

**BOARD MEETING MINUTES**  
**JIKOJI ZEN CENTER**  
**JUNE 7, 2015**  
**2:00 – 4:00 PM**

CALL TO ORDER AND INTRODUCTIONS

Agenda items include: Call to Order and Introductions; Approval of December 2014 Board Minutes; Reports from Resident Teacher, Treasurer, Committees; Consent Items; Action Items; Discussion Items, and Next Meeting Date. It was agreed that Doug would be the facilitator.

The first Board meeting of 2015 was called to order at 2:05 PM. The agenda was reviewed and no additional items were added. Present were the following Board members: Cliff Isberg, Chairperson; Judy Cosgrove; Vice-President; Edith Bennett, Secretary; and Doug Jacobson, Board Member. Bryan Gaynor, Treasurer, and Michael Newhall, Resident Teacher, were present. Others attending in part or in full include: Hollis DeLancy; John Flood; Joe Hall; John Lowney; Jerry Halpern; Lance Hilt, Val Szymanski; and Ying Liu.

APPROVAL OF DECEMBER 2015 MINUTES

Copies of the December 2014 Minutes were distributed, in addition to copies that were sent electronically to Board members and residents. Doug motioned to approve the Minutes. Judy seconded the motion. The Minutes were approved.

REPORTS (Resident Teacher, Committees, Shika, Treasurer)

Resident Teacher: Mike Newhall reported that both daily practice and the Sunday program with guest speakers have been going well. Recent sesshins were held, in February with Angie Boissevain (Nehan-e) and in April Ian Forsberg (Tanjo-e). An update on the resident community was provided. Mike reported that he asked Ying to join the Board as a resident member. He expressed his appreciation for Bryan, Joe, and Doug in their work on the laundry room renovation, which has been a big project. Mike has asked Joe to stay on as Tanto (practice leader) and to be on the practice committee. He recommended that Joe's role be a staff position. Mike would like the Board to address the option of having workshops; for visiting teachers, he believes it is important to offer practice workshops. In the past, financial factors have complicated that effort. Mike has been in favor of joint efforts with other sanghas. Denko-e in 2015 will be held with Gary Koan Janka from Santa Barbara. Earlier upcoming events include a sesshin with Kokyo Henkel and the summer Kobun Memorial Sesshin.

Strategic Planning: John Lowney provided a brief update from the committee on the writing status of Jikoji's history. He reported that Angie has also been asked to write about the history and is working on this with Chris Braccini. When Angie is finished, we will be about three-quarters of the way to completion. Most Committee members have completed their versions.

Committee members Mike and Bryan will also contribute to the writing effort. The various histories will be consolidated in a final draft for Committee review. Per traditional strategic planning protocol, the purpose of creating a historical record is to get all nine Committee members on the same page, as each has their own particular experience of Jikoji. Once completed, the actual strategic planning work should be relatively easy.

Maintenance Committee: Lance Hilt reported that there have been no meetings or concerns. There is a care issue of the pond, but discussion of the matter was not necessary at this meeting.

Doug Jacobson reported that re-roofing was completed for three of the buildings: Zendo, Dorm Building, and Residents' Building. (The community building was re-roofed 15 years ago.) The laundry room is 99% complete. Minor maintenance issues remain, such as getting the machines operating. No future large projects are anticipated. Eventually, the 12,000-gallon water tank will need replacement, which will have higher priority in the next few years. There was agreement that we need to conserve water and monitor the system.

Publications: Hollis DeLancy reported that White Pine Press has postponed the calligraphy and publication of Kobun's work until the fall of 2016, but that the book has been designed.

Judy Cosgrove reported that she is working on taking the transcripts of the Heart Sutra and putting it into a book with the same design as the last one, an effort that will take a few months. Mike stated that Denko-e may have a Heart Sutra theme, and that a draft would be helpful by then. Wisdom Publications is interested in the material and wants synopses of the chapters. Judy questioned how much broad interest there is, while Mike and Cliff believe that there would be local interest for the material in nearby zen centers. John Lowney suggested an e-book for Kobun's teachings, which could be done with assistance from an agent, resulting in a wide distribution at a low cost, with a positive impact on Kobun's legacy. Joe said that there is a pdf version available on the website ([kobun.jikoji.org](http://kobun.jikoji.org)), which could be listed on Amazon.

Websites and Communication: Joe Hall reported that there is now a podcast on the website, and discussion ensued about accessing and downloading the podcasts. Mike stated that "We have a standing intention to archive Kobun's teachings, and there's a link on the website." Cliff noted that [kobun.jikoji.org](http://kobun.jikoji.org) is the archive for Kobun's teachings, with both talks and text. Joe suggested contacting Cliff if there is material to be added to the archives. Jerry said that it would be helpful if there were more "pointers" on the website to access it, as archives can mistakenly imply outdated material. Joe will work with Cliff to make this happen. Mike added that many of Kobun's talks were recorded, and a contact in Nova Scotia can send audiotapes of Kobun's Naropa, France, Vermont, and Nova Scotia talks; more material will also come from Austria.

