
Portland Friends of the Dhamma First Quarter Board Meeting

February 4, 2016

Portland Dhamma Center, 1404 SE 25th Ave, Portland

Directors Present: Charla Chamberlain (Chair), Kristen Saxton

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

Also present: Nathan Varns, Tom Lockett

The meeting convened at 6:40 with a short meditation.

The Secretary stated that, a quorum of Directors being present, the meeting could transact business.

The agenda was adjusted to allot more time for calendaring and operational planning since Sakula was not present to discuss Program updates; the agenda was then approved.

Calendar for 2016. The proposed calendar for Board meetings was reviewed and modified, resulting in the following:

<p>January 2016 Special Board Meeting 1/5 - 2016 Budget Approval - Treasurer transition approval</p> <p>Feb 2016 Q1 Board Meeting 2/4 - 2016 Fundraising plan planning - Board leadership development update - Treasurer transition update - Church status update - Operational planning update - Finalize 2016 Board Calendar</p> <p>March 2016 Board/Finance Committee 3/3 - Review dana handling - Review Treasurer transition - Board leadership development - Review proposed process for SD/Org review - Update on 2016 fundraising plan</p> <p>April 2016 Special Board 4/14</p>	<p>June 2016 Q2 Board Meeting /Annual (Date TBD) - Elect directors - Elect officers - Review fundraising plans for summer and fall</p> <p>Annual Community Meeting - Community sharing about the past year -Committees present annual work-plans</p> <p>July 2016 Board/Finance Meeting date TBD - Q2/Midyear budget review - Restart compensation committee</p> <p>Aug 2016 NO MEETINGS</p> <p>Sept 2016 Q3 Board Meeting date TBD Fall Committee planning month: - Compensation Committee - Fundraising Comm - annual appeal - Building Committee - Operations Team</p>
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<ul style="list-style-type: none"> - Q1 Budget review - Annual meeting planning (select date) - Board leadership development - SD/Org review update <p>May 2016 Board Meeting 5/5</p> <ul style="list-style-type: none"> - Operational Planning prep for Annual Meeting - SD/Org annual review completed 	<ul style="list-style-type: none"> - Program planning by SD? - Committee Budget preparation <p>Oct Board/Finance Committee Meeting 10/6</p> <ul style="list-style-type: none"> - 2017 Budget meeting - Committees come with Fundraising plans - Expenses for 2017 (Jan-Dec) <p>Nov Q4 Board Meeting 11/3</p> <ul style="list-style-type: none"> - 2016 Programming update <p>Dec 2016 Special Board/Budget Meeting 12/1</p> <ul style="list-style-type: none"> - Approve 2017 Budget - Approve 2017 Board Calendar
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Greg noted that Sakula will be gone all of March. Kristen noted that the Building committee meets monthly. It was decided not to have a planning retreat in 2016. At the March Board meeting we will need to review the fundraising plan for the year and a proposal for how to conduct the annual review of PFOD as an organization and Sakula as Spiritual Director. Greg and Charla will work out between them how to handle the workload of putting all that information together for the March meeting.

2016 Operational Planning. The Board unanimously reached consensus on the following:

Be it resolved: That each of the Committees; Fundraising – Charla, Building – Kristen, Board – Charla, and Teams; Treasury – Bonnie/Tena/Charla, Operational Team (O.T.) - Sakula, submit an operational plan in the form of answers to the following questions:

1. What do we want to accomplish as a committee/team between June 2016 and May2017?
 - a. Goals
 - b. Strategies to achieve these goals
2. How will we engage the community to achieve these goals?
 - a. What strategies will we use to engage the community?
3. What supports do we need? How do we need to communicate with other committees/teams to accomplish these goals?
 - a. Who else needs to know we are doing these things?
 - b. How will we tell them?
 - c. What do we need from them?

Be it further resolved: That Charla shall request the plan from each group; each plan shall be due to Charla on April 10th; Charla will consolidate the responses and report back to the Board on May 5th along with a proposal for how to move forward on the plans. It is expected that the plans will be on the agenda for the annual community meeting in June.

Leadership Development. All Board members will continue to explore interest in others serving on the Board. Charla approached one person who declined.

There was a 10-minute break.

Treasurer Transition. Bonnie, Charla and Tena form the “Treasury Team”, which executes most of the job of Treasurer (they have chosen not to appoint a team lead). They have divided up the work, leaning heavily on Bonnie’s expert advice as to how to set up tasks so that internal controls are in place (this is, however, a work in progress). Charla is monitoring the account online for fraud. Charla cut up the debit card the bank mistakenly sent her. All 2015 thank you’s/receipts are done. Greg has set up workers compensation insurance. Greg will be the point person for the payroll firm that will pay Sakula. Tena will run the mid-year budget review. Bonnie will send 2015 1099’s. Open issues are:

1. What needs to happen for Bonnie to be able to do online bill pay?
2. Once online bill pay is set up, is Bonnie doing it or is Tena?
3. To develop later: a backup for Charla (A/R), a backup for Bonnie (A/P)
4. Will Tena reconcile deposits to paperwork, or is Charla preparing the deposit sufficient?
5. Fill the role of Treasurer
6. Greg is working on paying property tax to the county for 2016 and 2015

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.
4. Approve 2/4/16, 1/5/16, 12/3/15, 11/5/15 Board minutes.

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:

- March 3, 2016 – Board/Finance
- April 14, 2016 – Special Board meeting
- May 5, 2016 – Special Board meeting
- TBD – Annual community meeting, Q2 Board
- TBD – Board/Finance, mid-year budget review meeting
- TBD – Q3 Board meeting
- Oct 6, 2016 – Board/Finance
- Nov 3, 2016 – Q4 Board meeting
- Dec 1, 2016 – Special Budget Meeting

The meeting was adjourned at 9:20pm.
