



ROCHESTER ZEN CENTER
A BUDDHIST COMMUNITY

BOARD OF TRUSTEES MEETING

May 19-20, 2018

Minutes recorded by the Secretary.

Unless otherwise noted, all actions of the Board at this meeting were by unanimous vote.

The following were present at the meeting:

Trustees: Chris Pulleyn (Chair), Kathryn Collina, Sensei Gerardo Gally, Jonathan Hager, M.D., Thomas Roberts, Esq. (Betsy Friedman was unable to attend.)

Officers: Roshi Bodhin Kjolhede, Abbot and President; Jeanette Prince-Cherry, Vice President; Scott Jennings, Esq., Secretary and Business Manager (The office of Treasurer was vacant.)

Others: Thomas Kowal, Chair, Facilities and Sustainable Operations Committee; Eryl Kubicka, Chapin Mill Rental Coordinator; Ven. Wayman Kubicka, Chapin Mill Caretaker and Head of Zendo; John Pulleyn, Head of Zendo; Devin Wiesner, Chair, Sangha Engagement Committee

- ◆ The Board approved the Trustees' annual financial report for the year 2017, to be presented at the Center's annual corporate meeting of members on May 27, 2018. The Board authorized the Center's President and Treasurer to execute the report and affix the Center's seal thereto. A copy of that report is filed with these minutes as Appendix A.

The Business Manager reported that the Center's 2017 operating revenues were \$444,779, or 107 percent of the total budgeted. Operating expenses were \$424,640, or 97 percent of the total budgeted. Accordingly, after including as operating income a five-percent operating draw of \$67,403 from investments, the Center had an operating surplus of \$87,542 for 2017, rather than the \$41,400 surplus that had been projected when the 2017 budget was approved. If no operating draw had been taken from investments, the 2017 operating surplus would have been \$20,139. The principal reason for the large 2017 operating surplus is likely a change in federal tax law that made it much more advantageous for many taxpayers to contribute to non-profit organizations in 2017, rather than in subsequent

years. In particular, membership contributions for 2017 (\$210,463) were 16 percent higher than the average for the five preceding years (\$181,533). From 2009 (the year we instituted our current accounting procedures) through 2017, the Center has accumulated an operating surplus of \$149,625, taking into account five percent lagged-average annual operating draws from investments. (With no annual operating draw from investments, there would be an accumulated operating deficit of some \$277,000.) Scott noted that the operating surplus, which is retained in the Center's Operating Fund, provides money that can be used to avoid cash-flow problems when paying for capital purchases and improvements, such as replacing a building's roof or buying a new furnace.

For 2017, Chapin Mill net rental income was \$58,694, which was somewhat lower than the \$60,461 average for the past five years. However, sesshin income (\$72,699) was substantially higher than the average for the five preceding years (\$61,955).

On the expense side, Arnold Park utility expenses were high, largely because of an adjustment to compensate for our over-estimating the amounts owed in 2015 and 2016 for natural gas used by the yoga group that rents the Buddha Hall. Returning this overpayment to the yoga group resulted in our adding an extra \$1,225 to last year's Arnold Park utility expense. On the other hand, Chapin Mill utility expenses were only 89 percent of the amount budgeted, and repair and maintenance expenses were lower than predicted for both Arnold Park and Chapin Mill. Motor vehicle expenses were high, reflecting major unexpected repairs to both of the Center's vans, the Subaru Outback station wagon, and the Ford F-250 pickup truck used at Chapin Mill. This year we will likely sell or junk at least one of the Center's vehicles, several of which are very old and near the end of their useful lives.

When the medical and health insurance expense accounts for both Arnold Park and Chapin Mill are combined, total medical, dental, and health insurance expenses for the year were \$58,454, or 95 percent of the amount budgeted. Similarly, when the staff salary expense accounts for both Arnold Park and Chapin Mill are combined, total staff salary expense for the year was \$68,089, or 97 percent of the amount budgeted.

- ◆ In 2017 the Investment Fund increased by \$215,607, or 16 percent, before subtracting an operating draw of \$67,403. The net increase after the operating draw was \$148,204, or 11 percent of the Fund's beginning balance. As of year's end, 64 percent of the Investment Fund was invested in equities, 16 percent in fixed-income investments (including mortgage loans), and 20 percent in certificates of deposit, money-market funds, and cash.
- ◆ In 2017 a \$10,000 extraordinary matching donation was added to the Operating Fund; the matching donor required that the \$10,000 be used for operating expenses.
- ◆ The Board approved the Business Manager's financial report for the first quarter of 2018, a copy of which is filed with these minutes as Appendix B. Scott reported that total first quarter-income (16 percent of the total budgeted) was significantly lower than anticipated, mostly because of decreased membership contributions. As explained above, this decrease is very likely due to tax-law changes

that shifted members' donations from 2018 back to 2017. This likely shift becomes apparent when we compare total membership donations during the fourth quarter of 2016 and the first quarter of 2017 (\$138,965) with total membership donations during the fourth quarter of 2017 and the first quarter of 2018 (\$142,756). On the other hand, first-quarter 2018 expenses (24 percent of the total budgeted) were generally as we would expect. Scott also reported that during the first quarter, the Investment Fund's value decreased by \$14,684 (about one percent) before subtracting a pro-rata portion of the four percent operating draw, due to weakness in the stock market.

- ◆ The Business Manager reported on behalf of the Finance Committee. The Committee had recently met with the Center's Merrill Lynch investment advisor in order to review the Center's investments. The assets in the Center's Investment Fund were allocated as follows on March 31, 2018: equity investments, 64 percent; fixed-income investments (including mortgage loans), 14 percent; certificates of deposit, money market funds, and cash, 22 percent. At the Committee's request, the Board modified the Center's investment policy specifying that – in order to avoid excessive risk of investment volatility – no more than 60 percent of the Investment Fund's assets should be invested in equities. Henceforth, the policy will be that no more than 60 percent of the total of “investment-type assets” (cash, money-market funds, certificates of deposit, stocks, bonds, mutual funds, and mortgage loans) held in the combined Operating and Investment Funds should be invested in equities. Among the decisions made by the Committee at its meeting were (1) selling a portion of the Center's investment in Apple, Inc., in order to decrease our Apple holdings to less than ten percent of our total equity holdings, thus helping to keep the Center's investment portfolio properly diversified, and (2) increasing the Center's holdings in bank certificates of deposit (CD's), since the rate of return for CD's is currently quite favorable in comparison with returns on bonds. Finally, the Board approved the Committee's recommendation to move \$50,000 of the Center's accumulated operating surplus to the Investment Fund.
- ◆ The Board reviewed the 2018 capital budget and made the following changes: (1) The Chapin Mill capital budget was increased by \$15,000 to pay for a new high-efficiency boiler in the Retreat Center; the new boiler replaces an old, less efficient, boiler that would have required approximately \$7,000 in repairs. (2) The capital budget for equipment and computers was increased by \$6,500 to pay for the Center's new website. (3) An unused \$5,000 from the 2017 capital budget earmarked for the purchase of two Vietnamese Bodhisattva figures was carried forward into 2018, when the figures were actually paid for.
- ◆ Having previously determined that the Auckland Zen Centre (AZC) constitutes an “Approved Organization” within the meaning of the Rochester Zen Center's Guidelines for Funding Foreign Organizations, the Board approved the Business Manager's recommendation that \$3,300 be disbursed from the monies donated to the Rochester Zen Center (RZC) for the support of approved AZC projects and activities. This money will be disbursed to the AZC for the purchase of a Vietnamese Buddha figure to be used on the main altar at the AZC. In taking this action, the Board found that the requested

disbursement fulfills the tax-exempt religious purposes of the Rochester Zen Center and satisfies the criteria set forth in the Guidelines. Accordingly, the Board accepted the Business Manager's recommendation that the disbursement be approved.

- ◆ At its meeting in May 2010, the Board discussed plans to make a future memorial donation to Bukkoku-ji temple in Japan. Over the years, a number of Zen Center members have spent time in training at Bukkoku-ji, whose long-time Abbot, Harada Tangen Roshi, was a friend of and fellow monastic with Roshi Philip Kapleau, the founder of the Rochester Zen Center. At the May 2010 Board meeting, the Trustees determined that Bukkoku-ji constitutes an "Approved Organization" within the meaning of the Rochester Zen Center's Guidelines for Funding Foreign Organizations, and that making a donation to Bukkoku-ji in memory of Tangen-roshi would fulfill the tax-exempt religious purposes of the Rochester Zen Center and satisfy the criteria set forth in the Guidelines. At that meeting, the Board also noted that a substantial memorial donation was sent to the Rochester Zen Center from Bukkoku-ji on the occasion of Kapleau-roshi's death in 2004.

Harada Tangen Roshi died at the age of 93 on March 12, 2018. Acting in accordance with its May 2010 discussion, the Board instructed the Business Manager to disburse a memorial donation to Bukkoku-ji. The donation will comprise an appropriate amount to be determined by the Center's Development and Outreach Committee, plus any additional amount donated by Center members in memory of Tangen-roshi. [*Secretary's note:* The Committee subsequently determined that the Center would make a memorial donation of \$4,000; an additional \$650 was donated by Sangha members.]

Chris Pulleyn noted that the next issue of *Zen Bow* would be devoted to remembering Tangen-roshi.

