

Cedar Rapids Zen Center – Jikyouji

MINUTES – Sangha Meeting – August 23, 2015 – Convened at 10:47 AM

Called to order by President Eric Higgins-Freese

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

COUNCIL was held.

MINUTES of July 26 – Motion to approve by Zuiko – Second by Gina – Carries

PRACTICE REPORT – Zuiko Redding See Appendix A

TREASURER’S REPORT – Gina Vavra See Appendix B

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 – August 22 - Took care of front yard. Trimmed lilacs, weeded hostas, watered, trimmed periwinkle, mulched. Thanks to Cindy, Gina, Kelly, and Lisa. Pizza was donated by Denny Novak of Zoey’s Pizza.

Next Work Day: none for September

Possible work: taking care of front yard, trimming lilacs, cleaning bricks, tidying up between the garages, washing porch floor and house front, upstairs woodwork painting. If you’d like to come and work on something with Zuiko in your free time, such as reorganizing the basement, let her know.

Ongoing projects

- Basement sealing – Zuiko has called Fitz and gotten no callback. There are several firms in Cedar Rapids that specialize in this. Does anyone know of a dependable firm? If not, Zuiko can call for estimates.
- Flaking paint on stairway ceiling. Does anyone know a dependable handyman to take care of this? Can you do it yourself? We suspect that moisture is getting into the plaster from the air and causing this.

Projects needing attention

- Drip under the sink – again – Valenta is coming next week
- Clean and organize basement – could use some attention from the shop vac

Finished projects

- Zuiko and Denny took the old CRT TV in the library closet to the landfill along with a number of other things – a defunct dehumidifier, some scrap metal, and a broken chair or two.
- Flat screen TV went to Boys and Girls Club

New Projects

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- Would like to paint the air intake in the zendo. Would anyone like to take that on? (Reuben and Henry Higgins-Freese can do)
- Would like a bench for the back garden. If you know of anything, let Zuiko know.
- Oak tree needs to be pruned, possibly at October sesshin. Eric has a chainsaw.

Pending 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

Projects that are always around

- Clean and organize basement – pretty organized but some items could be thrown out, other items could be made more orderly and organized for easy access.
- Clean zendo – zafus, zabutons, floor, and altar
- Clean other areas of center
- Garden work when weather permits

Other

- Would like to purchase a small wood chipper – would help take care of leaves and apple tree, save money on mulch.
- Shoryu is looking for a log splitter.

Does anyone have something to add?

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

COMMUNICATIONS REPORT – Zuiko Redding (sharing from Hoko)

Facebook

Eleven posts were made to the CRZC page in July, down from twelve in June.

Page likes as of July 31 stand at 365, up from 356 in June.

The best-performing posts

- "Solitude", with a reach of 421, 23 likes and 9 shares
- "Ignoring desires" (endlessness of desires) reached 234 people and had 8 likes and 6 shares
- "Diligent effort" reached 233, with 13 likes and 5 shares

Nearly 900 people worldwide were reached by at least one post this month, down from nearly 1,700 in June. Most (174) were in Cedar Rapids, with Iowa City second (41) and Bloomington IL and Marion IA at 24 and 23 respectively. As always, Cedar Rapids was the location with the highest amount of engagement (likes and shares).

CRZC Currents

The July Currents went to 240 subscribers, up from 235 in June. Seventy one (30%) opened it, down from 80 (34.7%) last month. MailChimp's average for religious publications is 29.9%.

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Need a communications officer

Someone to work on communications – Hoko may be leaving soon. This person would work with Zuiko to do Facebook posts and do the monthly newsletter
If you can do this or know someone who can, let us know.

