
Portland Friends of the Dhamma

First Quarter Board Meeting Minutes

March 10, 2014

Dharma Rain Zendo, 2539 SE Madison St.

Directors Present: Alistair Williamson (President), Greg Satir (Vice President), Sakula Reinard, Rachel Telesmanick (Treasurer), Jim Walker, Jessica Swanson

Others Present: Tena Hoke (Secretary), Greg Fletcher

The meeting convened at 6:35 p.m. with a five-minute silent meditation.

The agenda was reviewed and accepted with no changes.

The minutes of two previous meeting, held January 27 and January 31, 2014, were approved by acclamation.

The **Spiritual Director delivered her quarterly report**. A major focus is the work the Program Committee is doing to develop new programs. By following its existing process good decisions are being made. Sakula is personally working on delegation skills, with help from Ajahn Geoff, who described delegation as “being a point person that allows leaders to be accountable.”

The 2013 **Treasurer, Jim Walker, delivered 2013 end-of-year reports:** Balance Sheet, List of Donors, Profit & Loss by Month, Financial Income & Expense (by categories Restricted, Unrestricted, and Down Payment), and a quick look at 2014 to date. As of Feb. 23rd, our Current Assets total \$19,932.20. All tax filings for 2013 are complete, except for Multnomah County Personal Property Tax for 2013 and 2014, which Rachel will have done soon; we don't expect to owe anything since our personal property assets are below \$15,000. Going forward we can file an exemption for that tax since we are a non-profit. All donor acknowledgements for 2013 have been mailed; donations made through Network for Good are acknowledged by Network for Good.

Zendo Purchase Update

Greg reported that religious institutions are exempt from **ADA regulations**, and the organizations to whom we rent are responsible for ensuring their own ADA compliance.

A draft of the **Sales Agreement (“the offer”)** was presented for review. April 18 is proposed as the financial closing date, with stewardship transfer in early June. There will be a rental agreement for April through June. We will offer \$470,000, but if the cost to upgrade the plumbing and electrical systems is expected to be more than \$20,000, the excess over \$20,000 will be subtracted from our offer price. We will receive a reduction of 2% of the purchase price since neither side involved a broker, saving significant money in the transaction. Dennis (legal) will have the formal offer ready for another review on Wednesday, and Greg & Alistair will present the offer to the Dharma Rain Board on Friday.

Greg reported on **insurance and zoning**. No decision has been made on an insurance company yet, but there should not be a problem getting insurance as 2 of the 3 bids we have do not have any concerns

about the electrical wiring. No insurance company has offered earthquake insurance yet, but we are still making inquiries. We will be able to keep the same zoning as Dharma Rain. We may have to pay a \$250 fee to the city to get an official statement of the zoning status. We will have to monitor zoning compliance on an ongoing basis.

The following resolution was approved unanimously:

RESOLVED: That Portland Friends of the Dhamma Board authorizes the Treasurer to write a check for up to \$5,000.00 to the Dharma Rain Zendo as an earnest money payment upon the purchase offer being accepted by Dharma Rain.

Zendo Purchase Next Steps

Rachel expects to have **hired a bookkeeper** by the next Board meeting. The purpose of the bookkeeper is not to enter receipts, but to provide advice and QA so that our books are organized to support building ownership and a higher level of income.

Alistair set us a goal of having a **conflict of interest policy** in place by the next Board meeting.

The Program Committee continues to work on defining the role of a **Volunteer Coordinator**. There is a big difference between organizing volunteers in a typical non-profit and organizing volunteers in a religious organization where volunteer organization includes helping volunteers develop their spiritual practice. There will be a plan for volunteer coordination by the next Board meeting.

Jim will arrange for an **inspection for mold and radon**.

Jim will formalize his estimates of \$25,377 for **plumbing and electrical upgrades** that should be made in the short term.

Dennis is not legally permitted to represent both Greg and PFOD in **drawing up a loan document** for Greg's loan to PFOD. He can "guide but not advise" in the preparation of the document. The Board agreed that as a matter of due diligence, and to avoid any appearance of conflict of interest, we should hire a lawyer to review the document.

Alistair led an exercise in exploring and clarifying the lines of accountability and service between the various roles and committees within PFOD.

The meeting adjourned at 9:05 pm.

Additional Decisions Approved by E-Mail:

March 31, 2014: Resolved that PFoD offer Mark Rinzan Pechovnik a 9 month lease with the promise of clarifying with him the terms of a longer lease by December 4th, 2014. This lease will secure Rinzan the use of our facility once a week on Wednesday evenings from 6:30 - 10:00 at the rate of \$300 a month beginning June 4th, 2014.

March 29, 2014: Resolved that the board, in recognition and respect that we will yet-be-defining how to use our newly acquired space (the building as a whole), that - until we have such definition - we temporarily assign the space currently known as 'the sewing room' as the 'Pastor's room'.