- ◆ The Board approved the minutes of its October 20-21, 2017, meeting, as submitted by the Secretary on May 10, 2018.
- ◆ All Trustees present executed annual disclosure statements pursuant to section 715-a(c) of the New York Not-for-Profit Corporation Law. Each Trustee stated that to the best of his or her knowledge, there is no entity of which he or she is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Center has a relationship, and no transaction in which the Center is a participant and in which the Trustee might have a conflicting interest.
- ◆ Roshi left the meeting. Acting pursuant to section II(E) of the Center's by-laws, the Board acquiesced in the Compensation Committee's proposal that the Abbot's salary continue at \$22,500 per annum. Roshi returned to the meeting. The Board then discussed Roshi's clergy housing allowance, which is authorized under section 107 of the Internal Revenue Code. Roshi confirmed that his housing expenses are greater than \$25,000 per annum and that he expects to use a total of \$4,000 from his 2018 pay as elective deferrals (employee contributions) to his section 403(b) retirement account. The Business Manager reported that in two past years (2013 and 2016) the Center had inadvertently made excess allocations to Roshi's 403(b) account. Roshi and the Center have been advised by an attorney

whose practice focuses on taxation and related matters that these excess allocations can be corrected under the self-correction procedure of the Internal Revenue Service's Employee Plans Compliance Resolution System as set forth in Revenue Procedure 2016-51. Under this procedure, the excess allocations are withdrawn from the employee's 403(b) account, held in a separate unallocated account, and then reallocated to the employee's account as new 2018 non-elective (employer) contributions. Taking this correction mechanism into account, the Board determined that Roshi's 2018 clergy housing allowance will be reduced to the lesser of (1) the entire amount of his salary and bonuses, minus \$2,500, minus total 2018 non-elective contributions to Roshi's 403(b) account, or (2) \$25,000.

The Board thanked Center member David Kernan, Esq., for all his advice and assistance with this matter.

- ◆ Kathryn Collina left the meeting. The Board thereupon re-elected her to a three-year term as Trustee beginning as of the Center's May 27, 2018, annual corporate meeting of members. This will be Kathy's third of the three consecutive terms that a Trustee is eligible to serve under the Center's by-laws. Kathy returned to the meeting.
- ◆ The Board's Chair, Chris Pulleyn, left the meeting. The Board thereupon re-elected her to serve as the Board's Chair until the Board next elects a Chair from among its members. Chris returned to the meeting.
- ◆ The Center's President, Vice President, and Secretary left the meeting. Upon their return, Chris Pulleyn reported that the Board had elected the following Officers to serve until the Board next elects Officers:

President: Roshi Bodhin Kjolhede
Vice President: Jeanette Prince-Cherry
Secretary: Scott Jennings
Treasurer: Jefferson Scott
- ◆ The Board reviewed the Center's taskforces and standing committees. The Board designated Devin Wiesner as Chair of both the Sangha Engagement and Special Events Committees. The Board also accepted Chris Pulleyn's resignation from the Columbarium Task Force, which now comprises Eryl and Wayman Kubicka, Co-chairs, Roshi Bodhin Kjolhede, and Tom Kowal; Sensei Gerardo Gally and Eric Higbee continue to serve as consultants to the Task Force.

The Board terminated the Bath Safety Task Force, which has concluded its work of devising appropriate safety precautions and warnings relating to the Retreat Center soaking baths. The Task Force has also drafted a consent form, and the Head of Zendo will ensure that the form is signed by those using the baths.

Chris noted that the Center's by-laws provide that Zen Center committees are to be established by the Board of Trustees. She also noted that it is the Board's policy to give a committee a clear charter or

mission, to appoint the committee's chair, and to specify how the committee's members are to be selected.

- Chris Pulleyn, who serves as Chair of the Development and Outreach Committee and is also the new editor of *Zen Bow*, reported on behalf of the Committee. Chris noted that the Committee has monitored the re-design both of *Zen Bow* and of the Center's website. Center member Daryl Wakeley, who has a professional background in publication design, is serving as the new art director for *Zen Bow*. Chris reported that the new *Zen Bow* design, which made its debut with this spring's issue, Volume XL, Number 1, "Starting Over," has generally been well received. Chris continues to welcome feedback about the new format; selected letters to the editor commenting on the new design will be published in a future issue. Gerardo-sensei, who manages a publishing house in Mexico City, noted that the new *Zen Bow* design reflects the increased importance of visual attractiveness in contemporary publishing.

Chris also reported that the Committee had recently examined the age distribution of the Center's membership. The results were as follows:

Age	Number	Age	Number
Under 20	0	60-69	145
20-29	26	70-79	83
30-39	39	80-89	4
40-49	63	90-99	2
50-59	69	Unknown	21
		Total	452

- ◆ John Pulleyn reported on the re-design of the Center's website. The website has been updated to make the site easier to navigate, as well as easier to access on mobile devices such as tablets and smartphones. John coordinated the project with input from the Development and Outreach Committee, of which he is a member. Much of the work was done by Center member and professional web developer Anna Belle Leiserson. John, Chris Pulleyn, and Anna Belle arranged for the Center to hire art designer Anne Esse, who had previously worked with Chris, for the re-design project. The new website has been very well received by users, but John continues to encourage suggestions for further improvements. The Board thanked Anna Belle for all of her work on the new website.
- ◆ Devin Wiesner, who serves as Chair of the Sangha Engagement Committee, joined the meeting and reported on behalf of the Committee. The Committee's written report is filed with these minutes as Appendix C. The Committee sponsors a number of initiatives, including (1) the Finding Your Seat program, which helps members and trial members get started at the Center and establish a daily meditation practice; (2) the Zen of Living and Dying group, led by Wayman and Eryl Kubicka, which supports members and their families who are dealing with illness or death; and (3) periodic Sangha dinners at the Center. Devin reported that all of these initiatives have been functioning well, though it

would generally be helpful to schedule various events and meetings more regularly and further in advance.

- ◆ Chris Pulleyn and Jonathan Hager reported on “Hello Pain,” a wellness initiative of the Center’s Community Mindfulness Outreach Program. This eight-week program, which helps participants deal with chronic pain, focuses on participants’ thoughts about pain and the feelings that are triggered by those thoughts. The program is now being offered for the fourth time and has been featured in *The Bulletin* of the Monroe County Medical Association.
- ◆ Tom Roberts, who serves as Chair of the Ethics and Advisory Committee, reported on behalf of the Committee, which meets regularly to discuss issues relating to the Center. Tom reported that one formal complaint had been received since the Committee’s last report to the Board; that complaint was successfully resolved to the satisfaction of all parties involved.

Tom also reported that the Committee had reviewed the Report of Abbot and Head of Zendo on Addictions Policy, which is filed with these minutes as Appendix D. Although the changes noted in the Report – which principally involve gathering more complete information about trainees’ past problems with addictive behavior and appropriately sharing that information with the Center’s staff – are constructive, the Committee requested that John and Roshi also respond to the remaining recommendations and suggestions in the Committee’s May 7, 2017, memorandum to the Board of Trustees.

- ◆ Tom Roberts reported on behalf of the Philip Kapleau Archive Task Force, which has been working with Dr. Richard Jaffe, Associate Professor of Religious Studies at Duke University, regarding the deposit of Roshi Philip Kapleau’s papers in the university’s archives. Tom and Chris Pulleyn recently drove to Duke and delivered 18 boxes of documents. (Scanned copies of important documents have been retained by the Center.) Two more boxes of documents remain to be scanned before they are transferred to Duke. It has not yet been determined whether original visual materials, such as photographs, films, and videos related to Kapleau-roshi, will also be transferred to Duke.

Professor Jaffe introduced Tom and Chris to a number of Duke faculty members, as well as others with an interest in Kapleau-roshi and the Rochester Zen Center. Duke plans to host a symposium dedicated to Kapleau-roshi and his teaching, most likely in the spring or early winter of 2019. Bodhin-roshi plans to attend, and Buddhist scholars with a connection to Kapleau-roshi will be invited.

- ◆ Roshi reported to the meeting regarding spiritual affairs. The Center’s sole formal affiliate, the Madison Zen Center in Madison, Wisconsin, is in the process of making substantial repairs and updates to its house, under the supervision of its Affiliate Leader, Rick Smith. The Rochester Zen Center has made a \$20,000 mortgage loan to the Madison Zen Center in order to help facilitate the work. Here in Rochester, attendance at introductory workshops has been steady. Roshi commented that the current all-day workshop format provides a richer experience than a half-day format would. The largest cohort of sesshin participants continues to come from the “baby-boomer” generation

[approximate ages 55-70], with only six percent of recent participants being under the age of 30. Roshi reported that our broadcasting a live online audio feed of teisho, daily sittings, and all-day sittings via the Center's website has been very well received and will continue. However, Roshi raised the question whether the past year's decrease in attendance at formal sittings might at least in part be a result of Sangha members' choosing to sit at home with the audio stream, rather than coming to the Center. The Zen of Living and Dying Group, a discussion and support group investigating old age, sickness, and death from a Buddhist perspective continues to thrive. Jonathan Hager reported that about 15 people attended the most recent meeting of the Group.

Early this year the Center purchased two wooden Bodhisattva figures from Vietnam. Staff member Ven. Sudama Ngo arranged for a talented Vietnamese Buddhist sculptor to carve the figures and ship them to the Center. The figures depict Mañjushri, the Bodhisattva of Wisdom, astride a lion and Samantabhadra, the Bodhisattva of Action, astride an elephant. These two Bodhisattvas often flank the central Buddha figure on a traditional altar.

Wayman and Eryl Kubicka will be serving as teachers-in-residence at the Chautauqua Institution's Mystic Heart Meditation Seminar in July. In addition, as part of the Institution's Interfaith Friday series, John Pulleyn will give a talk at Chautauqua in August; John's talk will focus on Zen Buddhism and its relationship to other religious traditions.

- ◆ The Chair of the Retreat Center Refurbishment Task Force, Chris Pulleyn, reported on behalf of the Task Force. The Board has charged the Task Force with creating a refurbishment and renovation plan for the Chapin Mill Retreat Center, with particular emphasis on ensuring that the building is attractive and appealing to potential renters. Chris reported that the Task Force, which comprises Chris, Wayman, Roshi, Tom Kowal, and Eryl Kubicka, had so far spent some \$400 of the \$10,000 budgeted for the project. The Task Force plans to begin substantial work on the project this summer.
- ◆ The Center's Officers and the Head of Zendo left the meeting, and the Board met in executive session, whereafter the Board adjourned for the day.
- ◆ The meeting was reconvened the following morning at Chapin Mill. Wayman Kubicka, who serves as Chapin Mill Caretaker and Head of Zendo, reported on security at Chapin Mill. Physical security is being increased, and Wayman is setting up a license-plate reader that will monitor vehicles entering and leaving Chapin Mill. In addition, the Chapin Mill staff maintains close relations with the neighbors to facilitate the exchange of information regarding any suspicious activity in the area.
- ◆ Wayman also reported that Sangha member Scott Redding, who is a professional arborist, recently conducted a harvest of carefully selected mature hardwoods at Chapin Mill. The Center received some \$30,000 after Scott's assistant was paid and other costs had been covered. Wayman noted that selective harvesting of mature trees, when done as a part of proper forest management, promotes the long-term health and stability of a forest. The Board determined that since one of the functions of the Garden and Grounds Committee is to "set general policies and make major decisions regarding ...

forest management at Chapin Mill when the matter is not of sufficient magnitude that involvement of the Board of Trustees would be appropriate,” any future proposal for significant harvesting of trees will be referred to the Committee.

