



ROCHESTER ZEN CENTER
A BUDDHIST COMMUNITY

BOARD OF TRUSTEES MEETING

October 17-18, 2020

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, which was conducted via videoconference because of the continuing novel coronavirus pandemic:

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

Officers: Roshi Bodhin Kjolhede, Abbot and President; Jeanette Prince-Cherry, Vice President; Scott Jennings, Esq., Secretary and Business Manager; Jefferson Scott, Treasurer

Others: Dr. Sonia James-Wilson, Zen Center member; Barry Keesan, Zen Center member; Donna Kowal, Chapin Mill Head of Zendo; Eryl Kubicka, Chapin Mill Rental Coordinator; John Pulleyn, Head of Zendo, Emeritus; Ven. Trueman Taylor, Head of Zendo

- ◆ The Board approved the Business Manager's financial report for the third quarter of 2020, a copy of which is filed with these minutes as Appendix A. As of the end of the third quarter, total operating income was substantially lower than expected because of the novel coronavirus pandemic: Rather than the approximately \$238,000 of operating income that we would expect based on 2020 budget projections and past-year third-quarter results, operating income as of September 30 this year was \$172,498. This shortfall is a result of pandemic-related decreases in income from rentals, sesshin, workshops, and the residential training program. On the other hand, membership contributions have so far not been adversely affected, standing at 55 percent of the budgeted amount for the full year, the same percentage as in 2019. In addition, expenses were somewhat lower than expected: 66 percent of the year's total budgeted amount, in contrast to last year's 70 percent. Scott reported that, as a rough estimate, the Center will end the year with about an \$80,000 operating deficit, rather than the budgeted \$6,300 surplus. If the \$21,858 loan that the Center has received under the federal CARES Act Paycheck Protection Program is fully forgiven, which Scott reported is likely, the expected deficit

would be reduced to about \$58,000. (By contrast, projections prepared for last May's Board meeting showed a 2020 operating deficit of between \$87,000 and \$192,000.) Fortunately, the Center's financial position is strong enough that it should be able to absorb the expected operating loss, even though doing so will impose some constraints on the Center's operations.

Scott also reported that during the first three quarters of this year the Center's Investment Fund had increased in value by \$136,990, or eight percent, before subtracting the year-to-date, four-percent investment draw of \$47,020. As shown in the third-quarter financial report, the Center's equity holdings are at the maximum percentage (60 percent) permitted under the Center's investment policies, and we have over \$500,000 invested in money-market funds that are currently yielding .05 percent or less annually. However, rates both for certificates of deposit and for high-quality 5-year corporate bonds are currently less than one percent. The Finance Committee will meet soon to discuss the best investment strategy for the Center in these circumstances.

- ◆ The Board discussed the Business Manager's proposed 2021 budget. Scott observed that because of the pandemic, budgeting for 2021 is a highly uncertain endeavor. That said, some items in the budget, such as insurance and utility expenses, will not likely be affected as much by the course of the pandemic as other items, such as income from rentals and sesshin. In general, the 2021 budget is based on the assumption that at least partial normality will return half way through 2021. Accordingly, Chapin Mill rental income, sesshin income, workshop income, and training program income are budgeted at somewhat less than half of what would otherwise be expected. (If the pandemic persists, income will obviously be further reduced, even though donations for online sesshin and workshops would provide some income.) Because this year's membership contributions have so far been unaffected by the pandemic, the \$323,100 budget for operating revenue is based both on the considerations discussed above and on the projection that 2021 membership contributions will remain approximately the same as the average (\$192,200) during the past five years. The proposed 2021 expense budget of \$437,500 represents about a 4.6 percent decrease from the 2020 budget. Most of this decrease is attributable to a decrease in the number of Center staff members. Scott noted that many of the individual operating expense budgets are little, if at all, changed between 2020 and 2021. This is largely because many of the expense accounts, such as insurance, represent relatively fixed costs that will not be much affected by the pandemic. Finally, Scott noted that the inclusion of a four-percent investment draw of \$66,900 would result in a projected operating deficit of \$43,900 for 2021. However, particularly under the current uncertain circumstances, actual income and expenses for the next year are dependent upon many contingencies. At the conclusion of its discussion, the Board approved the proposed 2021 budget. A copy of that budget is filed with these minutes as Appendix B.
- ◆ The Board ratified and confirmed the action that it had taken via unanimous e-mail vote in August, whereby the Board amended the Center's by-laws to add the following Article VII(H):

H. ELECTRONIC OR ONLINE VOTING

For purposes of this Article VII, (1) the terms "ballot," "written ballot," and "ballot form" shall include

electronic or online methods of recording votes, (2) to “return” a ballot shall include registering votes electronically or online, (3) the term “mail” shall include electronic mail (e-mail), and (4) the term “address” shall include an e-mail address.

- ◆ The Board discussed Roshi’s clergy housing allowance, which is authorized under section 107 of the Internal Revenue Code and affords a significant tax benefit. Roshi confirmed that his housing expenses remain greater than \$25,000 per annum and that he expects to use a total of \$4,000 from his annual pay as elective deferrals (employee contributions) to his section 403(b) retirement account. The Board confirmed that, until such time as the Board may determine otherwise, Roshi’s annual clergy housing allowance will continue to be the lesser of (1) the entire amount of his salary, minus \$2,500, minus the year’s total non-elective (employer) contributions to Roshi’s 403(b) account, or (2) \$25,000.
- ◆ The Board accepted the written reports of the Facilities and Sustainable Operations Committee (FASOC) and the Ethics and Advisory Committee, as submitted by the Chairs of those Committees, Bill Lindenfelser and Tom Roberts, respectively. The Board also accepted the two written reports of Tom Kowal, who serves both as the Chapin Mill Caretaker and as the Klava House Project Manager. Chris Pulleyn noted that the Development Committee will be discussing an appropriate ceremony to dedicate Klava House, as well as the possibility of completing fundraising for the House by soliciting donations for specific items. Finally, the Board accepted the written reports of Eryl Kubicka, who serves both as the Chapin Mill Rental Coordinator and as Chair of the Workplace Safety Committee. Those six reports are filed with these minutes as Appendices C through H.

Additionally, the Board discussed the portion of the FASOC report describing a proposal from a Boston-based solar energy development firm. The firm’s proposal would involve a long-term lease of land at the southern end of Chapin Mill so that the firm could install a five-megawatt solar array there. The proposal states that such a project could yield \$25,000 annually for 25 years. However, (1) most of the land in which the developer is interested is already leased to a local farmer through 2024; (2) leasing the land for solar-energy development might have adverse tax consequences for the Center; and (3) any lease made by a New York religious corporation, such as the Zen Center, for a term of more than five years would require court approval. The Board directed that the Committee explore the benefits and costs of various possible uses of this land and report back to the Board.

