

20 September, 2015

THE NORTH CAROLINA ZEN CENTER

Minutes of a Special Meeting of the Board of Directors

Sunday

September 20, 2015

1:00

NC Zen Center

NOTICE

pm - 3:12 pm

Attendance:

President	Jason Dowdle
Treasurer	Leigh Hall
Secretary	Scott Durso
Board Member	Nora Haenn

Opening:

Jason Dowdle called the meeting to order at 1:09.

The primary purpose of this meeting of the Board of Directors was to discuss and finalize a structure for NCZC committees.

Old Business

There was no old business to discuss.

New Business:

The board discussed the proposed committee structure constructed by Jason, and shared via email prior to the meeting. These committees will be the vehicles through which the bulk of the focused work of growing the NC Zen Center will be accomplished. The following decisions were made:

- Initially, there will be four committees.
 - Membership
 - Practice
 - Programs & Outreach
 - Advisory
- The board discussed a preferred number of members of each committee.

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- Each committee will include a Board member. Initially, these Board members will chair the committees. Once the committees are fully populated and organized, a non-board member from each will be informally elected to assume the role of chairperson.
- Committee members will be recruited at the next general meeting of the membership.
- The Advisory committee will be composed of chairpersons from each of the other three committees, and several other members of the Sangha and organizational structure of the NCZC. The purpose of this committee is to advise the board.
- Descriptions, responsibilities, and rules by which these committees shall function will be set forth in a policy document, soon to be available on the NCZC website.
- A motion was made by Nora Haen to approve the committee structure as described above; the motion was seconded by Leigh Hall. The motion was approved by consensus.

The Board also discussed the eventual need for a Finance committee. This committee will likely be formed in early 2016, after the implementation of new, reconciled QuickBooks software for tracking all of the Center's finances at the start of 2016. Leigh Hall and Jason Dowdle are responsible for getting this system in place.

Closing:

Jason Dowdle made a motion to close the meeting; Leigh Hall seconded the motion; the motion was unanimously approved by consensus

The meeting adjourned at 3:12 pm.

Scott Durso, Secretary

