

**BOARD MEETING MINUTES**  
**JIKOJI ZEN CENTER**  
**June 11 2017**  
**(Reviewed & revised, final 2017-08-12)**

*Note: Timestamps refer to approximate location in the [recording of the meeting](#).  
Minutes prepared by Nico Detourn, Secretary.*

**CALL TO ORDER:**

The meeting was called to order at 2:20 pm. Board Members present included Cliff Isberg, Chairperson; Judy Cosgrove, Lance Hilt, and Douglas Jacobson, constituting a quorum. Joe Hall was also present and had been designated by Andy Acker to act as Resident Representative to the Board in Andy's absence. Others present included Nico Detourn, Hollis DeLancy, and Jim Mills, as well as later arrivals Hogan Martin, Michael Newhall, Michael Petersen, and Bryan Gaynor, Treasurer. Edith Bennett, Secretary, had recently resigned from the Board and was not present. Yingzhao Liu was not present. It was agreed that Doug Jacobson would facilitate the meeting.

**APPROVAL OF December 4, 2016 MINUTES:**

The minutes had previously been reviewed by email distributions to the board and officers, and are posted at <http://admin.jikoji.org/board/201612>. Both a pdf and an Microsoft Word version are posted. The minutes were unanimously approved.

**REPORTS (Community, Board, Committees):**

**Publications/Communications/Website** (Judy Cosgrove; Joe Hall):

[17:56] Joe reported continuing progress in Communications, including Nico's help with the website and newsletter. Publications of books featuring Kobun's Teachings, edited by Judy and, in one case, Judy and Joe, have been distributed to many associated zen centers and teachers. The most recent book, Embracing Mind, has sold 630 copies, netting roughly \$2000, and having leveled out is currently selling about 2 per day. These funds are in an account for Teaching, and, once budgeted, can fund workshops and additional programming as source of revenue. Electronic versions of some of Judy's other works may be published in the fall. A wider variety of books is anticipated next year. "It's turned out that making Kobun's words accessible has really reached a lot of people." Other zen centers (e.g., Chapel Hill Zen Center) have used the book for Kobun-themed practice periods and taught extensive classes from the book. There was discussion of how to distribute funds from the Kobun books to Kobun's family.

Judy gave a presentation from notes, which she later submitted for inclusion in

the minutes, as follows:

### **Publications Report from Judy Cosgrove:**

June 11, 2017

This has been a slow few months, comparatively speaking, for my activity in publications. (Joe probably has more to report.)

My text for “Kobun on Platform Sutra” has been complete for many months but typesetting is held up by the unavailability of Russell Cosgrove in assisting. I am hesitant to involve another person in this because we both have ideas of what we want to do....Hopefully, soon. Floating Zendo has had a study period on Platform Sutra, using this text.

Efforts to put together some sense of the theme of Kobun’s thesis are stymied by my lack of knowledge of both Sanskrit and Japanese. Saeko Ginestat has not had time to translate. My efforts include acquiring a couple of books written or edited by Gadjin Nagao, Kobun’s Professor at Kyoto University. A couple of Sanskrit dictionaries have been consulted, which were not very helpful, and other books plus the internet were consulted. The internet is surprisingly helpful. This work is ongoing.

What I know so far is that the title of the thesis, “Asraya-paravrtti” means “turning about of the basis” as translated by Professor Nagao, or “overturned at root” as translated by Ben Connelly. Kobun spoke on the subject years later at Haiku Zendo, available online in Thursday-mornings.org, using a term, “amala vijnana” which doesn’t appear in the thesis. Many hours have been spent trying to understand why it didn’t, to no avail. All of this is germane to the Buddhist notion of enlightenment, and thus quite possibly fascinating. On the other hand, it is study, and not the thing itself!

BTW the Thursday-mornings.org website is back up, thanks to Vanja’s webmaster and Michael Peterson, and me.....

[21:44] Hollis reported progress on the Kobun calligraphy book. Gary and Hollis, finished, designed, and chose calligraphy for title page, and are writing intro. Sending to publisher The book’s title is "Precious Mirror."

### **Maintenance and Construction** (Hogan Martin):

[26:46] Hogan described the results of recent major construction activities changing the zendo’s footprint and installing heated flooring as well as new doors and entrance. Upgrade to Room 7 in Zendo building. New windows are also being installed in the community building shop. The new generator is installed and tested and ready within seconds in case of PGE power failures.