- ◆ Board Chair Chris Pulleyn, who also serves as Chair of the Development Committee, reported on behalf of the Committee. The Committee is currently undertaking two major initiatives. The first is a strategic-planning initiative led by Barry Keesan, a business consultant and long-time Sangha member who has volunteered his services to the Center. Among the project’s goals are increasing members’ engagement with the Center, attracting both younger members and a more diverse membership, and enhancing the Center’s ability to respond to change effectively. The second and related initiative is led by Dr. Sonia James-Wilson, a Sangha member and organizational consultant. Sonia is helping the Center in its efforts to initiate, and participate in, activities that acknowledge and address issues of

structural racism and racial inequity through development of an anti-racism plan at the institutional level. Sonia has generously undertaken the first part of this initiative without charge, but has requested that the Center pay a professional fee for her continued services. Both Barry and Sonia made presentations to the Board later in the meeting (described below).

Chris also reported that the Center, in conjunction with the Blooming Lilac Sangha and Dharma Refuge, would be hosting a Zoom event led by Valerie Brown, a teacher in the Thich Nhat Hanh tradition, titled “How to Fight Racial Injustice without Hating.” Chris noted that over 100 people had already registered for the event, which was coordinated through the Center’s Seeing Through Racism group. Chris reported that the Development Committee is hoping to add additional online offerings both to better serve out-of-town Sangha members and to give the Center more visibility outside the Rochester area.

- ◆ Chris and Roshi reported that they have formed an informal ad-hoc task force to gather information and make recommendations to the Board regarding what safety precautions and restrictions will be necessary in order to permit non-resident Sangha members to participate in person – at least to a limited extent – in Center activities during the current coronavirus pandemic. In making recommendations, the task force will consider relevant official New York State guidelines, as well as the best available medical and scientific evidence regarding ventilation, air filtration and disinfection, and the like. The task force currently comprises Roshi, Jonathan Hager, M.D., John Pulleyn, Dené Redding, and Trueman Taylor.
- ◆ Dr. Sonia James-Wilson joined the meeting to discuss her consultation proposal. Under Sonia’s proposal, she would help the Center implement six recommendations she has made after (1) interviewing the Center’s trustees and officers, present and former Heads of Zendo, and leaders of the Seeing Through Racism group, (2) meeting via Zoom with the trustees and officers, and (3) surveying both the trustees and officers and the members of the Seeing Through Racism group regarding top priorities. This portion of Sonia’s work was free of charge. Moving forward, her six recommendations are as follows:
 - (1) Reimagine, reformulate, and rename the Seeing Through Racism group
 - (2) Provide opportunities for Sangha members to see the connections between Buddhist teachings and anti-racism
 - (3) Provide regular opportunities for anti-racist education and critical reflection for the Sangha, staff, trustees, Development Committee, and Sangha leadership
 - (4) Formalize the work of the Center’s Diversity Coordinator
 - (5) Engage local Black community members and organizations to formulate ideas for ways to be of service
 - (6) Actively reach out to younger Sangha members and provide them with leadership opportunities that involve contributing to the Center’s decision-making processes

Under Sonia's consultation proposal, her professional services would include individual and small-group consultation, job-description and program development, design of targeted outreach strategies, and the development and facilitation of learning opportunities. She would also coordinate her work with the work Barry Keesan is doing. Her total fee for these services would not exceed \$5,000. After discussing Sonia's consultation proposal with her, the Board agreed to the proposal. Sonia's professional services fee will be paid out of this year's teaching expense budget.

- ◆ Barry Keesan joined the meeting to discuss the project he is undertaking for the Center, which he is preliminarily calling the "Sangha Engagement Project: Creating a Regenerative Organization." Barry explained that his use of the term "regenerative" refers to using collaborative processes that enable continuing renewal through systemic responsiveness to change. Among the goals of the project are exploring ways in which the Center can attract, engage, and retain both younger members and a more diverse membership. Barry has already conducted a set of structured interviews with a representative sample of Sangha members. Based on these interviews, among Barry's findings were the following: (1) Sangha members are very satisfied with core Zen practice at the Center and do not wish to see changes in this area, and (2) the experience of community is also very important to members, but much can be done to provide additional support in this area. Among the possible next steps that Barry has identified are the following: (1) conducting a survey on Sangha members' experience of community at the Center; (2) creating a full-time senior staff position with responsibility for leading Sangha engagement efforts, coordinating volunteers and events, assisting with introductory workshops and the orientation of new members, proposing and supporting new programs, and the like; (3) updating and improving the Center's information technology systems, including database enhancement; and (4) developing a strategic plan for the Center. The Board approved moving forward with the collaborative process presented by Barry.
- ◆ As a next step in advancing Sonia's and Barry's initiatives, Chris Pulleyn will meet with Sonia and Barry with an eye toward coordinating their work and will then report back to the Board.
- ◆ The Board approved the minutes of its May 17, 2020, meeting, as submitted by the Secretary on October 16, 2020.
- ◆ Roshi reported to the meeting regarding spiritual affairs. There are currently only three residents living at Arnold Park, and six at Chapin Mill. However, non-resident staff have been working from home, or – with proper precautions – on the premises, as much as is feasible. Roshi reported that Donna Kowal is replacing Ven. Wayman Kubicka as Chapin Mill Head of Zendo and that Donna will also begin giving private instruction. Our first online introductory workshop went well enough that a second is planned for December 5. Roshi also reported that we've now had four online sesshin (one two-day, two four-day, and one five-day) and that they are now running smoothly enough that the January 2021 online sesshin will be for a full seven days. Roshi also commented that Sonia's and Barry's initiatives highlight the dual nature of the Center's mission: to serve both as a quasi-monastic residential Zen training center and as a "parish church" for the wider Sangha. Almost inevitably, there

will be a certain degree of tension between these two roles, and one of the tasks facing both the Abbot and the Board is to reconcile the two in the most skillful way they can.

- ◆ Eryl Kubicka joined the meeting as a representative of the Zen of Living and Dying group, which supports members and their families who are dealing with illness or death. Many religious organizations maintain a so-called Benevolence Fund, which is used to provide the basic necessities of life to needy persons. The Zen of Living and Dying group has proposed that the Center establish such a fund. In order to comply with legal requirements, it is important to ensure that benevolence gifts be made only to provide for the basic necessities of life, such as medical care, clothing, food, or shelter. Accordingly, it is generally recommended that an organization adopt a written benevolence policy that (1) describes the purpose of the benevolence program; (2) establishes criteria to determine who qualifies for assistance; (3) identifies the person or group responsible for approving benevolent gifts; and (4) identifies amounts or types of gifts that can be made without approval from the Board. The Board directed that Eryl coordinate with Keith Carpenter, who heads the Kannon Committee, a group of volunteers who assist ill or temporarily disabled Sangha members. In addition, the Business manager will consult with Sangha member David Kernan, Esq., whose legal practice focuses on tax law. Eryl and Scott will then draft a proposed benevolence policy and submit it to the Board for approval. Eryl tentatively suggested that benevolence gifts be no greater than \$100 and that a subset of the Zen of Living and Dying group be responsible for approving such gifts.
- ◆ The Board confirmed Saturday and Sunday, May 22 and 23, as the dates for its spring 2021 meeting. The Board also tentatively set Friday and Saturday, October 22 and 23, as the dates for its fall 2021 meeting.
- ◆ After others left the meeting, the Board met in executive session, and then adjourned the meeting.