In other Chapin Mill news, Wayman reported that the concrete wall of the swimming area at the east end of the mill pond is starting to collapse and will have to be repaired or rebuilt. However, we have been successful in preventing the further spread of cattails into the west end of the pond. The access drive to the buildings at Chapin Mill passes over a culvert through the mill pond dam. The culvert is severely deteriorated, and Wayman has retained a knowledgeable contractor to rebuild it when the water level in the pond is low enough to do so. Wayman also reported that major repair work that was recently done on the Ford F-250 pickup truck that is used at Chapin Mill should allow us to continue using the truck for several more years. Finally, Wayman reported that 12 to 15 participants are active in the Tuesday evening sitting group at Chapin Mill and that he has been working with prisoners at a New York State maximum-security prison.

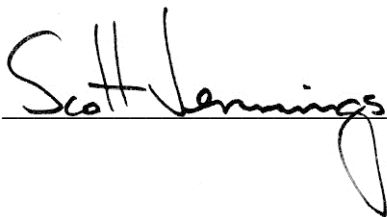
Eryl Kubicka reported that the sculpture commissioned for the Chapin Mill courtyard by a major donor will likely be installed by the end of this year. The sculptor, Todd McGrain, who created both *Spinning Still* and the untitled basalt centerpiece in the Arnold Park Founder’s Garden, expects to finish the courtyard sculpture this summer.

- ◆ Tom Kowal, who serves as Chair of the Committee on Facilities and Sustainable Operations, reported to the Board on behalf of the Committee. Tom’s written report is filed with these minutes as Appendix E. Tom reported that the Committee is currently exploring the possibility of leasing several acres of unused land at Chapin Mill to a solar energy company that would install a photovoltaic array on the land. The Center’s Legal Affairs Committee will review any proposed agreements before they are executed, since such a project could have seriously adverse tax consequences for the Center if not handled properly. Tom also reported that replacement storm windows for many of the rooms in 7 Arnold Park had been fabricated by the supplier and would be installed soon.
- ◆ Since Tom has been working full time at Chapin Mill on the Klava House project, John Pulleyn is now functioning as the supervisor for the repair-and-maintenance staff at Arnold Park. John will look into repairing or replacing areas of deteriorated paving bricks, as was discussed at the Board’s May 2017 meeting, and will also consider whether to install some type of non-slip material on the 5 Arnold Park porch and stairs.
- ◆ The participants in the meeting visited the Klava House construction site, guided by the project’s foreman, Tom Kowal. Tom reported that he plans to have the house closed in by the onset of winter. Tom has been fabricating wall sections for the house in the Chapin Mill barn. These pre-fabricated wall sections will then be put into place at the nearby construction site. Tom also reported that he and his wife, Donna, had been able to take advantage of a favorable housing market in Rochester in order

to sell their house earlier this year. Tom and Donna will be living temporarily in the Guest Cottage at Chapin Mill until the Center receives a certificate of occupancy for the Klava House.

- ◆ Eryl Kubicka, who serves as Chapin Mill Rental Coordinator and Chair of the Chapin Mill Rental Committee, reported on the Chapin Mill rental program. So far this year, several groups have cancelled their planned rentals. Since our cancellation fee is currently only \$500 and last-minute cancellations do not allow time to find an alternative renter, the Committee is considering incorporating more stringent cancellation provisions in future rental agreements. In addition, Jared Elliott, the Center's bookkeeper, has been assisting the Committee in comparing our rental program's rates and web presence with those of other organizations. The Board agreed that Jared and Business Manager Scott Jennings will serve as consultants to the Committee.
- ◆ Eryl Kubicka, who is Co-chair of the Columbarium Task Force, reported that Sangha member and landscape architect Eric Higbee has spent considerable time studying the columbarium site and will proceed with planning once we have a more detailed topographic survey of the site. Eric and the Task Force are considering the *Spinning Still* sculpture, as well as a winding dry-laid stone wall, as elements of a possible design.
- ◆ Eryl, who also serves as Chair of the Workplace Safety Committee, presented the Committee's report. Two safety-related incidents have occurred since the Committee's last report: (1) The left front wheel came off the Center's Subaru Outback while a staff member was driving. Although no injuries resulted, there was potential for a serious accident. Two previous staff drivers had made note of a strange noise in the car, but because there was no full-time repair-and-maintenance supervisor at Arnold Park, these reports were simply left as notes near the vehicle sign-out book. A new procedure is now in place for directly reporting any vehicle problems to the Center's Business Manager. (The most likely cause of the wheel's detaching was insufficiently tightened lug nuts.) (2) While at work, a staff member slipped and fell on ice in the Center's parking lot and suffered significant injury to her hip and lower back. These work-related injuries are covered under the Center's workers' compensation insurance. The Committee recommends that both this staff member, as well as anyone else at risk of falling, wear safety grips on shoes or boots in winter weather.
- ◆ The Board confirmed Friday afternoon and all day Saturday, October 19 and 20, as the dates for its fall 2018 meeting. The Board also tentatively set all day Saturday and Sunday morning, May 18 and 19, as the dates for its spring 2019 meeting. The Board thereupon adjourned the meeting.

Submitted to the Board of Trustees on October 16, 2018
by Scott Jennings, Secretary of the Center.



Appendix A



ROCHESTER ZEN CENTER
A BUDDHIST COMMUNITY

Annual Report of Trustees

Pursuant to
New York Not-for-Profit Corporation Law
Section 519

Presented at the Fifty-Second
Annual Corporate Meeting
May 27, 2018

The record date for the Center's 2018 Annual Meeting was May 6, 2018. As of that date, the Center had 449 members. The record date for the Center's 2017 Annual Meeting was May 3, 2017. As of that date, the Center had 467 members. Accordingly, the Center's membership has decreased by 18 during this period.

The names and places of residence of the Center's current members may be found in the records of the Center's Secretary.

ROCHESTER ZEN CENTER
SUMMARY OF 2017 ANNUAL FINANCIAL RESULTS

	2017		2016	
	As of December 31, 2017	12/31/17 as % of 2017 Budget	As of December 31, 2016	12/31/16 as % of 2016 Budget
Year-to-Date Operating Revenue	\$444,779	107%	\$398,275	97%
Year-to Date Operating Expenses	\$424,640	97%	\$419,945	83%
YTD Revenue Less Expenses	\$20,139		(\$21,670)	
YTD Operating Draw from Investments (5%)	\$67,403		\$62,834	
YTD Net Operating Surplus (Loss)	\$87,542		\$41,164	
Membership Contributions (included in operating revenue)	\$210,463	111%	\$186,953	102%
Extraordinary Income (not included in operating revenue)	\$10,000		\$10,000	
Accumulated Operating Surplus (Loss) at 5% draw since 2009 Inception of Current System	\$149,625		\$62,083	
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YTD Investment Gain (Loss)	\$215,607		\$69,755	
YTD Operating Draw from Investments (5%)	(\$67,403)		(\$62,834)	
YTD Net Investment Gain (Loss)	\$148,204		\$6,920	
YTD Legacies and Special Donations	\$83		\$70,000	
YTD Total Investment Fund Change	\$148,287		\$76,920	

	Operating Fund	Investment Fund	Held for Others	Realty and Art (Carried at Cost)	Total
ASSETS					
CURRENT ASSETS					
Cash & Money Market	257,892.54	385.07	104,405.18	0.00	362,682.79
Certificates of Deposit	28,000.00	300,000.00	168,000.00	0.00	496,000.00
Inventories	11,051.56	0.00	0.00	0.00	11,051.56
Accounts Receivable	3,574.11	0.00	0.00	0.00	3,574.11
Prepaid Expenses	16,995.83	0.00	0.00	0.00	16,995.83
Earmarked Donations (Contra)	(67,528.88)	0.00	0.00	0.00	(67,528.88)
<i>Total Current Assets</i>	<i>249,985.16</i>	<i>300,385.07</i>	<i>272,405.18</i>	<i>0.00</i>	<i>822,775.41</i>
NON-CURRENT ASSETS					
Non-Equity Investments (At Book)	0.00	175,656.40	0.00	0.00	175,656.40
Equity Investments (At Market)	0.00	944,090.64	0.00	0.00	944,090.64
Mortgage Loans Outstanding	0.00	54,658.86	0.00	0.00	54,658.86
Depreciable Fixed Assets (Net)	229,376.91	0.00	0.00	0.00	229,376.91
Buildings & Land (At Cost)	0.00	0.00	0.00	5,366,162.27	5,366,162.27
Buddhist Art & Implements (At Cost)	0.00	0.00	0.00	118,419.07	118,419.07
<i>Total Non-Current Assets</i>	<i>229,376.91</i>	<i>1,174,405.90</i>	<i>0.00</i>	<i>5,484,581.34</i>	<i>6,888,364.15</i>
TOTAL ASSETS	479,362.07	1,474,790.97	272,405.18	5,484,581.34	7,711,139.56
LIABILITIES & EQUITY					
CURRENT LIABILITIES					
Taxes, Medicare, SS Payable	2,162.99	0.00	0.00	0.00	2,162.99
Prepaid Income	0.00	0.00	0.00	0.00	0.00
Other Current Liabilities	3,757.38	0.00	0.00	0.00	3,757.38
<i>Total Current Liabilities</i>	<i>5,920.37</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>5,920.37</i>
LONG-TERM LIABILITIES					
Auckland Zen Centre Fund	0.00	0.00	2,958.10	0.00	2,958.10
Louisville Zen Center Fund	0.00	0.00	251,425.24	0.00	251,425.24
Abbot's Scholarship Fund	0.00	0.00	18,021.84	0.00	18,021.84
<i>Total Long-Term Liabilities</i>	<i>0.00</i>	<i>0.00</i>	<i>272,405.18</i>	<i>0.00</i>	<i>272,405.18</i>
EQUITY					
»»Year-to-Date Revenues	444,779.03	215,607.00	0.00	0.00	660,386.03
»»(Less Year-to-Date Expenses)	424,640.03	0.00	0.00	0.00	424,640.03
»YTD Revenues Less Expenses	20,139.00	215,607.00	0.00	0.00	235,746.00
»YTD Investment Draw (5% per annum)	67,403.01	(67,403.01)	0.00	0.00	0.00
Year-to-Date Net Surplus (Loss)	87,542.01	148,203.99	0.00	0.00	235,746.00
Extraordinary Income & Expenses	10,000.00	83.12	0.00	0.00	10,083.12
Capitalized from Building Fund	0.00	0.00	0.00	0.00	0.00
Interfund Transfers In (Out)	0.00	0.00	0.00	0.00	0.00
Previous Year-End Fund Balances	375,899.69	1,326,503.86	0.00	5,484,581.34	7,186,984.89
<i>Total Equity (Current Fund Balances)</i>	<i>473,441.70</i>	<i>1,474,790.97</i>	<i>0.00</i>	<i>5,484,581.34</i>	<i>7,432,814.01</i>
TOTAL LIABILITIES & EQUITY	479,362.07	1,474,790.97	272,405.18	5,484,581.34	7,711,139.56

