

MINUTES of the Annual Meeting of the CRZC Sangha and Board of Directors

April 27, 2014

– Review of 2013 and Planning for 2014 –

SANGHA MEETING (Called to order by Jen Yukl at 10:50 am)

Present: Bill Bomberry, Courtney Cook, Amy Eble, Eric Higgins-Freese, Tim Macejak, Annora McDougall, Tonen O'Connor, Zuiko Redding, Gina Vavra, Jen Yukl, and Tim Yukl

[Total = 11]

I. Council was held.

II. Sangha Minutes of 2/23/14 and 3/23/14:

Motion to approve these minutes made by Gina Vavra – Second by Courtney Cook – Carried.

III. Announcements:

- A. Neighborhood Cleanup Day: Saturday, May 3 (9:00 am)
– partnering with *Wellington Heights' Neighborhood Assoc.*
- B. Dharma School: Sunday, May 4 (2:00 to 3:30 pm)
- C. Baika training w/ core group: Saturday morning, May 17 (Hoko Karnegis will lead this.)
- D. All-day sitting in May with Hoko Karnegis: Sunday, May 19 (5:00 am to 4:40 pm)
- E. Extended work period scheduled: Sunday, June 8 (10:45 am to 12:30 pm)
Note that the previously scheduled work day of Saturday, May 10, has been cancelled.
- F. Baika workshop with Kuga Sensei: Saturday, June 14 (7:00 pm) at Prairiewoods
- G. All-day sitting in June with dharma talk by Kuga Sensei: Sunday, June 15 (6 am to 4:40 pm)
Sitting will begin one hour later than usual, due to Baika Workshop on previous evening.
- H. Zen Practice & Traditions course: June 3, 10, 17, 24 (7:30 to 9:30 pm)
- I. Summer Sesshin: July 18 – 20

IV. Election of Board Members:

The terms of Tim Macejak and Ryan Wheeler are ending. Nomination update: Ryan is willing to serve another term, and Amy Eble has accepted nomination.

Motion made by Courtney Cook to elect Amy Eble and Ryan Wheeler to serve as directors for the term of April 2014 through April 2017 – Second by Bill Bomberry – Carried.

V. Next Sangha Meeting: May 25. Since this is during Memorial Day weekend, there was a brief discussion about rescheduling, but decision was made to keep this date.

Motion by Eric Higgins-Freese to adjourn sangha meeting – Second by Courtney Cook – Carried

BOARD OF DIRECTORS MEETING

Sangha Members: Courtney Cook, Tim Macejak, Annora McDougall, and Tim Yukl

Directors: Bill Bomberry, Amy Eble, Eric Higgins-Freese, Tonen O'Connor, Gina Vavra, and Jen Yukl

Resident Teacher: Zuiko Redding

[Total present = 11]

I. Annual Meeting Minutes of April 21, 2013:

Motion made by Bill Bomberry to approve the 4/21/13 Annual Meeting Minutes as submitted – Second by Tim Macejak – Carried.

II. Election of Officers: Discussion led to the following motion.

Motion made by Tonen O'Connor to approve the following slate of officers: Amy Eble as president, Bill Bomberry and Eric Higgins-Freese as vice-presidents, Jen Yukl as secretary, and Gina Vavra as treasurer – Second by Eric Higgins-Freese – Carried.

III. Practice Report – Zuiko Redding

Below is the "Outline of Details" from a larger report of three pages.
Complete report is available on request.

A. Major things:

1. Dharma school – is steady; usually have around five kids. Parents are staying to help the children with activities. Our administrative assistant is assisting as well.
2. Sunday attendance – usually six or eight people – 24 for Buddha's Birthday this year.
3. Eight-week course – on the relationship of Buddhist thought and science in February, March, and April – five people.
4. Precepts – two people sewing – Eric Higgins-Freese and Amy Eble – haven't set a date yet but will likely be in summer or fall.
5. Guest teachers – expose us to other expressions of dharma and them to us
 - April – Myoyu Anderson
 - June 14 – Shonen Kuga and baika workshop
 - August 18 – Shoryu Bradley
6. Library is about 95% catalogued – we should be getting this back on track soon.

