

20 September, 2015

THE NORTH CAROLINA ZEN CENTER

Minutes of a Special Meeting of the Board of Directors

Wednesday

July 31, 2017

6:35 pm - 8:30 pm

NC Zen Center

NOTICE

Attendees:

President	Richard McGough
Treasurer	Leigh Hall
Secretary	Scott Durso
Board member	Joe Kenlan
Board member	Ken Simon

Opening:

The meeting was called to order by Richard at 6:35.

The primary goals of this meeting of the board of directors were to:

- review and update preparations for the arrival of Matt “Teshin” Sweger
- review readiness for the upcoming retreat
- finalize tax classification of Matt Sweger
- change signatory authorities for the center’s credit cards and bank accounts, given the recent and upcoming personnel changes.

Old Business

There was no old business to discuss.

New Business:

Tim Holmes was in the process of cleaning up hard copy files in preparation for Teshin’s arrival. He asked the board their preference for preservation of files we intended to keep. The board chose to have them digitized and transferred to a mass storage device such as a USB drive. Certain documents will be retained as hard copies as well.

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The board unanimously agreed that Matt “Teshin” Sweger, the abbot of the NCZC, will be classified as a 1099 employee – independent contractor.

The following signatory changes for credit and checking accounts were made:

Bank	Account	Current Signatories	New Signatories
First Citizens	VISA credit	Jason Dowdel, Dan McKimmon, Matt Young	Matt Sweger, Joe Kenlan, Matt Youn
First Citizens	Checking	Jason Dowdel, Dan McKimmon, Leigh Hall	Matt Young, Kathleen Harris, Matt Sweger
Sun Trust	VISA credit	Luis Melodelgado, Brad Page, Matt Young	Matt Sweger, Matt Young,
Sun Trust	Checking	Luis Melodelgado, Brad Page, Matt Young	Leigh Hall, Kathleen Harris

Following a financial overview by Leigh, Joe made a motion that the monies recently moved into the center’s First Citizens checking account as a result of a maturing CD, be reinvested by the Facilities and Finance Committee. The motion was seconded by Richard, and received unanimous support by the rest of the board.

The board approved the Facilities and Finance Committee’s (FCC) draft mission statement.

Leigh Hall requested Kathleen Harris, a local bookkeeper currently employed by the center on an “as needed” basis by the FCC, be formally added to the FCC. Her compensation would remain at its current rate of \$25/hr. Following discussion, the entire board agreed that Kathleen should be considered a trusted person, who has a key to the office and can do work on her own, but should not be on the FCC.

Closing:

Richard made a motion to close the meeting; Ken seconded the motion; the motion was approved by consensus

The meeting adjourned at 8:30pm.

Scott Durso, Secretary

