

Questions for Sub-Committee A:
(Linda Dekker, Rich Howard, Susan Orr)
Sharing Agreement, Calendar/Scheduling, Legal Structure

How will the center be scheduled? The charter suggests using the SBMG scheduling committee modus operandi as a model. Is this our recommendation? How would it work? Would the center's scheduling committee replace SBMG's?

How do we address the issue of parity; that is, does each sangha get 1/3 of the time available at the center, or is there some other rationale for allocating the time available at the center?

Will the center have a manager; that is, a person who is paid to handle day-to-day operations? If so, what is the job description? How many hours a week and at what rate? On a contract or employed?

Will groups other than the three sanghas have use of the center? If so, what is the policy regarding "outside" groups using the center?

Different sanghas may want to set up the meditation hall differently. Is there a "default" set-up for the meditation hall? If so, what is it? If a sangha changes the default set-up, are they responsible for returning it to the "default"?

Will there be a permanent altar in the meditation hall? Where in the room would the altar be placed? Who will take care of the altar – keep it clean, provide flowers, incense etc. ? If no permanent altar, will each sangha set-up and take down their own altar?

How will the center be cleaned? Use a janitorial service, hire a caretaker, or by sangha volunteers? What is the cleaning schedule?

Will the meditation hall have voice amplification and recording equipment? If so, who will be responsible for use and maintenance of the system?

The Charter suggests forming a new non-profit organization to fundraise and eventually manage the building. Is this our recommendation? If so, what is the mission statement of this new organization? Will it be a membership or non-membership non-profit? A religious or non-religious corporation? Will member sanghas have seats on the board of directors of this non-profit? (Charter suggests "yes," 2 reps from each sangha). Who else will serve on the board? (Charter suggests three at large members). For what term length will board members serve?

Questions for Sub-Committee B:
(Jerry Simpkin, Jim Brown, Jim Hare)
Physical space requirements, budget, financial plan

What are the location parameters for our space search? Are we comfortable with neighborhoods peripheral to Midtown, such as Oak Park or Alkali Flat, which have lower rents, but may feel less safe?

How much space (total square feet) are we looking for? What are the ideal features of that space (such as reception area, main meditation hall, meeting space, bathrooms, interview room, storage, library)?

Assuming no space will be ideally configured, what budget should be set for tenant improvements (demising walls, paint, furniture, etc.)? When we make tenant improvements, should we be thinking in terms of volunteer labor or hiring contractors?

What is our estimate of the budget required to operate the center, including rent, utilities, insurance, janitorial, and building management personnel?

How will the center be cleaned? Use a janitorial service, hire a caretaker, or by sangha volunteers? What is the cleaning schedule?

How will building maintenance/improvement issues be handled? Who is responsible for interacting with the landlord on such issues?

Will the building have a security system?

Will the building have a permanent donation box? Who will be responsible for it?

What is the general vision of financing the operation of the center? Will there be "pledging" members? If so, what benefits will such members receive in exchange for their pledge? Will there be different levels of membership, with levels of benefits corresponding to the amount of the monthly pledge?

Will there be a capital campaign as well as an annual fund campaign? Who will manage these campaigns? Do we recommend engaging a fundraising consultant?

What amount should the individual sangha's pledge to jump-start the initial fundraising campaign?