Submitted to the Board of Trustees on November 19, 2020
by Scott Jennings, Secretary of the Center.

Appendix A



ROCHESTER ZEN CENTER
A BUDDHIST COMMUNITY

Financial Report Third Quarter 2020

ROCHESTER ZEN CENTER
SUMMARY OF THIRD QUARTER 2020 FINANCIAL RESULTS

	Third Quarter 2020		Third Quarter 2019	
	As of September 30, 2020	9/30/20 as % of 2020 Budget	As of September 30, 2019	9/30/19 as % of 2019 Budget
Year-to-Date Operating Revenue	\$172,498	43%	\$236,660	61%
Year-to Date Operating Expenses	<u>\$303,544</u>	66%	<u>\$327,085</u>	70%
YTD Revenue Less Expenses	(\$131,046)		(\$90,426)	
YTD Operating Draw from Investments (4%)	<u>\$47,020</u>		<u>\$44,485</u>	
YTD Net Operating Surplus (Loss)	(\$84,026)		(\$45,941)	
Membership Contributions (included in operating revenue)	\$103,008	55%	\$102,434	55%
Extraordinary Income (not included in operating revenue)	\$0		\$5,786	
Extraordinary Expenses (not included in operating expenses)	\$0		\$0	
<hr/>				
YTD Investment Gain (Loss)	\$136,990		\$209,457	
YTD Operating Draw from Investments (5% 2017; 4% 2018)	<u>(\$47,020)</u>		<u>(\$44,485)</u>	
YTD Net Investment Gain (Loss)	\$89,970		\$164,972	
YTD Legacies and Special Donations	<u>\$0</u>		<u>\$11,000</u>	
YTD Total Investment Fund Change	\$89,970		\$175,972	

	Operating Fund	Investment Fund	Held for Others	Realty and Art (Carried at Cost)	Total
ASSETS					
CURRENT ASSETS					
Cash & Money Market	74,748.43	580,707.43	200,446.48	0.00	855,902.34
Inventories	11,617.86	0.00	0.00	0.00	11,617.86
Accounts Receivable	(223.76)	0.00	0.00	0.00	(223.76)
Prepaid Expenses	22,350.65	0.00	0.00	0.00	22,350.65
Earmarked Donations (Contra)	(15,337.24)	0.00	0.00	0.00	(15,337.24)
<i>Total Current Assets</i>	<i>93,155.94</i>	<i>580,707.43</i>	<i>200,446.48</i>	<i>0.00</i>	<i>874,309.85</i>
NON-CURRENT ASSETS					
Certificates of Deposit	0.00	30,000.00	84,000.00	0.00	114,000.00
Other Non-Equity Investments (At Book)	0.00	39,940.20	0.00	0.00	39,940.20
Equity Investments (At Market)	0.00	1,135,090.77	0.00	0.00	1,135,090.77
Mortgage Loans Outstanding	0.00	19,654.44	0.00	0.00	19,654.44
Depreciable Fixed Assets (Net)	270,848.16	0.00	0.00	0.00	270,848.16
Buildings & Land (At Cost)	0.00	0.00	0.00	5,405,556.65	5,405,556.65
Buddhist Art & Implements (At Cost)	0.00	0.00	0.00	123,419.07	123,419.07
<i>Total Non-Current Assets</i>	<i>270,848.16</i>	<i>1,224,685.41</i>	<i>84,000.00</i>	<i>5,528,975.72</i>	<i>7,108,509.29</i>
TOTAL ASSETS	364,004.10	1,805,392.84	284,446.48	5,528,975.72	7,982,819.14
LIABILITIES & EQUITY					
CURRENT LIABILITIES					
Taxes, Medicare, SS Payable	1,067.78	0.00	0.00	0.00	1,067.78
Prepaid Income	0.00	0.00	0.00	0.00	0.00
Other Current Liabilities	5,123.38	0.00	0.00	0.00	5,123.38
<i>Total Current Liabilities</i>	<i>6,191.16</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>6,191.16</i>
LONG-TERM LIABILITIES					
Auckland Zen Centre Fund	0.00	0.00	6,474.70	0.00	6,474.70
Louisville Zen Center Fund	0.00	0.00	262,579.52	0.00	262,579.52
Benevolence Fund	0.00	0.00	1,075.00	0.00	1,075.00
Abbot's Scholarship Fund	0.00	0.00	14,317.26	0.00	14,317.26
2020 Federal PPP Loan	21,858.00	0.00	0.00	0.00	21,858.00
<i>Total Long-Term Liabilities</i>	<i>21,858.00</i>	<i>0.00</i>	<i>284,446.48</i>	<i>0.00</i>	<i>306,304.48</i>
EQUITY					
»»Year-to-Date Revenues	172,497.52	136,990.03	0.00	0.00	309,487.55
»»(Less Year-to-Date Expenses)	303,543.59	0.00	0.00	0.00	303,543.59
»YTD Revenues Less Expenses	(131,046.07)	136,990.03	0.00	0.00	5,943.96
»YTD Investment Draw (4% per annum)	47,019.76	(47,019.76)	0.00	0.00	0.00
Year-to-Date Net Surplus (Loss)	(84,026.31)	89,970.27	0.00	0.00	5,943.96
Extraordinary Income & Expenses	0.00	0.00	0.00	0.00	0.00
Interfund Transfers In (Out)	(176.24)	0.00	0.00	176.24	0.00
Previous Year-End Fund Balances	420,157.49	1,715,422.57	0.00	5,528,799.48	7,664,379.54
<i>Total Equity (Current Fund Balances)</i>	<i>335,954.94</i>	<i>1,805,392.84</i>	<i>0.00</i>	<i>5,528,975.72</i>	<i>7,670,323.50</i>
TOTAL LIABILITIES & EQUITY	364,004.10	1,805,392.84	284,446.48	5,528,975.72	7,982,819.14

ROCHESTER ZEN CENTER
Income and Expense Statement for the Quarter Ended September 30, 2020

