

Clouds in Water

Board Meeting Minutes

March 13, 2016

Present:

Carol Iwata, Chair
Rachel Vilsack, Co-Chair
Sam Murphy, Treasurer
Kyoku Tracey Walen, Priest
Roger Watts, Secretary
Will Hegeman, Executive Director
Carla Breunig
Wally Waranka
Jay Benson
Karin San Juan
Liliane Aislyn, Program Coordinator

Absent:

Katheleen Avila
Sosan Teresa Flynn, Guiding Teacher

Call to Order: 11:05am

Reflection: Sam - Read poem "Kindness" by Naomi Shihab Nye

- I. Minutes of January Meeting:
 - a. Motion to approve (Carla, Rachel 2nd)
 - b. Unanimous approval:
- II. Chair wishes for expressions of member feelings about finances and there is discussion by every member.
- III. Executive Director Report: Will
 - a. Profit and Loss Sheet Review -
 - b. Condition: Our second mortgage payments recently drained our cash reserves and overall financial picture influenced by this because of the income generating features of our condition:
 - i. Income
 1. Capital Gifts: Campaign does not flow on a calendar year basis. Gifts outstanding are substantial. Campaign is considered successful.
 2. Dana Friends: Represents people who support Clouds without necessarily becoming members.
 3. Fall Appeal: We did a appeal in the Fall and contributions to it appear here.
 4. Youth Practice Sponsors: Support from people who made statement about this being for the program.

5. Program: We are ahead on budget projection to this point. Class enrollment strong.
 6. Membership: July-February expected number exceeds received by \$24,000. Reasons - Accounting for Dana was different at one point and money received may belong in "membership" category; Accounting spreadsheets show no change on balance of new members vs. others who are no longer members; The "Appeal" model is a broken model and is not providing the revenue we need; are members just waiting for when we will ask them again for funding.
 - a. Discussion of ideas about why this problem may exist is a reflection by several members as to the cause and ways in which the community might come to understand the need for membership contributions.
 - b. March appeal will probably not raise enough to erase the shortfall...perhaps half can be raised.
 - c. We need to communicate more clearly our process of raising funds for our annual operating costs. There is discussion about ways to do that.
2. There is a general discussion as to the cause of the income shortfall. Possible remedies as also discussed. There is discussion of the financial architecture we use for accounting for income and expected budgetary expenditures. The discussion is aimed at understanding the cause for the shortfall. There is agreement that we must understand the facts well in order to ensure there is no confusion among members as to why we need help meeting the income need.
- b. General Discussion:
- i. There may not be a clear message about our process of identifying why Clouds needs the money.
 - ii. Will - our methods today are not dissimilar from what we have used in the past. The model of membership entitling something has changed. Being a member is a spiritual process, not a financial one. Membership ought to be an awakening of the heart.
 - iii. Kyoku - some people come to Clouds just wondering how they can become a member.
- b. Spring Appeal
- i. Will - proposes using bookmark, etc. as premium for contributing. This will be an invitation to members. He will work on the appeal letter.
 - ii. Carol - Some discussion of other sangha approaches. Ideas generated about the content of the message we use.
 - iii. Jay - there is a need to be specific about our needs and discuss where the money goes.
 - iv. Kyoku - We have held a council in the past about the future of Clouds and personal calls went out to people to attend it. It would help give information and give them an idea of what it may mean for each person in the sangha. Is there. Is there something we ought to be doing, e.g., forming a membership committee?
 1. Will - such committee would be very helpful to have

- 2. Some discussion about skepticism as to how many people would attend a council.
 - ii. Carol - At about time of Spring Appeal, could a Teacher speak to this in a service and Board members speak to it as well.
 - iii. Carla - Perhaps mini-panel of Board member and perhaps a teacher can be used to discuss the personal nature of the being a member and why people give Dana.
 - iv. There is general agreement that the discussion of money be very direct and clear. Sam, Will and Carla will meet to make the communication clearer.
 - b. Jay - Are there multiple strategies for general funds?
 - i. General agreement that there ought not be multiple ways of appealing for funds while Spring Appeal is working. Having Board speak up at services about personal reasons for involvement is best.
 - b. Summary - Carol
 - i. Sam, Carla, Will will work to clarify facts
 - ii. Some members need to help with a panel discussion idea...Carla and Karin volunteer to work on that.
- II. Teacher Ryo - Kyoku
 - a. Volunteers - Sosan still looking for temple volunteers in Tenzo, Ino & Jikido areas.
 - b. Program
 - i. We will not offer the Dogen painting workshop this year. Re-scheduled for 2017.
 - ii. We are doing the walkabouts (GD) before June
 - iii. We are adding Ben Connelly to a workshop in June or July
 - iv. Priest training standards - Sosan reports some people interested in lay teachers positions, e.g., like Ken Ford
 - v. In April is 1st Anniversary of move to Farrington location. Might be good to have a Pot Luck Luncheon on Buddha's Birthday (first Sunday in April)
 - vi. Carol - Larry and Peggy Ward coming on the weekend of the Board meeting...perhaps there can be a reception?
 - vii. Members will meet with Norman Fisher when he is here on March 27 and an Ino announcement will be made about this.

