

## **San Francisco Zen Center Board Minutes of Meeting 7-22-2020**

**Present:** Helen Degenhardt (chair), Eli Brown-Stevenson, Linda Galijan, Maitri Goonewardena, Tova Green (minutes), Jody Greene, Emily Hildore, Kathy Hyland, George Kellar, Marcelo Marer, Greg McClune, Diego Miglioli, Piper Murakami, Angela Ni, Margie O'Driscoll, Ed Sattizahn, Fu Schroeder, Julia Ten Eyck, Dan Zigmond, David Zimmerman, Joe Rodriguez (guest)

**Absent:** Ivan Gallo, Brian Marshall

[approval of 5/20 and 7/1 minutes – tabled to next meeting]

### **President's report** (Linda Galijan)

Although the three temples are doing well, residents are feeling the pressure of constriction. The core Health and Safety group is meeting weekly, working on individual requests. Although there is the same number of staff as there was at the start of sheltering in place (about 130 residents; typically the number is 160) the temples feel thinly staffed as there are no guest students. There has been an increased need for staff in online programs.

Discussion: There were questions about the Tassajara fire marshal, the number of people now needed at Tassajara, and how Tassajara could respond in the event of a fire. The President, Tassajara Senior Dharma Teacher, and Tassajara Director are working to figure this out and will meet with Stuart Carlson, a firefighter who knows Tassajara well. The Board Chair requested a few scenarios to review at the September meeting. The president sees a lack of people with institutional knowledge at Tassajara currently.

### **Finances** (CFO Emily Hildore and George Kellar)

Our spending and income for June is within range of expectations. The CFO reported that cash flow projections for the next 10 weeks is good. The FY21 budget reforecast is ready for Board approval, with income and expenses resulting in a balanced budget. The FY21 end-of-year cash flow forecast reflects low cash at end of year due to no income from Tassajara, and much less income from GGF and CC, while fundraising campaigns reflect minimal year-over-year growth. The FY21 reforecast of the Budget was approved by the board.

The CFO will do another reforecast later in the year if conditions shift related to SFZC's finances. George said we may need to look at having more of a cushion at the start of the next FY if we don't reopen Tassajara next summer, don't have guests and conferences at City Center and GGF, and do not have successful indoor dining at Greens. We will update our forecast models to reflect these scenarios and discuss at the September Board meeting.

### **Development Report** (Vice-President Diego Miglioli)

The Emergency Relief Fund campaign exceeded its goal of one million dollars. \$1,149,680 was contributed by 1,871 donors. In comparison, the Year-end Letter raised \$217,000 from 595 donors. We had a clear message for the Emergency Relief Fund.

The Membership goal for this FY is \$285,000. Currently \$64,645 has been raised, with \$22,000 in revenue expected each month for the remaining nine months of FY21. Plans for the rest of the FY include:

- August/September Stewardship letter for the Emergency Fund
- October Membership drive (goal is 100 new members)
- November Year-End Letter
- February – April Zenathon
- May – No Race

### **Greens Restaurant Report** (Central Abbot, Ed Sattizahn and Vice-President, Diego Miglioli)

The current state of the restaurant business in San Francisco is dismal. Greens is focusing on take-out menus since indoor dining is still not permitted by the city and outdoor dining is not feasible. Take-out income is about \$9,000/week. The federal PPP loan which covers Greens until October 18<sup>th</sup> covers employee costs, rent and utilities so Greens is now generating positive income. If Greens is unable to open for indoor dining it may not be profitable after October 18<sup>th</sup>.

Rent negotiations with Fort Mason are in process.

A member of the SFZC Board, George Kellar, will join the Everyday Board. Ed has asked George to work with the Greens manager and accountant to work on several financial scenarios.

The Vice-president explained that the take-out is Wednesday – Sunday lunch and dinner. Greens is adding Saturday and Sunday brunch. They are using four delivery services as well.

### **Governance Report** (Committee Chair, Dan Zigmond)

Dan Zigmond described the process for announcing the search for a new president, reviewing the two applications, checking references, interviewing the candidate (Dan, Jody Greene, and Eli Brown-Stevenson conducted the interview). **The Board unanimously approved that Diego Miglioli will be the President, beginning in January.**

The Governance committee will now focus on searches for a new Vice-President and Secretary. They will refine the job descriptions, send them out to solicit applications. Their goal is to present their candidates at the September board meeting.

### **DEIA Committee Presentation** (President, Linda Galijan and Secretary, Tova Green)

Linda Galijan and Tova Green shared part of a power-point prepared by Joe Rodriguez, former board member and a member of the DEIA Committee presenting the recent work of the committee, the importance of embedding DEIA awareness in SFZC's policies and practices especially in this historic moment, and the reasons for making the DEIA Committee a Board committee. Discussion included questions about who will chair the committee going forward and what the DEIA Committee's goals and strategies will be. **The Board voted unanimously to make the DEIA Committee a committee of the Board.**