Account	3Q2020 Actual	2020 Budget	% of Budget	3Q2019 Actual	
GENERAL OPERATING FUND - INCOME ACCOUNTS					
	\$365	\$800	46%	\$663	
	\$0	\$0		\$0	
40143G	\$6,945	\$8,000	87%	\$7,966	
40150G	\$245	\$400	61%	\$240	
40151G	\$103,008	\$186,200	55%	\$102,434	
4C151G	\$5,275	\$36,800	14%	\$786	
40152G	\$3,573	\$11,200	32%	\$8,541	
40153G	\$1,620	\$3,500	46%	\$2,015	
4C153G	\$0	\$0		\$0	
40159G	\$5,416	\$14,800	37%	\$11,232	
4C159G	\$11,057	\$62,800	18%	\$54,244	
40160/2G	\$12,693	\$15,700	81%	\$6,910	
4C160G	\$0	\$0		\$0	
40161G	\$22,300	\$63,000	35%	\$41,628	
	Total Operating Revenue	\$172,498	\$403,200	43%	\$236,660
GENERAL OPERATING FUND - EXPENSE ACCOUNTS					
60170G	\$0	\$500	0%	\$0	
60171G	\$5,696	\$8,500	67%	\$6,250	
60172G	(\$2,917)	\$5,500	-53%	\$1,088	
6C172G	\$0	\$200	0%	\$94	
60175G	\$32,910	\$45,000	73%	\$41,330	
6C175G	\$27,133	\$38,200	71%	\$11,874	
60176G	\$40,627	\$50,000	81%	\$42,473	
6C176G	\$12,833	\$15,700	82%	\$10,574	
60177G	\$19,609	\$33,200	59%	\$24,833	
6C177G	\$8,058	\$11,400	71%	\$7,159	
60178G	\$2,951	\$5,500	54%	\$3,801	
6C178G	\$2,120	\$2,300	92%	\$1,964	
60179G	\$10,361	\$16,000	65%	\$13,754	
6C179G	\$6,608	\$7,200	92%	\$5,213	
60180G	\$879	\$1,500	59%	\$297	
6C180G	(\$41)	\$100	-41%	\$31	
60181G	\$2,184	\$4,500	49%	\$3,629	
6C181G	\$14	\$500	3%	\$446	
60182G	\$4,426	\$5,700	78%	\$4,097	
6C182G	\$3,420	\$4,800	71%	\$3,677	
60183G	\$5,301	\$8,200	65%	\$7,248	
6C183G	\$10,119	\$12,900	78%	\$11,059	
60184G	\$5,793	\$18,000	32%	\$4,993	
6C184G	\$8,842	\$20,000	44%	\$20,365	
60186G	\$30,617	\$39,900	77%	\$29,723	
6C186G	\$17,464	\$22,900	76%	\$16,843	
60187G	\$200	\$1,500	13%	\$500	
60188G	\$654	\$3,500	19%	\$2,260	
6C188G	\$237	\$3,500	7%	\$697	
60189G	(\$240)	\$500	-48%	\$314	
60190G	\$3,740	\$10,000	37%	\$7,703	
6C190G	\$4,420	\$6,000	74%	\$7,392	
60191G	\$6,349	\$7,300	87%	\$6,184	
6C191G	\$4,486	\$6,000	75%	\$4,808	
60192G	\$3,369	\$4,500	75%	\$3,552	
60193G	\$1,028	\$1,000	103%	\$455	

Income and Expense Statement, page 1 of 2

ROCHESTER ZEN CENTER
Income and Expense Statement for the Quarter Ended September 30, 2020

Account	3Q2020 Actual	2020 Budget	% of Budget	3Q2019 Actual	
6C192G	CM Computer Expenses	\$187	\$1,000	19%	\$135
60300G	Bad Debt Expense	\$0	\$0		\$0
60389G	Depreciation Expense	\$16,026	\$20,600	78%	\$15,065
6C389G	CM Depreciation Expense	\$8,080	\$10,100	80%	\$5,207
60500G	Contingency (budget use only)	\$0	\$5,000	0%	\$0
	Total Operating Expenses	\$303,544	\$458,700	66%	\$327,085
	Operating Revenue Less Expenses	(\$131,046)	(\$55,500)		(\$90,426)
40168G	Operating Draw from Investments	\$47,020	\$61,800	76%	\$44,485
	Total Net Operating Surplus (Loss)	(\$84,026)	\$6,300		(\$45,941)
40156G	Extraordinary Income & Expenses	\$0			\$5,786
	CAPITAL EXPENDITURES				
15000G	Furniture and Fixtures	\$0			\$1,712
15100G	Equipment and Computers	\$1,679			\$0
15200G	Motor Vehicles	\$16,862			\$0
	Non-CM Capital Expenditures	\$18,541	\$29,862	62%	\$1,712
1C500G	CM Capital Expenditures	\$24,431	\$28,000	87%	\$11,980
	Total Capital Expenditures	\$42,972	\$57,862	74%	\$13,691
	INVESTMENT FUND				
40167I	ML Equity YTD Gain (Loss)	\$129,816			\$201,895
40168I	Interest Income (IF)	\$7,174			\$7,562
40170I	Other Income (IF)	\$0			\$0
	Gross Investment Income	\$136,990			\$209,457
60168I	Operating Draw from Investments	(\$47,020)			(\$44,485)
	Investment Income Less Draw	\$89,970			\$164,972
40155I	Legacies & Special Donations	\$0			\$11,000
	Total Net Investment Fund Gain (Loss)	\$89,970			\$175,972