ROCHESTER ZEN CENTER
Income and Expense Statement for the Year Ending December 31, 2017

Account	Year to Date	Budget	% to Date	Last Y-T-D	
GENERAL OPERATING FUND					
	Net Item Sales Income	1,150.93	1,000	115.09	1,290.13
	Net Special Events Income	(8,090.57)	0	0.00	(6,243.75)
40143G	Royalty Income	10,859.04	7,000	155.13	11,621.77
40150G	Zen Bow Income	740.42	500	148.08	220.00
40151G	Membership Contributions	210,462.51	190,000	110.77	186,953.27
40152G	Workshop Income	10,890.00	14,000	77.79	13,167.13
40153G	Training Program Income	3,220.00	5,000	64.40	4,200.00
40159G	Buddha Hall Rental Income	14,276.00	13,700	104.20	13,884.00
40160G	Miscellaneous Income	1,988.13	2,500	79.53	1,218.83
40161G	Sesshin Income	72,698.61	63,000	115.39	57,204.65
40162G	Misc. Deductible Contributions	14,035.70	10,000	140.36	11,866.61
	Gross Non-CM Income	332,230.77	306,700	108.32	295,382.64
	Net CM Rental Income	58,693.60	69,000	85.06	66,113.93
4C151G	CM Misc. Deductible Contribtms	53,854.66	40,000	134.64	36,778.76
4C153G	CM Training Program Income	0.00	100	0.00	0.00
4C160G	CM Miscellaneous Income	0.00	200	0.00	0.00
	Gross Chapin Mill Income	112,548.26	109,300	102.97	102,892.69
	Total Gross Operating Revenues	444,779.03	416,000	106.92	398,275.33
60170G	Charity Expenses	250.00	500	50.00	0.00
60171G	Zen Bow Expenses	6,955.09	6,000	115.92	2,858.05
60172G	Teaching Expenses	1,374.86	3,500	39.28	4,587.33
60175G	Medical & Health Insurance	46,313.50	45,000	102.92	47,342.49
60176G	Staff Salary Expense	57,604.17	60,000	96.01	64,402.91
60177G	Kitchen Expenses	41,266.07	43,000	95.97	37,979.48
60178G	Housekeeping Expenses	5,630.80	5,000	112.62	5,341.99
60179G	Staff Retirement Expenses	21,655.52	22,800	94.98	22,405.24
60180G	Misc Administrative Expenses	1,139.08	1,500	75.94	1,486.40
60181G	Office Expenses	4,041.41	4,400	91.85	3,683.47
60182G	Telecommunications Expenses	6,097.87	5,600	108.89	6,272.72
60183G	Gas & Electricity Expenses	9,777.46	7,800	125.35	6,007.59
60184G	Repair & Maintenance Expenses	13,687.89	18,000	76.04	11,506.43
60186G	Insurance Expenses	37,769.09	38,500	98.10	41,621.74
60187G	Fundraising & Advertising Exp.	500.00	1,500	33.33	1,300.00
60188G	Garden & Grounds Expenses	3,330.84	2,700	123.36	2,109.19
60189G	Library Expenses	0.00	300	0.00	28.61
60190G	Automobile Expenses	11,156.70	8,000	139.46	8,296.62
60191G	Taxes & Municipal Fees	6,447.82	7,100	90.81	7,006.81
60192G	Computer Expenses	3,428.58	3,000	114.29	2,855.09
60193G	Banking, PayPI & Crdt Crd Fees	1,051.76	500	210.35	807.22
60300G	Bad Debt & Theft Expense	(53.36)	0	0.00	0.00
60389G	Depreciation Expense	21,812.98	21,800	100.06	23,167.78
60500G	Contingency (budget use only)	0.00	5,000	0.00	0.00
	Non-CM Operating Expenses	301,238.13	311,500	96.71	301,067.16
6C172G	CM Teaching Expenses	81.93	200	40.97	9.90
6C175G	CM Medical & Health Insurance	12,140.61	16,400	74.03	12,629.06
6C176G	CM Staff Salary Expense	10,484.35	10,000	104.84	10,386.72
6C177G	CM Kitchen Expenses	7,711.33	9,500	81.17	7,432.81
6C178G	CM Housekeeping Expenses	2,155.47	2,300	93.72	2,260.56
6C179G	CM Staff Retirement Expense	6,322.20	6,400	98.78	5,323.92
6C180G	CM Misc Administrative Expense	0.00	100	0.00	0.00
6C181G	CM Office Expenses	16.75	500	3.35	202.79
6C182G	CM Telecommunications Expenses	3,916.01	4,200	93.24	4,133.53

ROCHESTER ZEN CENTER
Income and Expense Statement for the Year Ending December 31, 2017

Account		Year to Date	Budget	% to Date	Last Y-T-D
6C183G	CM Gas & Electricity Expenses	12,177.04	13,700	88.88	11,971.18
6C184G	CM Rep & Maintenance Expenses	18,903.72	22,000	85.93	16,542.65
6C186G	CM Insurance Expenses	21,435.19	22,000	97.43	23,814.31
6C188G	CM Garden & Grounds Expenses	3,151.00	3,500	90.03	3,210.07
6C190G	CM Automobile Expenses	11,151.51	3,000	371.72	5,460.67
6C191G	CM Tax & User Fee Expenses	6,349.51	4,700	135.10	5,797.36
6C192G	CM Computer Expenses	623.28	500	124.66	904.41
6C389G	CM Depreciation Expense	6,782.00	7,600	89.24	8,798.26
	Chapin Mill Operating Expenses	123,401.90	126,600	97.47	118,878.20
	Total Operating Expenses	424,640.03	438,100	96.93	419,945.36
	YTD Revenues Less Expenses	20,139.00	(22,100)	(91.13)	(21,670.03)
40168G	Operating Draw from Investmnts	67,403.01	63,500	106.15	62,834.12
	YTD Net Surplus (Loss)	87,542.01	41,400	211.45	41,164.09
INVESTMENT FUND					
40167I	ML Equity YTD Gain (Loss)	206,581.73	0	0.00	59,822.24
40168I	Interest Income (IF)	9,025.27	0	0.00	9,918.78
40170I	Other Income (IF)	0.00	0	0.00	13.50
	Gross Investment Income (Loss)	215,607.00	0	0.00	69,754.52
60168I	Operating Draw from Investmnts	(67,403.01)	0	0.00	(62,834.12)
	Investment Income Less Draw	148,203.99	0	0.00	6,920.40
40155I	Legacies & Special Donations	83.12	0	0.00	70,000.00
	Total Investment Fund Gain (Loss)	148,287.11	0	0.00	76,920.40
REALTY AND ART					
	Realty and Art Gain (Loss)	0.00			
CAPITAL EXPENDITURES					
15000G	Furniture and Fixtures	9,251.00			
15100G	Equipment and Computers	975.00			
	Non-CM Capital Expenditures	10,226.00	17,000	60.15	0.00
	CM Capital Expenditures	0.00	8,000	0.00	0.00

