

APPROVED

Sacramento Dharma Center Board Meeting Minutes

3111 Wissemann Drive

Wednesday, January 8, 2020, 6:30-8:30 p.m.

Present: Kenny Bender, Barbara Colton, Bob Jenne, Jay Nair, Angela Scarlett, Larry Smith. Absent: Joe Countryman, Diane Wilde, Sue Taylor.

Minutes

VOTE: The Board approved the minutes of the November 13, 2019 Sacramento Dharma Center (SDC) Board meeting. Note: The SDC Board did not meet in December 2019.

Office Manager Report

--Linda would like to change SDC's email marketing and communications provider from Constant Contact (not free) to Mail Chimp (free). Linda will meet with a consultant to discuss issues such as how to transfer SDC's mailing list. Angela will also talk to Linda.

Building Report

--There are new blinds in the library and the conference room.

-- *Please see the December and January building reports attached below.*

Reports from the Sanghas

Valley Streams Zen Sangha (VSZS)

--VSZS will contribute \$400 toward the cost of an AED (automatic external defibrillator).

--Doralee Grindler Katonah donated funds to VSZS for the possible future purchase of a Jizo statue for the Jizo garden.

Sacramento Insight Meditation (SIM)

--Bob is confident that SIM will surely donate \$400 for an AED.

Sacramento Buddhist Meditation Group (SBMG)

--No report.

Treasurer's Report

--Larry presented and reviewed SDC financial reports for November and December 2019.

--At the end of December, Board-authorized operation reserves stood at \$38,880 and non-earmarked cash on hand was \$ 21,164.06. Earmarked funds held for a Susan Orr memorial were \$8,593; and \$1,679 were being held for reroofing and installing solar panels on the shingled roof.

--The Profit and Loss Report (accrual method) shows total monthly income for December to be \$14,196.77 (bolstered by \$7,034 in year-end donations) and total expenses to be \$7,141.31 (which include a final payment for landscaping plans and two and a half months of yard service); net income was \$7,055.46 [Note: cash-basis accounting would show an additional regular expense of \$1,246.72 in December for payment of mortgage principal.]

VOTE: The Board approved the October 2019 financial reports (The Treasurer already presented and reviewed the reports at the November 13, 2019 SDC Board meeting).

VOTE: The Board approved the November 2019 financial reports. Larry will modify "Final Altar Payment" in the November 2019 Statement of Cash Flows to read "Final Donated Altar Monies" so that the donated nature of the funds is clear.

VOTE: The Board approved the December 2019 financial reports.

VOTE: SDC's long-time bookkeeper, Kathy Easter has retired. The Office Manager (Linda) and Treasurer have two recommended candidates that they have researched and will interview. SDC's estimated cost for two hours of bookkeeping services will be about \$60 to \$70. **The Board delegated the decision to hire one of two candidates for SDC bookkeeper to the Office Manager and the Treasurer.**

Setting Priorities for 2020

--Board members who haven't done so yet, please rank your priorities on the list and send it to Barbara.

Targeted Fundraising: Roofing and Solar

--The Board discussed and agreed to go forward right away with fundraising for a new roof and solar panels.

--The Roofing and Solar (R and S) Fundraising Committee consists so far of Linda, Angela, and Jay. Jim Hare has a proposal and will share it with the committee.

--Barbara would like someone from each sangha to be on the R and S Fundraising Committee.

--A fundraising plan will be presented to the SDC Board at its February meeting.

--Bob is in the process of getting several estimates. Rough cost estimates at this point are \$40,000 for re-roofing the shingled portion of the roof and repairing dry rot damage.

--An SDC Solar Committee would need to investigate some of the innovative solar energy system financing options and tax credits that are out there. Generally, the cost for solar panels is between \$50,000 and \$60,000, but with financing, SDC would not have to raise the full amount. It is possible that the savings on electricity would offset monthly payments for the new system.