ROCHESTER ZEN CENTER
Past-Year Comparison – September 30, 2020

	30-Sep-20	3Q Average 2015-2019	30-Sep-19	30-Sep-18	30-Sep-17	30-Sep-16	30-Sep-15	
GENERAL OPERATING FUND – INCOME								
	Net Item Sales Income	365	1,006	663	77	555	3,329	407
	Net Special Events Income	0	(3,853)	0	533	(11,531)	(8,268)	0
40143G	Royalty Income	6,945	5,707	7,966	5,883	5,350	5,665	3,674
40150G	Zen Bow Income	245	366	240	530	660	180	220
40151G	Membership Contributions	103,008	98,153	102,434	86,805	105,522	100,624	95,380
4C151G	CM Operating Donations	5,275	15,110	786	517	23,036	24,475	26,737
40152G	Workshop Income	3,573	9,436	8,541	8,245	8,755	11,112	10,525
40153G	Training Program Income	1,620	2,698	2,015	2,965	2,350	3,075	3,083
4C153G	CM Training Program Income	0	9	0	0	0	0	45
40159G	Buddha Hall Rental Income	5,416	10,729	11,232	10,913	10,709	10,413	10,376
4C159G	Net CM Rental Income	11,057	49,137	54,244	29,399	48,874	59,158	54,010
40160/2G	Misc. Income & Contributions	12,693	8,046	6,910	6,816	8,736	8,164	9,605
4C160G	CM Miscellaneous Income	0	105	0	0	0	0	523
40161G	Sesshin Income	22,300	42,938	41,628	42,465	53,209	37,406	39,984
	Total YTD Operating Income	172,498	239,587	236,660	195,147	256,225	255,333	254,569
	Percentage of full-year actual total	43% of budget	59%	61%	47%	62%	62%	64%
GENERAL OPERATING FUND – EXPENSES								
60170G	Charity Expenses	0	0	0	0	0	0	0
60171G	Zen Bow Expenses	5,696	4,867	6,250	6,605	6,973	2,252	2,254
60172G	Teaching Expenses	(2,917)	2,729	1,088	7,357	1,077	2,411	1,713
6C172G	CM Teaching Expenses	0	50	94	0	82	10	66
60175G	Medical & Health Insurance	32,910	41,691	41,330	31,610	38,661	37,033	59,820
6C175G	CM Medical & Health Insurance	27,133	11,105	11,874	6,851	9,996	9,887	16,918
60176G	Staff Salary Expense	40,627	44,970	42,473	44,283	42,260	47,888	47,944
6C176G	CM Staff Salary Expense	12,833	8,390	10,574	7,432	7,507	7,483	8,955
60177G	Kitchen Expenses	19,609	29,474	24,833	32,257	28,423	29,974	31,884
6C177G	CM Kitchen Expenses	8,058	7,003	7,159	7,672	6,359	5,945	7,877
60178G	Housekeeping Expenses	2,951	3,945	3,801	4,847	4,295	3,689	3,095
6C178G	CM Housekeeping Expenses	2,120	1,649	1,964	1,715	1,592	1,424	1,548
60179G	To Staff Departure Fund	10,361	15,432	13,754	14,796	15,999	17,081	15,528
6C179G	CM Staff Departure Fund	6,608	4,570	5,213	4,991	4,658	3,993	3,993
60180G	Misc Administrative Expenses	879	781	297	1,084	585	1,005	933
6C180G	CM Misc Administrative Expense	(41)	26	31	0	0	0	97
60181G	Office Expenses	2,184	3,525	3,629	3,872	3,468	3,004	3,655
6C181G	CM Office Expenses	14	407	446	123	17	1,057	394
60182G	Telecommunications Expenses	4,426	4,652	4,097	6,343	4,194	4,938	3,685
6C182G	CM Telecommunications Expenses	3,420	2,810	3,677	1,652	3,276	2,659	2,789
60183G	Gas & Electricity Expenses	5,301	6,570	7,248	6,999	7,030	4,795	6,780
6C183G	CM Utility Expenses	10,119	9,950	11,059	9,785	9,848	9,048	10,009
60184G	Repair & Maintenance Expenses	5,793	8,805	4,993	10,887	8,742	6,970	12,434
6C184G	CM Rep & Maintenance Expenses	8,842	14,890	20,365	11,793	14,028	11,601	16,665
60186G	Insurance Expenses	30,617	29,277	29,723	28,958	28,911	31,336	27,454
6C186G	CM Insurance Expenses	17,464	16,829	16,843	16,676	16,466	17,893	16,265
60187G	Fundraising & Advertising Exp.	200	820	500	1,100	500	1,000	1,000
6C187G	CM Fundraising & Adv Expenses	0	0	0	0	0	0	0
60188G	Garden & Grounds Expenses	654	2,055	2,260	2,624	2,737	2,000	655
6C188G	CM Garden & Grounds Expenses	237	1,965	697	1,342	2,994	2,462	2,331
60189G	Library Expenses	(240)	108	314	169	0	19	41
60190G	Automobile Expenses	3,740	8,133	7,703	10,919	9,155	7,040	5,851
6C190G	CM Automobile Expenses	4,420	5,637	7,392	2,414	7,624	5,233	5,521
60191G	Taxes & Municipal Fees	6,349	6,017	6,184	5,883	5,630	6,143	6,248
6C191G	CM Tax & User Fee Expenses	4,486	4,138	4,808	4,259	4,204	3,826	3,594
60192G	Computer Expenses	3,369	3,056	3,552	3,516	3,617	2,184	2,414
6C192G	CM Computer Expenses	187	365	135	675	644	(10)	379
60193G	Banking, PayPal & Crdt Crd Fees	1,028	455	656	718	562	562	313
60300G	Bad Debt Expense	0	9	0	0	(53)	0	100
60389G	Depreciation Expense	16,026	16,098	15,065	15,850	16,557	17,163	15,854
6C389G	CM Depreciation Expense	8,080	5,784	5,207	4,700	5,360	6,827	6,828
	Total YTD Operating Expenses	303,544	328,583	327,085	322,697	324,131	317,826	353,882
	Percentage of full-year actual total	66% of budget	71%	70%	73%	74%	63%	73%
	YTD Operating Income Less Expenses	(131,046)	(88,997)	(90,426)	(127,550)	(67,907)	(62,493)	(99,313)
40168G	Operating Draw from Investments	47,020	45,794	44,485	41,736	50,421	47,018	45,309
	Total Net Operating Surplus (Loss)	(84,026)	(43,203)	(45,941)	(85,814)	(17,486)	(15,476)	(54,004)

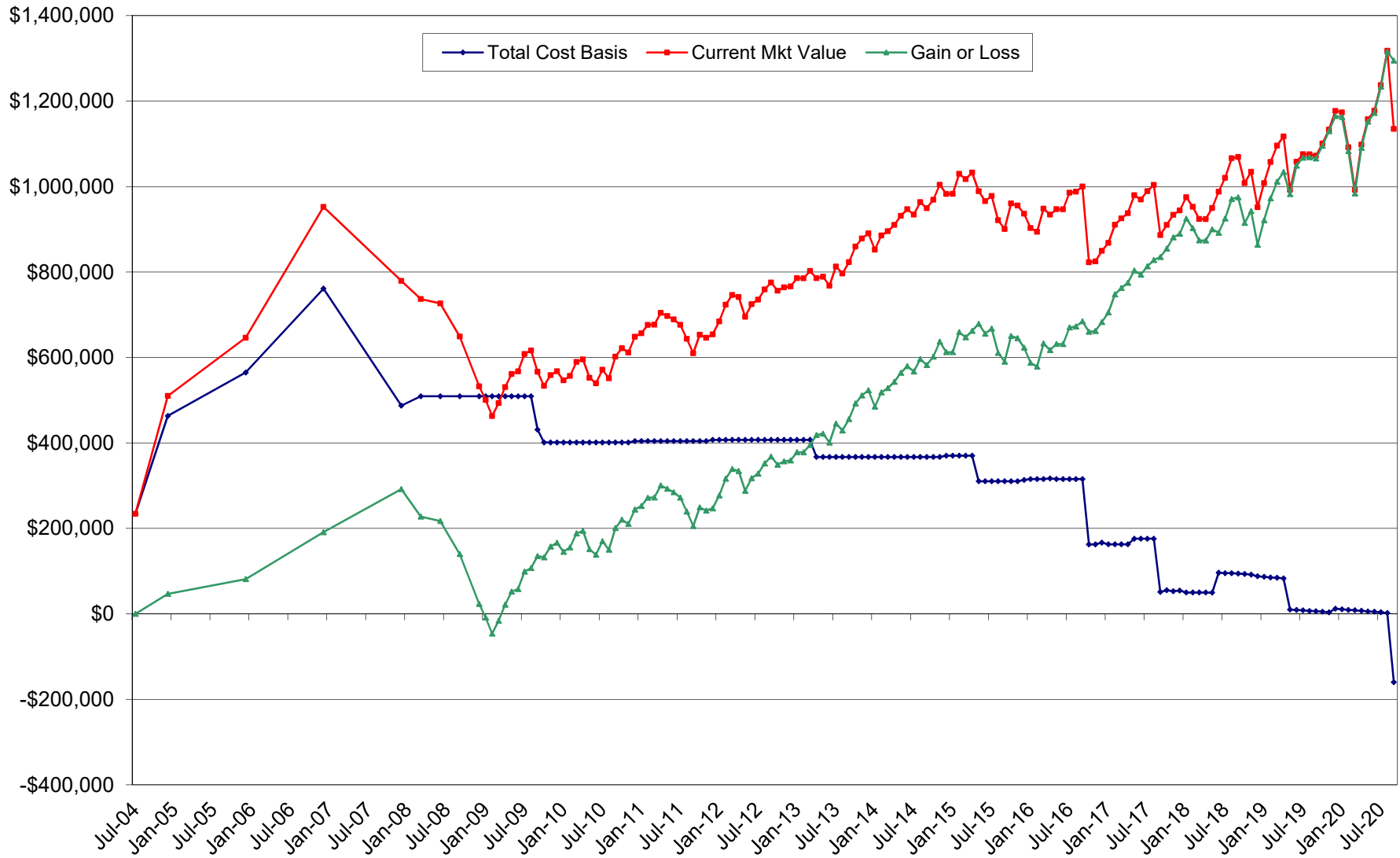
ROCHESTER ZEN CENTER
Past-Year Comparison – September 30, 2020

