

MEETING OF THE BOARD OF DIRECTORS OF KCC
6/17/2001

AGENDA FOR 6/17/01

1. Shamatha and check-in
2. New Secretary
3. Organizational structure update: Roger & Julia
4. Finance Committee – Insurance and Payoff questions; Truck policy.
5. Grievance committee objectives –
6. Roger - Interim Maintenance Manager.
7. Goldendale maintenance expenditures
8. Legal Counsel – Steve P
9. Annual Sangha meeting – Carol & Sonia
10. Fundraising – Yvette
11. Next steps

Board Members Present

Sonia Bruno,
Steven Kimple,
Julia King Tamang – Assistant president,
Steve Parker,
Ephraim Miller - Treasurer,
Roger Edwards,
Yvette Johnson - President

Others Present

Carol Spears, - Executive Director.

1. Shamatha and check-in.

All present expressed satisfaction with the joint Board / Task force meeting held on June 16, 2001

2. Selection of new Board Secretary.

Gail Amara resigned from the Board of Directors in May

Steven Kimple volunteered to fill the position of Board Secretary. There were no other volunteers. The board voted approval of Steven Kimple as the new Board Secretary.

Steven requested the board to allow him to tape the meetings as an aid in producing of the board minutes. All the members of the board agreed with the following provisos:

- a. the tapes never leave the Secretaries possession and are not heard by anyone other than the Secretary.
- b. The tapes will be erased upon completion of the minutes.
- c. Taping to be discontinued during board meetings upon request of any one attending the meeting.

It was clarified, the Secretary may assume BOARD members have approved a draft of the minutes if they have not requested changes within 7 (seven) days of receiving them.

It was also reiterated that Draft of Board Minutes are to be distributed to board members, the Resident Lama, and participants in the board meetings only and not posted in any other media for general distribution until the final draft is approved by all board members via email (Listserv, bulletin board, etc.).

The May 20 2001 Board minutes were approved as posted.

Outside the Agenda:

The President requested that the board assist her as facilitator during discussions in which she might tend to participate more than facilitate. She also requested BOARD members to bring to her attentions issues she may be overlooking.

3. Organizational Structure Committee update.

The committee met two weeks ago to determine what end product they should be producing & what rationales applied. They proposed to revise the original chart drafted by Dora Decoursey as to create a 4th position responsible for infrastructure tasks common to all areas such as retreat registration, volunteer coordinator, etc. They also drafted 5 or 6 job descriptions. They will meet weekly for 3 weeks.:

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Organizational Structure Committee update.

The committee met two weeks ago to determine what end product they should be producing & what rationales applied. They are considering alternative organization structures and have drafted 5 or 6 new or revised job descriptions. They will meet weekly for 3 weeks..

They project making a proposal to the board for the July meeting.

4. Finance Committee – Insurance and Payroll questions; truck policy.

The committee will be getting professional advice on fund allocations although there are no critical issues currently at stake in fund allocation. All questionable allocations have been marked and are being tracked so allocations can be moved later if necessary.

Members were cautioned that the original 2001 budget was approved with a short fall in funding and additional unanticipated expenses have been incurred since then.

Item #8 in the Finance Committee Report distributed by Roger (See Addendum #1) was brought up for discussion. Carol confirmed that there was problems with Voice phone availability competing with Internet access. With the potential of Online Banking being looked at this seemed to be the time to address this problem. The discussion centered around either getting a second line or looking at Cable or DSL. **Carol will look into the phone situation at KCC in consultation with Gyurme.**

Insurance Question: Roger will look in to the whole insurance situation for KCC Dharma center, Officers, and the Retreat Property with a company in Calif.

Ephraim requested a correction to #7 of the report. “The scholarship committee should forward to the Finance committee copies of all awards granted “ (not “requested”).

5. Grievance Committee objectives

At the May meeting Roger volunteered to draft objectives for the Grievance committee. He presented a draft of his interim ideas for handling grievances until a policy is in place (see addendum 2 “Interim grievance policy”).

There was an objection to the wording “*First*, participants in a grievance have an obligation to communicate honestly and directly with each other” since a person in emotional pain may be unable to communicate from that place.

The Board agreed that a short statement would serve best until such time as a policy is in place. **Julia volunteered to put together a short interim grievance statement and will bring it to the board for approval.**

The Board will need to set up a committee to draft a Grievance policy & guidelines; it was agreed the nominating committee should be asked to do a search for persons with experience with Grievance procedures. **Carol will make a request to the nominating committee on July 17th to proceed on a search for such persons. She will report by email the results of the search.** The Board will then decide whether to contact them.