We need to arrange to pay Hoko. We paid for the first 6 months of the year, but that was \$300 for a LOT of work. Right now she is continuing to do the work, but may not be able to do it for the rest of the year as she is heading to San Francisco Zen Center. Motion by Eric to pay Hoko \$300 for the rest of the year regardless of whether or not she can continue working – Second by Gina – Carries

OTHER BUSINESS

1. Go over Ethics/Grievance Procedure
 - Only four present – no quorum
 - Motion to table by Zuiko – Second by Gina – Carries
2. Update on new direct deposit process
 - Zuiko and Gina moving ahead
 - Will affect financial statements
3. Request for **point person for fundraising committee** - Someone to coordinate effort and recruit people to help
 - first need - donation button for website, payment button for online store
4. Will start next meeting with reading of Sangha Meeting Principles

ANNOUNCEMENTS – CRZC

1. Next Sangha Meeting: Sunday, September 27
2. Sesshin: October 16-18

ANNOUNCEMENTS of other events in the Cedar Rapids area

1. Sweetgrass Flute & Nature Fest: September 25-27 at Prairiewoods Spirituality Center, \$5/adult/day, \$1/child/day, <http://www.sweetgrassfest.com>
2. Interfaith Thanksgiving Service: “Gratitude and Hope in Violent Times”, Monday, November 23 at 7 PM. Request from IRCLC: reading on theme from Buddhist tradition (quarter page). Please email reading and name of reader to Jen Yukl no later than 1 November.

NEXT MEETING: September 27

Meeting adjourned at 12:05 PM

Motion to adjourn by Zuiko – Second by Kelly – Carries

Respectfully submitted by Kelly Kruse

Appendix A - Practice Report:

August 23, 2015

General Impressions

Late summer is a good time to take stock of our practice, to see how we're doing. We can notice the things we are strong about, investigate why some things aren't so easy, and think of ways we can make them easier. This is part of taking care of all the things that need to be done to prepare for winter. Some things are in great condition and some aren't. We can see that unglued door strip and get out the glue and reattach it. It's the same with our practice. We don't feel unworthy because we're not perfect. We see our imperfection and take care of it, doing our best right now.

Center Activities

- Dharma school – we're rethinking dharma school as our kids grow older. We want to have it at the same time as zazen and dharma talk. The children can sit with us for a bit, then go upstairs for a teaching and an activity. Then they can rejoin us for work and tea. One of the parents will take care of each weekend, with Nadine's assistance if they want. Nadine is a former preschool teacher and a fine singer.
- Introductory evening – Three people came and Kelly did the evening. One person has come several times before. Kelly's presence was especially critical since Zuiko was in Clarinda and didn't arrive back until zazen instruction was over.
- Sunday sitting – good attendance.
- Daily sitting – Attendance has waned as people take their last vacation time.
- All-day sitting – one person this month.
- Baika practice happens on the second and fourth Thursdays at 5:30.
- Sewing – Jisho Siebert came on August 15 to begin sewing an okesa for dharma transmission. She will return on September 26 (Saturday) for the day. Everyone is invited to come sew with her. There will be plenty to do. Let's welcome her as part of our community by helping out.

Special Events

- No special events this month.

Zuiko's Activities

- Visited Clarinda State Penitentiary on August 19 to help organize a group. There are about 15 men.
- *Zen no Tomo* - helping with translation – This is a little magazine published in Japanese. We hope to make it available to everyone, perhaps with both Japanese and American writing.
- Editing translations for the Sotoshu web site
- writing for Facebook page and announcements – gets the dharma out there
- presentation for kids from the Hindu temple this afternoon

Announcements

- No all-day sitting in September. Zuiko and Gina will be at Milwaukee Zen Center's thirtieth anniversary celebration on September 20
- Sewing on September 26. See above for details
- October sesshin (October 16 – 18 with Shoryu Bradley)

Appendix B – Financial Report :

