
Portland Friends of the Dhamma Planning Board Meeting Minutes

November 9, 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), Bonnie Wilson (Treasurer)

The meeting convened at 6:40 following a ten-minute meditation.

A quorum was declared, with 4 of 5 Directors present.

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

Minutes Approval. The minutes from the previous meeting held October 12, 2016 were approved with no changes.

At this point Bonnie and Kristen arrived, and all five Directors were present.

Spiritual Director Report. The Spiritual Director's report is attached. Sakula clarified that where her report says "To put into place an operational strategy for my eventual exit..." that this is NOT based on a plan to leave. But she does want to have a plan in place to enable her eventual (long term) transition out of the role of Spiritual Director.

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. The action items related to the Wat Atam event were no longer necessary since the event was canceled due to the Thai king's death. Kristen noted that the income from the auction was about \$2900, making it a huge success! Kristen also noted that we have a signed lease with Mary Zinken, so there will be no down time between Samden Ling leaving and Mary Zinken starting up..

Calendaring Exercise for 2017. The four priority board focuses for 2017 (job descriptions, fundraising plan, volunteer structure, and a system to track Board follow-through) were all placed on a calendar along with the other established board tasks. Since responsible people were not assigned to any of the tasks, the calendar is just that, a calendar, not an established plan.

Community Meeting Planning. Charla reviewed her updated proposal for the purpose and content of the Annual Community Meeting to be held Dec. 11th. The meeting will be from 10am until 1pm, pre-empting the regular Sunday Sila.

Action Item Charla – send email by Nov. 18th inviting the community to attend this meeting.

Action Item Charla – send a reminder email about this meeting by Dec. 8th.

Action Item Charla – coordinate child care for the meeting.

Action Item Stephanie/Sakula – get the meeting on the web site and online calendar.

Action Item Stephanie/Sakula – announce the meeting in The Observer.

Action Item Alistair/Stephanie – prepare discussion topics for “We envision a City Sanctuary/Refuge where we as laypeople can set aside our worldly burdens within a community that nurtures vision, contentment and calm, so wisdom can arise.”

Action Item Charla/Greg – prepare discussion topics for “We aim to provide support for personal explorations into the Buddha’s teachings, guidance in training our minds, and direct contact with lineage of Ajahn Chah monastics.”

Action Item Sakula/Kristen – prepare discussion topics for “Finally we envision a community of mutual support and companionship as we strive to apply these teaching in our daily lives, and walk the eightfold path.”

Reviewing Expenses for 2017. Following a review of how each person or team arrived at their projected expense budget, the major changes in projected expenses were highlighted and the work of the Compensation Review Committee was presented. No decisions were made.

In preparation for next month’s review of projected income, we will need the following:

Action Item Greg – by Dec. 5, project income for: Pledges, Bowl, Fundraising Appeals, Mail/Spontaneous

Action Item Kristen – by Dec. 5, project income for: Auction and all Rentals

Action Item Bonnie – by Dec. 7, created spreadsheet for budgeting 2017 income

The meeting was adjourned at 9:30pm following a brief meditation.

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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