

Cedar Rapids Zen Center – Jikyouji

MINUTES of the Annual Meeting of the CRZC Sangha¹ and Board of Directors April 28, 2019

SANGHA MEETING

Present: President Douglas Gustafson, Treasurer Myoho Kendall, Secretary Kelly Kruse, Resident Teacher Zuiko Redding, Clergy Representative Daishin McCabe, Jenn Day, Robyn Groth, Lauren Manninen, Amy O'Brien Eble

Meeting called to order by President Douglas Gustafson at 10:35 AM.

COUNCIL was held.

MINUTES of March 3rd – Motion to approve by Myoho – Second by Amy – Carries

MINUTES of March 24th – Motion to approve by Gus – Second by Jenn – Carries

Old business from minutes:

Need to communicate more clearly that you can come and go during all-day sitting.

Half-day sitting idea – should we do them in the morning or the afternoon? Zuiko will send out an email to gauge interest. After Myoho's hossenshiki², she will be able to lead these too. Could be done on Sunday or Saturday.

ELECTION OF BOARD MEMBERS

- Explanation of board responsibilities
- 7-member board, 3 terms expiring, 2 people had to resign with 1 year left in term
- Motion to elect Rev. Jisho Siebert, Amy, and Lauren to 3-year terms on the board and Jenn and Robyn to one-year terms by Gus – Second by Daishin – Carries
- We can set up Skype for meetings if needed

Meeting adjourned at 11:35 AM

Motion to adjourn by Myoho – Amy – Carries

BOARD OF DIRECTORS MEETING

Present: President Douglas Gustafson, Treasurer Myoho Kendall, Secretary Kelly Kruse, Resident Teacher Zuiko Redding, Clergy Representative Daishin McCabe, Jenn Day, Robyn Groth, Lauren Manninen, Amy O'Brien Eble

ANNUAL MEETING MINUTES of April 29, 2018 were approved during the year and are posted on the website.

ELECTION OF OFFICERS

- Motion to elect Amy President by Amy – Second by Myoho – Carries
- Motion to elect Jenn Vice-President by Jenn – Second by Daishin – Carries

¹ A community of Buddhists that practices together. Also used to mean the community of all Buddhists in the world.

² Dharma Combat ceremony, an opportunity for a priest to show their maturation as a teacher

- Myoho will remain Treasurer for now even though she is not on the board
- Kelly will remain Secretary

PRACTICE REPORT – Zuiko Redding

Our sangha is on its way from establishing a center to being an established center looking toward the future. We will encounter setbacks and perhaps directional changes as we progress but we are on our way to becoming a permanent part of our community.

Myoho's ongoing training and her growing maturity as a future fully-ordained teacher is part of this. Her presence gives more strength and stability to the practice. She can be here to welcome people and sit with them when Zuiko has to be elsewhere. She is around to help people who are a bit confused about what to do and set them at ease, and she can always fill in as doan³ or jisha⁴, so that zazen⁵, dharma⁶ talk, and other practice goes more smoothly. She has also been sitting with the prison groups and traveling with Zuiko and assisting her with the Bloomington-Normal group. She has also taken over much of the responsibility for organizing work and getting it done. She will be entering a second phase of training with her hossenshiki ceremony in July. In the future she will provide continuity and understanding of the tradition and practice as we go forward.

The second step is the beginning of our first angō in May. Angō, which translates as "peaceful abiding", is a period, usually lasting three months, of intensifying and deepening our practice. In the Buddha's day, travel was difficult during the rainy season. Monks and nuns congregated together in monasteries for the rainy season to practice, study, and learn together. People with families and jobs in the twenty-first century can't retreat to a monastery, but they can strengthen and intensify their practice during angō. Whether they practice long-distance or at the Center, they can participate by committing to sit more, attend center practice more often, do sesshin⁷ or all-day sitting, or by pledging to do extra practice that fits their lives. Our angō will begin on May 15 and end on August 15. Discussion: We will let each other know what we did on Facebook or email (to support each other, not compete!).