ROCHESTER ZEN CENTER
Past-Year Comparison – December 31, 2017

	31-Dec-17	Average 2012-2016	31-Dec-16	31-Dec-15	31-Dec-14	31-Dec-13	31-Dec-12	
GENERAL OPERATING FUND – INCOME								
	Net Item Sales Income	1,151	1,079	1,290	468	1,565	821	1,251
	Net Special Events Income	(8,091)	(1,065)	(6,244)	0	0	601	316
40143G	Royalty Income	10,859	7,907	11,622	7,904	7,025	7,323	5,662
40150G	Zen Bow Income	740	436	220	420	535	377	627
40151G	Membership Contributions	210,463	181,533	186,953	177,426	180,600	182,649	180,040
4C151G	CM Operating Donations	53,855	38,576	36,779	39,518	38,644	38,800	39,141
40152G	Workshop Income	10,890	13,940	13,167	13,470	13,707	13,213	16,145
40153G	Training Program Income	3,220	5,093	4,200	3,788	7,593	5,280	4,605
4C153G	CM Training Program Income	0	69	0	45	0	0	300
40159G	Buddha Hall Rental Income	14,276	13,572	13,884	13,847	13,646	13,544	12,941
	Net CM Rental Income	58,694	60,461	66,114	67,884	60,532	58,507	49,269
40160/2G	Misc. Income & Contributions	16,024	13,069	13,085	14,538	12,342	12,448	12,930
4C160G	CM Miscellaneous Income	0	303	0	523	92	800	100
40161G	Sesshin Income	72,699	61,955	57,205	63,715	59,694	65,447	63,715
	Total YTD Operating Income	444,779	396,929	398,275	403,546	395,975	399,810	387,041
GENERAL OPERATING FUND – EXPENSES								
60170G	Charity Expenses	250	231	0	435	0	719	0
60171G	Zen Bow Expenses	6,955	4,799	2,858	4,472	5,845	6,368	4,452
60172G	Teaching Expenses	1,375	3,219	4,587	3,244	2,135	4,059	2,071
6C172G	CM Teaching Expenses	82	86	10	66	62	137	153
60175G	Medical & Health Insurance	46,314	70,498	47,342	78,672	81,948	78,102	66,426
6C175G	CM Medical & Health Insurance	12,141	15,482	12,629	22,210	15,696	13,153	13,725
60176G	Staff Salary Expense	57,604	62,712	64,403	66,294	64,170	63,210	55,481
6C176G	CM Staff Salary Expense	10,484	11,791	10,387	12,731	13,175	12,732	9,931
60177G	Kitchen Expenses	41,266	40,754	37,979	42,258	41,706	43,424	38,401
6C177G	CM Kitchen Expenses	7,711	7,854	7,433	9,801	7,374	8,754	5,906
60178G	Housekeeping Expenses	5,631	5,170	5,342	4,327	4,434	4,896	6,853
6C178G	CM Housekeeping Expenses	2,155	2,098	2,261	1,880	2,393	1,372	2,585
60179G	To Staff Departure Fund	21,656	20,231	22,405	21,185	18,856	21,629	17,081
6C179G	CM Staff Departure Fund	6,322	4,969	5,324	5,324	5,324	5,324	3,549
60180G	Misc Administrative Expenses	1,139	1,494	1,486	2,393	911	1,471	1,206
6C180G	CM Misc Administrative Expense	0	95	0	97	225	155	0
60181G	Office Expenses	4,041	4,223	3,683	4,541	4,241	3,012	5,638
6C181G	CM Office Expenses	17	428	203	975	575	14	371
60182G	Telecommunications Expenses	6,098	5,767	6,273	4,957	5,642	6,733	5,233
6C182G	CM Telecommunications Expenses	3,916	3,864	4,134	3,586	4,388	3,479	3,731
60183G	Gas & Electricity Expenses	9,777	7,823	6,008	7,762	10,028	8,901	6,414
6C183G	CM Utility Expenses	12,177	13,618	11,971	13,080	17,209	13,621	12,207
60184G	Repair & Maintenance Expenses	13,688	17,449	11,506	15,122	11,799	21,294	27,527
6C184G	CM Rep & Maintenance Expenses	18,904	18,427	16,543	21,562	18,678	18,386	16,969
60186G	Insurance Expenses	37,769	34,571	41,622	37,053	34,680	28,387	31,112
6C186G	CM Insurance Expenses	21,435	20,143	23,814	22,032	20,590	16,405	17,873
60187G	Fundraising & Advertising Exp.	500	1,469	1,300	1,800	1,255	1,589	1,400
6C187G	CM Fundraising & Adv Expenses	0	0	0	0	0	0	0
60188G	Garden & Grounds Expenses	3,331	2,693	2,109	2,266	3,563	2,586	2,941
6C188G	CM Garden & Grounds Expenses	3,151	4,366	3,210	3,101	3,547	5,675	6,298
60189G	Library Expenses	0	119	29	139	287	142	0
60190G	Automobile Expenses	11,157	11,856	8,297	8,671	12,157	16,004	14,152
6C190G	CM Automobile Expenses	11,152	4,252	5,461	6,134	4,358	2,956	2,351
60191G	Taxes & Municipal Fees	6,448	6,817	7,007	7,006	6,780	6,649	6,645
6C191G	CM Tax & User Fee Expenses	6,350	5,224	5,797	5,732	5,347	4,946	4,296
60192G	Computer Expenses	3,429	2,722	2,855	2,532	3,014	2,512	2,697
6C192G	CM Computer Expenses	623	589	904	379	877	446	338
60193G	Banking, PayPal & Crdt Crd Fees	1,052		807	503	203		
60300G	Bad Debt & Theft Expense	(53)	130	0	100	0	385	163
60389G	Depreciation Expense	21,813	20,257	23,168	21,385	20,532	19,190	17,008
6C389G	CM Depreciation Expense	6,782	8,560	8,798	9,197	7,800	7,820	9,183
	Total YTD Operating Expenses	424,640	447,151	419,945	475,003	461,804	456,637	422,366
	YTD Operating Income Less Expenses	20,139	(50,222)	(21,670)	(71,457)	(65,830)	(56,827)	(35,326)
40168G	Operating Draw from Investments	67,403	57,530	62,834	60,788	57,371	54,795	51,861
	Total Net Operating Surplus (Loss)	87,542	7,308	41,164	(10,668)	(8,458)	(2,033)	16,536
	Extraordinary Income & Expenses	10,000	2,000	10,000	0	0	0	0

ROCHESTER ZEN CENTER INVESTMENT FUND – December 31, 2017

Account	Instrument	As Carried on Balance Sheet		Market Value	Cost Basis	Gain (Loss)	Annual Return on Basis	Est. Annual Fixed Income
	Equity Investments*	<i>At Market</i>						
14052I	Merrill Lynch Equities Account	\$944,091		\$944,091	\$54,568	\$889,523		
	IF Equities	\$944,091	64%	\$944,091	\$54,568	\$889,523		
	Cash, Money Market & CD's						<i>Current Int Rate</i>	
10006I	IF Share of Money Market Funds & Cash	\$385		\$385	\$385		0.87%	\$3
11710I	IF Share of Certificates of Deposit	\$300,000		\$299,838	\$300,000	(\$162)	1.30%	\$3,900
	IF Cash & Money Market	\$300,385	20%	\$300,223	\$300,385		1.30%	\$3,903
	Fixed-Income Investments	<i>Cost Basis</i>					<i>Crrnt Rtrn on Basis</i>	
13200I	Merrill Lynch Fixed-Income Account	\$175,656		\$171,355	\$175,656	(\$4,301)	5.62%	\$9,864
	Total Fixed-Income Investments	\$175,656	12%	\$171,355	\$175,656	(\$4,301)	5.62%	\$9,864
	Loans	<i>Outstanding</i>			<i>Original</i>		<i>Loan Rate</i>	
14100I	Zengården Mtg Loan (variable %) 3/31/25	\$31,320			\$135,637		3.48%	\$1,040
14108I	Mdsn ZC Mtg Loan 3.34% 2/29/32	\$23,339			\$24,287		3.34%	\$756
	Total Loans	\$54,659	4%		\$159,924			\$1,796
	Investment Fund Total	\$1,474,791 100%						\$15,563

* Donated equities that do not meet the Center's ethical investment criteria must be sold by the Center's Finance Committee within one year.

ROCHESTER ZEN CENTER
Past-Year Comparison – December 31, 2017

	31-Dec-17	Average 2012-2016	31-Dec-16	31-Dec-15	31-Dec-14	31-Dec-13	31-Dec-12
CAPITAL EXPENDITURES							
15000G Furniture and Fixtures	9,251	22,397	16,250	33,053	0	938	61,746
15100G Equipment and Computers	975	2,639	6,285	0	953	746	5,209
15200G Motor Vehicles	0	2,373	0	0	8,179	3,684	0
1C500G CM Capital Expenditures	0	12,851	5,010	5,017	14,433	6,963	32,831
Total YTD Capital Expenditures	10,226	40,260	27,545	38,070	23,565	12,332	99,786
INVESTMENT FUND							
40167I ML Equity YTD Gain (Loss)	206,582	87,202	59,822	10,651	89,085	164,376	112,076
40168I Interest Income (IF)	9,025	11,085	9,919	10,841	12,950	7,772	13,941
40170I Other Income (IF)	0	25	14	0	10	14	87
40181I W&R YTD Gain (Loss)	0	15	0	0	0	0	73
Gross YTD Investment Fund Income	215,607	98,327	69,755	21,493	102,045	172,162	126,178
60168I Operating Draw from Investments	(67,403)	(57,530)	(62,834)	(60,788)	(57,371)	(54,795)	(51,861)
Net Investment Fund Gain (Loss)	148,204	40,797	6,920	(39,296)	44,674	117,368	74,317
40155I Legacies and Special Donations	83	17,300	70,000	0	0	6,500	10,000
Total YTD Investment Fund Change	148,287	58,097	76,920	(39,296)	44,674	123,868	84,317

Peter (Bodhin) Kjolhede
Peter (Bodhin) Kjolhede

President, Rochester Zen Center

State of New York)
) ss.
County of Monroe)

On the 8th day of June in the year 2018, before me personally came Peter (Bodhin) Kjolhede, to me known, who, being by me duly sworn, did depose and say that he resides at 308 San Gabriel Drive, Rochester, NY 14610; that he is the President of the Rochester Zen Center, the corporation described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Trustees of said corporation, and that he signed his name thereto by like order.

In Witness Whereof, I have hereunto set my hand and affixed my official seal.

Scott Jennings

SCOTT JENNINGS
NOTARY PUBLIC
State of New York, Monroe County
Registration No. 02123013071
Commission Expires 7/15/19

Jefferson Scott

Treasurer, Rochester Zen Center

State of New York)
) ss.
County of Monroe)

On the 2^d day of June in the year 2018, before me personally came Jefferson Scott, to me known, who, being by me duly sworn, did depose and say that he resides at 393 Bonnie Brae Avenue, Rochester, NY 14618; that he is the Treasurer of the Rochester Zen Center, the corporation described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Trustees of said corporation, and that he signed his name thereto by like order.

In Witness Whereof, I have hereunto set my hand and affixed my official seal.

