
Portland Friends of the Dhamma Special Board Meeting

January 5, 2016

Portland Dhamma Center, 1404 SE 25th Ave, Portland

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

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

Also present: Bonnie Wilson (bookkeeper) by Skype, Alistair Williamson

The meeting convened at 6:48 following a short meditation led by Sakula.

The minutes from the December 3, 2015 meeting were unanimously approved.

The agenda was approved.

2016 Budget Review and Approval. Rachel walked through the proposed budget line by line. It will be important not to put pressure on any one person or small group to achieve our goals for income; follow-up discussion is needed to determine how to apportion the work for meeting our goals for income. Block rentals (e.g. renting the whole building for an event) will be internally considered a fund-raising activity but for accounting purposes will remain in 4200 (Rental Income). Sakula is currently responsible for the handling of all aspects of renting our facility though asks for more discussion regarding a business attitude of renting to anyone interested (i.e. weddings or meetings where no one has any kind of affiliation with anyone in our community). She remains interested in her current role of reporting on block rentals and supporting rentals as they arise and happen, meeting with those interested, updating the calendar to reflect booked events, and securing signed rental agreements as appropriate. Sakula requests further Board discussion for any duties beyond her current scope.

The following resolution was consensed upon by all Board Members. Charla thanked Greg and Rachel for all their hard work; Kristen noted that it was exciting to be starting out with a manageable budget; Rachel expressed appreciation for how over the years PFOD has learned to deal with uncertainty and still make it work for the whole group and for how well we have all stewarded our resources; and Bonnie noted that Rachel has done an amazing job especially for someone with no prior experience in fund accounting.

Be it Resolved: That the 2016 budget as presented by Rachel and minimally amended tonight be approved. Said budget will leave us \$8.00 in the block by the end of 2016. Rachel will publish the budget.

There was a 10-minute break from 8:10 to 8:20, following which a small gift and immense appreciation were given to Rachel.

Treasurer Transition. Rachel's goal is for Jan. 15 to be her last day as Treasurer, and she leaves town on the 20th. She is resigning as Treasurer and Board Member as of January 20. Greg reviewed the four

categories of tasks to be transitioned from Rachel: Accounts Receivable (AR), Accounts Payable (AP), Reports, and Other. We will wait until our Annual Meeting to formally fill the position of Treasurer (Alistair will recruit candidates for Treasurer). In the meantime, Charla will do AR, Bonnie will do AP, Tena will do Reports, and other tasks will get handled as they arise. Bonnie very generously offered to donate her time beyond the small amount we had budgeted to pay her for 2016, which offer was most gratefully accepted. Bonnie noted that detailed instructions usually gather dust. What is needed instead is high level principles, which Rachel will write up.

The following resolution was approved unanimously:

Be it Resolved: That Tena be added to the bank account as a signer.

Leadership Development. Rachel's remaining term on the Board is 1.5 years. With her leaving and just three remaining Board members we need to recruit new Board members. Charla will be talking to people about their interest in serving on the Board.

Items for follow-up.

1. Follow-up discussion on how to apportion the work to achieve our budgeted goals for income so as not to put undue pressure on any single person or small group.
2. Make sure property tax for tax year 2015 and tax year 2016 both get paid.
3. Schedule a series of check-in's on the 2016 budget so it is closely tracked next year.

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?

Upcoming meeting dates:

- Fri-Sat, Feb 26-27, 2016 – Board Strategic Planning Retreat
- March tbd, 2016 – Q1 2016 Board Meeting

The meeting was adjourned at 9:50pm.