Third, we are beginning to think seriously about bringing in a new teacher to allow Zuiko to retire to do other things. This means that we will be clarifying the direction of practice and the kind of teacher we want to lead it, and we will be working on a plan for choosing a new teacher and supporting him or her both financially and spiritually.

We have a lot to recommend us. We are a welcoming sangha, with members who take care of zazen, administration, grounds, and other work as part of their practice. We can congratulate ourselves on what we have become – a place where people can learn, experience, and practice the dharma with the support of others. We are a haven where people come and sit noon and evening, do baika⁸, study dharma, and teach their children the Buddha's practice. We are helping in our community. Our presence makes a difference.

We are not a large organization, but we are a grounded one. People are strong in their practice and serious about being awake in daily life. We work quietly in our community. I would like to see more people at sesshins and all-day sittings and perhaps that will happen in the

³ Service leader who rings the bells and leads chanting

⁴ Offeror of incense and teacher's assistant

⁵ The style of meditation we do in our temple, "just sitting"

⁶ The nature of reality; Buddhist teaching

⁷ Silent meditation retreat

⁸ Buddhist singing and percussion instrument practice

future. Discussion: Someone from Prairie Zen Center was excited about the prospect of coming to sesshin.

Local Practice

In the midst of all the fine developments, we are facing some difficulties. Two of our most active members have had to pull back due to increased work requirements and we miss their practice and their spirits. Another active member will be leaving soon for grad work at MIT. We are deeply happy for their good fortune and we are grateful for the time we had with them. However, we are a small sangha and their absence will leave a hole. In future months, we'll need for people to step in and fill in the gaps.

Sesshin and all-day sitting practice are weaker. Extended sitting is an important part of practice and we need to explore ways in which this can be structured so that practitioners can take advantage of it. Work days have been well-attended and we've gotten a lot done. Members seem to connect well with work practice.

We usually have fine participation and attendance at things like Buddha's Birthday - with 15 people this year - and at New Year's. We had three for New Year's Eve sitting and 25 for the open house.

People are committing to the practice by receiving the precepts. In July, Brian Brandsmeier, Lauren Manninen, John Rathbun, Julie Shaw, and Reuben Higgins-Freese received the precepts at the Center. Two incarcerated men, one in Anamosa and another in Newton, received the precepts in July and August.

We are getting many more inquiries and more new people coming to sit. Last spring we got an average of one or two calls or emails per month. In the last three months, there have been at least five or six. Most newcomers hear about us on the web and Facebook. There are usually one or two participants in the Introduction to Zen Practice course and an average of three people at the introductory evening.

We've also had a number of visiting teachers this year. Daishin McCabe and Shoryu Bradley led sesshins. Hoko Karnegis was here to give a dharma talk in August and Tonen O'Connor gave a talk in May.

Monday evening dharma study has five steady members. The discussion is thoughtful and insightful. We have finished Brad Warner's *Don't be a Jerk* and are beginning Dainin Katagiri-Roshi's *Each Moment is the Universe*.

The baika group has three members and meets on the second and fourth Thursdays each month. In May, Reverend Shumyo Kojima from Zenshuji in Los Angeles came for a workshop, and Hoko Karnegis came in January.

Community practice

Myoho has finished her term as representative to the Inter-Religious Council and we need someone to fill that space. Zuiko and Tim Macejak gave talks at schools, universities, and churches around the area. Kelly gave the reading at the Interfaith Thanksgiving service and Zuiko did the reading for the Holocaust memorial.

We make regular contributions to the neighborhood Boys and Girls Club. We also participate in neighborhood cleanups.

Prison practice is steady. There are small groups at Anamosa, Clarinda, Ft. Dodge, Ft. Madison, and Newton. Zuiko, Daishin McCabe, Myoho Kendall, Tim Macejak and Tim Yukl sit with the men in the various institutions. Douglas Cheolsoeng Gentile, a Korean Zen teacher from Ames, will be joining the effort in June, 2019. We also supplied books and other items to the inmates and the groups. Zuiko continues to serve as the state prison chaplains' resource on Buddhism.

