

MINUTES of Sangha Business Meeting Sunday, February 25, 2007

Attendees: Susan Gray Ying Studebaker
 Sarah Phillips Margaret Quamme
 Don Brewer Steve Foster
 Tom Tucker Steve Webster
 Vicki Underwood

In addition to the attendees listed above, Randy Hester had submitted comments about the agenda items which were included in the discussion.

Following is the discussion of the agenda items.

Should the Business Listserv be eliminated? It was decided to maintain the Business Listserv to use as a forum for discussion and questions regarding sangha operations, such as asking for volunteers, etc. Volunteers can schedule their time by using the calendar feature on the Business Listserv. This calendar will also be used for posting general notices, such as dates of sangha meetings.

To address the concern some had expressed that the Business Listserv creates a dual class of membership, Susan will post an e-mail on the general listserv, advising everyone of the existence and purpose of the Business Listserv, and letting people know how to sign up.

Verify frequency of regularly scheduled activities such as the long sit, monthly business meeting, dharma talk, orientation.

- ♣ It was decided we will no longer schedule a long sit once a month. It was pointed out that Yellow Springs has an all-day sit every other month occasionally attended by some ZCS members. Athens Zen Center also has an all-day sit once a month. These will be posted on the website. If people are driving to one of them and have room in their car, they could notify others via the listserv. Sarah expressed an interest in having occasional all-day sits in Columbus, possibly with KC from Athens. Sarah will check with KC for dates she might be available.
- ♣ It was decided to replace a "monthly business meeting" with a Monthly Sangha Gathering. The Sangha Gatherings will be for discussing business matters, practice questions and general fellowship. These will be held once a month, on either the first Saturday or first Tuesday of the month. The first Saturday Sangha Gathering will be held after the sit on the first Saturday of April. The first Tuesday Sangha Gathering will be held after the sit on the first Tuesday of May.
- ♣ There was a general agreement that the recorded dharma talks that Randy brings in are very valuable and we will continue these on the 4th Saturday of the month after the sit. There was interest expressed in also running these cds after the Tuesday sits.
- ♣ Orientation will continue to be held on the second Saturday of the month.

Mission Statement; how our relationship to Diamond Sangha should be described on the website.

Randy's comments included a draft form of a Mission Statement, as follows:

I think it is important for us to clarify this and post it on our website. The general public (as well as our members and prospective members) needs to have a clear picture of what ZCS is and does---why we exist. A simple statement could say something like, "Zen Columbus Sangha is an independent community of Zen practitioners committed to making Zen practice accessible to the Central Ohio area. We practice in a simple Zen format that is common to all traditions of Zen, and heartily welcome all who are interested to join with us."

There was a consensus that everyone should have input into the Mission Statement, using Randy's suggested Mission Statement as a starting point. We decided to devote the first Sangha

MINUTES of Sangha Business Meeting Sunday, February 25, 2007

Gathering in April to agreeing on a Mission Statement and also to clarifying how we describe our relationship to Diamond Sangha on the website.

Purchase of new zabutons for the sangha. Steve Webster is checking the price for six new black zabutons. It was agreed that the ones we replace will be offered to Yellow Springs to use for sesshins.

Sangha organizational structure. Everybody was fine with what the Organization Working Group came up with in November. As we discussed it, a few refinements were made. The sangha will be organized as follows:

- ♣ No top-down sangha management. The following recurring tasks will be handled by groups of volunteers, who will sign up using the calendar feature of the Business Listserv. Groups of volunteers will police themselves to make sure all positions are covered.
 - Jiki (timekeeper for the sits) for Saturdays and Tuesday nights.
 - Ino (chanting) for Saturdays and Tuesday nights.
 - Orientation (conducts orientation after the sit on the 2nd Saturday of the month.)
 - Greeters for Saturdays and Tuesday nights.
 - Sangha Gathering facilitators for Saturdays and Tuesday nights.
- ♣ Other tasks, such as listserv moderators, UU Church interface, dharma talk coordinator, minutes recorder, membership and jiki / ino training will be performed by individual volunteers who will ask for help or backup when necessary.
- ♣ We will now have two people with check-signing authority, but it was agreed that dual signatures on each check was not warranted. In addition to Leslie, who will continue as Treasurer, Randy has volunteered to be Assistant Treasurer.

Ying had posted a signup sheet for the volunteer positions on the listserv and got a pretty good response. She passed this around at the meeting and got more signatures. All positions have at least some people volunteering. The list of volunteer positions and those who have signed up follow these minutes. Additional volunteers for the jiki and ino positions are always needed.

Outreach. Randy had suggested that we have some brochures made up for new and prospective members giving our purpose, general activities, meeting times and etiquette when entering and exiting the zendo, to supplement what is on the website. There was general support for this idea. Brochures could be given out at orientation and perhaps at KTC's booth at the June Confest. Steve Webster will look into this.

Following is the list of volunteer opportunities for people who want to get more involved in the sangha, along with names of those who have already signed up. Anyone interested in participating can ask the ino or jiki at one of the sits.

**MINUTES of Sangha Business Meeting
Sunday, February 25, 2007**

LIST OF VOLUNTEER OPPORTUNITIES AND PEOPLE WHO HAVE SIGNED UP

Jiki *Times the sits and leads kinhin.*

Tuesday night volunteers

Steve Webster
Joel Shelton
Matt Fleming (after July)
Randy Hester
Susan Gray

Saturday morning volunteers

Matt Fleming (after July)
Margaret Quamme

Ino *Sets up altar and leads chanting. Saturday morning duties include unlocking the building.*

Tuesday night volunteers

Steve Webster
Joel Shelton
Matt Fleming (after July)
Susan Gray

Saturday morning volunteers

Matt Fleming (after July)
Ying Studebaker
Margaret Quamme

Orientation *Conducts orientation after the sit on the second Saturday of the month.*

Volunteers

Matt Fleming (after July)
Ying Studebaker
Jo Dickenson
Margaret Quamme
Vicki Underwood

Listserv Moderators *Add and remove people to / from listserv and business listserv*

Volunteers

Tom Tucker
Matt Fleming
Ying Studebaker

Sangha Gathering Facilitators

E-mail agenda on the listserv and facilitate meetings

Tuesday night volunteers

Sarah Phillips

Saturday morning volunteers

Ying Studebaker
Margaret Quamme

Minutes Recorder *Take minutes of meetings and post on listserv*

Volunteers

Susan Gray

**MINUTES of Sangha Business Meeting
Sunday, February 25, 2007**

Website Manager *Maintains website*

Volunteer
Steve Webster

Liaison with UU Church

Volunteer
Tom Tucker

Greeters *Greet newcomers and answer any questions.*

Volunteers
Randy Hester
Don Brewer
Vicki Underwood

Dharma Talk Coordinator *Selects cd and sets up player after the sit on the 4th Saturday of each month.*

Volunteer
Randy Hester

Treasurer *Pays bills, makes bank deposits*

Volunteers
Leslie Del Gigante, Treasurer
Randy Hester, Assistant Treasurer

Membership *Maintains list of members*

Volunteer
Susan Gray

Jiki and Ino Training *Offers training twice per year*

Volunteer
Steve Webster