5b. The Executive Director Report

the children’s room is just about finished. Some painting is ongoing at the moment.

We are monitoring how quickly the lights burn out in the entryway. If necessary, an electrician will be consulted to see if we have a wiring problem. There is a third bid on the repairs to the porch and Carol will forward that information as

soon as she receives it. Steve Parker suggested that this be the awarded bid.

Yvette suggested the ED put signs up for the upstairs overflow Sunday puja.

Members were reminded that people living at the Dharma center do not pay rent but may make a donation to KCC. The Board may wish to develop criteria for how rooms are allocated.

It was agreed that this discussion should be an Agenda item on the next Board meeting.

Agenda item for July 15th Board meeting: How should KCC facilities be used and for whose benefit? Peggy will be invited to attend.

6 & 7 Interim Maintenance Manager & Goldendale Maintenance expenditures.

The Task force previously provided a list of maintenance tasks needed at Goldendale.

At the Joint Board/Task force meeting of 6/16/01 it was agreed the Eric Tribelhorn would be the Interim Maintenance manager for the Goldendale Retreat land without remuneration until September. The following items were also agreed upon:

- a. The ED would approve, record, and report spending for maintenance
- b. Yvette or Julia will be liaison with Eric
- c. Roger to draft a budget for maintenance & operations for the rest of this year (by 8/15)
- d. Eric can spend up to \$200.00 (two hundred dollars) per occurrence at his discretion for Maintenance
- e. All expenses for retreat land Maintenance & Operations to come out of the General fund.

A salary for Goldendale Maintenance manager of \$500.00 (five hundred dollars) per month & room and board is being considered.

Julia will draft an announcement of Eric's appointment and what his salary will be starting September. The announcement will include a statement that other positions will probably be available in the future and that anyone wishing to be considered should let the board know.

Agenda item for 6/15 board meeting: Revisit the policy of Sangha visits to Goldendale for anything other than Scheduled and Volunteer work.

8. Legal Counsel.

Steve P reported that everyone he talked to, recommended that Cynthia Cumfor would be the best legal counsel for our type of organization.

Roger will make contact with Cynthia Cumfor and find out what is necessary to establish a relationship (retainer or hourly fee)

9. Annual Sangha meeting

Sonia & Carol have been researching a site for the Annual Sangha meeting but no choice has yet been made.

Carol and Sonia will meet about organizing the Annual Sangha meeting.

10. Fundraising Update.

Yvette reports that she continues to be included in the weekly fund raising committee telephone meetings but as of yet has no other role. She is forwarding fund raising committee minutes to the Board.

Next Steps

1. Yvette will work on the Master Licensing form as a first step to getting Workers comp coverage.
2. Yvette will research the legal status of “Book Store” activity during retreats at Goldendale
3. Carol will look into the phone/PC situation at KCC in consultation with Gyurmey.
4. Roger will look in to the whole insurance situation for both KCC Dharma center, KCC officers, and the Retreat Property with a company in Calif.
5. Julia volunteered to put together a short interim grievance statement and will bring it to the board for approval.
6. Carol will ask the nominating committee on July 7th to proceed on a search for such persons with experience with Grievance procedures. She will then report back to the board by email the results of the search.
7. Agenda item for July 15th Board meeting: How should KCC facilities be used and for who’s benefit?
8. Agenda item for July 15th board meeting: Revisit the policy of Sangha visits to Goldendale for anything other than scheduled and volunteer work.
9. Roger will contact Cynthia Cumfor and find out what is necessary to establish a relationship (retainer or hourly fee)
10. Carol and Sonia will meet about organizing the Annual Sangha meeting.

Respectfully submitted

Steven EarlKimple
Secretary

Addendum a.

Interim Grievance Policy

Until such time as the KCC Board of Directors and the Resident Lama develop a grievance procedure as required by the KCC Bylaws, the following policy shall be in effect.

This policy shall govern any complaint or concerns about the activities of KCC, its employees, teachers, Resident Lama, board of directors (collectively or individually), officers, committee members, and anyone else who is reasonably deemed to be in a position of authority or influence by virtue of their association with KCC.

Grievances should be expressed according to the following guidelines.

First, participants in a grievance have an obligation to communicate honestly and directly with each other. Rather than focusing on a singular viewpoint, every effort should be made to understand the other person's perspective. Communication between the involved parties will usually promote the most direct and effective solution.

Second, if the concern or issue is not resolved satisfactorily from the perspective of either party, then the matter should be brought to the attention of the Executive Director, unless the party presenting the concern or issue is uncomfortable with presenting it to the Executive Director.