Animal Committee: There is no report at this time. Due to Greg's absence, the Animal Inos will likely be Jana and another resident. It was mentioned that more attention should be given to fresh water for the animals in the hot weather.

Shika: John Flood reported that there continues to be a “moderate corporate group interest” in retreats, though having events here isn’t being actively promoted. Cornerstone Academy will be here in the summer and a Taoist group will come in the fall. Moving forward to December, there should be about \$20,000 in revenue. He suggested that we increase rates, gradually upgrade mattresses, and get a ceiling fan. Doug will work with John on the ceiling fan. The futons are being retired and mattresses will be used. John believes that, “if we modestly improve, people will come back.” There are organizations that return regularly, some smaller groups, and others who form a loyal customer base. Mike and John are considering a mailer within a 50-mile radius to broadcast our availability. John stated that the duties of the Shika role include: making inquiries, responding to emails, negotiating prices, getting contracts, coordinating payment, monitoring building maintenance and spaces, cleaning, buying supplies, doing pricing research, making sure rooms are neat and attractive, welcoming and orientation, and coordinating events with the Ino of the day. Mike and John are also working on a “restoration book,” a detailed booklet on how to restore Jikoji, which should be ready in a couple of months. Issues with consistent wifi access were discussed; if an upgrade is needed, costs may increase. Bryan and Joe will continue the discussion of wifi access.

Treasurer: Bryan Gaynor reported that there is no budget to review at this time. He is working on transitioning the accounting system into a process that the new CPA can work with. The system continues to be refined since the December 2014 meeting. Bryan noted that there had been high numbers of irregularities in the recording, and the new goal is to have standard accounting principles and produce reports. The budget could be approved by phone via conference call. Bryan also reported on the facility improvements fund, and summarized work since March 2015. The three projects were: roofing; the earthquake retrofit and laundry room; and the main electrical system. Some unexpected problems arose with the particle boards underlying each roof, and an extra \$5000/roof was required to remove it. The electrical project is unfinished, but it’s “safe power and an incredible value” to health and safety. Some funds from the general fund paid for that. There was a shortfall of around \$7K, and a general fund transfer took place to complete the project. Bryan also reviewed fund transfers for the electrical upgrade and for the community building upgrade. Judy made a motion to transfer \$15K for re-roofing and to complete the work in the community building. Cliff seconded the motion, which was approved unanimously. Bryan thanked the residents for their work on the projects. Although substantially completed, bits and pieces of work remain.

Workshop funding was discussed to follow-up on Mike’s request for workshops. Bryan said that they are subsidized, which results in a lack of profit. An individual who leads a workshop is generally an independent contractor, who charges attendees for the workshop and then pays Jikoji for use of its facilities. This removes Jikoji from the process of having to pay someone and collect required information, as many steps are involved. If a workshop is desired by Jikoji, the Board could subsidize it; however, a W-2 would have to be completed, and fees paid directly to the workshop leader. Jikoji does not presently have a system of paying leaders. It was agreed that we need to put together a seamless way to process and collect fees. Bryan offered to meet and discuss the issue further. Some workshops can be handled like sesshins, while others can’t, and we may need a couple of models. Doug motioned that further discussion be deferred.

### CONSENT ITEMS

It was agreed that the workshop issue is a consent item, and is deferred.

### ACTION ITEMS

The first action item was to promote Joe to a staff position. Cliff made a motion to do so, and Doug seconded the motion. This action item was approved.

The second action item was to approve the additional Board member. Cliff made a motion to approve the residents' choice of Ying as a new Board member. Doug seconded the motion. All were in favor, with congratulations to Ying. Following some discussion of having a sixth Board member, Judy suggested adding a sixth Board member. Bryan stated that anyone can recommend a new Board member. Edith motioned for Val Syzmanski to be a sixth member. Hollis seconded the motion. It was stated that officers' roles can change; however, no changes are recommended at this time. Ying and Val were unanimously approved to be Board members.

Another action item, transfer of funds, was deferred.

### DISCUSSION ITEMS

A discussion item was raised about fire safety. Mike stated that this is a fourth-year drought and that there is a need to coordinate training with fire response, evacuation routes, and inspections for fire safety. It was noted that bay laurel trees are flammable. Tree removal may therefore be necessary, and the finance committee will need to take that under consideration. Although speculative at this time, consent can take place by email. There is also a need for more fire hydrants, and the sprinklers in the community rooms need to be connected.

### NEXT BOARD MEETING

It was agreed that the next meeting date would be December 6<sup>th</sup> 2015 at 2:00 PM.

### ADJOURNMENT

The meeting was adjourned at 4:00 P.M.