B. Usual schedule:

1. Zazen attendance – about the same
 - noon and evening zazen – perhaps one person, maybe
 - Sunday – six to eight people
2. Temple positions – about in the same place as last year
 - Doans – need more doans
 - Work director/shissui – need someone to supervise work on Sundays and work days
 - Need people to give talks periodically – especially Saturday ones
3. Zazen instruction – two to three people usually – Cat Gornet may step back in after August.
4. Sesshins – about the same as 2013 – usually three or four
5. Great Sky sesshin – 11 people – was very fine
6. All-day sittings – attendance lower – one or two people
7. Intro class – still not doing well – one or two persons each round
8. Outside talks and presentations – about 20
 - schools, colleges and others
 - Amy Eble, Arianna Eble, Reuben Higgins-Freese, and Jen Yukl read at the IRC Thanksgiving service

C. Other groups and centers:

1. Prisons –
 - Anamosa State Penitentiary – now sit four times a month. Tim Macejak, Tim Yukl, and Zuiko alternate Sundays. Group is growing – now attendance of five or six. We did an all-day sitting in December with about five men.
 - Mt. Pleasant Correctional Facility – Zuiko visits every month.
 - Clarinda and Ft. Dodge facilities – supplied books. Zuiko visited Clarinda once.
2. Bloomington/Normal group – steady group of about five people. There were 20 people at Zuiko's talk in April. Zuiko visited informally a couple of times – that may have been an encouragement.

D. Zuiko's activities:

1. Soto Shu meetings in October – Zenshuji in Los Angeles
2. Service to Soto Shu – editing of web materials
3. Board member and secretary of Soto Shu
4. Service to Soto Zen Buddhists Association – part of committee to develop standards for training clergy. Submitted finished document for approval in February, 2014.

Adjourned for lunch at 12:25 pm / Convened again at 1:20 pm

IV. President's Report – Jen Yukl

- A. Thank you: to everyone for all the action that has gone into our services, events, etc.
- B. Community Service:
1. Neighborhood Cleanup (*Wellington Heights' Neighborhood Assoc.*) – Assisted in this in the spring of 2013 and will help out again on May 3, 2014.
 2. Inter-religious Council – Jen Yukl represents us as at these meetings.
 3. Halloween Giveaway – continues to include school items with candy.
 4. MORE (Men Organizing for Relationship Equality) – Some discussion about the loss of contact with this program that works to generate a culture of respect and to promote intervention in abuse and rape. Bill Bomberly had been trying to establish contact with them about attending their meetings. Decision made to wait on involvement in this program until we hear more from them.
- C. Community Support: Donations have been made to some organizations and events.
1. Local – Boys & Girls Club, Asian Cultural Festival, and Inter-Religious Council
 2. World community – victims of Typhoon Yolanda in the Philippines
- D. Administrative Assistant: Nadine Borngraeber was hired on March 20, 2014. Our previous employee, Karen Hartlep, had to resign due to serious illness in several family members. Karen served us from February 2013 through the end of March 2014.

V. Treasurer's Report – Gina Vavra

Gina distributed 6-page report to those present. The complete report is available upon request. Below is a summary of the major sections of the report and the items discussed in this meeting.

- A. Current Accounts:
Checking = \$2,625.32 / Savings = \$ 4,024.81 / NTF = \$ 14,375.84 (includes NTF savings and percentage of mutual funds) / Other Mutual Funds = \$13,283.62 / Active in CD's = \$78,232.47
Total = \$112,542.06
- B. Accounts Totals – Reflecting Year-to-Year Changes (+/-):
- | | |
|--|---|
| April 2010: \$59,612.57 / - \$2,069.80 | April 2013: \$112,322.26 / +\$23,893.64 |
| April 2011: \$68,706.27 / +\$9,093.70 | *April 2014: \$112,542.06 / +\$219.80 |
| April 2012: \$88,428.62 / +\$19,722.35 | |
- *Question was raised about the significant drop from 2013 to 2014. It was explained that we did not receive the single-donor donation of \$20,000 at the beginning of 2014, as we have in past years.
- C. Net Worth Total / Year-to-Year Change in Net Worth:
- | | |
|--|---|
| April 2010: \$38,660.26 / +\$15,906.61 | April 2013: \$112,322.26 / +\$23,893.64 |
| April 2011: \$68,706.27 / +\$30,046.01 | April 2014: \$112,542.06 / +\$219.80 |
| April 2012: \$88,428.62 / +\$19,722.35 | |
- D. Assessed Value of Land and Building:
- | DATE | LAND | DWELLING | IMPROVEMENTS* | TOTAL |
|-------------------------|----------|----------|---------------|-----------|
| April 2009 | \$10,000 | \$0 | \$93,889 | \$103,889 |
| April 2010 - April 2012 | \$10,000 | \$0 | \$85,635 | \$95,635 |
| April 2013 - April 2014 | \$14,000 | \$0 | \$50,480 | \$64,480 |
- * Assessed value of the "Dwelling" is listed within the "Improvements" section. According to the City Assessor's office, this is how information for properties with exemptions is captured.
- Notes: No change in assessed value since April 2013. The assessed value decreased significantly between 2012 and 2013, due to an end-of-the-year sales assessment (taking the median value of an analysis of house sales over the past three years).
- E. Income and Expense Comparisons – between fiscal years 2012 and 2013:
Total expense increased by 31.5%, or \$5,848.8. Some of this was due to new windows, fencing, and renovation of the downstairs bathroom. Total income increased 0.9%, or \$406.19. Charts within the larger report show a breakdown of various income and expense categories.
- F. Summary of Finance: Account balances experienced a \$219.80 increase between the 2013 and 2014 annual board meetings in April. The Cedar Rapids Zen Center currently holds no debt. Investments continue to increase, contributing to the overall increase of net worth.

