

## Cedar Rapids Zen Center – Jikyouji

MINUTES – Sangha Meeting – December 17, 2017 – Convened at 10:45 AM

Called to order by President Douglas Gustafson

**Present:** President Douglas Gustafson, Vice President Eric Higgins-Freese, Treasurer Myoho Kendall, Secretary Kelly Kruse, Resident Teacher Zuiko Redding, Jennifer Day, Henry Higgins-Freese, Reuben Higgins-Freese, Julie Shaw

**COUNCIL was held.**

**MINUTES of 26 November** – Motion to approve by Henry – Second by Eric – Carries

**PRACTICE REPORT – Zuiko Redding** - See Appendix A

**TREASURER’S REPORT – Myoho Kendall**– For 2018 Proposed Budget, See Appendix B

- Donate button discussed
- Motion to recommend budget proposal to full board by Gus – Second by Julie - Carries

### Accounts as of 11-25-17

Checking (Hills)	\$2,961.58			
Savings (Hills)	\$7,221.42			
				\$10,183.00
N. T. F. Savings (LACCU)	\$8,120.00			\$8,120.00
CD	\$10,523.84	07/16/18		\$10,523.84
CD	\$22,977.63	04/12/19		\$22,977.63
CD	\$29,509.40	05/25/19		\$29,509.40
CD	\$22,030.21	06/03/19		\$22,030.21
Mutual Funds (ING)	\$35,940.02			\$35,940.02
			<b>Grand Total</b>	<b>\$139,284.10</b>

### BUILDING AND GROUNDS REPORT – Zuiko Redding

If you see something that needs attention, let us know. If you’d like to do something about it, let us know that, too. Then do it. We need everyone’s eyes out there.

Work Day – December 16 – Jenn, Lauren, Myoho, and Zuiko cleaned the discussion room, sun porch, bath, and entry for New Year’s

Next work days: January 20

Pending projects

- Need to get work done on the backup sump pump. The control panel seems to be broken. Zuiko will call Grainger about this in January.

Projects needing attention

- Peeling paint on the wall of the bathroom cabinet – from Kelly and Jenn
- Caulk discussion room ceiling – from Myoho

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### Finished projects

- Handyman Ryan Higdon worked on the front porch light but could not get it to work as it should. At the moment, turning it on results in a continuous light. Zuiko recommends leaving it this way until we have more insight into the problem.
- Ryan Higdon also installed the extra outdoor light in the back, replacing the old one which only had “on” and “off” modes. The new one has a motion detector and allows people to see the back steps in the dark.
- Installation of a new garbage disposal has been postponed until it is needed.
- Eric fixed the CD/DVD player on the desktop computer

### New projects

- None

### Pending long-term projects – Things that need to get done sometime

- Painting – Woodwork and walls in library, hall, office, Zuiko’s room, and stairwell / touch up garage / touch up porch.
- Roof – Long-term plan is to put on a new roof in 2019 or 2020.
- Refinish floors – Would be nice to begin with the zendo and the entry.
- Possible finishing of basement corner into discussion/class space.
- Sealing of basement against moisture
- Garage door may need replacement in the next few years

Did we miss anything?

We are still in need of people to help with this area or to take it over.

## *Communications report – Lauren Manninen*

### **Mailchimp**

December 2017<sup>[1]</sup><sub>[SEP]</sub>

349 Recipients (+3 from previous month)<sup>[1]</sup><sub>[SEP]</sub>

20.3% Opened the email (+1.4% from previous month)

8 People clicked on our 2018 calendar link

\*Lauren is currently working on some backend coding that may be artificially reducing open rates in gmail recipients. We should see an improvement in February's Newsletter on open rates.

### **Facebook Activity** (November 29th through December 31st)

**Page views:** 176 (+14 from previous month!)<sup>[1]</sup><sub>[SEP]</sub>

**New page likes:** 626 to 633 (On par from previous month)

**New page followers:** Increase from 621 to 627

**Page Reach:** 2540 (+372 from previous month)<sup>[1]</sup><sub>[SEP]</sub>

**Engagements with our posts:** 327<sup>[1]</sup><sub>[SEP]</sub>

**Most popular post this month** – Reached 305 people, 32 reactions, comments, & shares



**OTHER BUSINESS**– Strategic Plan

- Increased community presence ideas we've talked about – Sitting at New Bo or Czech Village
- Eric – could do Introduction off-site
- Zuiko – maybe do extra sessions that way, keep temple night for privacy
- Julie/Zuiko – Waypoint (to help people affected by domestic violence or homelessness) or Green Square would be good places to demonstrate zazen
- Mindful walking practice outdoors in summer
- Library – sunset zazen on roof? Does close at 8PM Mon-Thurs
- Distribute brochures?
  - Zuiko – we tried that and it didn't work well
  - There may be some places we can check with, Myoho will research
  - Once we had relationships with places, brochures could be mailed
- Culture/Mentoring/Beginner's Mind – doing a good job
  - Zuiko – helping newcomers out, showing them how to do things correctly
  - Does website mention 30-minute crash session before zazen?