Ongoing maintenance (grounds, bathrooms, plumbing, water system, lighting, etc.) is keeping Jikoji in working order. Doug noted that routine maintenance is ongoing as needed. Improvements to our dirt driveway from Highway 35 were discussed and are being planned.

**Resident Teacher's Report** (Mike Newhall):

[56:00] Recent sesshins, including Nehan-e led by Angie Boissevain and Tanjo-e led by Ian Forsberg were reported to have gone very well. The Sunday program is very successful, with attendance typically in the mid-twenties, with good participation of the residents in the various jobs. In addition to Mike Newhall, Joe Hall as Tanto and Doug Jacobson are teaching at Jikoji. Doug's first-Saturday Zazenkai has "developed into a really fine tradition." A joint Genzo-e sesshin with Santa Cruz Zen Center, led by Kokyo Henkel, and a "Weekend Study" workshop retreat on the Heart Sutra, led by Doug and organized and facilitated by Nico Detourn with Michael Petersen, also went well. Joe continues to give meditation instruction. Our Sunday program is very successful, with good resident participation.

**Resident Report** (Andy Acker):

Andy was not present at the meeting but had previously submitted his Resident report by email, as follows:

I recently reached out to other residents (both permanent and those with recent temporary stays) to gather their input for this report. A few themes left an impression:

1. The recent expansion of the "Guest Practitioner" category of Jikoji guests, has expanded and positively impacted the experience of Jikoji residents by bringing in folks from a range of backgrounds and ages -- particularly young people. This diversification has been inspiring to several residents.
2. Recent efforts to modernize and update tech and usability of basic Jikoji functionality, particularly by Joe Hall and Michael Petersen, are greatly appreciated.
3. We feel that the voices of those of us who live, work, and practice here at the center, contribute an important perspective to decision-making processes. Feeling heard and understood is important.
4. It is our hope that the needs, thoughts, feelings, and insights of current

residents are considered with any changes being currently developed in the Jikoji residency program.

5. Despite an overall enthusiasm for Jikoji as a rural location, we value a clean and organized environment: one that is safe, welcoming, hygienic, and meets basic needs for personal care. We're constantly learning how to navigate those needs well amidst the challenge of Jikoji's proximity to the ruggedness of the natural world.

6. How each resident can best contribute to Jikoji, with their multitude of talents and inspirations, is an exciting topic; as well as working together to align our vision(s) accordingly.

7. No matter how pervasive both buddhanature and the precepts are, conflict and its resolution are a part of what it means to live in close proximity with other Buddhist practitioners. There is interest in further development in the updating of these policies and recommendations, community-wide, to support the treatment of all sangha members with compassion and respect.

8. There is continued interest in having an Ethics Statement that is recognized and upheld by both the residential and wider Jikoji sangha.

9. We are deeply inspired by one another's commitment to practice, and there is a lot of gratitude for our teachers here- particularly Michael Newhall as our Resident Teacher.

Andy's proposal to amend Section 2(c) of the Bylaws, which he submitted with his emailed report, was not considered by the Board at this time.

### **Proposed Policy: New Practitioner and Guest Policy**

[58:55 ] Mike Newhall introduced a new Practitioner and Guest Policy, focusing on bi-annual review and approval of each Term Practitioner, the proposed new term for on-site Jikoji residents. This was discussed among those in attendance. It was decided to give the people now living at Jikoji a chance to review and absorb this, ask questions, with changes made as appropriate. Then the board would vote on it in a special meeting. Hollis and Bryan agreed to clean up some ambiguous language in the current version.

### **Financial and Shika's Report:** (Bryan Gaynor and Michael Petersen):

[33:15] Michael Petersen distributed a series of charts representing Jikoji's financials over the past 5 years, based on data provided by Treasurer Bryan Gaynor, as discussed below. (Michael P's slide presentation in pdf is available at <http://admin.jikoji.org/board/201706/Revenue-and-Expense-Report-Jikoji-Board-Meeting-June-2017.pdf>.)

Michael P gave an overview of what is available to Jikoji to spend, in terms of non-dedicated income; Jikoji expenses not related to big projects, but to the everyday running of the zen center; how these compare to the past.

Three big areas are Group retreats, Individual retreats, and General Donations, with the latter up 225% over last year. The automated reservations system Joe and Michael developed contributes to these trends.

Bryan provided additional comment on the financial graphics distributed by Michael Petersen, and noted that we are "holding the line on expenses" which are not "going to the moon."

