

**Clouds In Water  
Board Meeting Minutes  
January 10, 2016**

Present:

Carol Iwata, Chair  
Rachel Vilsack, Co-Chair  
Sosan Teresa Flynn, Guiding  
Teacher  
Will Hegeman, Executive Director  
Sam Murphy, Treasurer

Roger Watts, Secretary  
Wally Waranka  
Carla Breunig  
Jay Benson  
Katheleen Avila

Absent:  
Karin San Juan

By Phone:  
Kyoku Tracy Walen

Observing:  
Liliane Ainslyn, Program Coordinator

Call to Order: 11:15am

Reflection: (Carol) Discussion of cultural diversity, ancestry, and. social justice through reading from "Together We Are One" by Thich Nhat Hanh.

- I. Consent Agenda, December 2015 Meeting Minutes:
  - a. II B I - needs to be changed to taxes being for "Farrington St"
  - b. C 2 1 - change "boiler of A/C" to "boiler or"
  - c. Jennifer "Billig" name must be changed
  - d. Change "CIW" to "Clouds" or "Clouds in Water" in all minutes
  - e. **Motion:**
    - i. **By Sam/Carla 2<sup>nd</sup> to approve as amended:  
Unanimous approval**
- II. Executive Director Report (Will)
  - a. Profit and Loss Statement (Appendix A)
    - i. There was an income shortfall for the year of \$7715
    - ii. Net income is up now \$1644 due to strong end-of-year finish
  - b. Balance Sheet shows cash balance of \$52,000+
    - i. (Carla) Where is the financial reference to \$8000 set aside for taxes? It is missing from copy. This will be included in the paperwork attached to these minutes (Appendix B).
  - c. Overall estimate of future status
    - i. Rental income is expected to grow during the coming year.
    - ii. There is a text-based mobile app that allows Clouds in Water to communicate with potential donors about programming and have

Clouds in Water receive direct payments as contributions that can be linked to our financial process. Will will investigate this further.

iii. Will reports we begin 2016 in a good financial position.

d. Capital campaign

i. Campaign has pledges coming in and there are no surprise expenses

e. Capital investment ideas to consider

i. (Will) It might be good to start thinking about a multi-year, in-depth exploration of issues about the building and what we would do if we reach "capacity" in different programs. What should the process be?

1. There used to be a flagpole outside and there may be something we can do with that.

2. There may be an imminent need for more storage that can be used on the property.

3. Discussion of what to do if programs are oversubscribed, e.g., Youth Program.

ii. Discussion

1. There should be some process to direct Executive Director on how to proceed with some of these items.

a. Should Finance and Design committees work on this? What would the process be?

2. (Carol) Suggestion made that, for the future, the Executive Director should contact someone on Finance Committee to determine if members of that committee and Design Committee need to meet on the issue.

3. There is final general agreement that Executive Director will report on these capital investment ideas quarterly in a report to the Board.

III. Guiding Teacher Report (Sosan)

a. Teacher Ryo met regarding volunteer recruitment and identified where we need people to help. There is a need to cultivate a culture of service within the sangha. This would involve cleaning activities, or other initiatives.

i. Discussion of what it means to be a member of Clouds in Water.

b. There is a strong need for a Greeter Team. It is good to have two people greeting; even better if it were a person and a Board member.

c. (Rachel) This may be an item to discuss with the Lay Training Group.

IV. Inclusivity Summary Statement (Kyoku)

a. The Inclusivity Stewardship was proposed as an activity in response to inclusivity issues the sangha wants to address. There is a review of the handout (Appendix C).

i. Report on progress

1. We have working arrangements with other Thich Nhat Hanh-oriented sanghas, e.g., Rev. Larry Ward and Peggy Rowe

2. Social engagement and inclusivity activity opportunities are evolving for more engagement

3. The work group (Kyoku, Karin, Dayna Wolfe, Sigrid Finke) is prepared to discuss issues related to implementing ideas about racial justice, ethnicity, gender issues, family concerns, etc.
  4. First meeting will consider charter, focus on mechanisms of ways to address issues in the larger community.
  5. Sosan has committed two Sunday Dharma talks to inclusivity discussion.
- b. There is no expectation of any action by the Board at this time
- V. Online Courses (Carla)
- a. Discussion of what needs to be included in Retreat 2016
    - i. Review of online programming ideas (Appendix D)
    - ii. Review of "Retreat 2015 Outcomes for 2015-2017"
    - iii. What have we learned about online classes?
    - iv. Discussion of Assessment Phase items
      1. We need to have a way to measure the course experience
- VI. Adjourn 1:14