Adjourn 1:27pm

Attached: Budget as of February 29, 2016

	Feb-18	Budget	\$ Over Budget	Jul 18 - Feb 18	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Contributions							
Capital Gifts	933.00	4,040.33	-3,107.33	23,890.29	32,326.89	-8,436.60	43,490.00
Dana Funds	301.87	1,189.87	-888.00	13,307.88	9,333.32	3,974.56	14,000.00
Fall Appeal	0.00	0.00	0.00	3,090.00	0.00	3,090.00	0.00
Membership	2,924.50	3,491.50	-567.00	43,401.00	87,992.00	-24,291.00	101,339.00
Youth Practice Sponsors	130.00	333.33	-213.33	1,798.00	2,888.89	-1,090.89	4,000.00
Total Contributions	4,249.37	14,002.33	-9,752.96	87,248.94	112,019.89	-24,771.74	189,029.00
Other Income							
Advertising	0.00	0.00	0.00	300.00	0.00	300.00	0.00
Interest	0.17	0.00	0.17	0.99	0.00	0.99	0.00
Patronage Refund	0.00	0.00	0.00	9.32	0.00	9.32	0.00
Rent	0.00	250.00	-250.00	1,219.23	2,000.00	-780.77	3,000.00
Total Other Income	0.17	250.00	-249.83	1,527.93	2,000.00	-472.07	3,000.00
Program Income							
Glasses	3,338.50	1,199.87	2,138.63	11,213.50	9,333.32	1,880.18	14,000.00
Guest Teachers	1,890.00	199.87	1,690.13	2,432.00	1,333.32	1,098.68	2,000.00
Ministerial Services	0.00	199.87	-199.87	342.50	1,333.32	-990.82	2,000.00
Online Teaching	0.00	93.33	-93.33	0.00	999.99	-999.99	1,000.00
Seawall	-973.50	333.33	-1,306.83	3,009.07	2,888.89	2,320.19	4,000.00
Total Program Income	4,321.00	1,926.87	2,394.13	18,998.07	15,333.32	3,664.75	23,000.00
Seawall Food Sponsors	27.00	123.00	-96.00	27.00	1,000.00	-973.00	1,000.00
Total Income	9,247.54	18,294.00	-7,046.46	107,797.99	130,332.00	-22,534.04	193,329.00
Expense							
Accounting	0.00	400.00	-400.00	1,300.00	3,200.00	-1,900.00	4,800.00
Administrative Expense							
Bank Service Charges	229.23	373.00	-143.77	2,123.24	3,000.00	-876.76	4,300.00
Board Expenses	0.00	41.87	-41.87	430.00	333.32	96.68	500.00
Credit Card Interest	79.89	0.00	79.89	890.83	0.00	890.83	0.00
Dues and Subscriptions	0.00	41.87	-41.87	73.00	333.32	-260.32	500.00
Gifts							
Holyoak Retired Leaders Fund	100.00	100.00	0.00	300.00	300.00	0.00	1,200.00
Total Gifts	100.00	100.00	0.00	300.00	300.00	0.00	1,200.00
Guest Teacher	0.00	0.00	0.00	809.00	0.00	809.00	0.00
Insurance	2,907.83	200.00	1,707.83	2,904.83	2,000.00	904.83	3,000.00
Miscellaneous Expense	0.00	0.00	0.00	310.18	0.00	310.18	0.00
Supplies	70.00	418.87	-348.87	1,343.44	3,333.32	-1,989.88	3,000.00
Technology	0.00	333.33	-333.33	1,112.19	2,888.89	-1,776.70	4,000.00
Total Administrative Expense	2,483.94	1,338.34	1,145.60	10,400.73	12,468.64	-2,067.91	18,700.00
Communications							
Advertising	0.00	0.00	0.00	374.89	0.00	374.89	0.00
Postage							
Print Glass	0.00	0.00	0.00	117.80	0.00	117.80	0.00
Total Postage	0.00	0.00	0.00	117.80	0.00	117.80	0.00