Bryan also proposed, in view of Jikoji's improving finances and several significant improvements essential for health and safety, that he prepare with Jim Mills a line of credit of approximately \$250,000, as described below.

[44:57 ] Bryan did not present a line by line proposed budget at this time, and instead indicated that a conservative detailed budget report would be presented for Board approval in early August. Bryan expects that the detailed budget report will be based on Michael Petersen's graphics. The detailed budget would be based on projected income on the average income for the last two years and projected expenses will be based on the higher expense amount for each line item for the last two years. This approach ensures that the budget that will be formally adopted by the Board in early August will be conservative.

Some additional discussion followed: [48:00] Mike Newhall asked about budget for sesshin and Sunday program food, and expenses for resident breakfast. Can a budget for these things be formulated? Bryan suggested this be done through the finance committee to avoid going through the whole board.

Joe requested an increase in budget for books from \$500 to \$2000.

A motion was discussed to allow the Finance Committee to approve up to \$3000 under certain circumstances. When the proposed budget will be presented to the Board in August, it will include a provision allowing the finance committee to approve an unbudgeted expenditure or series of expenditures not to exceed \$3,000 in amount. Currently the Committee may only approve up to \$1,000 for an unbudgeted expenditure or series of expenditures.

[54:12] The preliminary budget for FY2017 through May 2018 based on Michael Petersen's graphics was unanimously approved, completing Bryan Gaynor's and

Michael Petersen's combined Financial/Shika report.

### **Elections to the Board, and Officers:**

[1:25 - 1:44] After review, the Board moved and approved a board size of 7 [1:37:30]. Jim Mills, Hollis DeLancy, and Bryan Gaynor (after he resigned as Treasurer) were nominated and unanimously elected by all present Sangha members. The Board then elected Doug Jacobson as Chairperson, Michael Petersen as Treasurer, and Nico Detourn as Secretary.

### **OTHER BUSINESS**

[1:45:55 ] Bryan raised "**major health and safety concerns.**" Zendo and Resident building earthquake upgrade retrofit. Decks on Resident building and Community building and zendo are dangerous. Plus water tank upgrade. Jikoji now in black. Can do upgrades more quickly with new line of credit from Jim (discussed below.) Can borrow what we need to get these things done.

[1:51:22 ] Bryan: Details of credit line. For example: We can borrow 100k to do some projects in 2017, that means Jikoji has to budget 10k a year to pay back that 100k. Also need to budget 2 or 3% for interest. "A dream come true."

[1:54:25] Motion by Bryan: Jikoji board authorizes Bryan to draft a line of credit which will allow Jikoji to borrow up to \$250,000 from Jim Mills. The loan will be a business loan between Jim Mills and Jikoji, the terms of which are described as follows:

1. The loan will be in the form of a promissory note (the "Note") under terms of which the interest rate will on the outstanding balance of the Note will be 3% per year;
2. The Note will require quarterly payments in amounts sufficient to pay not less than 10% of the note balance each year.;
3. Initially the line of credit will be used to pay off the loan balances now due and owing to Doug Jacobson and Bryan Gaynor's retirement plans--Doug's plan originally lent \$30,000 and Bryan's lent \$15,000 to complete the re-roofing and community building earthquake retro-fit projects;
4. In the future the line of credit will be used for specific projects on the following basis:

- a. An improvement project will be recommended to the board and Jim Mills by the facility improvement committee (the "FIC") for board approval that will include a proposed budget for the project;
  - b. The treasurer will provide Jim Mills with a report showing year-to-date income and expenses through the end of the most recent quarter;
  - c. The treasurer's report will include income and expenses for the same period for the previous two years;
  - d. Jim Mills must approve the proposed advance on the line of credit based on his review the treasurer's report;
  - e. Jim Mills review and right to decline to make the loan advance will be based on his determination there has been a material decline in Jikoji's financial condition that make repayment of the proposed advance questionable;
  - f. Upon Jim Mills' approval of the proposed project, the advance will be made;
5. All loan funds advance on the line of credit will be deposited in the Facility Improvement Fund and not the general fund and will be applied to project costs and may not be used for any other purpose.

Hollis seconded the motion and it was unanimously approved by the Board.

**ADJOURNMENT/NEXT MEETING:**

The meeting was adjourned at 4:30 PM. The next meeting is scheduled for the Sunday December 10, 2017 at 2PM, since Rohatsu sesshin will be in process on the first Sunday of December. Doug made a motion to adjourn, and Cliff seconded the motion.

A closed session followed, to consider staff actions after open meeting.