposed Budget 2013-2014 Fiscal Year”, approved and adopted by board with provision that the $6,000 projected surplus can be applied as needed for expense categories 6105, 6120, 6395 and 6455 after notice to the finance committee

 John Lowney with Bryan discussed ongoing consideration of insurance coverage and liabilities, particularly fire insurance, and related personnel issues

The Board adopted the IIPP plan ((need attachment)) with Greg as designated employee

The Board adopted the (boiler-plate)Personnel Policy ((need attachment)) and delegates to the Personnel Committee the atuthority to make final decisions on Policy.

**Elections** The board decided to increase its size by one. Meido was nominated and unanimously elected by the Sangha present.

Note:  All Board Member’s terms except Meido (2016) and Edith (2015) will expire in mid-year 2014; all of these Members except Dan are still eligible for 1 more term.

**Closed Executive Session** for Board and its invited participants only
Election of Board Officers Skipped, presumable current officers continue
Reconsideration of Resident's Utilities (Fees): Discussed and resolved.

Credit Card, all except Mike’s card are to be cancelled.

Finance Committee: Jen and Cliff resigned from the committee, leaving Bryan as chair with Dan, John, Hollis and Doug

Next Meeting Sunday Dec. 1, 2 pm unless ... (bylaws: "the second meeting of the Board shall be on the first Sunday in December each year except if it would be during Rohatsu in which event it shall be the first Sunday after Rohatsu, unless another date for said meeting is established by the Board of Directors."  Rohatsu starts Dec. 2, late afternoon.)