**ANNOUNCEMENTS for CRZC**

Monday Night Dharma – January 8, 15, 22, 29 6:30 PM

Baika Practice – January 11, 25

Introduction to Zazen - December 20/January 17 7:30 PM

Sangha Meeting – Sunday, January 28 following dharma talk

**ANNOUNCEMENTS of other events in the Cedar Rapids Area**

Know Your Neighbor – January 8/February 12/March 12 6:30 PM, Beems Auditorium, Cedar Rapids Public Library (Q&A with representatives of 3 local religions each time)

**NEXT MEETING: January 28**

Meeting adjourned at 12:05 PM

Motion to adjourn by Zuiko – Second by Reuben – Carries

Respectfully submitted by Kelly Kruse

**Appendix A:**

**Practice Report – December 17, 2017**



**General Impressions**

We have good people and good practice. We're small and strong, growing good roots and good branches.

**Center Activities**

- Introductory evening – Myoho.
- Sunday and daily sitting – Good attendance on Sundays and noon zazen.
- Sesshin – A total of five people sat at least part of the two days.
- Baika practice – Three people these days. Next meeting is December 28.
- Monday night dharma – We have around five people at the moment. Discussion is good. People have useful things to say and ask good questions.
- Rakusu sewing – We have three people sewing at the moment and they're making good progress. Sewing happens on the fourth Sunday of each month, after sangha meeting. Join us for lunch – bring a dish to pass – and stay to sew.

**Special Events**

- December 7 – all-day sitting at Anamosa – a total of five people sat

**Sangha Members' Activities**

- Myoho Kendall, Tim Macejak, and Tim Yuki visit the Anamosa group.
- Daishin does Ft. Dodge and shares Newton.
- Kelly does the introductory evening.
- Lauren is managing our Facebook page and the two newsletters.
- Myoho is our representative to the Inter-Religious Council.
- Eric is managing our website.
- Gus writes thank-you notes to donors, supplies sayings for the website, and mows the lawn.

**Zuiko's Activities**

- December 10 – Sitting at Anamosa – four people
- Editing translations for Sotoshu and writing for Facebook page, monthly newsletter, and *Ancient Way*

### Announcements

- We need people to write for the newsletter. Stories, thoughts, and pictures are welcome.
- New Year's Eve sitting and New Year's Day open house – help needed for cooking and organizing
- Zuiko will be at the Sotoshu board meeting February 7-8
- Precepts Receiving Ceremony – July 7, 2018

### Appendix B:

#### Cedar Rapids Zen Center 2018 Proposed Budget

	Full Year	Three Quarters Year	Full Year
Income	2017 Budget	2017 Jan.-Sept.	2018 Proposed
Bookstore/Library - UR	\$300.00	\$219.00	\$300.00
Contributions - UR	\$13,500.00	\$13,152.45	\$13,500.00
Fundraising - UR	\$8,500.00	\$3,518.06	\$8,500.00
Teaching Engagements - UR	\$800.00	\$810.00	\$800.00
Practice - UR	\$900.00	\$1,485.49	\$900.00
Prison Fund - TR	\$0.00	\$75.00	\$0.00
Miscellaneous Income (rebates) - UR	\$100.00	\$33.58	\$100.00
<b>TOTAL REVENUE</b>	<b>\$24,100.00</b>	<b>\$19,293.58</b>	<b>\$24,100.00</b>
Expenses			
Housing			
a. Mortgage	\$0.00	\$0.00	\$0.00
b. Maintenance	\$1,700.00	\$687.99	\$1,700.00
c. Renovation	\$2,000.00	\$2,443.90	\$2,000.00
Insurance (house/org./work comp.)	\$2,000.00	\$1,589.00	\$2,000.00
Utilities	\$3,000.00	\$2,728.18	\$3,000.00
Personnel (health ins./wages)	\$6,600.00	\$4,107.02	\$6,600.00
Office Supplies & Service	\$2,500.00	\$1,064.07	\$2,500.00
Fundraising	\$650.00	\$659.50	\$650.00
Bookstore/Library (inventory)	\$450.00	\$515.95	\$450.00
Practice	\$2,300.00	\$2,215.12	\$2,300.00
Dharma School	\$100.00	\$0.00	\$100.00
Prison Practice (reimburses bookstore)	\$500.00	\$166.85	\$500.00
Community Support	\$500.00	\$285.00	\$500.00
Miscellaneous Expenses	\$0.00	\$0.00	\$0.00
New Teacher Savings (transfers to savings)	\$4,800.00	\$3,600.00	\$4,800.00
<b>TOTAL EXPENSE</b>	<b>\$27,100.00</b>	<b>\$20,062.58</b>	<b>\$27,100.00</b>
Net Budget Excess (Deficit)	-\$3,000.00	-\$769	-\$3,000.00

TR = Temporarily Restricted

UR = Unrestricted