

Cedar Rapids Zen Center – Jikyouji

MINUTES – Sangha Meeting – December 27, 2015 – Convened at 10:51 AM

Called to order by President Eric Higgins-Freese

Present: President Eric Higgins-Freese, Treasurer Gina Vavra, Secretary Kelly Kruse, Resident Teacher Zuiko Redding, Beth Parker, Sally Taylor

COUNCIL was held.

MINUTES of November 22 – Motion to approve by Gina – Second by Eric - Carries

PRACTICE REPORT – Zuiko Redding See Appendix A

COMMUNICATION REPORT – Hoko/Zuiko See Appendix B

TREASURER’S REPORT – Gina Vavra See Appendix C

WORK LEADER’S 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 12 – cleaned pantry, discussion room, and sun porch

Next Work Day: Didn’t schedule one for January

Possible work: tidying basement, sanding woodwork upstairs, paint zendo air intake, touch up zendo windowsills, put up coat rack in entry – other suggestions?

Pending projects

- Basement sealing – nothing done
- Flaking paint on stairway ceiling – nothing done
- Paint the air intake in the zendo. Have bought paint and Eric will do.

Projects needing attention

- Clean and organize basement – Sally, Denny Novak, and Zuiko will begin sometime in January

Finished projects

- Disposing of stump almost finished

New Projects – none *If you know of anything, let Zuiko know.*

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

- Painting: woodwork & walls in library, hall, office, Zuiko’s room, and stairwell / water-damaged areas in kitchen and stairwell – waiting for okay on these areas from Fitz / a few other places downstairs where paint is cracking / touch up garage
- 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

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Did we miss anything?

If someone would like to take over as work leader, let us know.

OTHER BUSINESS

1. Insurance for Zuiko. This year the premium was \$29 per month. This year there will be no per-month premium, but she will have a co-pay of \$35 for specialist visits and is likely to have many of those as part of post-cancer care. She would like to receive \$50 per month to cover those, since there will be no premium for the Center to pay. The payments can be made on a monthly or semi-annual basis, or all in one lump sum. Motion to approve by Sally – Second by Gina – Carries.
2. New Desktop PC – After discussing the need for a new PC at the November sangha meeting and over email, a refurbished computer from Newegg.com was brought up for consideration. It is an HP with a 3.4 GHz processor, 16 GB of RAM, a 1 TB hard drive, and Windows 7 for \$400. Motion to have Gina order the computer by Sally – Second by Gina – Carries.
3. Ethics Policy – Sally and Zuiko worked on this and Eric will post the new draft on the website. Could discuss at next meeting.

ANNOUNCEMENTS for CRZC

1. New Year's Eve Celebration – Thursday, December 31 7:30-10:40 zazen
10:40-11:10 Ryaku Fusatsu 11:10-12 noodles and social time
2. All Day Sitting – January 17
3. Next Sangha Meeting – January 24 after dharma talk (since changed to 31 Jan)

NEXT MEETING: January 31

Meeting adjourned at 12:06 PM

Motion to adjourn by Gina – Second by Zuiko – Carries

Respectfully submitted by Kelly Kruse

Appendix A:

Practice Report – December 27, 2015

General Impressions

New Year's is here and many people are helping out with preparations. On December 12 we cleaned the downstairs and today we are beginning the preparations for the open house. With many people sharing the work it becomes light.

Center Activities

- Introductory evening – four people came and Kelly did the evening.
- Sunday sitting – attendance is unsteady, but the people who come are solid. Also, having just one or two creates a good opportunity for people to learn how to ring the zazen bell and time zazen.
- Daily sitting – At least one person for two of the noon sittings. Sometimes a person in the evening.
- Baika practice – three people. We are having a good time singing and learning to be coordinated.

Special Events

- Rohatsu sesshin – one person besides Zuiko for the entire time, two others part-time. It was a quiet, solid sesshin. Indeed, one or two people is a great monastery.

