
Portland Friends of the Dhamma Special Finance Board Meeting

December 3, 2015

Portland Dhamma Center, 1404 SE 25th Ave, Portland

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

Finance Committee Members Present: Tena Hoke (Secretary), Greg Satir (President Emeritus)

Also present: Bonnie (bookkeeper)

The meeting convened at 6:40 following a short meditation led by Sakula.

The agenda was approved.

Compensation Committee report. Greg reviewed the detailed report from the Committee on Spiritual Directory Compensation, followed by clarifying questions and discussion. Appreciation was expressed for the very thorough research and report presented by the committee. A decision on financial compensation was put off until later in the meeting.

The following resolution was passed by Board consensus (Charla, Sakula, Rachel, Kristen):

Be it Resolved: That the Board adopt the Recommendations of the Compensation Committee report with respect to the job description and schedule, the Pastoral Relations Committee, and the quarterly evaluation process;

Annual Fund Mailing. Charla reported that the annual fundraising appeal is going out by mail on Monday. The match will not be limited to new donors, as it was last year.

There was a break at 7:45.

2016 Budget. Rachel presented a draft budget for 2016, with \$72,603 in income and \$76,145 in expenses. The budget was reviewed line-by-line with adjustment made both up and down. A final budget was not approved; all changes will need to be rationalized and reviewed one more time at a meeting to be held on January 5, 2016.

Spiritual Director Compensation. At 9:15 Sakula stepped out to allow discussion of her financial compensation and related budget items. The following resolution passed by consensus (Charla, Kristen, Rachel; Sakula out of the room due to conflict of interest):

Be it Resolved: That the SD be paid \$30,880 per year with the expectation she will work half time; that she be paid an additional \$2362 as a Social Security offset; and that PFOD include in its budget \$870 for Portland Payroll, \$335 for Church Mutual workers compensation insurance, \$1000 for SD business travel, \$2000 for continuing education, \$1000 for leadership development training, and \$1000 for an extended retreat.

During consensus Charla noting that we want Sakula to thrive in her role and that this compensation package supports that; Rachel noted that this package strikes a good balance between what we would like to be able to offer and what is within our means to offer.
Sakula rejoined the meeting at 9:40.

Tabled Items. The following issues are tabled.

1. Develop a simple system for the Spiritual Director and Board Chair to track SD time off.
2. 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).
3. What bylaws need changing to clarify the role of President/Board Chair?
4. Schedule a series of check-in's on the 2016 budget so it is closely tracked next year.

Upcoming meeting dates:

- Tues, Jan 5, 2016 – Special Board Meeting to finalize the budget, finalize SD financial compensation, and discuss Treasurer transition
- Fri-Sat, Feb 26-27, 2016 – Board Strategic Planning Retreat
- March tbd, 2016 – Q1 2016 Board Meeting

The meeting was adjourned.