Scott Jennings

SCOTT JENNINGS
NOTARY PUBLIC
State of New York, Monroe County
Registration No. 02123013071
Commission Expires 7/15/19

Appendix B



ROCHESTER ZEN CENTER
A BUDDHIST COMMUNITY

Financial Report

First Quarter 2018

ROCHESTER ZEN CENTER
SUMMARY OF 2018 FIRST QUARTER FINANCIAL RESULTS

	First Quarter 2018		First Quarter 2017	
	As of March 31, 2018	3/31/18 as % of 2018 Budget	As of March 31, 2017	3/31/17 as % of 2017 Budget
Year-to-Date Operating Revenue	\$68,806	16%	\$88,219	21%
Year-to Date Operating Expenses	<u>\$106,375</u>	24%	<u>\$111,340</u>	25%
YTD Revenue Less Expenses	(\$37,569)		(\$23,121)	
YTD Operating Draw from Investments (5%)	<u>\$13,679</u>		<u>\$16,725</u>	
YTD Net Operating Surplus (Loss)	(\$23,891)		(\$6,396)	
Membership Contributions (included in operating revenue)	\$37,938	19%	\$52,636	28%
Extraordinary Income (not included in operating revenue)	\$30,716		\$10,000	
<hr/>				
YTD Investment Gain (Loss)	(\$14,684)		\$79,548	
YTD Operating Draw from Investments (4%-2018; 5%-2017)	<u>(\$13,679)</u>		<u>(\$16,725)</u>	
YTD Net Investment Gain (Loss)	(\$28,363)		\$62,823	
YTD Legacies and Special Donations	<u>\$0</u>		<u>\$0</u>	
YTD Total Investment Fund Change	(\$28,363)		\$62,823	

	Operating Fund	Investment Fund	Held for Others	Realty and Art (Carried at Cost)	Total
ASSETS					
CURRENT ASSETS					
Cash & Money Market	286,590.67	106.00	101,194.00	0.00	387,890.67
Certificates of Deposit	4,000.00	324,000.00	168,000.00	0.00	496,000.00
Inventories	10,762.70	0.00	0.00	0.00	10,762.70
Accounts Receivable	10,019.56	0.00	0.00	0.00	10,019.56
Prepaid Expenses	11,141.86	0.00	0.00	0.00	11,141.86
Earmarked Donations (Contra)	(61,980.56)	0.00	0.00	0.00	(61,980.56)
<i>Total Current Assets</i>	<i>260,534.23</i>	<i>324,106.00</i>	<i>269,194.00</i>	<i>0.00</i>	<i>853,834.23</i>
NON-CURRENT ASSETS					
Non-Equity Investments (At Book)	0.00	175,429.03	0.00	0.00	175,429.03
Equity Investments (At Market)	0.00	923,982.90	0.00	0.00	923,982.90
Mortgage Loans Outstanding	0.00	22,910.17	0.00	0.00	22,910.17
Depreciable Fixed Assets (Net)	225,605.01	0.00	0.00	0.00	225,605.01
Buildings & Land (At Cost)	0.00	0.00	0.00	5,366,162.27	5,366,162.27
Buddhist Art & Implements (At Cost)	0.00	0.00	0.00	123,419.07	123,419.07
<i>Total Non-Current Assets</i>	<i>225,605.01</i>	<i>1,122,322.10</i>	<i>0.00</i>	<i>5,489,581.34</i>	<i>6,837,508.45</i>
TOTAL ASSETS	486,139.24	1,446,428.10	269,194.00	5,489,581.34	7,691,342.68
LIABILITIES & EQUITY					
CURRENT LIABILITIES					
Taxes, Medicare, SS Payable	1,935.26	0.00	0.00	0.00	1,935.26
Prepaid Income	0.00	0.00	0.00	0.00	0.00
Other Current Liabilities	8,937.38	0.00	0.00	0.00	8,937.38
<i>Total Current Liabilities</i>	<i>10,872.64</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>10,872.64</i>
LONG-TERM LIABILITIES					
Auckland Zen Centre Fund	0.00	0.00	242.16	0.00	242.16
Louisville Zen Center Fund	0.00	0.00	251,909.74	0.00	251,909.74
Abbot's Scholarship Fund	0.00	0.00	17,042.10	0.00	17,042.10
<i>Total Long-Term Liabilities</i>	<i>0.00</i>	<i>0.00</i>	<i>269,194.00</i>	<i>0.00</i>	<i>269,194.00</i>
EQUITY					
»»Year-to-Date Revenues	68,805.70	(14,684.32)	0.00	0.00	54,121.38
»»(Less Year-to-Date Expenses)	106,374.88	0.00	0.00	0.00	106,374.88
»YTD Revenues Less Expenses	(37,569.18)	(14,684.32)	0.00	0.00	(52,253.50)
»YTD Investment Draw (5% per annum)	13,678.55	(13,678.55)	0.00	0.00	0.00
Year-to-Date Net Surplus (Loss)	(23,890.63)	(28,362.87)	0.00	0.00	(52,253.50)
Extraordinary Income & Expenses	30,715.53	0.00	0.00	0.00	30,715.53
Capitalized from Building Fund	0.00	0.00	0.00	0.00	0.00
Interfund Transfers In (Out)	(5,000.00)	0.00	0.00	5,000.00	0.00
Previous Year-End Fund Balances	473,441.70	1,474,790.97	0.00	5,484,581.34	7,432,814.01
<i>Total Equity (Current Fund Balances)</i>	<i>475,266.60</i>	<i>1,446,428.10</i>	<i>0.00</i>	<i>5,489,581.34</i>	<i>7,411,276.04</i>
TOTAL LIABILITIES & EQUITY	486,139.24	1,446,428.10	269,194.00	5,489,581.34	7,691,342.68

ROCHESTER ZEN CENTER
Income and Expense Statement for the Quarter Ended March 31, 2018

Account	1Q2018 Actual	2018 Budget	% of Budget	1Q2017 Actual	
GENERAL OPERATING FUND - INCOME ACCOUNTS					
	\$68	\$800	9%	\$139	
	\$0	\$0		\$0	
40143G	\$0	\$7,000	0%	\$0	
40150G	\$0	\$500	0%	\$140	
40151G	\$37,938	\$198,000	19%	\$52,636	
4C151G	\$175	\$38,600	0%	\$252	
40152G	\$2,980	\$12,000	25%	\$3,990	
40153G	\$1,435	\$4,000	36%	\$220	
4C153G	\$0	\$100	0%	\$0	
40159G	\$3,567	\$14,000	25%	\$3,471	
4C159G	\$7,527	\$69,000	11%	\$13,740	
40160/2G	\$2,397	\$12,500	19%	\$2,042	
4C160G	\$0	\$200	0%	\$0	
40161G	\$12,719	\$63,000	20%	\$11,591	
	Total Operating Revenue	\$68,806	\$419,700	16%	\$88,219
GENERAL OPERATING FUND - EXPENSE ACCOUNTS					
60170G	\$0	\$500	0%	\$0	
60171G	\$2,556	\$6,500	39%	\$1,901	
60172G	\$3,968	\$3,100	128%	(\$288)	
6C172G	\$0	\$200	0%	\$0	
60175G	\$10,623	\$43,800	24%	\$15,085	
6C175G	\$2,319	\$21,800	11%	\$3,892	
60176G	\$14,462	\$56,700	26%	\$13,857	
6C176G	\$2,466	\$12,500	20%	\$2,513	
60177G	\$9,283	\$37,000	25%	\$7,423	
6C177G	\$2,765	\$9,500	29%	\$2,032	
60178G	\$1,417	\$5,000	28%	\$2,006	
6C178G	\$408	\$2,300	18%	\$191	
60179G	\$5,269	\$24,800	21%	\$4,853	
6C179G	\$1,664	\$6,700	25%	\$1,331	
60180G	\$168	\$1,500	11%	\$288	
6C180G	\$0	\$100	0%	\$0	
60181G	\$2,598	\$4,400	59%	\$1,250	
6C181G	\$100	\$500	20%	\$17	
60182G	\$1,618	\$6,100	27%	\$988	
6C182G	\$448	\$4,500	10%	\$1,056	
60183G	\$3,203	\$8,200	39%	\$2,935	
6C183G	\$4,466	\$13,700	33%	\$4,253	
60184G	\$2,969	\$18,000	16%	\$6,690	
6C184G	\$1,312	\$22,000	6%	\$3,799	
60186G	\$9,703	\$38,800	25%	\$9,618	
6C186G	\$5,532	\$22,200	25%	\$5,476	
60187G	\$300	\$1,500	20%	\$300	
60188G	\$0	\$2,700	0%	\$0	
6C188G	\$206	\$3,500	6%	\$138	
60189G	\$136	\$300	45%	\$0	
60190G	\$2,586	\$9,400	28%	\$2,435	
6C190G	\$568	\$3,000	19%	\$3,944	
60191G	\$2,648	\$6,600	40%	\$2,591	
6C191G	\$2,283	\$5,300	43%	\$1,749	
60192G	\$1,241	\$3,500	35%	\$1,510	
60193G	\$199	\$1,000	20%	\$170	

ROCHESTER ZEN CENTER
Income and Expense Statement for the Quarter Ended March 31, 2018

Account	1Q2018 Actual	2018 Budget	% of Budget	1Q2017 Actual	
6C192G	CM Computer Expenses	\$320	\$1,000	32%	\$0
60300G	Bad Debt Expense	\$0	\$0		(\$53)
60389G	Depreciation Expense	\$5,201	\$21,200	25%	\$5,598
6C389G	CM Depreciation Expense	\$1,371	\$6,100	22%	\$1,795
60500G	Contingency (Budget Use Only)		\$5,000		
Total Operating Expenses		\$106,375	\$440,500	24%	\$111,340
Operating Revenue Less Expenses		(\$37,569)	(\$20,800)		(\$23,121)
40168G	Operating Draw from Investments	\$13,679	\$54,800	25%	\$16,725
Total Net Operating Surplus (Loss)		(\$23,891)	\$34,000		(\$6,396)
Extraordinary Income & Expenses		\$10,000			\$20,000
CAPITAL EXPENDITURES					
15000G	Furniture and Fixtures	\$0			\$16,250
15100G	Equipment and Computers	\$2,800			\$6,285
15200G	Motor Vehicles	\$0			\$0
Non-CM Capital Expenditures		\$2,800	\$10,000	28%	\$22,535
1C500G	CM Capital Expenditures	\$0	\$6,800	0%	\$5,010
Total Capital Expenditures		\$2,800	\$16,800	17%	\$27,545
INVESTMENT FUND					
40167I	ML Equity YTD Gain (Loss)	(\$15,562)			\$79,765
40168I	Interest Income (IF)	\$878			(\$217)
40170I	Other Income (IF)	\$0			\$0
Gross Investment Income		(\$14,684)			\$79,548
60168I	Operating Draw from Investments	(\$13,679)			(\$16,725)
Investment Income Less Draw		(\$28,363)			\$62,823
40155I	Legacies & Special Donations	\$0			\$0
Total Net Investment Fund Gain (Loss)		(\$28,363)			\$62,823