Sangha Members' Activities

- Tim Macejak gave a talk at Holy Redeemer Lutheran Church on December 6. The gentleman who arranged the talk called to say that it was excellent.

Zuiko's Activities

- Part of a committee developing a statement on climate change for Sotoshu in America. This is one of the first times Americans and Japanese have cooperated on developing something. Our draft will be considered by Sotoshu in Japan in January.
- Editing translations for the Sotoshu web site
- Writing for Facebook page and announcements – gets the dharma out there

Announcements

- New Year's Eve sitting and New Year's day celebration
- All-day sitting – January 17
- Zen Practice and Tradition begins January 5
- Han Shan speaker – study group – begin February 1 – six weeks
book – *On Cold Mountain: A Buddhist Reading of Han Shan's Poems* by Paul Rouzer
- Jisho Siebert in February, Daishin McCabe in March – work on chanting in March
- Sotoshu baika person June 11
- Daigaku Rummé coming June 19 - Kathleen, too

Appendix B:

Communications Report – November 2015

from Hoko Karnegis - - - -

Facebook

Eleven posts were made to the CRZC page in October, down from twelve in September. Page likes as of November stand at 423, up from 408 for October.

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The best-performing post in terms of reach was

- "Beware of anger" with a reach of 1,119, 63 likes, 3 comments and 16 shares
- "Text of life" reached 990 people and had 74 likes, 4 comments and 13 shares
- "Pleasure" reached 893, with 91 likes, 31 comments and 12 shares.

About 3,500 people worldwide were reached by at least one post this month, down from 7,335 in September.

CRZC Currents

The month's issue of *Currents* went to 248 subscribers, up from 251 in October.

Eighty-nine recipients (35.9%) opened the publication, up from 85/34.4% last month. The current average for religious publications at MailChimp is 28.5%.

Need a communications officer

Someone to work on communications – Hoko may be leaving soon. This person would work with Zuiko to

- do Facebook posts
- do monthly newsletter

If you can do this or know someone who can, let us know

Appendix C:

**Cedar Rapids Zen Center
2015 Second Quarter Report
Budgetary Comparison and Statement of Activities**

	Full Year	Full Year	3 Quarters	
Income	2014 (Jan.-Dec.)	2015 Budget	2015 (Jan.-Sep.)	% Change
Bookstore/Library - UR	\$109.20	\$100.00	\$204.00	204%
Contributions - UR	\$12,716.25	\$12,700.00	\$10,459.72	82%
Fundraising - UR	\$10,472.00	\$9,000.00	\$4,447.18	49%
Teaching Engagements - UR	\$867.00	\$800.00	\$1,269.00	159%
Practice - UR	\$973.00	\$900.00	\$462.00	51%
Great Sky - UR	\$150.14	\$0.00	\$0.00	0%
Prison Fund - TR	\$15.00	\$0.00	\$25.00	#DIV/0!
Miscellaneous Income (rebates) - UR	\$10.00	\$100.00	\$21.47	21%
TOTAL REVENUE	\$25,312.59	\$23,600.00	\$16,888.37	72%
Expenses				
Housing				
a. Mortgage	\$0.00	\$0.00	\$0.00	0%
b. Maintenance	\$2,008.66	\$2,000.00	\$899.10	45%
c. Renovation	\$8,917.57	\$5,200.00	\$0.00	0%
Insurance (house/org./work comp.)	\$2,054.00	\$2,100.00	\$1,618.00	77%
Utilities	\$3,244.64	\$3,200.00	\$2,535.92	79%
Personnel (health ins./wages)	\$4,991.14	\$4,900.00	\$3,835.49	78%
Office Supplies & Service	\$1,303.44	\$1,800.00	\$2,044.79	114%
Fundraising	\$404.59	\$500.00	\$511.92	102%
Bookstore/Library (inventory)	\$236.41	\$500.00	\$231.62	46%
Practice	\$2,320.93	\$2,300.00	\$1,696.97	74%
Dharma School	\$0.00	\$100.00	\$0.00	0%
Prison Practice (reimburses bookstore)	\$382.02	\$500.00	\$222.36	44%
Community Support	\$525.40	\$500.00	\$250.00	50%
Miscellaneous Expenses	\$0.00	\$0.00	\$0.00	0%
New Teacher Savings (transfer to sav.)	\$4,800.00	\$4,800.00	\$3,600.00	75%
TOTAL EXPENSE	\$31,188.80	\$28,400.00	\$17,446.17	61%
Net Budget Excess (Deficit)	-\$5,876.21	-\$4,800.00	-\$557.80	12%