## Appendix A – Profit & Loss Statement

Jul 1, '15 - Jan 8, 16

### Ordinary Income/Expense

#### Income

##### Contributions

Capital Gifts	23,256.28
Dana Friends	14,358.59
Fall Appeal	2,295.00
Membership	36,629.00
Youth Practice Sponsors	240.00
<b>Total Contributions</b>	<b>76,778.87</b>

##### Other Income

Interest	0.60
Patronage Refund	8.82
Rent	1,218.25
<b>Total Other Income</b>	<b>1,227.67</b>

##### Program Income

Classes	5,742.00
Guest Teachers	190.00
Ministerial Services	297.50
Sesshins	5,668.57
<b>Total Program Income</b>	<b>11,898.07</b>

**Total Income** 89,904.61

#### Expense

Accounting 1,300.00

##### Administrative Expense

Bank Service Charges	1,883.21
Board Expenses	430.00
Credit Card Interest	518.90
Gifts	
Hokyoji Retired Leaders Fund	600.00
Miscellaneous	250.00
<b>Total Gifts</b>	<b>850.00</b>

Guest Teacher 222.00

Miscellaneous Expense 210.18

Supplies 1,066.46

Technology 1,077.19

**Total Administrative Expense** 6,257.94

**Communications**

Advertising 374.68

**Postage**

First Class 19.60

Total Postage 19.60

**Printing and Reproduction**

Copier 1,305.59

Outside Printing 142.14

Total Printing and Reproduction 1,447.73

Total Communications 1,842.01

**Facility****Loan Matures 2015/11/26**

Interest 516.42

Total Loan Matures 2015/11/26 516.42

**Loan Matures 2019/11/25**

Interest 9,047.07

Total Loan Matures 2019/11/25 9,047.07

Maintenance 3,615.32

Miscellaneous 13,043.53

Telephone & Internet 1,164.78

**Utilities**

Electricity 1,933.85

Gas 185.52

Water 459.31

Total Utilities 2,578.68

Waste Collection 605.59

Total Facility 30,571.39

Payroll 49,967.27

**Program Expense**

Faculty 482.00

**Food & Kitchen Supplies**

Food for Sesshin 164.09

Food & Kitchen Supplies - Other 909.30

Total Food & Kitchen Supplies 1,073.39

<b>Old Faculty</b>	
<b>Compensation</b>	50.00
<b>Total Old Faculty</b>	<u>50.00</u>
<b>Youth Practice</b>	
<b>Rent</b>	112.50
<b>Youth Practice - Other</b>	154.00
<b>Total Youth Practice</b>	<u>266.50</u>
<b>Total Program Expense</b>	<u>1,871.89</u>
<b>Total Expense</b>	<u>91,810.50</u>
<b>Net Ordinary Income</b>	<u>-1,905.89</u>
<b>Net Income</b>	<u><u>-1,905.89</u></u>

## Appendix B – Balance Sheet as of January 8, 2016

	<u>Jan 8, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bremer Checking	40,458.66
Schwab Account	<u>11,710.76</u>
<b>Total Checking/Savings</b>	52,169.42
<b>Other Current Assets</b>	
Petty Cash	<u>100.00</u>
<b>Total Other Current Assets</b>	<u>100.00</u>
<b>Total Current Assets</b>	52,269.42
<b>Fixed Assets</b>	
Equipment	0.00
Farrington Building Value	505,155.35
Furniture & Fixtures	10,645.33
Leasehold Improvements	<u>22,290.20</u>
<b>Total Fixed Assets</b>	<u>538,090.88</u>
<b>TOTAL ASSETS</b>	<u><u>590,360.30</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Bremer Visa Credit Cards	<u>6,921.37</u>
<b>Total Credit Cards</b>	6,921.37
<b>Other Current Liabilities</b>	
Zen Training	<u>439.00</u>
<b>Total Other Current Liabilities</b>	<u>439.00</u>
<b>Total Current Liabilities</b>	7,360.37
<b>Long Term Liabilities</b>	
Bremer Loan Matures 2019/11/25	<u>371,208.24</u>
<b>Total Long Term Liabilities</b>	<u>371,208.24</u>

<b>Total Liabilities</b>	378,568.61
<b>Equity</b>	
<b>Restricted Fund Balance</b>	827.50
<b>Retained Earnings</b>	115,738.08
<b>Unrestricted Funds</b>	97,132.00
<b>Net Income</b>	<u>-1,905.89</u>
<b>Total Equity</b>	<u>211,791.69</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>590,360.30</u></u>

