**Nebraska Zen Center**

Minutes of the Board of Directors Meeting

February 27, 2022

**Meeting Notification:** Notice of meeting made during the previous board meeting of Feb. 20, 2022

**Meeting Location:** Zoom video conference for all Directors and officers

**Board Members Present:**

Pam Griffin (2022) President

Vicki Grunwald (2022) Treasurer

George Patenode (2022) Secretary

Scott Rosen (2022)

Annette Jordan (2022)

Tom Millie (2022)

Michael Pray (2022)

**Board Members Absent:**

Fergus Hoban (2022) Vice President

The meeting was called to order by Pam Griffin at 3:04 pm. Attendance was taken and a quorum was present.

**Agenda**

Financial Report

Vicki Grunwald as Treasurer notified the Board that Nebraska Zen Center (NZC) historical and other reference documents were uploaded to the online NZC Document Archive. Vicki provided a list of NZC corporate documents identified as either unnecessary or older than the minimum retention periods described in the NZC Corporate Bylaws. Board discussed and approved the destruction of all items on the Items for Destruction list which will be kept in perpetuity on the NZC Document Archive site. Vicki notified the Board that she has re-arranged the reporting of all fees paid under the general category of Miscellaneous. The debits to the NZC treasury are currently routine and expected except for one $75.00 purchase in January 2022 for a computer software package that was later reversed, and a $156.25 consulting fee paid this year to the Non-profit Association of the Midlands (NAM) for Form 1099 reporting. Both items were discussed and allowed by the Board. Vicki will provide a current financial report every month.

Vicki also presented the Treasurer Roles and Responsibilities and other reference documents that she created that will be used as guidance for the NZC Treasurer position. The Board will review and provide comments at a later date. Once approved, the reference documents will be saved on the NZC Document Archive site. Vicki and Scott Rosen will start backup Treasurer training in March. Current financial reports were reviewed and discussed. Board approved

$300 for NZC kitchen supplies and the future replacement of the NZC kitchen stove was also discussed.

Head Priest Search

Pam led the discussion of the search and hiring of a head priest or Guiding Teacher and included drafts of a general overview and position description for Board review. The merits of salary requirements in the form of stipend with expenses verses a flat salary paid to the Guiding Teacher were discussed. Pam will draft a final written description of the Guiding Teacher position and will work with the IT Committee for the creation of a separate email address for Guiding Teacher candidates. Vicki to recirculate how to find a teacher documents to the Board for review and continued discussion.

Fundraising

Pam led the discussion about fund raising around Buddha’s birthday in April and suggested a Board member could potentially coordinate with the Communication and IT Committees for fundraising. Online fund raising verses via mail requests were discussed, with past experience of higher donation totals raised via mail than online. More donations were received when a donation campaign is tied to a special project or theme, such as the Peace Garden, etc. Pam will provide themes to the Board via email for later discussion.

Miscellaneous

Various matters of the Board were also discussed. The Board decided to have monthly meetings going forward. Pam to provide a schedule with potential dates. Board member training to be provided by NAM. The hiring of an outside auditor to review the financial records of NZC for fiscal year 2022 was also discussed. Structural repair for the first floor of the NZC building was re-scheduled for the upcoming week. The title company involved with the cancelled sale to Bridge Church has contacted NZC and requested a release. There was also a short discussion of accepting payment from an unaffiliated yoga group to use the NZC building for yoga classes and what liability concerns would be created with such use.

Notice of the next Board of Directors meeting scheduled for noon on Sunday, March 20, 2022 at NZC. This will be a special Board meeting to discuss potential NZC building expansion plans.

The meeting ended at 4:40 pm.

**Attachments for the Record**

Items for Destruction

Roles and Responsibilities of the Treasure for Nebraska Zen Center

Permissive Exemptions

NZC Treasurer Exception Log

George Patenode, Secretary

Nebraska Zen Center Board of Directors, February 27, 2022