

Leadership Council Meeting Minutes

January 4, 2015

Present:

Rinsen

Do-On

Chuso (Mike Zickar), Leadership Council Chair/Membership Software

Hoshi (Michael Leizerman), Finance

Jun'nyo (Rachel Johnson), Membership

Myoho (Deborah Ayres Budd), Marketing & Outreach

Ryudan (Chris Collins), Policy & Procedure

Shugetsu (David McDonald), Operations (had to leave early)

Not Present: Kyojo (Jennifer DeRaad), Fundraising

Streaming Video—Shugetsu shared a demo of the camera and microphone he has donated and installed in the Temple to record the altar so folks may watch our services remotely from a home computer and possibly access archived recordings. He is now working on selecting a service for video streaming. We talked about the need to further discuss privacy and any potential concerns, along with how we should notify visitors. Once the streaming company is identified, we will be able to have this discussion since there would then be specific options about live streaming and posting archives. No video will be broadcast to the Internet until we have a policy in place. Audio recordings (podcasts) of talks continue to be available through our web site.

Finances—Hoshi underscored the need for increasing membership revenue as we did not make rent in November, and the budget was close in December. We also celebrated that, though times have been tough, 2014 was the first year that the Temple paid rent, utilities, salaries for the teachers and we worked with a bookkeeper mid-year to better record our finances.

Hoshi will also work with the bookkeeper about sending thank-you letters to the 2014 donors for tax purposes.

Membership Drive—Jun'nyo said we will try to connect Quickbooks with our membership software, FellowshipOne, with the goal of making it simpler to help remind members about their pledges throughout the year. Our membership drive will begin in late January, after a summary of cash in and out from 2014 is compiled to include with a letter. She will start with email and announcements by LC members at services, then send letters via U.S. mail to any former members who have not yet renewed in February.

Dharma School—Rinsen reported on the hard work that went into formalizing the curriculum for Dharma School for the coming year. A teen program is under development.

Policy—Ryudan has created a draft policy manual for our Temple based on our current practices and those of a few other Temples. Rinsen will meet with him to go over it, then LC will have a first reading at the next meeting. The Sangha will then be able to review the document and then LC will have the final vote to adopt it at the following meeting.

Monthly Orientations—Rinsen and Do-On have set dates for monthly Orientations/Intro to Zen Workshops. This will be the new fixture for how folks who visit may take the next step towards membership. Facebook events will be created for each one, and they will be marketed with ads. Myoho will make a flyer with the dates to put in the lobby. Ryudan began a Welcome Packet, which he is sending to Jun'nyo then she will send it to Myoho for layout and Hoshi will print them. Once the packet is finalized and tested a few times, we will investigate a larger-scale printing. A draft version will be used at the January 18 Orientation to test it out.

Newspaper Column—Rinsen and Do-On are working on developing a regular column in one of the local papers to answer questions about Zen that everyday folks may have.

Sunday Afternoon Fellowship Food—Shogen and Myoho will start a signup sheet for food to be provided after Sunday services.

Marketing—Myoho will make flyers promoting Sunday and Wednesday services to make available in our lobby and to our members to spread around the community, such as local coffee shops.

Comments—Jun'nyo read the following comments that came in since the last LC meeting. They were placed in the basket; none were posted online.

- bottom sheet for each bed
- organize work practice tools in barn
- replace light fixture in red room
- reminder notes/quotes to quietly open/close doors as well as protocol and precautions
- shower sign-up (dry erase board/boogie board)
- protocol/precautions (post on outside doors, in bathroom, reminder on Facebook, reminder announcement, end precautions--announce)
- spring cleaning of hermitage
- Costco: box of earplugs and Gas-X
- second kitchen sink :)

Do-On said they now have many sheets and they will post the precautions list soon.

Task List—Prompted by the comments above, we discussed the need to create to-do and wish lists so we can keep track of items we know we would like to do or buy but do not have the ability to do immediately. It would be shared with all LC members and managed by the Reverends.

Fundraising—Chuso reported for Kyojo that she is working on setting up Kroger Rewards for the Temple. We will share specific instructions with the Sangha once the details are available and it is ready to go.

Mountain Seat Ceremony—Rinsen will be officially named an Abbot when he flies to Boston on March 14. Shortly after his return, we will host an elaborate service for him at our Temple. This will likely take place in April. This is a very big deal, not only for Rinsen, but for our entire community. There will be many preparations that will be needed, and we'll need the whole Sangha to help. Myoho has volunteered to be the point person for planning the event. She will share the needs with the Sangha very soon.