## **Appendix C - Inclusivity Statement – Kyoku**

### **Inclusivity Summary of Status**

**Presented to the Board Jan. 10, 2016**

#### Summary Status

1. Thanks in particular to the leadership and efforts of Rev. GD Laura Kennedy our program in 2016 will include at least 4 elements that address our three core values related to inclusivity. See Vision Statement
  - a. A weekend event led by Rev. Larry Ward and Peggy Rowe April 7-10.
  - b. A class on Social Engagement designed by GD and co-facilitated by GD and Kyoku Sep 27 Nov 8. GD is arranging a diverse group of guest speakers to be included in class work.
  - c. A bearing witness retreat Nov 17-19 led by GD in coordination with a Native American memorial remembering of the forced march of their people out of Minnesota.
  - d. A series of walkabouts in surrounding neighborhoods by small groups of sangha members to be trained by GD (in the proposal stage).
  
2. A meeting of the Inclusivity Stewardship group is being scheduled to revise the language and possibly the scope of its charter. The group currently includes Kyoku, Karin, Dayna Wolfe and Sigrid Finke. The first concern is to express the charter in language that does not suggest tokenism or disrespect of the individuality of any person and that does focus on action. One suggestion is that it be named a task force with subgroups for particular areas of concern like racial justice and that it include a mechanism for timely decisions in response to unfolding events. See Inclusivity Board Proposal
  
3. Steps taken since August include a letter from Sosan to the sangha with suggestions for how to practice with and become more skillful in responding to suffering in the larger world, invitations to specific opportunities for enhancing our understanding and a presentation of same at the annual meeting, at least two Sunday talks on the topic of inclusivity, and focusing monthly mindfulness tasks in areas helpful for cultivating inclusive mind states.

Google Doc: Clouds in Water/Teacher Resources/Inclusivity/Board Update on Inclusivity Jan 2016 1/1

## **Appendix D - Review of online programming ideas**

### **Online Course Development**

Clouds in Water Zen Center – January 10, 2016

From 2/22/2015 retreat, discussion notes:

Online Programming Ideas (handout - Carol)

- A. Use tiered programs
- B. For current & new practitioners
- C. Virtual communities
- D. Mid- to advanced-level
- E. Offerings to other institutions via “Dogen Institute”
- F. Clouds in Water website
- G. For online programming to succeed: We need to decide content. We need someone to lead the effort. We need people to work on it. We need to consider upgrading physical systems.

#### Retreat Outcomes for 2015-2017

#1 on sheet: **A core curriculum of beginning courses including Basics of Buddhism, Intro to Clouds, and Intro to Lay Practice for both traditional and online.**

Milestone: **Set of traditional courses; set of online courses.**

See: sub-milestones, responsible, helping, resources needed, checkpoint dates, and status/notes.

#2 on sheet: **An online version of every class we now teach or plan to teach... and start doing A/V and interactive versions of classes.**

Milestone: **Online version of every class developed by Clouds staff.**

#6 on sheet: **Develop one class each year that is designed for online-only participation (Jay, Sosan).**

Milestone: **Online course goes live by June 2017.**

#7 on sheet: **All Board members will take at least one online Dharma class at any other place on the web.**

Milestone: **Board members have completed online class and reported on experience by 1/31/2016.**

#### Assessment phase:

- What have we learned?

- Based on what we learned, do we still want to do online classes? If no, why not? If yes, why?
- What are the parameters that we think makes online learning a valuable learning tool for those interested in exploring Buddhism more deeply? (e.g., audio, video, participant discussion, recommended readings, etc)
- Is the teacher ryo supportive of the goal for online learning?
- Other \_\_\_\_\_

Presuming Clouds wishes to continue with developing online learning, next steps and questions to consider:

1. Who is our target audience? And, who is NOT our target audience?
2. Based on our selected audience(s), which course or courses would be best?
3. What level are we aiming at, based on our audience? (beginner, intermediate, advanced etc).
4. What is our budget? (year 1, year 2, etc).
5. What type of platform should we offer it on? (See Randall Craig article).
  - a. Learning Management System (LMS)
  - b. Membership Site
6. What model would we use to implement our platform?
  - a. Do-it-yourself
  - b. Pre-packaged software
  - c. Shared platform
7. What are our goals for choosing which approach to take?
8. What is our business model for online programming?

Other \_\_\_\_\_