
Portland Friends of the Dhamma Second Quarter Board Meeting / Annual Board Meeting Minutes

June 14, 2015

Portland Dhamma Center, 1404 SE 25th Ave, Portland

Directors Present: Greg Satir (President), Rachel Telesmanick (Treasurer), Charla Chamberlain, Sakula (Spiritual Director)

Board Officers: Tena Hoke (Secretary), Alistair Williamson (President Emeritus)

Community Members Present: Kristen Saxton, Stephanie Allderdice*, Greg Fletcher*, Patty Pandzik*
* = had to leave before the meeting was complete

The meeting convened at 1:35 following a five-minute meditation led by Sakula.

The agenda was approved.

The minutes of the meetings held March 12, March 26, and May 21, 2015 were all approved.

Director Elections. Kristen Saxton stepped out of the room for discussion and vote; she was unanimously elected to her first term on the Board. Rachel stepped out of the room for discussion and vote; she was unanimously elected to a second term on the Board. Charla and Sakula are continuing in terms that will expire May 2016.

Officer Elections. Each candidate stepped out of the room for discussion and vote. The following were unanimously elected (by all Directors remaining in the room):

- President - Charla
- Treasurer - Rachel
- Secretary - Tena
- Vice President - Greg

The following resolution passed unanimously:

Whereas: At PFOd, the Board Chair has three areas of responsibility:

1. Setting the direction and agenda of the Board;
2. Oversight of those accountable to the Board: Officers, Committee Chairs, and the Spiritual Director, and
3. Fulfilling the legal role of President as defined by the state

Therefore be it Resolved: After the election, Charla will take over #1 (direction and agenda) and #3 (President). As for #2 (oversight), Greg will continue day-to-day oversight while Charla leads the Board in developing goals and workplans for the coming year. Once the goals and workplans are in place, Charla will engage the Board in reviewing the system of oversight.

Greg will continue to lead fundraising efforts up through the Q3 Board meeting (Sept 3) at which time the Board will review and consider transfer of responsibilities over to Charla.

The following resolution passed unanimously:

Whereas: Alistair's appointment as President Emeritus expires as of this meeting;

Therefore be it Resolved That Alistair no longer serve as a regular member of the **Finance Committee**, but that he be appointed for a one-year term to serve as an "advising member", not expected to regularly attend meetings, but available for occasional meetings and available as a consultant to the Treasurer;

Further resolved: That Sakula will service as an "absentee member" of the Finance Committee, not necessarily expected to attend meetings but available to work closely with the Treasurer.

Building Committee. Kristen was unanimously elected to **chair the Building Committee**. Per the committee's existing charter, Kristen will get Board approval for additional people she brings on to the committee.

Treasurer's Report. Less the \$2,087 loan buffer fund, we have \$13,481 in the checking account. Of that amount, approximately \$5,208 is restricted. Looking at Jan – May, we are 41.5% of the way through the year, and our income is at 41.4% of the budgeted amount, and expenses are at 45.6% of budget. This is very good. In response to a question, Rachel noted that in Oregon security deposits (which are paid by our renters) are not required to be kept in escrow (and we don't).

The following resolution was agreed upon by consensus:

Whereas: Our monthly donor goal is \$30,000 for 2015 (\$2,500/month). We are on track to raise \$28,020 from monthly donors. Six months after the "End of Year" annual appeal is a good time to try and reach people who did not respond to the EOY appeal.

Therefore be it Resolved: That we conduct a **June outreach campaign** as follows:

- Thanking donors who contributed in response to the 2014 EOY appeal
- Asking the ~100 people who did not respond to the 2014 EOY appeal and are not already sustaining donors to make a donation (either one-time or sustaining)
- Inviting all recipients to the Ajahn Liem event in July
- Via a paper mailing with follow-up emails
- With a budget not to exceed \$350, which funds will come from existing line items in the 2015 Budget
- With a goal of raising \$100/month in pledges for one year, and \$250 in one-time donations, for total income of \$1450.