--Larry is willing to be on a Solar Committee along with Bob, Barbara, and Julia Mullen. Angela may know someone who would be interested.

--The timeframe is tight—the goal is a new roof by the end of summer 2020. But Bob pointed out that this is a priority item and that SDC has reserves available. SDC will have to move fast to get on roofers' waiting lists.

Grounds

--Landscaping projects await. All that is required is a groundswell of people wishing to undertake them. Money is available for the Memorial Garden.

--Kenny reported that the new gardeners seem to be working out based on how good the yard looks.

Summer and Fall SDC Events

--The Board agreed to concentrate its efforts on planning an event for November 2020 and not hold an event in July.

SDC Magazine

--Jay had an idea that SDC could have its own glossy mini magazine that would have lots of positive feelings from Board members and teachers. He was invited to come up with an outline and a plan.

Audio-Visual Committee

--Larry reports that the audio system in the Meditation Hall is finally the way we want it. No one complains about the microphone anymore, and the quality of recordings is good. There is a new picture of the default audio settings. Bob will remove the speaker towers in the next two weeks and put the speakers on shelves.

--Larry will see if one of the old televisions at SDC can be converted into an electronic message board that could display the calendar from SDC's website.

Scheduling

--The Art and Design Committee (A&D) will take up the issue of how to make the library a good alternative meditation space. Bob noted that the new window shades will help and that there is already a Buddha image there. He felt that a larger rug would warm up the room and asked if there was money available to purchase a rug.

--To help in scheduling, the "meditation capacity" of the library needs to be calculated, probably by laying out zabutons.

"Building Backups"

--Barbara would like each sangha to appoint someone who is handy and knows how the SDC building works to be able take care of things if something goes wrong during an event of their respective sangha's—e.g., a blown fuse, a gate that won't open, a leaking roof. That way, the Building Manager would not need to come out for every building problem.

--Kenny volunteered to be the backup for VSZS events at which he was in attendance.

--Sangha representatives are asked to let their sanghas know that such a person is needed.

--Barbara suggested having a list of how to take care of problems, for example, how to shut off the water. Angela thought a training day on building basics would be a good idea.

Building Report, December 2019

New flat roof: Roofers have finished applying silicone sealant to the flat part of our roof. They finished before the December rains started, and our flat roof did not leak during the storms. The sealant should keep the flat roof leak-free for about 20 years.

Minor roof leak: While our flat roof is now fixed, there was a small leak in the shingled part of our roof during the recent storms. A small amount of water dripped onto the bamboo floor near the brick wall at the northwest corner of the West Lobby. (The floor was not damaged.)

The leak is probably coming from the metal flashing on our roof that protects the juncture between the shingled part of the roof and the brick wall. The caulk around the metal flashing has probably deteriorated over time and no longer completely keeps out the water. I will recaulk the flashing and that should probably fix the leak. However, this leak is another indication of the poor condition of our shingled roof and the need to replace it soon—hopefully next summer if we can raise the funds.

Seats on our raised garden beds: I attached 2” x 6” redwood seats around the edges of two of our raised beds. I will finish the other two beds sometime in the new few months.

Redwood panels: I attached a short section of a redwood panel to the iron fence on the south side of our property. This is a prototype for panels that would be attached to 28 feet of the fence to the block car lights from shining into the Meditation Hall. The plan to attach redwood panels to the fence was discussed in last month’s building report.

New cellular shades for the Library and Large Meeting Room: The shades for these rooms have arrived and I will put them up during the next few weeks.

Please let me know if you have any questions. Bob Jenne

Building Report, January 2020

There are only two short items to report this month: (1) I installed cellular shades in the windows of the Library and Board Meeting Room, and (2) I attached 2” x 6” redwood seats around the edges of one more raised bed. Three of our 4 raised beds now have seats. I also made the seats for the 4th bed and I will install them in the spring, after the Family Sangha harvests their winter garden that currently occupies the 4th bed.