ROCHESTER ZEN CENTER
Past-Year Comparison – March 31, 2018

	31-Mar-18	Average 2013-2017	31-Mar-17	31-Mar-16	31-Mar-15	31-Mar-14	31-Mar-13
GENERAL OPERATING FUND – INCOME							
	68	190	139	97	336	221	159
	0	(1,110)	0	(5,548)	0	0	0
40143G	0	0	0	0	0	0	0
40150G	0	101	140	40	110	40	177
40151G	37,938	46,054	52,636	45,141	43,483	46,445	42,565
4C151G	175	136	252	171	140	65	50
40152G	2,980	4,098	3,990	3,973	4,490	3,640	4,395
40153G	1,435	934	220	553	883	1,713	1,304
4C153G	0	9	0	0	45	0	0
40159G	3,567	3,424	3,471	3,471	3,447	3,396	3,336
	7,527	11,835	13,740	8,443	16,386	12,273	8,332
40160/2G	2,397	2,621	2,042	2,757	2,620	2,674	3,011
4C160G	0	0	0	0	0	0	0
40161G	12,719	14,434	11,591	19,882	12,766	12,530	15,404
Total YTD Operating Income	68,806	82,726	88,219	78,979	84,705	82,996	78,733
GENERAL OPERATING FUND – EXPENSES							
60170G	0	0	0	0	0	0	0
60171G	2,556	1,636	1,901	2,221	0	2,231	1,825
60172G	3,968	313	(288)	343	117	956	435
6C172G	0	4	0	0	18	0	0
60175G	10,623	18,495	15,085	14,160	21,052	17,280	24,896
6C175G	2,319	4,233	3,892	3,778	6,192	4,741	2,562
60176G	14,462	15,399	13,857	17,203	16,152	14,425	15,357
6C176G	2,466	2,751	2,513	2,541	2,965	3,379	2,360
60177G	9,283	10,632	7,423	10,361	10,847	11,806	12,721
6C177G	2,765	2,252	2,071	2,253	2,749	1,830	2,355
60178G	1,417	1,230	2,006	1,126	1,042	840	1,135
6C178G	408	466	202	487	642	492	510
60179G	5,269	5,452	4,853	5,990	4,880	4,880	6,655
6C179G	1,664	1,065	1,331	1,331	1,331	1,331	0
60180G	168	267	288	422	388	179	55
6C180G	0	11	0	0	0	0	55
60181G	2,598	1,430	1,250	1,558	1,247	1,924	1,169
6C181G	100	217	17	1,023	0	30	14
60182G	1,618	1,440	988	1,543	1,382	1,220	2,068
6C182G	448	1,057	1,056	1,061	1,004	1,411	755
60183G	3,203	3,690	2,935	2,457	3,944	5,167	3,947
6C183G	4,466	4,480	4,253	3,637	4,354	5,811	4,346
60184G	2,969	3,653	5,681	2,564	4,469	2,135	3,418
6C184G	1,312	4,182	3,799	4,825	5,832	1,641	4,813
60186G	9,703	8,975	9,618	9,599	9,892	8,039	7,725
6C186G	5,532	5,264	5,476	5,767	5,822	4,727	4,527
60187G	300	273	300	200	200	230	434
60188G	0	180	0	0	46	852	0
6C188G	206	292	138	632	284	0	406
60189G	136	16	0	19	22	0	40
60190G	2,586	2,185	2,435	2,036	1,276	937	4,243
6C190G	568	1,529	3,944	867	1,566	901	367
60191G	2,648	2,655	2,591	2,651	2,732	2,659	2,640
6C191G	2,283	1,792	1,749	1,933	1,827	1,756	1,696
60192G	1,241	1,135	1,510	905	1,133	1,003	1,125
6C192G	320	132	0	(20)	282	0	396
60193G	199	145	170	153	113	0	0
60300G	0	9	(53)	0	100	0	0
60389G	5,201	5,228	5,598	5,505	5,259	4,891	4,889
6C389G	1,371	2,068	1,795	2,345	2,268	1,931	2,000
Total YTD Operating Expenses	106,375	116,173	110,381	113,477	123,432	111,636	121,941
YTD Operating Income Less Expenses	(37,569)	(33,447)	(22,162)	(34,498)	(38,727)	(28,640)	(43,208)
40168G	13,679	14,944	16,725	15,597	14,885	14,096	13,416
Total Net Operating Surplus (Loss)	(23,891)	(18,503)	(5,437)	(18,901)	(23,842)	(14,544)	(29,792)
Extraordinary Income & Expenses	10,000	4,000	10,000	10,000	0	0	0

ROCHESTER ZEN CENTER
Past-Year Comparison – March 31, 2018

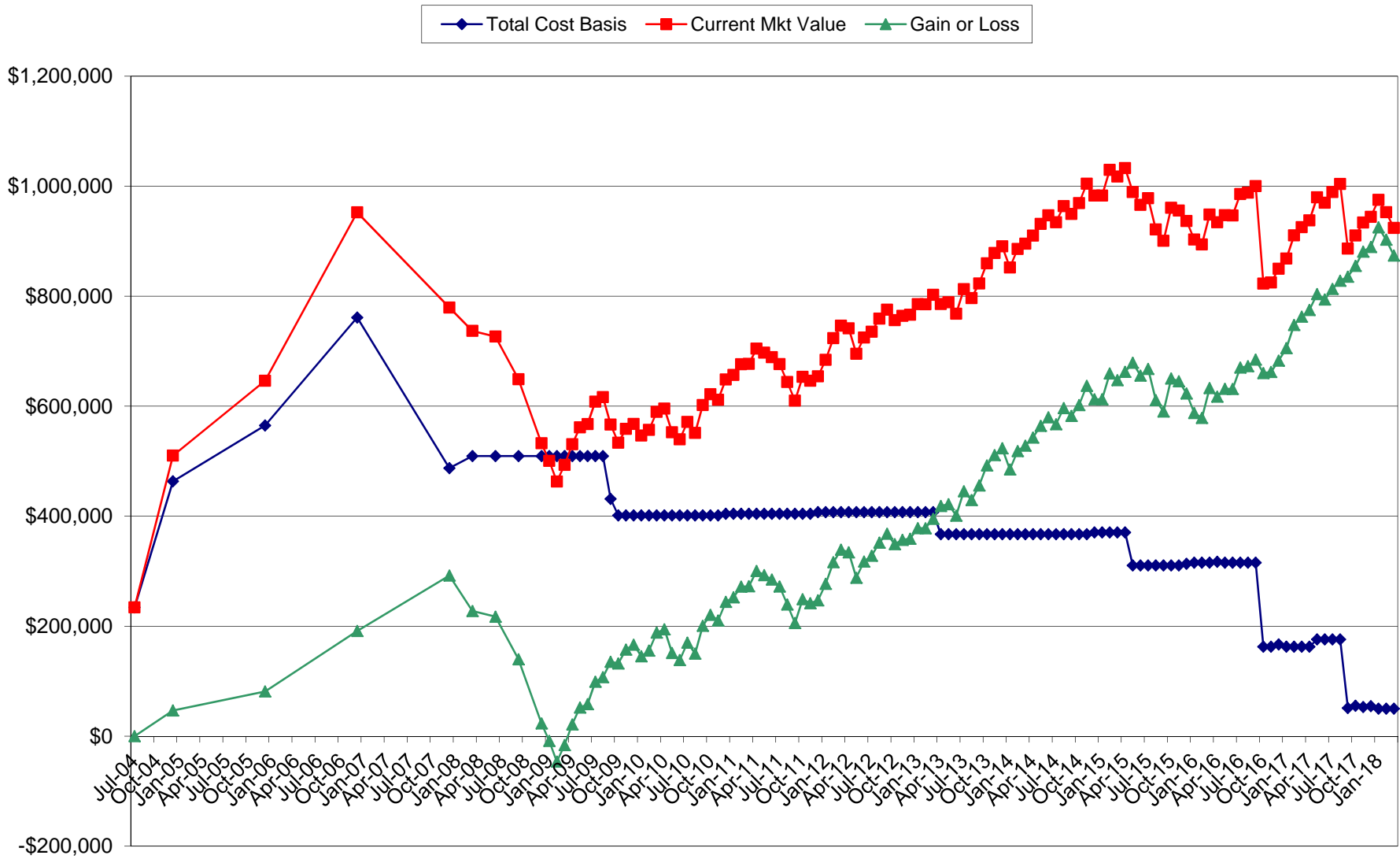
	31-Mar-18	Average 2013-2017	31-Mar-17	31-Mar-16	31-Mar-15	31-Mar-14	31-Mar-13
CAPITAL EXPENDITURES							
15000G Furniture and Fixtures	0	1,850	9,251	0	0	0	0
15100G Equipment and Computers	2,800	733	0	2,710	0	953	0
15200G Motor Vehicles	0	0	0	0	0	0	0
1C500G CM Capital Expenditures	0	603	0	1,787	0	1,229	0
Total YTD Capital Expenditures	2,800	3,186	9,251	4,497	0	2,182	0
INVESTMENT FUND							
40167I ML Equity YTD Gain (Loss)	(15,562)	33,059	79,765	9,702	34,777	4,817	36,233
40168I Interest Income (IF)	878	1,252	(217)	1,604	1,546	1,668	1,659
40170I Other Income (IF)	0	3	0	0	0	0	14
40181I W&R YTD Gain (Loss)	0	0	0	0	0	0	0
Gross YTD Investment Fund Income	(14,684)	34,314	79,548	11,306	36,324	6,486	37,906
60168I Operating Draw from Investments	(13,679)	(14,944)	(16,725)	(15,597)	(14,885)	(14,096)	(13,416)
Net Investment Fund Gain (Loss)	(28,363)	19,370	62,823	(4,291)	21,439	(7,610)	24,490
40155I Legacies and Special Donations	0	0	0	0	0	0	0
Total YTD Investment Fund Change	(28,363)	19,370	62,823	(4,291)	21,439	(7,610)	24,490