Zuiko and Myoho visited the Bloomington-Normal group in April and October. They now have a space, a solid weekly practice and a discussion group.

Eric's care of the web page and Lauren's care of the Facebook page and the monthly newsletter have really helped make us visible in the community. Gus keeps the web page fresh by supplying timely quotes. The responses to these indicates that they are helping the dharma. Though the vast majority of those who visit our web and Facebook pages and read our e-newsletter are too far away to come to the Center, they benefit from the dharma we post.

Zuiko's Activities

This is Zuiko's last year as a member of Sotoshu⁹ North America's board. She attended two Sotoshu meetings and workshops this year. She continues to edit English translations for their web site. Her dharma writings appear regularly in *Ancient Way*. She gave talks at churches, universities, schools, and senior centers. She also attended hossenshiki at Sanshin Zen Community and gave talks in St. Louis. On April 15, she gave the invocation for the day's session at the Iowa House of Representatives.

She is working on spending more time writing for *Ancient Way* and our newsletters, and is hoping to publish some of her articles more widely. The Dogen Institute, the publishing branch of Sanshinji, will be publishing her commentary on Dogen's "Eight Awakenings of Great People."

In Closing

We are realizing our mission because of all of us. There is no Cedar Rapids Zen Center without sangha members with hearts of practice, willing to show up for zazen, talks, work, sesshin and other things. We have all worked shoulder-to-shoulder to build this practice. Let's be grateful to each other for making this a place to find

Hossenshiki Budget	
Item	Cost
Sotoshu Fees	
ango fee	80.00
red robe fee	1,818.00
Subtotal	1,898.00
Honoraria	
Myoyu Andersen	150.00
Shoryu Bradley	300.00
Hoko Karnegis	200.00
Daishin McCabe	150.00
Tonen O'Connor	200.00
Daigaku Rumme	200.00
Jisho Siebert	150.00
Shoken Winecoff	200.00
Shojo Zivic	150.00
Mark Ahlstrom (benji)	100.00
Subtotal	1,800.00
Lodging	
Konjin Godwin	153.00
Daigaku and Kathleen	153.00
Daishin and Jisho	153.00
Taiga Ito	153.00
Subtotal	612.00
Food	
Friday dinner	200.00
Total	4,510.00

⁹ The international Buddhist organization of which our Center is a member

stability in our lives, with a practice that welcomes and sustains everyone who comes. This center grows from our collected hearts and our effort together. It is actually us.

Motion to adjourn temporarily for lunch at 12 PM by Jenn – Second by Gus – Carries
 Meeting called to order by President Douglas Gustafson at 1:10 PM

FUNDRAISING NOTES

Buddha image fundraiser (Jenn)

- At least a week’s worth of work left to do
- What should go on back side? English-language prayer or refuge statements
- About 100
- Could send in thank-you notes to donors
- Lauren will look at Zazzle account

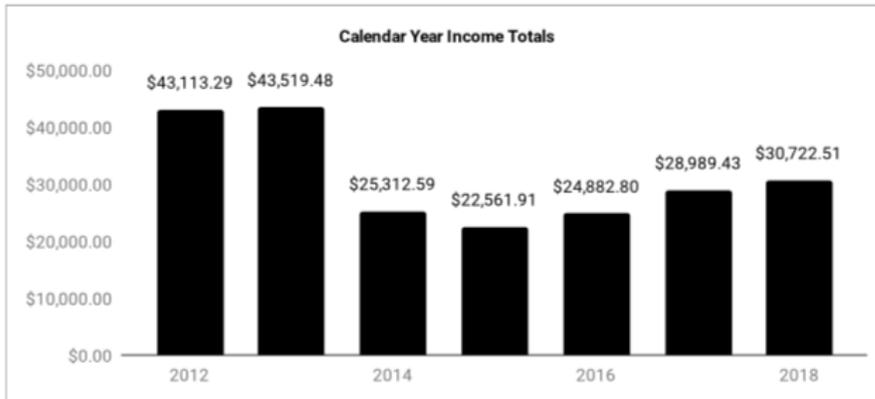
Hossenshiki

- Zuiko and Gus are working on fundraising letter
- Copies of budget were passed out

