

Minutes of the Zen Center meeting on November 3, 1962

On November third at 10:05 AM Grahame Petchey, President, called the meeting to order. Al Levinson, Virginia and Dick Baker, Della Goertz and Bob Brown were present.

The minutes from the previous meeting in August were not read, since the secretary was absent.

By drawing straws the number of years (either one, two or three) was determined that each trustee would remain in office. The results were as follows:

three years	Betty Warren Bob Brown Phillip Wilson
two years	Janet Haley Richard Baker Grahame Petchey
one year	Paul Alexander Della Goertz Al Levinson

The treasurer, Dick Baker, reported informally that the Center's outgoing expenses are only slightly below its income. He will present a report of the Center's records at each meeting from now on.

Since the collection box was stolen, there was discussion as to whether or not it should be replaced, how much the Center should spend for another one, and what kind of a box they would buy. It was decided that an antique box at Cost Plus would be the one. Its cost was very reasonable.

Three points involved in the Center's public relations were discussed. The first was that we were all informed that Janet Haley is keeping newsclippings, photographs and other information about the Center in an Album. The second point was discussion about whether or not the Zen Center should have its own telephone listing. The additional expense of a commercial listing was weighed with the possibility of benefiting those who wanted to reach the Center, but did not know Roshi Suzuki or that the Center's telephone was listed under his name. The final point concerning the Center's public relations was discussed. Janet Haley is working on obtaining a mailing permit for the Windbell. There was discussion about ways of increasing publicity by means of a wider circulation of the Windbell. Suggestions were made to send copies to bookstores, churches, and Bay Area schools, where they could benefit those most likely to be interested in the Center.

The meeting was adjourned at 11:00 o'clock.