ROCHESTER ZEN CENTER INVESTMENT FUND – March 31, 2018

<i>Account</i>	<i>Instrument</i>	<i>As Carried on Balance Sheet</i>		<i>Market Value</i>	<i>Cost Basis</i>	<i>Gain (Loss)</i>	<i>Annual Return on Basis</i>	<i>Est. Annual Fixed Income</i>
	Equity Investments*	<i>At Market</i>						
14052I	Merrill Lynch Equities Account	\$923,983		\$923,983	\$50,022	\$873,961		
	IF Equities	\$923,983	64%	\$923,983	\$50,022	\$873,961		
	Cash, Money Market & CD's						<i>Current Int Rate</i>	
10006I	IF Share of Money Market Funds & Cash	\$106		\$106	\$106		0.85%	\$1
11710I	IF Share of Certificates of Deposit	\$324,000		\$323,942	\$324,000	(\$58)	1.30%	\$4,212
	IF Cash & Money Market	\$324,106	22%	\$324,048	\$324,106		1.30%	\$4,213
	Fixed-Income Investments						<i>Crrnt Rtrn on Basis</i>	
13200I	Merrill Lynch Fixed-Income Account	\$175,429		\$170,337	\$175,429	(\$5,092)	3.74%	\$6,560
	Total Fixed-Income Investments	\$175,429	12%	\$170,337	\$175,429	(\$5,092)	3.74%	\$6,560
	Loans				<i>Original</i>		<i>Loan Rate</i>	
14108I	Mdsn ZC Mtg Loan 3.34% 2/29/32	\$22,910			\$24,287		3.34%	\$745
	Total Loans	\$22,910	2%		\$24,287			\$745
	Investment Fund Total	\$1,446,428 100%						\$11,518

* Donated equities that do not meet the Center's ethical investment criteria must be sold by the Center's Finance Committee within one year

Merrill Lynch Equity Account



Abbot's Scholarship Fund
Summary for Fourth Quarter 2017 and First Quarter 2018

Beginning balance 9/30/17		15,308.39
Contributions to Fund	3,519.00	
Interest income	86.71	
Total fund income	<u>3,605.71</u>	3,605.71
Trainee travel expense	319.00	
Sesshin fees	1,553.00	
Total fund disbursements	<u>1,872.00</u>	(1,872.00)
Ending balance 3/31/18		<u><u>17,042.10</u></u>

Auckland Zen Centre Fund
Summary for Fourth Quarter 2017 and First Quarter 2018

Beginning balance 9/30/17		5,184.21
Contributions to Fund	3,700.00	
Interest income	<u>17.16</u>	
Total fund income	<u>3,717.16</u>	3,717.16
Books purchased from Rochester Zen Center	120.00	
For upkeep and maintenance of Auckland Zen Centre buildings	5,239.21	
For purchase of Vietnamese Buddha figure	<u>3,300.00</u>	
Total fund disbursements	<u>8,659.21</u>	(8,659.21)
Ending balance 3/31/18		<u><u>242.16</u></u>

Louisville Zen Center Fund
Summary for Fourth Quarter 2017 and First Quarter 2018

Beginning balance 9/30/17		251,104.30
Contributions to Fund	0.00	
Interest income	805.44	
Total fund income	<u>805.44</u>	805.44
Total fund disbursements	<u>0.00</u>	0.00
Ending balance 3/31/18		<u><u>251,909.74</u></u>

Appendix C

Report of Sangha Engagement Committee – May 2018

Background

In the summer of 2011, a survey was taken to gauge the interest of Sangha members in participating in and leading various group activities. The response to the survey was very strong: 136 responses were received. The results of this and subsequent surveys informed the mandate of the Sangha Engagement Committee.

The mission of the Sangha Engagement Committee is to enhance the membership experience of the Sangha. The Committee does this through programs that enrich, and add dimension to, practice “off the mat.” We believe that practice “off the mat” supports and strengthens formal practice, particularly for beginning practitioners. Programming ideas fall under three broad categories, all of which are practice-related and practice-enhancing:

1. *Learning about Buddhism*: lecture series, classes, and field trips
2. *Community service*: volunteering at food banks and homeless shelters; activities designed to strengthen our sense of compassion and develop the crucial link between the zendo and the world
3. *Strengthening the Sangha*: social activities (such as hiking or potluck dinners) that are designed to strengthen the sense of Sangha and to help people feel more connected to each other. We believe that if people feel connected to other Center members, they will feel more connected to the Center itself, thus enhancing the membership experience and contributing to the retention of members.

Committee Membership

Devin Wiesner (Proposed Chair), Angela Hakkila, Jack O’Shaughnessy, Liza Savage-Katz, Elizabeth Machmer, Susanna Guarino, and Kathy Collina

Sangha Engagement Committee Activities:

The Sangha Engagement Committee is involved in a number of one-time and continuing Sangha activities. The members of the Committee do not directly lead all of these activities; some are led by other Sangha members. Past and current activities and events include the following:

- *Finding Your Seat* – In the spring of 2017, we held the first of four monthly group sessions to discuss getting started at the Center and establishing a daily zazen practice. Towards the end of January 2018, Angela and Devin began talking about ways to jump-start this dormant initiative. Through collaboration with John Pulleyn, weekly “Finding Your Seat” meetings began on Saturday, March 17, 2018. John Pulleyn and other staff (Cecily and Trueman) usually facilitate/lead the group along with participation from Angela and Devin.
- *Sangha Book Club* – The Book Club has read and held a discussion of Stephen Batchelor’s *The Faith to Doubt*; Robert Aitken’s *A Zen Wave: Basho’s Haiku and Zen*; Toni Packer’s *The Wonder*

of Presence; The Zen Teaching of Huang Po, On the Transmission of Mind; and Angel Kyodo Williams' *Being Black*. The Book Club, led by Susanna Guarino, meets in the Community Space and is currently reading *Radical Acceptance* by Tara Brach.

- Sangha Dinners – On May 5th, 2018, we held a “lentils and rice” Sangha dinner. Sangha members cook and eat together. Attendance was about 18 people at the most recent dinner. The next dinner is scheduled for July 14th.
- *The Zen of Living and Dying* – a discussion and support group that meets periodically and at member request. The group has regular attendance. The group’s primary focus is on supporting members and their families who are dealing with illness or death. The group is currently facilitated by Wayman Kubicka.
- *Seeing Through Racism* – a discussion group led by James Thompson that meets regularly with the goal of minimizing our separation from others. Since racism is one of the most insidious sources of *dukkha* in our culture, we strive to gain personal insight into it. We seek to abandon it on an individual level, to dismantle it on an institutional level, and to uproot it in our Sangha. The group sponsors discussions, chanting, videos, and other activities.
- *Scholar-in-Residence Lecture Series* – This series was suspended in 2016 in order to focus efforts on supporting activities associated with the Center’s 50th anniversary celebrations. We have not had a lecture series in 2017 or so far in 2018.
- The *Dharma Arts Group* was formed this past April and has met three times since to attend concerts at Eastman School of Music.
- Sangha Hiking - Scheduling periodic Sangha hikes will be a priority this year. Devin has reached out to several Sangha members to ask if they would be interested in leading hikes in nearby parks.

Appendix D

Report of Abbot and Head of Zendo on Addictions Policy – May 2018

Our present addictions policy has evolved out of our experience with a number of trainees with histories of substance abuse. Most have done very well at the Center, but a few have relapsed, and in one case, we had a trainee who overdosed and died at the Center.

The training application now asks: “Have you had problems with addictive behavior (this includes problems with drugs, alcohol, gambling, or food), whether treated or not?” When we’re made aware of a history of abuse, we look for completion of treatment and a period of sobriety, and make a judgment call on whether that potential trainee is ready to start with us. In some cases, we’ll postpone acceptance until there’s a longer period of staying clean.

If we do accept our applicant, we state explicitly that even in training, their sobriety comes first, even before Zen practice. If they need an accommodation in their training schedule in order to get to Alcoholics Anonymous or other meetings, we will usually consent.

Finally, we ask for their agreement to announcing to the rest of staff their history and to ask staff to report behavior that might indicate a relapse.

Membership and sesshin applications ask for information about any condition that requires regular care or medication, and we are comfortable leaving it at that.

Roshi Bodhin Kjolhede, Abbot
John Pulleyn, Head of Zendo
May 17, 2018

Appendix E

Report of Facilities and Sustainable Operations Committee – May 2018

Committee members: Tom Kowal (chair), Jeanette Prince-Cherry, Wayman Kubicka, John Pulleyn, Bill Lindenfelser, Devin Wiesner

- The lower portion of the link roof is still scheduled to be replaced. The contractor is very backed up due to the extremely wet and windy spring.
- We had several windows in both 5 and 7 Arnold Park “tuned-up,” by a contractor who does only this work, full-time. There were many broken sash cords and mismatched counterweights (thanks to amateur work in the past). He also installed weather stripping and seals, which made a noticeable difference.
- The new storm windows for 7 Arnold Park have been made and will be installed soon.
- We will also look into better options for the windows in 5 Arnold Park that require interior storm windows. The current system of magnetic panels of Plexiglas is in very rough shape and is also cumbersome.
- The new boiler has been installed at the Chapin Mill Retreat Center.
- We are currently exploring the possibility of leasing a few acres of land at Chapin Mill to GreenSpark Solar to install a solar array.

—Tom Kowal, Chair