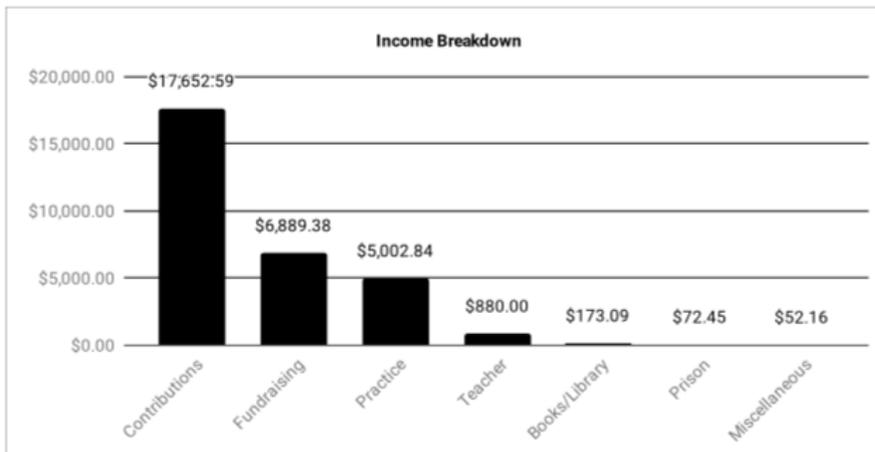
TREASURER’S REPORT – Myoho Kendall

2018 INCOME REPORT

The following chart includes income trending for calendar/fiscal year 2012 – 2018. The income totals do not include interest from CDs or Mutual Fund Investment. Income increased by 5.98% or \$1,733.08 from calendar/fiscal year 2017.



The following chart gives additional details on 2018's income by categories.



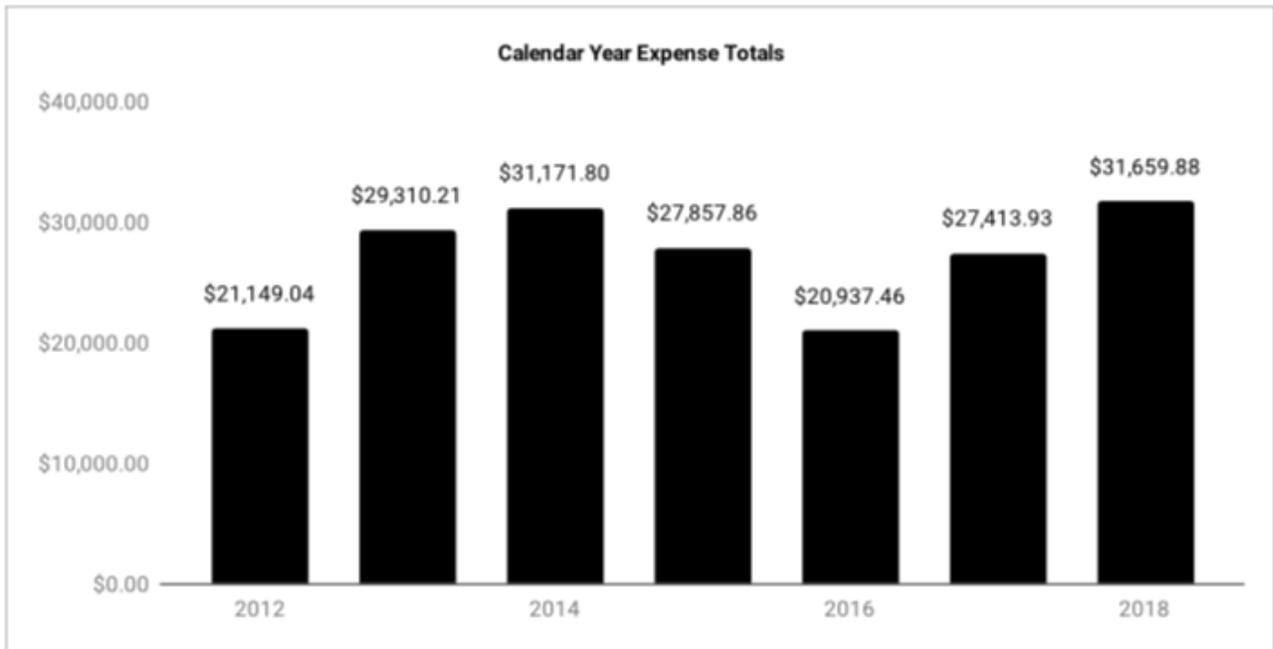
Income Comparisons 2016 to 2017		2017 (Jan. - Dec.)	2018 (Jan. - Dec.)	% Change 2017 – 2018
1	Contributions	\$16,393.13	\$17,652.59	7.68%
2	Fundraising	\$8,306.56	\$6,889.38	-17.06%
3	Bookstore/Library	\$256.00	\$173.09	-32.39%
4	Teaching Engagements	\$1,301.62	\$880.00	-32.39%
5	Practice	\$1,585.49	\$5,002.84	215.54%
6	Prison	\$106.00	\$72.45	-31.65%
7	Miscellaneous Income	\$1,040.63	\$52.16	-94.99%
	TOTAL REVENUE	\$28,989.43	\$30,722.51	5.98%