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

Income	Full Year	To Date		% Change
	2014 (Jan. - Dec.)	2015 Budget	2015 (Jan.-Jun.)	
Bookstore/Library – UR	\$109.20	\$100.00	\$166.00	166.0%
Contributions – UR	\$12,716.25	\$12,700.00	\$7,306.72	57.5%
Fundraising – UR	\$10,472.00	\$9,000.00	\$1,167.18	13.0%
Teaching Engagements – UR	\$867.00	\$800.00	\$929.00	116.1%
Practice – UR	\$973.00	\$900.00	\$362.00	40.2%
Great Sky – UR	\$150.14	\$0.00	\$0.00	0.0%
Prison Fund – TR	\$15.00	\$0.00	\$0.00	0.0%
Miscellaneous Income (rebates) – UR	\$10.00	\$100.00	\$21.47	21.5%
TOTAL REVENUE	\$25,312.59	\$23,600.00	\$9,952.37	42.2%
Expenses				
Housing				
a. Mortgage	\$0.00	\$0.00	\$0.00	0.0%
b. Maintenance	\$2,008.66	\$2,000.00	\$842.75	42.1%
c. Renovation	\$8,917.57	\$5,200.00	\$0.00	0.0%
Insurance (house/org./work comp.)	\$2,054.00	\$2,100.00	\$1,618.00	77.0%
Utilities	\$3,244.64	\$3,200.00	\$1,751.04	54.7%
Personnel (health ins./wages)	\$4,991.14	\$4,900.00	\$2,552.15	52.1%
Office Supplies & Services	\$1,303.44	\$1,800.00	\$1,421.66	79.0%
Fundraising	\$404.59	\$500.00	\$303.79	60.8%
Bookstore/Library (inventory)	\$236.41	\$500.00	\$216.68	43.3%
Practice	\$2,320.93	\$2,300.00	\$1,317.65	57.3%
Dharma School	\$0.00	\$100.00	\$0.00	0.0%
Prison Practice (reimburses bookstore)	\$382.02	\$500.00	\$180.36	36.1%
Community Support	\$525.40	\$500.00	\$250.00	50.0%
Miscellaneous Expenses	\$0.00	\$0.00	\$0.00	0.0%
New Teacher Savings (transfer to sav.)	\$4,800.00	\$4,800.00	\$2,400.00	50.0%
TOTAL EXPENSE	\$31,188.80	\$23,600.00	\$12,854.08	54.5%
Net Budget Excess (Deficit)	-\$5,876		-\$2,901.71	na

TR = Temporarily Restricted
UR = Unrestricted

Currently we only look at Assets:

Checking (Hills)	\$1,907.07				
Savings (Hills)	\$4,812.84				
Other Savings (UICCU,LACCU)	\$13.13			Working Accounts	\$6,733.04
New Teacher Savings (LACCU)	\$4,105.41			New Teacher Fund	\$4,105.41
48-59 mo. CD (Hills)	\$21,974.33	02/15/16	1.99 %	[2.0 % APY]	\$21,974.33
36 mo. CD (LACCU)	\$21,370.59	07/19/16		[1.3 % APY]	\$21,370.59
49-60 mo. CD (UICCU)	\$21,016.81	04/01/17	2.13 %	[2.15 % APY]	\$21,016.81
37-47 mo. (UICCU)	\$10,009.16	07/16/18		[2.23% APY]	\$10,009.16
Mutual Funds (ING)	\$30,799.03	44.3% CRZC		55.70% NTF	\$30,799.03
Total assets:					\$116,008.37

Could look like:

Assets:

Cash (Checking & Savings)	\$6,733.04
Short-term investments (CDs)	\$74,370.89
New Teachers Savings	\$4,105.41
Accounts receivable	Would this be the Prison Fund?
Interest receivable	?
Supplies inventories	need to calculate
Contributions receivable	?
Land, building and equipment	\$60,800.00
Long-term investments (Mutual Funds)	\$30,799.03

Total Assets:

Liabilities:

Accounts payable	?
Grants payable	?
Deferred revenues	?
Notes payable	?
Long-term debt	none

Total Liabilities:

Net Assets:

Unrestricted	\$6,733.04	
Temporarily restricted	\$109,275.33	Prison Fund, New Teacher Savings, CDs, Mutual Funds
Permanently restricted	\$60,800.00	
Total Net Assets:	\$176,808.37	