

**San Francisco Zen Center
Board of Directors Meeting Minutes
April 24, 2019
Sangha Room**

Present: Helen Degenhardt (chair), George Kellar, Joe Rodriguez, Greg McClune (part-time), Ed Sattizahn, Margie O'Driscoll, Marcelo Marer, Dan Zigmond, Jeremy Levie, Linda Galijan, David Zimmerman, Maitri Goonewardena, Eli Brown-Stevenson, Ivan Gallo, Brian Marshall, Carla Walter (by Zoom), Diego Miglioli, Jody Greene, Piper Murakami, Emily Hildore, Katherine Hyland, Julia Ten Eyck (by Zoom)

Absent: Fu Schroeder

Agenda:

Sitting and Chanting

Approval of Minutes of March 2019 Board Mtg.

Abbots' Reports

President's report

Finance Committee report

Vice-President: "Zen Central" & Development Department

Governance: conflict of interest & president evaluation

Greens at Enso Village

Approval of Minutes of March 2019 Board Mtg.

The March minutes were approved unanimously as written.

Abbots' Reports

City Center Abiding Abbot David Zimmerman reported on a number of trainings offered at SFZC recently, including a Mental Health First Aid Training, certified by the National Council for Behavioral Health. The training helps to identify, understand, and respond to signs of addictions and mental illnesses, and includes information on depression, anxiety, trauma, psychosis, and addiction disorders. A Right Use of Power (RUP) Training was offered by Peg Syverson and is part of an ongoing effort to build capacity for and integrate RUP work throughout the organization.

David will be attending the GenX Buddhist Teachers Sangha Conference in June. The conference is for dharma teachers born between 1960 and 1982, who are active Buddhist teachers from a lineage that takes refuge in the Three Jewels. This year's theme is Ethical Transformation and the role of ethics in Buddhist teaching and practice. David said he finds these conferences inspiring. It's an opportunity to meet peers from other traditions, hear about how they are developing their sanghas and expressing the dharma in contemporary ways. This includes addressing wider social issues, such as diversity, social justice, climate change, and economic inequality.

Central Abbot Ed Sattizahn reported that he is now seven weeks into his position. He has a new assistant: Barbara Machtinger. He has now meets regular with Leslie, Fu, and David Z. and is finding it to be a good forum for addressing questions spanning all the temples.

Ed shared that he has more fully engaged in the Enso village project and mentioned his involvement in coming to an agreement to have a Greens Café at Enso village. This prompted some questions from the board regarding the process for approval of ZISLC newsletters/publicity materials and whether to come up with talking points for the staff at Greens to respond to inquiries about the project at Enso Village.

President's Report

President Linda Galijan reported on the start of the ZMC Summer Guest Season. Staffing is light but sufficient for the first 62 guests. The road is being graded by Monterey County.

Linda recently met with David, Jeremy, Tova, and Peg Syverson to discuss curriculum development and the effort to more fully articulate the Zen Training program at SFZC.

Linda also met with Sara and Tova to review DEIA work created by PIE. She is thinking about how to add a DEIA lens to the strategic plan.

Linda also talked about her work at the SIT meeting to bring attention to 'working with time'. There was a question from the board about doing a time audit. There was an unsuccessful effort to do this some months ago, but this effort may be renewed in the future. There was an offer to help with resources (means of measuring time) if this were taken up again.

Joe Rodriguez expressed appreciation for the work of PIE and shared anecdotes of people acknowledging and expressing appreciation for increased diversity at SFZC.

Finance Committee

George Kellar gave a report on the FY19 current financials. Overall performance continues to be better than budget, with both income exceeding budget (especially guest income and income from practice events) and expenses below budget.

The board requested a monthly report comparing income and expenses to budget in the broad categories that George used in his report.

The Expense Reimbursement Policy and the Cost Allocation project have each been deferred for a month.

George presented a recommendation from the Finance Committee, that in conjunction with the annual review and approval of Zen Center's fiscal year budget, the Finance Committee will make a recommendation that a pool of funds be allocated to (1) increase stipends for staff receiving stipends, and (2) provide merit-based salary increases for employees, and the Board will, after considering Zen Center's then current financial position, decide whether or not to adopt the recommendations, with or without modification. If approved, these funds will be included in the fiscal year operations budget.

After discussion Margie made a motion, which Dan seconded, to approve the recommendation that the Finance Committee make annual recommendation for stipend increases and employee raises, which would be reviewed by the board. The motion was approved unanimously by the board.

Vice President Report

Vice President Diego Miglioli reported on the "ZenCentral project" and the "Zen-a-thon."

The “ZenCentral project” is conducting a deep and thorough review of the current structure, systems, operations, and level of integration of SFZC operations to understand what to continue doing as is, what to do differently, and what to discontinue from doing in the future. The project is about ways in which SFZC operations can be organized to be more productive, efficient, and accountable. It is not about “centralizing” operations, but about having an “all-SFZC” point of view.

Diego shared the methodology of the project—loosely grouped under the categories of discover, design, and implement, and included a review of the timeline and work (key insights) of the discovery phase.

A first step has been a Communications Department overview and the establishment of a new all-SFZC Communications Department. The next step will be a Development Department operations review.

There was a question from the board about whether to coordinate all activities across all the centers, essentially centralizing the operations. Diego responded that it’s possible that could be the outcome of the project, but it’s not clear, yet, that it’s the best approach. A board member also commented that the communications department is looking better—more social media.

Diego also gave a brief report on the Zen-a-thon. It exceeded its goal by \$40K. This is partly due to more and new participation (eg., Reb, Arlene), exciting news (David becoming abbot), and Mayumi Oda’s participation.

Governance Committee

Joe Rodriguez reported that a process is being developed to do a performance review of Linda Galijan. Joe and Helen will meet with Linda to go over the results of the review with Linda G., but the contents of the review will not be made public.

Greg McClune made a presentation on the proposed conflict of interest policy. The board was satisfied that the revised document addressed the concerns raised in the previous presentation of the policy.

Margie moved, and Eli seconded, that the board approve the conflict of interest policy with revisions clarifying the terminology of “Director.” The board approved the motion unanimously.

Joe presented the idea of forming a Community Well Being Committee and plans to pursue the establishment of such a board committee.

As an addendum to the Governance Committee report, Greg McClune shared that the Healdsburg Planning Committee approved the Enso Village project by a 6-0 vote as “appropriate.” Next step is approval by City Council for a conditional use permit. This is encouraging news.

Respectfully submitted,

Jeremy Levie, Secretary