**Motion made by Eric Higgins-Freese to approve Treasurer's Report with a few date corrections
– Second by Bill Bomberly – Carried**

VI. Buildings & Grounds – Jen Yuki

- A. Search for Work Leader: preferably someone who can attend work days and Sunday work period, communicating with Zuiko and others about pending tasks and projects.
- B. Bever Avenue paving and curb replacement – Paving for Progress: Construction could last 2-3 weeks and is scheduled to be done between mid-July and Thanksgiving. The city will temporarily remove our stone path. It has been suggested that we check with the city about putting in a concrete connecting walk, which once existed here years ago. Discussion whether or not to make this inquiry led to the decision not to.
- C. Projects COMPLETED:
1. Fence: old fence removed by Bill Bomberry and Curtis Castor / installation of new fence completed by Fitzpatrick Construction on July 31, 2013
 2. Renovation of downstairs bathroom: new toilet, new ceiling (lowered to cover pipes), replacement of carpet w/ new floor – Fitzpatrick Construction, August 2013
 3. Windows: five new windows installed – Fitzpatrick Construction, August 2013
 4. Picnic table & oak top of hand-railing sealed: at work period of Sept. 28, 2013
 5. Painting:
 - touch up of two front pillars and square top of left pillar of porch / scraping of porch fascia – at work day of September 21, 2013
 - front and east side of porch fascia – at extended work period, Nov. 3, 2013
 6. Kitchen sink area leak: repaired Dec. 2013
- D. Projects PENDING:
1. Chimney removal: \$3100 bid from Fitzpatrick Construction was approved on 2/19/14. Fitz had wanted to begin this week-long project in April. However, due to scheduling conflicts and weather forecasts, work has been postponed and should begin during the week of May 5th. [Note: The draft from fireplace area will be resolved by this work.]
 2. Sewer line project: Pipe is broken where it meets the main line in the alley. Remainder of pipe is okay, but there are tree roots growing into it. Roto-Rooter has been able to clear the pipe enough to allow some water to get through. They did camera work to discover the problem and gave two options for further repair:
 - Have Earl's Backhoe dig hole in the alley and replace broken section of pipe. Cost range: \$1,600 – \$3,000.
 - Since we have to dig a hole in the alley, we can replace the whole pipe. Roto-Rooter can draw new pipe from the house to the city pipe. Doing this would keep roots from blocking the pipe in the future and would also have a 50-yr. warranty. Roto-Rooter's estimate is \$4,500 – \$5,100 (minus \$215 for camera work from April 22).Decision was made to get a second bid from Ken-way.
 3. Basement wall leaking: Have Fitz assess how to fix this – possibly when he is working on the chimney project. Jen and Tim Yuki have spoken with him about the problem.
 4. Painting: Reviewed needs in the following areas.
 - Interior, upstairs – woodwork and walls in office, Zuiko's room, parts of the library
 - Interior, downstairs – a few places where paint is cracking
 - Exterior – scrape and paint the west side of porch fascia (near magnolia tree)
 5. Water Damage in Stairwell: Have someone investigate to see if cause still exists before making plans to paint.
 6. Kitchen sink area – water staining and rust: Fitz suggested covering the water stains with a non-adhesive sheet. He can look further into this at a later date.

