
Portland Friends of the Dhamma Special Board Meeting

October 8th, 2015

Portland Dhamma Center, 1404 SE 25th Ave, Portland

Directors Present: Rachel Telesmanick (Treasurer), Charla Chamberlain (Chair), Sakula (Spiritual Director), Kristen Saxton

Board Officers: Tena Hoke (Secretary), Greg Satir (President Emeritus)

The meeting convened at 6:40 following a short silent meditation.

The agenda was approved.

There was a discussion of progress towards developing a system of **mentorship for volunteer leadership**. The Operations Teams provide a good opportunity for volunteers to gain leadership skills. We need more bite-size ways for people to volunteer. Coming next year there will be monthly teas which will include discussion of volunteer opportunities. Sakula will work on ways to link volunteer roles to spiritual practice. Tena will develop a list of all committees, teams and volunteers.

Greg, Charla and Sakula met with Katharine, a fundraising specialist, who made the following points: no more than 4 people on a fundraising committee (3 is good), the committee does *not* do the work of fundraising, the Board should approve a fundraising philosophy, there should be an annual calendar of events, make sure in-kind donations are documented and recognized, be clear on expectations, and the fundraising committee should be able to rely on the Board to help find volunteers who will actually implement the fundraising ideas.

The following resolution was passed by consensus:

Be it Resolved: That the Board authorize a **fundraising committee** to be chaired by Charla, with members to be selected by Charla and approved by the Board. The purpose of the committee shall be as follows:

- To draft its own vision statement, to be approved by the Board
- To develop a plan for fundraising throughout the year
- To work collaboratively with the Board to develop income goals (and to set expectations regarding expenses that may be incurred in fundraising)
- To create the conditions for community engagement in fundraising, where the community includes the Spiritual Director, the Board, and center attendees.
- To develop messaging around PFOD being a dana-supported lay center in the Ajahn Chah tradition
- The committee is specifically not for the purpose of *doing the work* of fundraising, but rather for creating a plan and structure around which all can participate

The term of the committee was not defined.

Tabled Items. The following issues remain tabled.

1. Develop a simple system for the Spiritual Director and Board Chair to track SD time off.

2. Determine the parsonage allowance for the SD.
3. Determine whether the Spiritual Director should be a contractor or employee.
4. 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).
5. Schedule a Board Retreat for Vision and 3 to 5 Year Plan
6. What bylaws need changing to clarify the role of President/Board Chair?

Upcoming meeting dates:

- 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 8:05 pm.

Additional Decisions Approved by E-Mail:

October 13, 2014: Resolved: the following membership of the Compensation Committee is approved: Greg Satir as Chair, Tena Hoke and Margaret Schilling as members, Jeremy Hays as a member if he has time available.