Programs and Operations Committee - Report to the AGM March, 2010

The Programs and Operations Committee (P & O), established September 10, 2008 by the Board, oversees the planning, coordinating and volunteer staffing of temple programs and activities, working in conjunction with all other committees as appropriate.

Objectives, Programs and Activities 2009

1. **Planning**
   - Assure review and follow-up of BTSA planning workshops.
     Workshop on group processes, structures and communication barriers was facilitated by Renae Barlow, May 24 and followed by a Toban Leader meeting, May 27. Following meetings with each Toban group, a method of decision-making and a working guide for effective group communication was agreed upon.
   - Develop a schedule for annual planning. *Framework developed; schedule to be completed*
   - Develop task descriptions, timelines and outcomes for annual and special events: *Completed. The following implemented through Committee and Toban group organization.*

Hoonko Supper-January 25
Chow Mein Supper/Bake Sale-March 28.
Hanamatsuri Supper-April 12
Temple Dedication-April 25-26
Jodo Shinshu Buddhist Temples of Canada AGM April-25-26
Parent's Day Potluck-May 3 (Dharma Kids)
Temple Picnic-June 28
Bon Odori and Bazaar July 18
O Bon Supper July 19
Lunches for JCA golf group July 25
Bodhi Day Bake Sale-December 5
Chow Mein Supper Drive-Through Oct 17
Alberta Buddhist Conf.-November 13-15
Regular Sunday Tea & occasional lunch
Soup Kitchen-November 23
Mein, manju and sushi making as needed
Flower delivery to member in hospital (1)
Hikari newsletter-monthly production

2. **Maintenance**
   - Coordination of day-to-day temple operations: *completed through the Building Manager, Toban Leaders, and Scheduling Manager. Schedules are in place for monthly temple cleaning, weekly washroom cleaning, Naijin flowers, and obupan, setting up Hondo, refreshments/meals for meetings/services/events and maintenance of kitchen supplies.*
   - Review and develop policies and schedules as required/relevant to the Committee responsibilities. *P & O sub-committee developed and submitted to the Board policy for rental and use of facility by outside groups. Policy manual was updated.*

3. **Coordination**

   Toban Groups
   - Monthly planning/coordination meetings held with Toban leaders. There are currently four Toban groups with a participation of over 170 listed members and supporters.
   - Temple programs development and maintenance
     - *Gentle Yoga for Seniors – two sessions: May-June and October-November, 2009. Registration limited to 16 at each session. Waitlist.*
     - *Naikan Self-Reflection – May-June, 2009. Registration: 12*
     - *Children's Creative Movement and Art Class, May-June 2009. Registration: 14*
     - *Music Program leaders attended Dharma of Music Workshop, funded through the Living Dharma Centre. Jodo Shinshu Center, BCA, Berkeley, CA., February 2009.*
       - *New gatha program, with Southern Alberta Buddhist Choir singing at most services*
       - *New gatha music session at Alberta Buddhist Conference, November, 2009*

Submitted by Lorita Ichikawa, Pat Sassa, Co-chairs, P & O Committee