

## Leadership Council Notes for Sunday, April 8, 2017

Present Rev. Rinsen, Rev. Do'on, Zusei, Jigen, Sho'on, Kinko and guest Daijin.

### Financial Report

- Hoshi reported that we are current on all bills. This is typical of our experience for the past 2 years; if we are going to have a shortfall we expect it will begin mid-year or later.
- We are slightly over budget for the first quarter: from January 1 – April 6, we spent \$26,072 (28%) against our budget of \$93,046. Though our budget includes building a safety net
- Sesshin expenses were the source of the overspend. We budgeted \$18,000 for sesshin for the year, and by April 6 had spent \$7200 (40%) after purchasing for only 4 short retreats. LC concluded that the \$7200 included \$3900 of expenses that may have been miscategorized, and a double-charge for \$500 from Culligan (the water cooler service at the farm) for roughly six months of water which we expect will be refunded. LC decided that Hoshi and Do'on would dive into the \$3900 of expenses with our bookkeeper to reclassify them correctly, and Hoshi to make sure the Culligan refund came through. LC will explore this issue up again with corrected numbers at the next meeting, and take further action as needed depending on findings. Other expenses are tracking to budget.
- LC discussed several one-time purchases the temple would like to make, but in light of the overspend and possibility of miscategorized expenses, we deferred all purchases. We discussed:
  - Replacing the two 20 x 10 event tents with a single 40 x 10 event tent with better mosquito proofing
  - Purchasing koromo robes for postulants on the occasion of their becoming novices, replacement koromo for Reverends. Like postulant robes, koromo are tailored to the individual wearer but will be property of the temple.
- LC approved a motion to amend our operating procedures to give LC members who routinely make purchases on behalf of the temple debit cards. LC members who have temple debit cards follow standard accounting procedures of turning in receipts and budget codes for all charges. Zusei, Kinko, and Shogen will receive debit cards for routine purchases in marketing, events, hospitality, and maintenance.

### Membership and Pledges

- Jigen reported that we have \$91,945 promised in pledges from 129 members for 2017. Jigen is planning to send out email reminders three times a year to members to alert them as to whether they are on track with their pledged amount.
- Twenty-one mailings were sent to people who were members last year but have not yet renewed.
- Sho'on has graciously handwritten thank you notes of appreciation to all who renewed for this year and all of LC will sign them.
- We discussed options for created a welcome package to be sent to first time members when they join, including a sangha directory, stickers or similar temple swag, most recent temple newsletter, Daily Home Liturgy, instructions on how to set-up a home altar, etc. We need to budget for these packets for 2018.

- We decided to make additional copies of the 2016 Newsletter to have available at Intro to Zen workshops as a conversation starter. We will update Sunday morning Beginning Instruction start times and Rohatsu retreat dates in the new printing.
- We also need many more copies of the Daily Home Liturgy to give visitors and members, and we intend to make them.

We finished this Leadership Council meeting by successfully rearranging the zendo to accommodate our expanding attendance. The zendo now seats 60 people on zabutons, and has additional seating capacity on benches.