	30-Sep-20	3Q Average 2015-2019	30-Sep-19	30-Sep-18	30-Sep-17	30-Sep-16	30-Sep-15
CAPITAL EXPENDITURES							
15000G Furniture and Fixtures	0	13,861	1,712	9,042	9,251	16,250	33,053
15100G Equipment and Computers	1,679	3,028	0	7,880	975	6,285	0
15200G Motor Vehicles	16,862	0	0	0	0	0	0
1C500G CM Capital Expenditures	24,431	8,046	11,980	18,223	0	5,010	5,017
Total YTD Capital Expenditures	42,972	24,935	13,691	35,145	10,226	27,545	38,070
INVESTMENT FUND							
40167I ML Equity YTD Gain (Loss)	129,816	95,798	201,895	85,488	152,347	61,457	(22,198)
40168I Interest Income (IF)	7,174	7,428	7,562	11,065	5,506	6,481	6,528
40170I Other Income (IF)	0	3	0	0	0	14	0
40181I W&R YTD Gain (Loss)	0	0	0	0	0	0	0
Gross YTD Investment Fund Income	136,990	103,229	209,457	96,552	157,852	67,952	(15,670)
60168I Operating Draw from Investments	(47,020)	(45,794)	(44,485)	(41,736)	(50,421)	(47,018)	(45,309)
Net Investment Fund Gain (Loss)	89,970	57,435	164,972	54,816	107,431	20,934	(60,980)
40155I Legacies & Special Donations	0	2,200	11,000	0	0	0	0
Total YTD Endowment Fund Change	89,970	59,635	175,972	54,816	107,431	20,934	(60,980)

ROCHESTER ZEN CENTER INVESTMENT FUND – September 30, 2020

<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>						
Merrill Lynch Equities Account	\$1,135,091		\$1,135,091	(\$159,816)	\$1,294,906		
Total Equities	\$1,135,091	63%	\$1,135,091	(\$159,816)	\$1,294,906		
Cash & Money Market						<i>Current Int Rate</i>	
IF Share of Money Market Funds & Cash	\$580,707		\$580,707	\$580,707		0.05%	\$290
Total IF Cash & Money Market	\$580,707	32%	\$580,707	\$580,707		0.05%	\$290
Fixed-Income Investments	<i>Cost Basis</i>					<i>Crrnt Rtrn on Basis</i>	
Certificates of Deposit**	\$30,000		\$30,000	\$30,000		2.65%	\$795
Bonds***	\$39,940		\$40,287	\$39,940	\$347	2.54%	\$1,015
Total Fixed-Income Investments	\$69,940	4%	\$70,287	\$69,940	\$347	2.59%	\$1,810
Loans	<i>Outstanding</i>			<i>Original</i>		<i>Loan Rate</i>	
Mdsn ZC Mtg Loan 3.34% 2/29/32	\$19,654			\$24,287		3.34%	\$635
Total Loans	\$19,654	1%		\$24,287			\$635
Investment Fund Total	\$1,805,393	100%					\$2,735
* Donated equities that do not meet the Center's ethical investment criteria must be sold by the Center's Finance Committee within one year.							
** Rates for 6-month to 3-year CD's are currently less than 1%							
*** Rates for high-quality 5-year corporate bonds are currently less than 1%							
Additional "Investment-Like" Assets						<i>Rate</i>	
Operating Fund Money Market Funds & Cash	\$74,748					0.01%	
Operating Fund Certificates of Deposit	\$0						
Total Additional	\$74,748						
Grand Total "Investment-Like Assets"	\$1,880,141						
IF Equities as Percentage of Grand Total		60.4%					

Merrill Lynch Equity Account



Abbot's Scholarship Fund
Summary for Second and Third Quarters 2020

Beginning balance 4/1/20		13,436.67
Contributions to Fund	876.00	
Interest income	<u>4.59</u>	
Total fund income	880.59	880.59
Total fund disbursements	<u>0.00</u>	0.00
Ending balance 9/30/20		<u>14,317.26</u>

Auckland Zen Centre Fund
Summary for Second and Third Quarters 2020

Beginning balance 4/1/20		431.18
Contributions to Fund	2,160.00	
Dana from Zoom sesshin led by Amala-sensei	4,095.00	
Interest income	0.54	
Total fund income	<u>6,255.54</u>	6,255.54
Disbursement - "Finding Your Seat" handbook expenses	<u>212.02</u>	
Total fund disbursements	212.02	(212.02)
Ending balance 9/30/20		<u><u>6,474.70</u></u>

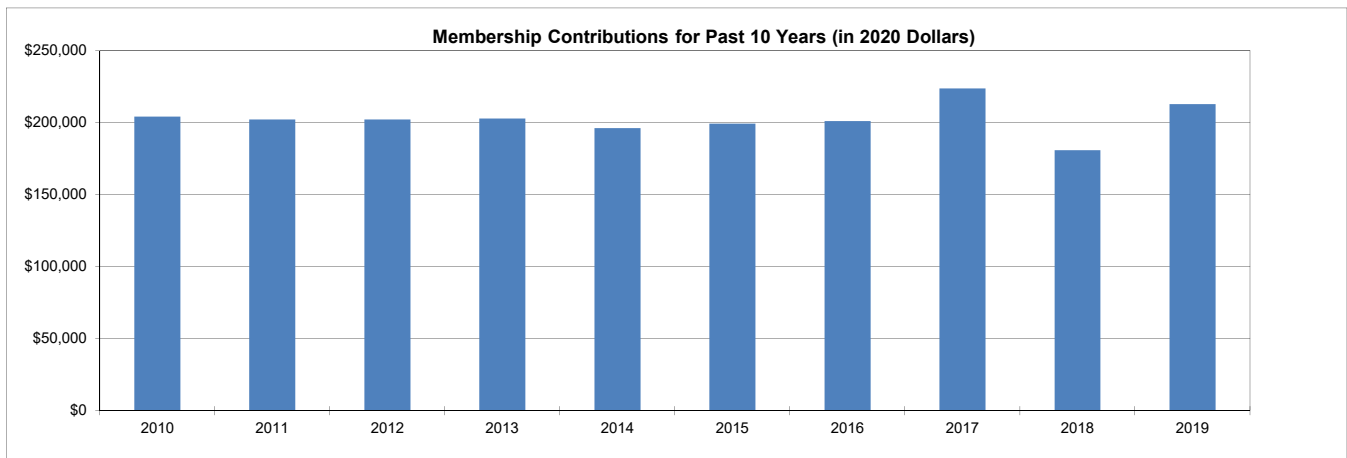
Klava House Finances as of September 30, 2020