TR = Temporarily Restricted

UR = Unrestricted

Old Financial Report Format

Checking (Hills)	\$3,139.44			
Savings (Hills)	\$4,814.07			
Other Savings (UICCU, LACCU)	\$13.13		Working Accounts:	\$7,966.64
New Teacher Savings (LACCU)	\$5,702.77		New Teacher Savings:	\$5,702.77
48-49 mo. CD (Hills)	\$22,084.55	2/15/2016	2.0% APY	\$22,084.55
36 mo. CD (LACCU)	\$21,440.62	7/19/2016	1.3% APY	\$21,440.62
49-60 mo. CD (UICCU)	\$21,129.64	4/1/2017	2.15% APY	\$21,129.64
37-47 mo. (UICCU)	\$10,065.42	7/16/2018	2.243 APY	\$10,065.42
Mutual Funds (ING)	\$30,879.19	44.3% CRZC	55.70% NTF	\$30,879.19
Total Assets:				\$119,268.83

New Financial Report Format**Assets**

Cash (Checking & Savings)	\$7,966.64
Short-Term Investments (CDs)	\$74,720.23
New Teacher Savings	\$5,702.77
Accounts Receivable	\$0.00
Interest Receivable	\$0.00
Supplies Inventories	Need to calculate
Contributions receivable	\$0.00
Land, building and equipment	\$60,800.00
Long-Term Investments (Mutual Funds)	\$30,879.19
Total Assets:	\$180,068.83

Liabilities

Accounts payable	\$0.00
Grants payable	\$0.00
Deferred revenues	\$0.00
Notes payable	\$0.00
Long-Term Debt	\$0.00
Total Liabilities:	\$0.00

Net Assets

Unrestricted	\$7,966.64
Temporarily restricted	\$111,327.19
Permanently restricted	\$60,800.00
Total Net Assets:	\$180,093.83

Prison Fund, New Teacher Savings, CDs, Mutual Funds

**Cedar Rapids Zen Center
2016 Proposed Budget**

	Full Year	To date	Full Year	Full Year
Income	2014 (Jan.-Dec.)	2015 (Jan.-Dec16.)	2015 Budget	2016 Proposed
Bookstore/Library - UR	\$109.20	\$271.90	\$100.00	\$200.00
Contributions - UR	\$12,716.25	\$13,607.88	\$12,700.00	\$13,500.00
Fundraising - UR	\$10,472.00	\$4,718.66	\$9,000.00	\$5,000.00
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Great Sky - UR	\$150.14	\$0.00	\$0.00	\$0.00
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Miscellaneous Income (rebates) - UR	\$10.00	\$21.47	\$100.00	\$100.00
TOTAL REVENUE	\$25,312.59	\$20,880.91	\$23,600.00	\$20,500.00
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Community Support	\$525.40	\$250.00	\$500.00	\$500.00
Miscellaneous Expenses	\$0.00	\$0.00	\$0.00	\$0.00
New Teacher Savings (transfers to savings)	\$4,800.00	\$4,800.00	\$4,800.00	\$4,800.00
TOTAL EXPENSE	\$31,188.80	\$21,332.07	\$28,400.00	\$25,300.00
Net Budget Excess (Deficit)	-\$5,876.21	-\$451.16	-\$4,800.00	-\$4,800.00

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Motion to accept proposed budget by Eric – Second by Zuiko - Carries