
Portland Friends of the Dhamma Planning Board Meeting Minutes

October 12, 2016

Portland Dhamma Center, 1404 SE 25th Ave, Portland

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

Officers Present: Tena Hoke (Secretary), Alistair Williamson (Vice Chair)

The meeting convened at 6:42 following a short meditation.

A quorum was declared, with all 5 of 5 Directors present.

There was no new business, and the agenda was approved.

Minutes Approval. The minutes from the previous meeting held September 14, 2016 were approved with no changes.

Auction Fundraiser Report. Kristen reported progress on the Oct 12-26 online auction.

Action Item Kristen - produce a printed auction catalog

Action Item Kristen - set up an auction table where people can see the available items

Action Item Greg - announce the auction at Oct. 16 Sunday sila

Action Item Alistair - announce the auction at Oct 23 Sunday sila and bring a laptop so people can place bids

Action Item Greg - put an auction announcement out via Mail Chimp (but not as part of an Observer)

Rental Report. Kristen reported on the transition of PFOD rental responsibilities from Sakula to her. Samden Ling will continue renting through the end of the year, and Mary Zinken is expected to take over her slot at the start of 2017.

Action Item Kristen - let Mary Zinken know that we will need to keep looking for other tenants if we don't have an agreement with her by Nov. 9th.

Spiritual Director Report. The Spiritual Director's Report is appended to these minutes.

Action Item Greg - manage carpooling for the Wat Atam event (Oct 28-30)

Action Item Stephanie - manage outreach for the Wat Atam event

Financial Report. Greg reviewed the financial statements produced by Bonnie. For Jan-Sept Income is at 100.2% of forecast and expenses are at 94.1% of forecast.

Action Item Review. Alistair led a review of the action items highlighted in the minutes of the previous meeting. All items were completed. Greg noted that the stove sold for \$60, and Kristen noted that as a result of the creation of the punch list for the downstairs remodel she has scheduled a work party for November 19th.

Community Meeting Planning. Charla reviewed her draft proposal for the purpose and content of the Annual Community Meeting to be held Dec. 11th. Discussion focused on what the topics should be for the small group breakout sessions. What emerged was a focus on a shared understanding of our vision. We could explore different aspects of the vision, and also find out if there are things missing that PFOD should provide to help realize our vision. Charla will take these ideas and work them into a more detailed proposal.

Action Item Charla - bring a more detailed proposal for the agenda of the annual community meeting to the next Board meeting for planning and decision making

Planning for 2017. In 2017 the Board will focus on:

1. Write job descriptions for board positions
2. System to ensure follow through on board work
3. Annual fundraising plan
4. Create structure of volunteer opportunities / Write volunteer job descriptions.

For the annual fundraising plan, we discussed what level of detail we require, and concluded that there should be two work products: 1) an overall schedule and goals, and 2) a detailed description of each event. For the volunteer structure, there should be three work products: 1) an organization chart, 2) job descriptions, and 3) a management structure which ultimately will be a volunteer coordinator but in the meantime will be some yet-to-be-determined method for managing the volunteer jobs

Calendaring for 2017. Tasks for 2017 were divided up into 2-week chunks of work and placed on a calendar. After putting up budgeting, volunteer job descriptions, annual board elections, fund raising, and 2018 planning we ran out of time. It looked like it might not be possible to fit in all the desired tasks for 2017, which will be a subject for further discussion.

Gathering Expenses for Budgeting. There was no time for discussion of this agenda item, but everyone responsible for any budget line items should be gathering their estimates for next year.

Compensation Committee. The Board unanimously consented to relaunching the Compensation Committee to be made up of Greg and Stephanie. Suko has agreed to act as a consulting member to the committee.

The meeting was adjourned at 9:30pm.

Additional Decisions Approved by E-Mail:

Tbd

Spiritual Director's Report - Oct 12, 2016

- As per action item in Sept's board meeting minutes, the vision and mission statements have been posted on the downstairs bulletin board
- Kristen has picked up the bulk of responsibility regarding signing a new group to lease Tuesday evenings on a weekly basis. I'll let her report speak on that.
- To my delight, Stephanie Allderdice has expressed an interest in volunteering as my admin assistant. We are currently in discussion. As Operations Team Chair I'm looking into recruiting a volunteer lead person for the CareTakers Lead. I hope to have Stephanie in place as Admin. assistant to the S.D. by Dec. 1st.
- Luang Por Pasanno expressed his appreciation for how well our community has developed with these words (from his Friday night visit in late Sept) "It's a delight to be here again. All seems to be working like a well oiled machine."
- I'm in discussion with Jessica S. about doing a weekly meditation/reflections evening. We're aiming to work something out that fits well for our current programming schedule and her life's responsibilities. We hope to have something in place by Jan/Feb of 2017.
- Again this year I will be doing a retreat at Wat Atam in Woodenville, WA. Fri - Sun, October 28, thru 30th.
- I've also been invited to offer a daylong at a Theravada monastery in Olympia, WA. sometime in Feb, 2017.

Visiting Teachers - Since last board meeting

- Luang Por Pasanno, Luang Por Viradhammo along with the Pacific Hermitage monks
 - Lay Minister Jaya Karlson joined Sakula for an Upasika Daylong
 - Pacific Hermitage monks for Fri evening and Saturday meal offering
 - Ajahn Karunadhammo returns to Abhayagiri next week for winter retreat
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