It will be most helpful if the concern or issue is presented in writing to avoid any initial lack of clarity.

The Executive Director will promptly attempt to resolve the concern or issue. In the event that the Executive Director resolves the concern or issue to the satisfaction of all parties, the matter will be considered closed.

Third, in the event that the Executive Director is unable to resolve the concern or issue to the satisfaction of the party raising it, the Executive Director or the party should bring the matter to the attention of any of the following as soon as possible:

- Any member of the Board of Directors; or
- The Resident Lama.

The person to whom the concern or issue is brought will promptly bring the matter to the attention of the Board of Directors and the Resident Lama. The board of Directors and the Resident Lama (excepting any party who is named in the matter) shall appoint a committee of no less than three people to investigate the matter. The committee will discuss the matter with all parties to the matter and, as necessary, discuss the matter with legal counsel or others with recognized expertise in the matter. The committee will then make a recommendation for resolution to the Board of Directors and the Resident Lama (excepting any party who is named in the matter) who shall make a final determination in the matter and communicate it to all parties.

Fourth, the dignity and privacy of all of the parties shall be respected and guarded throughout the process of handling any matter in relation to this policy. The process of handling all such matters will be conducted as expeditiously as possible while assuring the rights of all parties to a full hearing and a considered final decision by the board of directors and the resident Lama.

Task Force Meeting Agenda, June 18th, 2001
all present

- I. Eric
 - A. Has really had to focus energy on work recently
 - B. Is glad to take the interim position
 - C. Will still be extremely busy, for the next week. Still needs to also coordinate his house. No later August 30th will he leave Windermere, but he'd like to leave mid-August. He will need two weeks or so after that to take care of personal things before moving.
 - D. Board/TF expectation will include the information above, and we hope Eric will stay in touch in whatever way he can during this time as a volunteer.
 - E. Eric figures he could be out at the land maximum of 2 weekends in the next 6 weeks.
 - F. He will do what he can to keep track of people out there and getting a sense of the priority of the projects out there and what needs to be done. This will include Sonia's continuance of coordinating people coming and going and Anthony's work out there.
 - G. Dora mentions that we should consider the use of the land during this time. Maybe now we could give priority to people who are coming out to work. Or people who want to do retreat could pay to be there. Should Eric do this? He offers to draft a brief policy document around the "next steps" for use of the land.
 - H. TF clarifies that ET can let go of the Wed fund-raising committee meetings (we will still need to use his phone :)
 - I. He will come to meetings on Monday but will likely not take jobs for work in between. It was his wish to make this clear so that he doesn't feel as though he is letting the TF down.
 - J. Carol is approving Eric's expenditures, except he can spend up to \$200 without her pre-approval. Roger is doing a budget by August 15th (according to Dora). In the interim, the Board should monitor expenditures approved by Carol, since there is no budget. The TF hopes the Board will either set a limit or let Eric come up with a general estimate of the various "most urgent" pieces, which he might communicate to Carol and cc Yvette, so it can be shared with the board.
- II. Scope of work for TF at this point
 - A. Dora expressed a sense of natural demarcation at the end of schematic design. And that was the point at which she personally wondered what her own role on the TF would be from that point forward. Bill says the general timing of the end of schematic design will be addressed in section III below.
 - B. The nature of the work at this point may change at this point. There will be a hands-on aspect, construction, which will logically focus more on construction, architecture. Michael will focus more on fund raising and eventually the retreat.
 - C. We raised the issue that even though we maybe don't each have, for example, construction expertise, it is helpful for him to have a sounding board and

someone with whom he could split the work for things like construction presentations. Bill does get good and we think, rather unbiased support and co-counsel from Chris and the other architect.