Budget	\$200,000.00
Spent to Date	<u>\$185,214.08</u>
Remaining Budget	\$14,785.92
Given to Date	\$145,819.70
Outstanding Pledges	<u>\$9,200.00</u>
Given + Outstanding	\$155,019.70
Cost to Zen Center (if full budget is spent)	\$44,980.30 (= \$200,000 - \$155,019.70)

Appendix B

Rochester Zen Center
2021 Budget, Proposed October 2020 – Income

ACCOUNT	2021 Budget	2020 Budget	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Net Item Sales Income	\$800	\$800	\$855	\$1,166	\$1,151	\$1,290	\$468
Net Special Events Income	\$0	\$0	\$0	\$533	(\$8,091)	(\$6,244)	\$0
40143G Royalty Income	\$10,000	\$8,000	\$13,247	\$11,506	\$10,859	\$11,622	\$7,904
40150G Zen Bow Income	\$300	\$400	\$300	\$730	\$740	\$220	\$420
40151G Membership Contributions	\$192,200	\$186,200	\$210,835	\$175,472	\$210,463	\$186,953	\$177,426
40152G Workshop Income	\$5,000	\$11,200	\$11,901	\$11,198	\$10,890	\$13,167	\$13,470
40153G Training Program Income	\$1,500	\$3,500	\$5,150	\$3,620	\$3,220	\$4,200	\$3,788
40159G Buddha Hall Rental Income	\$10,000	\$14,800	\$16,101	\$14,555	\$14,276	\$13,884	\$13,847
40160/2G Miscellaneous Income	\$10,000	\$15,700	\$13,719	\$18,165	\$16,024	\$13,085	\$14,538
40161G Sesshin Income	\$30,000	\$63,000	\$60,780	\$64,425	\$72,699	\$57,205	\$63,715
Net CM Rental Income	\$30,000	\$62,800	\$57,431	\$32,168	\$58,694	\$66,114	\$67,884
4C151G CM Misc. Deductible Contribtns	\$33,300	\$36,800	\$26,430	\$19,635	\$53,855	\$36,779	\$39,518
4C153G CM Training Program Income	\$0	\$0	\$0	\$0	\$0	\$0	\$45
4C160G CM Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$523
Total Operating Revenue	\$323,100	\$403,200	\$416,750	\$353,173	\$444,779	\$398,275	\$403,546



Rochester Zen Center
2021 Budget, Proposed October 2020 – Expenses

ACCOUNT	2021 Budget	2020 Budget	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Arnold Park							
60170G Charity Expenses	\$500	\$500	\$420	\$0	\$250	\$0	\$435
60171G Zen Bow Expenses	\$8,500	\$8,500	\$8,349	\$8,275	\$6,955	\$2,858	\$4,472
60172G Teaching Expenses	\$2,000	\$5,500	\$7,027	\$8,488	\$1,375	\$4,587	\$3,244
60175G Medical & Health Insurance	\$37,100	\$45,000	\$54,368	\$45,407	\$46,314	\$47,342	\$78,672
60176G Staff Salary Expense	\$47,500	\$50,000	\$56,876	\$62,392	\$57,604	\$64,403	\$66,294
60177G Kitchen Expenses	\$18,400	\$33,200	\$33,961	\$44,204	\$41,266	\$37,979	\$42,258
60178G Housekeeping Expenses	\$5,000	\$5,500	\$5,526	\$6,708	\$5,631	\$5,342	\$4,327
60179G 403(b) Retirement Plan	\$16,000	\$16,000	\$16,748	\$19,452	\$21,656	\$22,405	\$21,185
60180G Misc Administrative Expenses	\$1,000	\$1,500	\$931	\$1,084	\$1,139	\$1,486	\$2,393
60181G Office Expenses	\$3,000	\$4,500	\$4,601	\$3,163	\$4,041	\$3,683	\$4,541
60182G Telecommunications Expenses	\$5,800	\$5,700	\$5,418	\$6,495	\$6,098	\$6,273	\$4,957
60183G Gas & Electricity Expenses	\$8,000	\$8,200	\$9,135	\$8,979	\$9,777	\$6,008	\$7,762
60184G Repair & Maintenance Expenses	\$18,000	\$18,000	\$7,152	\$12,899	\$13,688	\$11,506	\$15,122
60185G Kapleau-roshi Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60186G Insurance Expenses	\$43,500	\$39,900	\$40,308	\$39,438	\$37,769	\$41,622	\$37,053
60187G Fundraising & Advertising Exp	\$1,500	\$1,500	\$500	\$1,400	\$500	\$1,300	\$1,800
60188G Garden & Grounds Expenses	\$2,500	\$3,500	\$2,332	\$4,253	\$3,331	\$2,109	\$2,266
60189G Library Expenses	\$500	\$500	\$324	\$213	\$0	\$29	\$139
60190G Automobile Expenses	\$7,000	\$10,000	\$8,296	\$13,995	\$11,157	\$8,297	\$8,671
60191G Taxes & Municipal Fees	\$7,500	\$7,300	\$7,216	\$6,717	\$6,448	\$7,007	\$7,006
60192G Computer Expenses	\$4,500	\$4,500	\$3,869	\$3,702	\$3,429	\$2,855	\$2,532
60193G Banking, PayPal & Credit Card Fees	\$1,500	\$1,000	\$1,020	\$934	\$1,052	\$807	\$503
60300G Bad Debt Expense	\$0	\$0	\$0	\$0	(\$53)	\$0	\$100
60389G Depreciation Expense	\$22,700	\$20,600	\$19,880	\$21,172	\$21,813	\$23,168	\$21,385
61500G Contingency (budget use only)	\$5,000	\$5,000					
AP Operating Expenses	\$267,000	\$295,900	\$294,256	\$319,370	\$301,238	\$301,067	\$337,117
Chapin Mill							
6C172G CM Teaching Expenses	\$100	\$200	\$94	\$25	\$82	\$10	\$66
6C175G CM Medical & Health Insurance	\$36,800	\$38,200	\$19,635	\$9,117	\$12,141	\$12,629	\$22,210
6C176G CM Staff Salary Expense	\$16,400	\$15,700	\$15,619	\$10,433	\$10,484	\$10,387	\$12,731
6C177G CM Kitchen Expense	\$13,500	\$11,400	\$8,782	\$9,967	\$7,712	\$7,433	\$9,801
6C178G CM Housekeeping Expense	\$2,300	\$2,300	\$3,154	\$2,108	\$2,155	\$2,261	\$1,880
6C179G CM 403(b) Retirement Plan	\$9,300	\$7,200	\$7,210	\$6,655	\$6,322	\$5,324	\$5,324
6C180G CM Misc. Administrative Expense	\$100	\$100	\$76	\$0	\$0	\$0	\$97
6C181G CM Office Expenses	\$500	\$500	\$446	\$198	\$17	\$203	\$975
6C182G CM Telecommunications Expense	\$5,200	\$4,800	\$4,955	\$4,678	\$3,916	\$4,134	\$3,586
6C183G CM Gas & Electricity Expenses	\$12,900	\$12,900	\$14,516	\$12,879	\$12,177	\$11,971	\$13,080
6C184G CM Repair & Maintenance Exp.	\$20,000	\$20,000	\$26,622	\$18,353	\$18,904	\$16,543	\$21,562
6C186G CM Insurance Expense	\$25,000	\$22,900	\$22,916	\$22,415	\$21,435	\$23,814	\$22,032
6C187G CM Fundraising & Adv Expense	\$0	\$0	\$0	\$0.00	\$0	\$0	\$0
6C188G CM Garden & Grounds Expense	\$1,800	\$3,500	\$743	\$1,456	\$3,151	\$3,210	\$3,101
6C190G CM Automobile Expense	\$5,000	\$6,000	\$8,493	\$3,904	\$11,152	\$5,461	\$6,134
6C191G CM Tax & User Fee Expenses	\$5,000	\$6,000	\$6,682	\$6,848	\$6,350	\$5,797	\$5,732
6C192G CM Computer Expenses	\$1,000	\$1,000	\$218	\$782	\$623	\$904	\$379
6C389G CM Depreciation Expense	\$12,000	\$10,100	\$7,349	\$6,473	\$6,782	\$8,798	\$9,197
CM Operating Expenses	\$166,900	\$162,800	\$147,512	\$116,291	\$123,402	\$118,878	\$137,887
Total Operating Revenue	\$323,100	\$403,200	\$416,750	\$353,173	\$444,779	\$398,275	\$403,546
Total Operating Expenses	\$433,900	\$458,700	\$441,768	\$435,661	\$424,641	\$419,945	\$475,004
Operating Revenue Less Expenses	(\$110,800)	(\$55,500)	(\$25,018)	(\$82,488)	\$20,139	(\$21,670)	(\$71,458)
Operating Draw from Investments	\$66,900	\$61,800	\$59,700	\$54,800	\$67,403	\$62,834	\$60,788
Total Net Operating Surplus (Loss)	(\$43,900)	\$6,300	\$34,682	(\$27,688)	\$87,542	\$41,164	(\$10,670)
AP Capital Expenditures	\$13,000	\$13,000	\$20,000	\$25,542	\$17,000	\$22,535	\$33,053
CM Capital Expenditures	\$5,000	\$28,000	\$11,000	\$21,800	\$8,000	\$5,010	\$5,017
Total Capital Expenditures	\$18,000	\$41,000	\$31,000	\$47,342	\$25,000	\$27,545	\$38,070
	Bud 2021	Bud 2020	2019	2018	2017	2016	2015
Total Insurance Expense	\$68,500	\$62,800	\$63,224	\$61,853	\$59,204	\$65,436	\$59,085
Total Automobile Expense	\$12,000	\$16,000	\$16,789	\$20,843	\$22,308	\$13,757	\$14,805
Total Salary + Retirement Expense	\$89,200	\$88,900	\$96,453	\$98,932	\$96,066	\$102,519	\$105,534
Total Medical Expense	\$73,900	\$83,200	\$74,004	\$54,525	\$58,454	\$59,972	\$100,882
Total Kitchen Expense	\$31,900	\$44,600	\$42,743	\$54,171	\$48,978	\$45,412	\$52,059
Total Housekeeping Expense	\$7,300	\$7,800	\$8,680	\$8,815	\$7,786	\$7,603	\$6,207
Total Gas & Electricity Expense	\$20,900	\$21,100	\$23,651	\$21,858	\$21,955	\$17,979	\$20,842