Line Item Remarks Regarding Income:

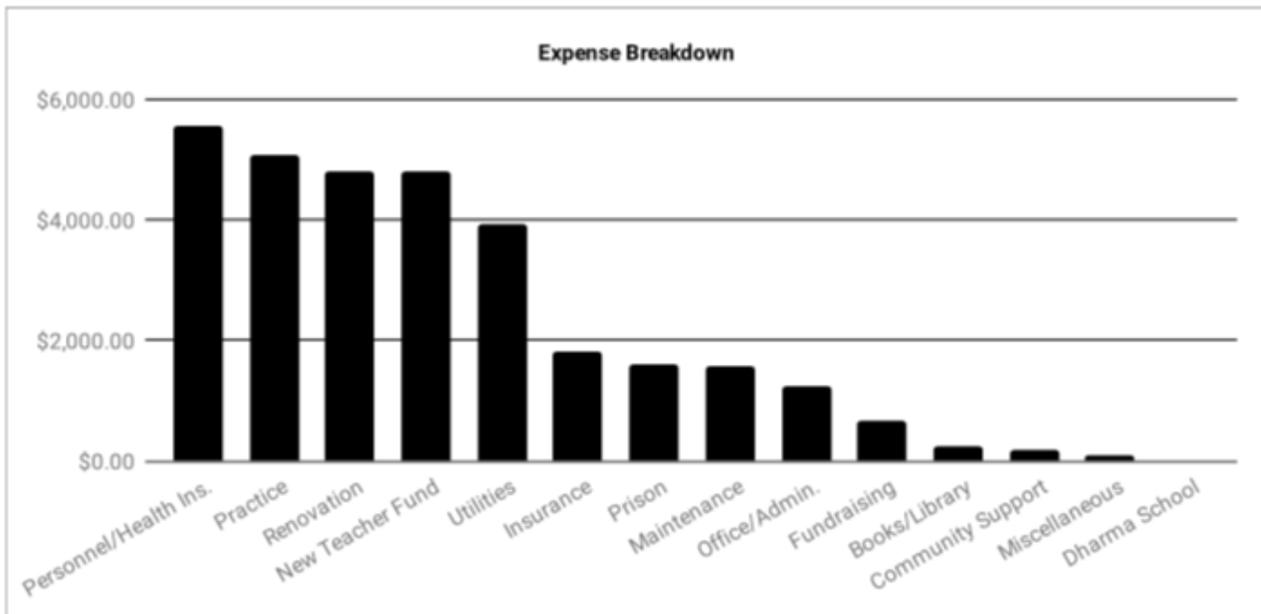
- 1 Contributions – increased by 7.68% and includes membership fees and other donations.
- 2 Fundraising – decreased by 17.06% and includes donations from mid-year and year-end fundraising efforts, Amazon Smile donations and Half-Price Books donations.
- 3 Bookstore/Library – decreased 32.39% and includes income from book purchases.
- 4 Teaching Engagements – decreased 32.39% and includes guest speaker engagements.
- 5 Practice – increased 215.54% and includes income from sesshins, all-day sittings, transcriptions, classes and ordination.
- 6 Prison – decreased by 31.65% and includes contributions made to the prison fund.
- 7 Miscellaneous Income – decreased by 94.99% and includes refunds, and reimbursements.

