
Portland Friends of the Dhamma Rebudgeting Board Meeting

July 13, 2016

Portland Dhamma Center, 1404 SE 25th Ave, Portland

Directors Present: Charla Chamberlain (Chair), Kristen Saxton, Sakula (Spiritual Director), Stephanie Allderdice, Greg Satir

Officers Present: Tena Hoke (Secretary)

Others Present: Bonnie Wilson (Treasury Team), Alistair Williamson (Finance Committee), Nathan Varns

The meeting convened at 6:45 following a short meditation.

The Secretary stated that, a quorum of Directors being present (4 of 4), the meeting could transact business.

The agenda was reviewed and approved.

Minutes Approval. The minutes from the previous meeting held on June 15, 2016 were approved.

Spiritual Director Update. Sakula reported that:

1. Meetings with her Executive Director/Leadership coach are proving fruitful.
2. Kristen will be trained by Sakula to take over as the contact/contracts person for rentals.
3. New chalkboard is in place and more enhancements coming for the kids' program.
4. Debbie Stamp weekend was a success and will likely be repeated next year.
5. Possibility of a visit by Joseph Kappel.
6. Jacqueline Mendel/Samden Ling are ending their lease. Sakula does not expect it to be difficult to find a replacement.

Action Items from Last Meeting.

- Greg and Charla identified officer candidates.
- Greg sent out the mid-year appeal. There was a last minute change, or possibly just confusion, regarding who was to receive the appeal. Ultimately it did not go out to people who are currently pledged or giving a recurring donation or who gave to the annual appeal. We need to monitor whenever decisions are not followed and revisit that at the next meeting, discussing whatever new information arose that changed the decision.
- Still on the Action Item list: bylaws amendment to make SD an ex officio member of the board.

Officer Elections. With each candidate stepping out of the room to allow their candidacy to be discussed candidly and for voting to take place, the following were chosen unanimously:

Board Chair – Greg Satir

Board Vice Chair – Alistair Williamson

Board Secretary – Tena Hoke

(Note that Tena and Alistair are not *on* the Board as members, but do *serve* the Board as officers; they do not vote.) Alistair noted that we need to update our filing with the State of Oregon to reflect the new officers. Also note that it had previously been decided to delay the election of a Treasurer to the September meeting.

Mid-year rebudgeting review: Expenses. Bonnie presented the budget recommended by the Treasury Team (Bonnie, Charla, Tena) for adoption. This budget was based off all the budgeting work done at the previous Board meeting, plus additional analysis by the Treasury Team. At the June meeting the starting point was a \$10 surplus for the year, which after a quick re-budget was changed to a plan to use \$7,000 from the general fund. After presentation and discussion at this meeting, the re-budget proposes using \$4,900 of the general fund instead. All expenses in the recommended budget were reviewed line by line, and a few adjustments were made.

There was a 10-minute break.

Mid-year rebudgeting review: Income. Projected income in the recommended budget was reviewed line by line. The main changes agreed upon were to reduce the amount of rental income anticipated from special events and to firm up fundraising projections by targeting two specific fundraisers: an auction, and the Thai cooking class.

The following resolution was passed by consensus:

WHEREAS: PFOD needs a reliable budget to follow for the remainder of the year, and

WHEREAS: The revised budget will require a drawdown of the General Fund of about \$5000 but will also enable all necessary operations,

Therefore be it RESOLVED: That the Treasury Team's recommended budget, along with changes discussed tonight, be adopted for the remainder of the year;

Further resolved: That Bonnie will type up all agreed upon changes and email out the budget for final approval;

Further resolved: the decision made at the previous meeting to transfer \$2000 into the loan buffer fund is revoked.

Upcoming meeting dates:

- September 14, 2016 – Q3 Board meeting
- Oct 12, 2016 – Board/Finance
- Nov 9, 2016 – Q4 Board meeting
- Dec 15, 2016 – Special Budget Meeting
- January 11, 2017 – Board/Finance Meeting

The meeting was adjourned at 9:45pm.

ACTION ITEMS

- Unassigned: Discuss and develop by-law amendment to describe the Spiritual Director position as an exofficio member of the Board.
- Unassigned: Update Annual Report filed with the State of Oregon with the names of the new officers.
- Tena: Send out email to egroup to announce new officers.
- Alistair: Report back at next meetings on cost savings from solar panels.

- Nathan: Work with Greg to get a competitive bid for insurance.
 - Kristen: Proceed with planning for a fundraising auction.
 - Bonnie: Incorporate all budget changes agreed on at this meeting and send the resulting budget out for final email approval.
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Additional Decisions Approved by E-Mail:

The following resolution was approved unanimously by email on July 27, 2016

RESOLVED: That the attached budget (see excel file) is approved for the remainder of 2016.