There was a discussion of fundraising. How good are we at fundraising? Definite concurrence around so-so (not great, not terrible). Every event does not need to include an ask. Be clear about our needs and allow people to draw close. Money tree is only for pah-bah-like event. Loitering system is good – wear black and white and be open to answering questions. Staffed table at entrance can be off-putting. Good to clarify asking / informing / receiving. Most important to encourage people to come back for the long term. For the Ajahn Liem / Passano event, we are receiving the lovely gift of the rupa, and don't want to turn the event into being about us. But we could put more information by the dana bowl. Charla and Sakula will work out whether it would make sense to have a staffed table downstairs for that event.

Sakula presented the following basic points regarding a **lease for the downstairs office**:

- Basics
 - \$625 / month + \$20 internet
 - One-year lease, opt-out at three months
 - First / last / one-month security deposit

- Use
 - 24/7 use, except Sunday mornings
 - No subletting without permission
 - Outside door remains locked and clients ring bell, or other system as mutually agreed in writing.
 - Curtain or other at end of hall to be worked out.
- Good neighbor concerns
 - Maximum of eight clients a day
 - Parking away from neighbors in evening
 - Signage to be worked out

The following additional points were made for guidance:

- Whoever leases the downstairs office will not have access to the waiting area downstairs on Sunday mornings because we don't want unknown people in the waiting area during the Children's Program. (They could wait outside and then be escorted directly to the office.)
- Whoever leases the downstairs office needs to understand that it will not be quiet Sunday morning due to the Children's Program.
- Usage of the rental office should be limited to the business purpose of the renters.
- No sleeping or living in the rental office.

Sakula presented the following basic points regarding **Block Rentals**:

- Length: Four hours per block, typically 8am-noon, 1-5pm, or 6-10pm. PFOd can be flexible where it's appropriate.
- Cost: Nonprofits pay \$150/block (Other rates TBD when needed)
- Use: Clarify upstairs/downstairs/whole building

The following additional points were made for guidance:

- Blocks of time include both setup and cleanup time.
- We need to have an up-to-date calendar to facilitate rentals.
- Rental of the building is "as is."
- Details need to be fleshed out.
- The proposed rental rate may be low.

Sakula presented the following basic points regarding **Weekly Meditation Rentals**:

- Length: 2 years
- Cost: Unchanged - \$300 one night, \$550 two nights
- Bonus days: Unchanged - 3 Saturday daylongs
- Use: Clarify upstairs only vs. whole building

The following additional points were made for guidance:

- We need to get a signed lease with the Zen groups.
- There is lack of clarity around whether the groups renting upstairs during the evening have access, exclusive or not, to the downstairs. This needs to be clarified
- Going forward, there should be no new weekly rentals with access to the downstairs.
- Samden Ling (Tuesday nights) is clear that they do not need downstairs access.

Tabled Items. The following issues, noted on the agenda, remain tabled:

- Schedule a Board Retreat for Vision and 3 to 5 Year Plan
- Determine whether the Spiritual Director should be a contractor or employee.
- Determine the parsonage allowance for 2015 for the SD.

- Develop a pay schedule for the SD.
- SD and Board Chair develop system to track SD hours and time off
- Develop a method for tracking non-cash donations (e.g. someone buys a plane ticket for a monastic to visit or donates cleaning supplies for the building).
- What bylaws need changing to clarify the role of President/Board Chair?

Upcoming meeting dates:

- Thu, Sep 3 - Board meeting for Q3
- Thu, 16 - Finance Committee meeting
- Thu, Oct 15 - Finance Committee meeting for planning 2016 budget
- Thu, Nov 5 - Board meeting for Q4
- Thu, Dec 3 - Finance Committee meeting for approving 2016 budget

The meeting was adjourned at 5:00 pm.