2018 EXPENSE REPORT

The following chart includes expense trending for calendar/fiscal year 2012 – 2018. Expenses increased by 15.4% or \$4,245.95 from calendar/fiscal year 2017.



The following chart gives additional details on 2018's expenses by categories.



Expense Comparisons 2016 to 2017		2017 (Jan. - Dec.)	2018 (Jan. - Dec.)	% Change 2017 – 2018
1	Housing			
	a. Maintenance	\$956.39	\$1,574.62	64.64%
	b. Renovation	\$2,721.12	\$4,804.07	76.55%
2	Insurance	\$1,819.00	\$1,825.00	0.33%
3	Utilities	\$3,650.70	\$3,938.80	7.89%
4	Personnel/Health Ins.	\$5,732.64	\$5,557.61	-3.05%
5	New Teacher Fund	\$4,800.00	\$4,800.00	0.00%
6	Office/Admin.	\$1,435.99	\$1,235.23	-13.98%
7	Fundraising	\$977.18	\$667.16	-31.73%
8	Bookstore/Library	\$494.75	\$251.03	-49.26%
9	Practice	\$3,902.80	\$5,081.13	30.19%
10	Prison	\$638.36	\$1,615.30	153.04%
11	Community Support	\$285.00	\$200.00	-29.82%
12	Miscellaneous	\$0.00	\$105.93	-%
13	TOTAL EXPENSE	\$27,413.93	\$31,655.88	15.47%

Line Item Remarks Regarding Expense:

- 1a Maintenance – increased by 64.64% and includes light bulbs, storage supplies, house supplies, porch cover, dryer vent, water heater, basement work, tool supplies, radon testing kit, blanket, grass seed, mulch, small vacuum, floor wax, entrance rug.
- 1b Renovation – increased by 76.55% and includes basement waterproofing and selving boards.
- 2 Insurance – increased by 0.33% and includes organization, building, and board member insurance.
- 3 Utilities – increased by 7.89% and includes electricity, Internet, gas, water, solid waste, and phone.
- 4 Personnel/Health Ins. - decreased by 3.05% and includes teacher's health insurance and part-time employee wage/taxes.
- 5 New Teacher Fund – remained the same and includes dollars put into a savings account and mutual funds to be used as a monthly stipend for a new teacher.
- 6 Office/Admin. - decreased by 13.98% and includes office supplies, postage, and computer maintenance, upstairs printer, and keyboards.
- 7 Fundraising – decreased by 31.73% includes copies, postage, and other office supplies.
- 8 Bookstore/Library – decreased by 49.26% and includes the purchase of books for the Bookstore and Library.
- 9 Practice – increased by 30.19% and includes newsletter expenses, flowers, honorariums, travel and accommodations for guest teachers, candles, incense, and coffee/tea.
- 10 Prison – increased by 153.04% and includes the purchase of books, DVDs, calendars, mileage reimbursement and other needed supplies to support the prison's practice.
- 11 Community Support – increased by 29.82% and includes donations to local charities.
- 12 Miscellaneous – total of \$105.93 and includes online subscription.