Appendix C

Facilities and Sustainable Operations Committee Report

Bill Lindenfelser

October 2020

Arnold Park

The electric vehicle charging stations have been installed in the 5 Arnold Park parking lot, and are operational.



Repair of the porch outside Roshi's quarters at 5 Arnold Park is under consideration. There's a lot of decayed wood, and it looks sad. Scott Redding, the Arnold Park Repair and Maintenance Supervisor, is heading this up. Bill Lindenfelser is helping.

Further repair of the 5 Arnold Park parking lot fence is also under consideration. As was the case with the portion of the fence that blew down last winter and has been repaired, the posts that support the fence around the trash area and the Founder's Garden are decayed at ground level and need to be replaced.

Chapin Mill

The Center recently received a proposal for **solar energy development** from Omni Solar of Boston, Massachusetts, that would involve a long-term lease of land at the southern end of Chapin Mill. They would like to install a 5 MW solar array. Their proposal, which states that a 5 MW project would yield \$25,000 annually for 25 years, is attached.

However, through 2024 we have already leased most of the land that Omni Solar is interested in to a local farmer, David Stephens. In addition, Scott Jennings has pointed out that (1) we would need to carefully consider the tax implications of any lease for solar energy development, and (2) any lease made by a New York religious corporation, such as the Zen Center, for a term of more than five years requires court approval.

FASOC is not making a recommendation at this time, but rather provides this to the Board for its information and consideration.

Appendix D

Ethics and Advisory Committee Report

October 12, 2020

The Ethics and Advisory Committee meets regularly during the course of the year to discuss issues relating to the Center, with its most recent meeting having taken place this evening. We're pleased to be able to report that no complaint has been received by the EAC in the period since its last report to the Board of Trustees.

Appendix E

Chapin Mill Caretaker's Report

Tom Kowal
October 2020

Sprinklers:

The sprinkler system for the Retreat Center was inspected and tested this past summer. It needed to be flushed out in order to pass inspection.

Grease Trap:

The grease trap for the Retreat Center kitchen needs to be replaced because after 20 years the baffles inside were completely corroded away. The work is scheduled to take place in a couple of days from the time that I write this report.

Wi-Fi:

With so much of our operations going online this year, it became apparent that we needed a more robust and reliable network. So we had the same contractor come in that did the Wi-Fi upgrade work at Arnold Park. They installed a new system that has been working very well so far and should be beneficial to rental groups when that time comes.

Courtyard:

The courtyard work is essentially complete; we will just want to do some work next year to refinish the porch floor and touch-up some other areas. All of the reactions of people that I've heard from have been positive. It is a very nice space to be in and will be great to experience at future sesshins



Appendix F

Klava House Report

Tom Kowal
October 2020

Finally! We got the 'OK' from the inspector on September 18th and have been staying in the house since the 20th. There are still many details and finishing touches that need to be addressed, but they can easily be done over time.

The kitchen order from IKEA never came to be, so we just went with a makeshift kitchen constructed from two-by-fours that satisfied the inspector. It may work out better in the long-run because we might decide to make some changes to the original layout after using the space for a while.

The last major things to happen this year will be the installation of the garage doors and pouring the garage floor slab.







Minutes, Board of Trustees Meeting, October 17-18, 2020

Appendices G and H

Report on Chapin Mill Rentals and on Workplace Safety

Eryl Kubicka

October 2020

Eryl reports that because of the continuing novel coronavirus pandemic, there will likely be no rentals at Chapin Mill until late spring of 2021 at the earliest.

Eryl also reports that the Workplace Safety Committee is researching safety procedures and protocols, as well as possible changes to the Center's physical plant, that will be necessary in order to safely resume operations on at least a limited basis.