Printing and Reproduction							
Copyer	124.93	0.00	124.93	1,430.52	0.00	1,430.52	0.00
Outside Printing	0.00	0.00	0.00	142.14	0.00	142.14	0.00
Total Printing and Reproduction	124.93	0.00	124.93	1,572.66	0.00	1,572.66	0.00
Total Communications	124.93	0.00	124.93	2,094.94	0.00	2,094.94	0.00
Emergency Reserve	0.00	100.00	-100.00	0.00	300.00	-300.00	1,200.00
Facility							
City Rights of Way Charge	0.00	173.17	-173.17	0.00	1,429.32	-1,429.32	2,129.00
Fire Equipment Maintenance	0.00	9.00	-9.00	0.00	72.00	-72.00	109.00
HVAC Maintenance	0.00	123.00	-123.00	4,393.32	1,000.00	3,393.32	1,500.00
Loan Matures 2015/11/26							
Interest	0.00	0.00	0.00	318.42	0.00	318.42	0.00
Loan Matures 2015/11/26 - Other	0.00	0.00	0.00	0.00	991.00	-991.00	991.00
Total Loan Matures 2015/11/26	0.00	0.00	0.00	318.42	991.00	-672.58	991.00
Loan Matures 2012/11/29							
Interest	931.33	0.00	931.33	11,348.98	0.00	11,348.98	0.00
Loan Matures 2012/11/29 - Other	0.00	2,498.00	-2,498.00	0.00	19,993.00	-19,993.00	29,932.00
Total Loan Matures 2012/11/29	931.33	2,498.00	-1,566.67	11,348.98	19,993.00	-8,644.02	29,932.00
Miscellaneous	2,864.20	0.00	2,864.20	13,707.73	0.00	13,707.73	0.00
Sign Removal	183.00	93.33	89.67	330.00	999.99	-669.99	1,000.00
Storm Sewer Charges	0.00	52.09	-52.09	0.00	418.89	-418.89	925.00
Telephone & Internet	190.34	0.00	190.34	1,431.39	0.00	1,431.39	0.00
Utilities							
Electricity	303.32	0.00	303.32	2,332.44	0.00	2,332.44	0.00
Gas	30.92	0.00	30.92	247.36	0.00	247.36	0.00
Non-Recurring Charges/Credits	0.00	0.00	0.00	-34.88	0.00	-34.88	0.00
Water	172.93	0.00	172.93	832.24	0.00	832.24	0.00
Utilities - Other	0.00	700.00	-700.00	0.00	5,800.00	-5,800.00	8,400.00
Total Utilities	507.17	700.00	-192.83	3,377.18	5,800.00	-2,422.82	8,400.00
Waste Collection	98.22	144.92	-46.70	302.97	1,159.32	-856.35	1,729.00
Total Facility	4,398.89	3,798.90	600.99	38,097.94	30,993.00	7,104.94	48,033.00
Guiding Teacher Expense Account	0.00	193.33	-193.33	0.00	1,288.89	-1,095.56	1,000.00
Payroll	3,103.33	3,102.19	1.14	83,891.00	84,317.33	-426.33	97,236.10
Program Expense							
Facility	90.00	333.33	-243.33	822.00	2,888.89	-2,066.89	4,000.00
Food & Kitchen Supplies	197.43	123.00	74.43	1,273.73	1,000.00	273.73	1,500.00
Miscellaneous	1,490.00	0.00	1,490.00	1,490.00	0.00	1,490.00	0.00
Youth Practice	39.97	93.33	-53.36	329.47	999.99	-670.52	1,000.00
Total Program Expense	1,798.40	549.66	1,248.74	3,921.20	4,333.39	-412.19	6,500.00
Total Expense	17,112.32	14,849.01	2,263.31	119,203.81	117,793.08	1,410.73	178,379.10
Net Ordinary Income	-7,864.78	1,844.99	-9,709.77	-11,407.82	12,539.94	-23,978.79	19,149.90
Net Income	-7,864.78	1,844.99	-9,709.77	-11,407.82	12,539.94	-23,978.79	19,149.90