Income vs. Expense Trend Summary

	2017 Year-End (Jan.-Dec.)	2018 Year-End (Jan.-Dec.)
TOTAL INCOME	\$28,989.43	\$30,722.51
TOTAL EXPENSE	\$27,413.93	\$31,655.88
Operating deficit/surplus	\$1,575.50	-\$933.37
Withdrawal from reserves	\$0.00	\$0.00
Remaining cash reserves	\$14,032.23	\$7,950.53

Assets & Liabilities as of 04/27/2019

Assets

Cash (Checking)		\$3,803.87
Cash (Savings)		\$29,635.70
Short-Term Investments (CDs)	Maturity Dates	
	UICCU 3.260	6/17/2023 \$10,458.84
	NTF LACU 2.82%	5/3/2021 \$11,541.78
	LACU 1.985%	5/25/2019 \$30,398.20
	UICCU 1.990%	6/3/2019 \$21,695.43
New Teacher Savings & Mutual Funds*		\$24,855.09
CRZC Mutual Funds*		\$17,217.84
Accounts Receivable		\$0.00
Interest Receivable		\$0.00
Supplies Inventories		NA
Contributions receivable		\$0.00
Land, building and equipment		\$66,200.00
Total Assets:		\$215,806.75

*Mutual Funds total as of 04/27/19 is \$38,866.45 (with 55.7% as NTF and 44.3% as CRZC)

New Teachers Fund Total:
\$36,396.87

Liabilities

Accounts payable	\$0.00
Grants payable	\$0.00
Deferred revenues	\$0.00
Notes payable	\$0.00
Long-Term Debt	\$0.00
Total Liabilities:	\$0.00

Net Assets	2017	2018	% Change 2017 - 2018
Unrestricted	\$12,008.32	\$33,439.57	45.62%
Temporarily restricted	\$131,003.05	\$116,167.18	7.72%
Permanently restricted	\$66,200.00	\$66,200.00	0.00%
Total Net Assets:	\$209,211.37	\$215,806.75	6.71%

**Cedar Rapids Zen Center
2018 Actual & 2019 Budget**

Income	Full Year 2018 Budget	Full Year 2018 Actual	Full Year 2019 Budget
Bookstore/Library - UR	\$300.00	\$173.09	\$300.00
Contributions - UR	\$13,500.00	\$17,652.59	\$17,000.00
Fundraising - UR	\$8,500	\$6,889.38	\$7,000
Teaching Engagements - UR	\$800.00	800.00	\$800.00
Practice - UR	\$900.00	\$5,002.84	\$5,000.00
Hossenshiki - TR	\$0.00	\$0.00	\$4,410.00
Prison Fund - TR	\$0.00	\$72.45	\$100.00
Miscellaneous Income (rebates) - UR	\$100.00	\$52.16	\$100.00
TOTAL REVENUE	\$24,100.00	\$30,722.51	\$34,710.00
Expenses			
Housing			
a. Mortgage	\$0.00	\$0.00	\$0.00
b. Maintenance	\$1,700.00	\$1,574.62	\$1,700.00
c. Renovation	\$2,000.00	\$4,808.07	\$2,000.00
Insurance (house/org./work comp.)	\$2,000.00	\$1,850.00	\$2,000.00
Utilities	\$3,000.00	\$3,938.80	\$4,000.00
Personnel (health ins./wages)	\$6,600.00	\$5,557.61	\$5,600.00
Office Supplies & Service	\$2,500.00	\$1,235.23	\$1,500.00
Fundraising	\$650.00	\$667.16	\$650.00
Bookstore/Library (inventory)	\$450.00	\$251.03	\$450.00
Practice	\$2,300.00	5,081.13	\$5,000.00
Hossenshiki	\$0.00	\$0.00	\$4,410.00
Dharma School	\$100.00	\$0.00	\$100.00
Prison Practice (reimburses bookstore)	\$500.00	\$1,615.00	\$1,000.00
Community Support	\$500.00	\$200.00	\$500.00
New Teacher Recruitment	0.00	0.00	\$1,000.00
Miscellaneous Expenses	\$0.00	\$105.93	\$0.00
New Teacher Savings (transfers to savings)	\$4,800.00	\$4,800.00	\$4,800.00
TOTAL EXPENSE	\$27,100.00	\$31,659.88	\$34,710.00
Net Budget Excess (Deficit)	-\$3,000	-\$937.37	-\$0.00