VII. Financial Planning:

- A. 2014 Budget: Directors approved the budget by email on February 7, 2014.
- B. Investment Planning:
1. Review of CD accounts: four CDs with staggered maturing dates
 - 36 mo. CD purchased 6/12/12 = \$15,407.83 – Linn Area – 1.492 % [1.5 % APY] – matures June 12, 2015
 - 48-59 mo. CD purchased 2/15/12 = \$21,331.40 – Hills Bank – 1.99 % [2.0 % APY] – matures Feb. 15, 2016
 - 36 mo. CD purchased 7/19/13 = \$21,026.87 – Linn Area – [1.3 % APY] – matures July 19, 2016
 - 49-60 mo. CD purchased 3/1/13 = \$20,466.37 – UICCC – 2.13 % [2.15 APY] – matures April 1, 2017
 2. Municipal Bond research led to a dead end:

At last annual meeting, this was suggested. Gina discovered that these are purchased through a competitive bid process and then corresponded with Suresh (financial advisor). In July 2013, Suresh informed Gina that municipal bonds are not designed for non-profits, but for individuals or institutions whose tax-bracket is higher.

VII. Financial Planning continued...

3. Mutual Funds investment: \$25,000 was invested through ING Financial Partners. [47.2% of this \$25,000 mutual fund investment is a part of our New Teacher Fund.]
- C. New Teacher Fund: continues to grow as we invest \$400 each month
NTF savings = \$2,501.07 / Mutual Fund = 47.2% of \$25,000 invested / Total NTF = \$13,283.62
Note: Currently there is no designated CD to transfer NTF funds into. When previous NTF CD matured, we invested this into mutual funds. Possible plan: purchase another CD when NTF savings reach \$5,000 – or continue to transfer from NTF savings into mutual fund.
- D. Renovation: 2014 budget set at \$5,000 / major project – chimney removal (\$3100 bid)
- E. Maintenance: 2014 budget set at \$1,000 / may go over due to unexpected repair or replacement of sewer line (estimated costs in Buildings & Grounds section above)

VIII. Administrative Planning:

- A. Strategic Plan review: developed during workshops held in Aug. and Sept. 2011

Three-year "Practical Vision" objectives:

Membership Development: organic membership growth and increased participation

Facilities: more space

Increased Community Presence

Culture of Graciousness: acceptance / participation at many levels of engagement

Center Administration:

- *Administrative assistant to free teacher time*
- *Teacher succession plan – Discussion followed about how another teacher will be chosen. Zuiko spoke about the goal of completing the new training monastery in this country, Tempyo-zan, in 2015. Training usually is one to three years. Zuiko also spoke about her hope to work with a new teacher for about five years as he or she gradually takes over center responsibilities. / Question was raised about potential costs when we are ready to hire a new teacher. Understanding that this may change in the future, an estimate was given at \$1,000 per month, plus provision of living space.*
- *Endowment fund – Brief discussion about how we looked into this option with Suresh Basnet of ING (financial advisor) a few years ago. We opted to build our funds in other ways before an endowment fund can be a viable option. Maintaining an adequate and available cash reserve for running CRZC was noted as a priority.*

Practice / Programming:

- *Children's program – It was noted that dharma school is going well.*
- *Mentorship for new members – An "informal mentorship" is happening now.*

Note: Definite progress has been made to implement action within many of these objectives. Future planning could include a review of the complete Strategic Plan. In another planning session, we could consider how these were met, adapted, or postponed – in order to update strategic planning as needed.

- B. Policies & Procedures documentation:
 1. Ethics/Grievance procedure – needs to be written
 2. Office procedures – continue to be compiled into a working folder
- C. Publicity: updates
 1. Website – Eric Higgins-Freese was hired on May 7, 2013, to redesign and maintain the website.
 2. Facebook page – Katie Roemerman is uploading notices for upcoming activities.
Note: If people have things, either written by others or themselves, that they would like to post, they can either post these in the public section or send to Zuiko or Katie to post.
 3. Twitter – Amy Eble would appreciate ideas and items to post. She noted that we do not have "followers" and requested that a "Follow us on Twitter" link be added to our website.
 4. Newsletter – Zuiko is working to get quarterly publication out.

Motion made by Amy Eble to adjourn meeting at 3:05 pm – Second by Bill Bomberry – Carried

Next Annual Board Meeting: set as April 19, but was later changed to April 26

Respectfully submitted by Jen Yukl