Board of Directors Meeting

16 February 2020

*Attendees: Andrea Chapman, Maya Horio, Molly Kuramoto, Justin Kuramoto, Archer Harmon, Mikio Yamashita, Ken Nakamura, Rev. Hayashi.*

Opening Gassho

Consent Agenda reports: February treasurer reports.

* Treasurer column headers should be changed to 2020. ***Motion to accept consent agenda (assuming noted column header change): Andrea Chapman. Archer Harmon seconded; motion passed unanimously.***

**Regular Agenda**

1. Minister report
	1. Upcoming events: 2/19 National Council Meeting (Seattle); 3/22 Sacramento visit; 3/26-29 EDC MAP meeting in Seabrook. 3/28 Tea ceremony—sensei plans to return from Seabrook for the tea ceremony event.
2. Presidents’ report
	1. Planning for the 2nd Annual Ekoji Arts Fair is underway and the event will take place at Ekoji on Saturday, May 2, 9 a.m. to 3 p.m. Volunteer sign up and artist registration will be open mid-March.
3. Treasurer report

**New Business**

1. Facilities: plumber estimate; old oil tank disposition [Maya/Andrea]
	1. Discussed and approved the plumbing costs associated with the men’s bathroom in the Temple; work is scheduled to be completed in March. ***Andrea motioned to accept the full work proposal from Potomac Plumbing; Molly seconded. Motion passed unanimously.***
	2. Discussed the requirement to either empty & then fill the old buried oil tank with sand or completely remove the tank. Maya will call Leonard Splaine for an estimate.
	3. Kitchen: once commercial kitchen is in place, will need people to be certified to use it. Will need to overshoot on number of certified sangha members and friends, and will need to decide how to enforce the rules associated with a commercial kitchen.
2. Social media and website update [Andrea/Molly]
	1. Social media goal is to have consistent output that both creates a conversation and an online community. Aiming for 3 posts/wk. Will at some time need community posting guidelines.
	2. Website: 2 goals—provide new visitors with a better sense of who we are, and provide our members with the info they are seeking.
3. Board Secretary [Maya/Andrea]
	1. Samantha will no longer be able to serve as Board Secretary. Justin Kuramoto agreed to take over this role, starting from next month.
4. BCA National Council Prep [Molly/Justin]
5. Justin and Molly will go through the NCM docs and will alert the Board via email on any financial changes or key recommendations.

**Old business**

1. Kitchen renovation update [Maya]
	1. Our kitchen contractor is generating the required documents and will soon be submitting them to Fairfax County so that we can obtain our building permit and begin construction. We remain hopeful the work will be complete before Obon.
2. Sign update [Archer]
	1. Possible designs and wording for a new Ekoji street sign, compliant with Fairfax Country ordinances, were explained to the Board by Archer Harmon. Final design decisions regarding our new signage will be made in the coming months.
3. Facilities—volunteers, prioritization (roof?) [Maya]
	1. We are continuing to generate a list of maintenance items that need to be taken care of this year and will soon be reaching out to those who have expressed interest in serving the Sangha in this capacity.
4. Other:
	1. Archer provided an update on membership. Building the Survey Monkey survey but needs questions. Also needs a decision on target recipients. To decide these, need to know how we will use the info once collected. Will need to decide on actions and people to execute those actions BEFORE we send the survey.
	2. Aim to have survey out by April; send proposed questions to Archer by 1 April.
5. Next Board Meeting Date: 29 Mar 0830

Closing Gassho

**Executive Session**