TR = Temporarily Restricted, UR = Unrestricted

- Motion to approve budget by Gus – Second by Kelly – Carries
- Motion to reinvest CD at the most favorable rate at maturity by Gus – Second by Amy - Carries

Building and Grounds Report – Annual Report 2019 – Zuiko Redding

There is work day most months, and we've averaged three or four participants each time. Work is usually maintenance, cleaning, and organization. During this past year, we have cleaned and organized the basement, done plumbing repair, created a basement room, and cleaned and oiled the floors. Much was done on the grounds and they are welcoming and green. We are grateful to our members for their time and effort.

The big project this year was waterproofing the basement in September. This has given us more space. We now have a small meeting room and we have also been able to assemble shelves and store extra flyers, rakusu¹⁰ materials and other things there. It's become a good place for conversations and small meetings.

In general, the building and grounds are in good condition. Our front lawn and the face of the building are welcoming. We did a lot of defining and organizing of spaces in the back and it is now a fine place to spend time in. We need to continue thinking about how we can make room for expansion as our sangha grows and we need more space for the zendo¹¹, study, fellowship, and other activities.

Projects COMPLETED

- Building
 - * Cleaned out basement and took trash to landfill – September, 2018
 - * Basement waterproofing – September, 2018
 - * Replaced thermostat in water heater – September, 2018
 - * Replaced water meter – September, 2018
 - * Set up basement room – October, 2018
 - * Installed new vent pipe for dryer – November, 2018
 - * Installed smoke detectors – February, 2019
- Grounds
 - * Tidied up the gardens and defined borders for the rear ones
 - * Planted more hostas on the front slope

Projects PENDING

- Porch - Paint deck
- Walkway railing - Replace oak top board
- Fix ceiling in bathroom and probably Zuiko's sitting room. Zuiko will contact Roger Brecht who did the kitchen for us for an estimate and possible work this spring. Plaster is 110 years old.
- Downstairs - Paint inside of cabinet in bath
- Touch up porch railing

Projects for the LONG-TERM

- Roof - Should be replaced in four to five years. Some shingles are fraying around the edges – let's investigate solar panels, too
- Floors - Need refinishing – upstairs hall, zendo, entry, discussion room, sun porch
- Explore possibility of making the Center handicapped accessible. Jenn can investigate grants.
- Replace fence on alley and possibly on side of house.
- Inspect and take care of gaps in limestone on foundation
- Painting - Woodwork and walls in office, Zuiko's room, parts of the library, stairway walls. Need to touch up the garage outside

¹⁰ Garment traditionally worn around the necks of Zen Buddhists who have taken the Precepts

¹¹ Meditation hall

COMMUNICATIONS REPORT – Lauren Manninen

Currents E-Newsletter

April 2018 Subscribers: 365 subscribers

April 2019 Subscribers: 436 subscribers

Net change +71 subscribers

Open rates remained steady at between 17%-20% for each email

Currents was opened in an email client a collective 923 times April 2018-April 2019

Currents was read 413 times from our link posted to Facebook

Facebook Activity

Page likes April 2018: 654

Page likes April 2019: 701

Net Change +55 likes

Yearly Reach ≈ 27,500 people

Takeaway: Posts that show a slice of life view of the center or Zuiko's activities garner the most attention and engagement

SUCCESSION PLANNING

- Amy O'Brien Eble: "At the beginning, we're going to need to decide what we want to be as a sangha and what kind of teacher would fit, develop a description of what we want that teacher to be doing, and assess what we'd need financially and how we can provide it."
- Motion to begin the succession process by establishing a Succession Planning Committee and an Advisory Committee by Kelly – Second by Daishin – Carries
- Committee reports directly to the board
- Will add succession report to agenda(s)
- Amy will send emails to the people we want to ask to join the Succession Committee

NEXT ANNUAL BOARD MEETING: April 26, 2020

Meeting adjourned at 2:17 PM

Motion to adjourn by Gus – Second by Jenn – Carries

Respectfully submitted by Kelly Kruse