**NZC Board of Directors Meeting Minutes**

**November 10, 2021, 12:00-1:30pm**

**Meeting Notification:** Notice was given via email.

**Meeting Location:** Nebraska Zen Center

**Members Present:**

Pam Griffin, President, (2022)

Vicki Grunwald, Treasurer, (2022)

Scott Rosen, Secretary, (2022)

Annette Jordan, (2022)

**Board Members Absent:**

Fergus Hoban, Vice President, (2022)

Tom Millie, (2022)

**Others Present:**

**Was a quorum established?** Yes

**AGENDA**

1. Meeting was called to order by Pam at 12:00pm and attendance was taken. The Directors waived notice of this meeting.
2. All members voted unanimously to approve the minutes of the October 17, 2021 board meeting.
3. Vicki went over a 16 page financial summary she previously circulated to the board via email on November 9, 2021. Among the items discussed were: a cleaned up financial reporting format for income and expenses, how historical NZC accounting data from 2009 to 2018 was entered into the current accounting system with summary entries as the Quicken file provided by Dosho and Tetsugan was unusable, the current financial position of NZC, and open accounting questions still to be resolved. Vicki went on to explain her creation of financial records for 2019 to 2021 using bank statements. No income or expense summaries were provided for those years by Dosho and Tetsugan, only bank statements for 2020 and 2021. Vicki attained the 2019 statements directly from the respective banks.
4. The board discussed establishing membership criteria. Pam offered two draft proposals. Directors discussed appropriate donation levels and feasibility of assessing participation level as an alternative.  Vicki described various levels of membership offered at other zen centers.  Directors wanted more time to consider and decided to table further discussion until the next meeting.
5. Head priest search – in his absence, Fergus was nominated to form a committee for head priest search, set a time schedule and plan.
6. Fundraising – Pam has asked some sangha members to assist with year-end fundraiser;  because of the lack of lead time, would use largely the same materials as we did for Giving Tuesday campaign. Directors discussed the effectiveness of mail campaign. Further discussion tabled until December meeting.
7. Miscellaneous Items:
   1. The Board received an email from the Nonprofit Association of the Midlands showing lack of information from NZC regarding proper governance and other factors.  This is due to fact we have not completed the NAM questionnaire and member profile; Pam will complete and submit that.
   2. Pam indicated Matt has been given board information to post on the website, including director names and Bylaws and board minutes.
   3. Sesshin – Board discussed the possibility of a one-day sesshin for Rohatsu.  Pam and Annette will plan it; Terra has indicated interest in being Tenzo. Pam informed board Valdene (Shuji) indicated interest in leading sesshin in the spring.
   4. Annette and Pam are planning an Introduction to Zen class for early January.
   5. Directors asked how daily zazen is going, Pam said attendance has been small but steady.
   6. Vicki noted that Church Mutual insurance company has been sending correspondence for Bridge Church to NZC address.  Pam has notified Bridge Church through their attorney, and Vicki notified Church Mutual Bridge Church is not at this address.
   7. Pam would like to purchase additional zabutons; the board approved a purchase up to $800.

Scott D Rosen

Secretary, Nebraska Zen Center Board of Directors

January 16, 2022

**MEETING SCHEDULE**

Next meeting scheduled for noon at NZC on Sunday, December 12th, 2021.

**ATTACHMENTS FOR THE RECORD**