1. Dora mentioned that she has done (is doing) things like the road construction, but she has no interest. Yvette, however, said she loves to do things like that. Julia said that she feels incapable of following those number/spatial threads of such discussions. Bill said he thinks the “assembled body” will always be necessary (for the length of the project).
 - D. There was a lengthy discussion about the various counsel and support roles we all need to play.
 - E. Eric thinks there will definitely be a body of work that the TF will need to do that requires a continuing participation.
- III. Design decisions & Construction schedule & Budget
- A. Eric raises the issue of talking with Southworth’s
 - B. Bill does not actually have any recent numbers about how much money is left in the capital campaign budget – we CAN get from Ephraim an account balance for the Capital Campaign account. Yvette was wondering if the donations were currently recorded. Michael says they are not behind, or far behind.
 - C. The TF would like to recommend that the FRC would come with a clear (even if provisional) number of donation amount in the sangha meetings. It was the feeling, agreed upon, that this is an important piece of donor stewardship.
 1. Yvette has agreed to call the FRC about this on Tuesday.
 - D. In looking over the #'s that came from John Grimm, even if we took ALL the money we have right now, we would not finish the infrastructure for scenario #3 of going across the creek with the 3 year retreat. So Bill raises the ? might we not look at a two year scenario, finishing the infrastructure in place this year, so we could do some small additional work this winter, and we could get in at the earliest time possible next spring and lengthen our construction season next year. Bill will consult will Chris Boothby and see for which things (eg; grading and building and power permits) we need to have permits.
 - E. The order of activity seems to be (according to architects, too)
 1. Rough grading for roads (even before doing trenches if they go under the roads)
 2. Water (fresh water tank, pipe system)
 3. Power (lay power supply)
 - a) Phone
 4. Main septic line
 - F. If we need a permit to do any of these things, we may need to go further or less far in one of these areas.
 1. We might be able to lay a cable and just not make it “hot”
 2. But the PUD may not like this idea, since if the project didn’t get a permit, they’d have wasted their effort to lay the cable, etc. for no return
 - G. Bill thinks then, that we should authorize John to work on the Group B water system design. This takes a month or so for permit review.
 1. This depends on how much fire flow water we need and some of the sprinkler options.

2. Bill talked to sprinklers people last week and was advised that it is probably too expensive an option for us and for our needs. Sprinklers are preferred, but not required when you have a large fire flow. They also turn on whenever there is a fire, whether or not anyone is there, etc.
 3. 30,000 gallon tank, which meets water flow requirements are more economical than sprinklers. Bill will continue to research this.
- H. John Grimm has talked quite a bit about the sense in purchasing a large back hoe.
1. There is one guy in the county who has a ‘track-hoe’ that he rents for him and the machine for \$200/day.
 2. John Grimm says big back hoes are easier to operate than small ones. He thought we should consider buying a used backhoe for \$25,000 - \$30,000
 3. We will look at the rental fees for them, but there is thought that this terrain might make it difficult or dangerous to use.
 4. There is a kind of attachment that David has for his tractor that we could look into.
 5. There are a whole number of possibilities that we need to check into, and some of it is driven by the requirements that each utility has.
 6. Sewer and water have to be down about 3' to avoid frost, but this is not a legal requirement.
 7. Bill will continue researching this and will matrix the possibilities
- I. We have two years to start building before the CUP runs out (6 months ago).
- J. If we don't have enough \$\$ to do all this infrastructure, we stop at septic (see list above) or ask KCC to loan the balance to the cap campaign from the general fund.
- K. Design decisions
1. We need a mechanism for siting the retreats.
 2. The price of the three options (these are estimates...remember)
 - a) \$190,000
 - b) \$130,000
 - c) \$181,000
 3. Discussion about the relative value of what we get in Option III for the additional \$50K
 4. Fish & Wildlife seem to think we'd get a bridge permit fairly quickly. Plan “B” is to re-do the road, which is not quite as convenient but costs about the same, requires no permit and works.
 5. *The TF came to consensus on Option III as the best long term solution, in spite of the additional expense, since it offers maximum flexibility for use of the one year retreat when the one year retreat is not in session.*
- IV. Use Policy at the Land
- A. Brief intro brainstorm
1. Fire
 2. Cooking
 3. Sanitation
 4. Precedent
 5. Space

- 6. Income
- 7. How to set the flavor & tone
 - a) Retreat is good for that
 - b) Consecration and related events are supportive of that
- 8. Priority of work/practice, etc.
- 9. Risk issues
- 10. Logistics/Management
- 11. Encouraging work or not
- 12. Outsiders coming to “stay”?
- B. This was just brainstorming
- V. Interim Plan
 - A. Binned for next meeting
- VI. Feedback from the board about the meeting
 - A. The board expressed satisfaction with the Saturday meeting. All agreed it was helpful and helped to create a bigger context
- VII. Meeting next week?
 - A. Yes. Same time as usual.
- VIII. Yvette mentioned the notion of building a guest house/library as a means of fund raising and building connection to the land & project. This was just to be logged as an idea, not really meant to be considered for decision.
- IX. JKT says there should be short blast, quick turnaround time communication.
 - A. Good place to start on the Chenrezig retreat.
 - 1. Michael suggests JKT do this by interviewing retreatants.
 - 2. Newspaper reporting idea. Look at back issues of DRZC newsletters about retreats.
 - 3. Check in with Anthony about his work out there for a short-blast story. JKT will do this,