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# Portland Friends of the Dhamma Board Meeting Minutes

May 24, 2017

At the home of Sakula & Alistair, Portland, OR

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**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 6:35 following a silent meditation.

A quorum was declared, with 3 of 5 Directors present to start (Stephanie came in soon after, and Sakula was present for the SD report, annual community meeting planning, and the discussion of operational systems).

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

**Minutes Approval.** The minutes from the previous meeting held April 19, 2017 were approved with no changes.

**Action Item Review.** All action items were completed, unless noted below.

- **Action Item Greg:** By May 31, by email, suggest a process for conducting an Annual Review, with the intent of being able to make a decision on this at the June meeting. (This topic had been scheduled for tonight, but there was no room on the agenda.)
- **Action item Kristen** - have the third electrical estimate by the June meeting. (The second bid came in at \$14,600, literally thousands above the first bid, hence the need for a third bid.)
- **Action item Kristen:** By the June meeting, have sent a draft to Sakula of an email that would go out to the whole community to announce the Fred Meyer rewards program.
- **Action Item Greg:** In the Board agenda for July, include discussion of recommendation #2 from the April meeting (about inviting community members to join us in the planning and/or budgeting process this Fall).
- **Action Item Greg:** Include fundraising committee structure on the October meeting agenda so that by the end of that meeting the structure can be finalized.

**Spiritual Director's Report.** A small team of Chad, Sakula and Stephanie met to discuss ways to reduce Sakula's workload, especially with respect to communications. Chad & Stephanie wrote up a role description for a communication assistant. It turns out Doug Faneuil has expertise in this area, and he volunteered to take on the job for 3 months and work with Sakula to further organize the work. Sakula will be out for 3 – 6 weeks due to a back injury, and won't be able to help plan the children/family portion of the community meeting.

**Action Item Charla:** Let Jessica know that Sakula will not be able to help Jessica plan the family portion of the community meeting.

**Annual Community Meeting Planning.** Charla reviewed the plan for the community brunch potluck. Photos will be posted of Directors and Officers so that people will be able to identify them and ask questions.

**Operational Systems.** Greg reviewed the work done to date on the goal of implementing a sustainable operational system. Kristen reviewed the results of interviews done with six other organizations about their staffing and leadership systems. In addition to what Greg & Kristen included in the written report (see it in the agenda), key learnings were: the path is still not clear; the role of an ED (Executive Director) or administrative assistant is common; we could do something quickly; the idea of freeing up Sakula seems more doable; there is no single answer about how to manage volunteers; smaller affinity groups lend organizations strength.

Some open issues identified are: do we have a structural problem or a job to be filled? Do we have a supervision problem or an engagement problem with respect to volunteers? Is the concept of an Operations Director or Executive Director a better fit for us? (The difference seems to be that an ED defines and carries out work, whereas an OD has less goal-setting authority.) The following tasks were identified as the next steps in this process, each of which should yield a half-page document (or no more than one page), to be discussed at the next meeting:

**Action Item Kristen and Charla:** Write up a description of what it looks like when operations are smooth and PFOD is running well.

**Action Item Greg and Bonnie:** Write up a role description for a Director of Operations / Head Administrator-type position to assist Sakula.

**Board Job Descriptions.** Alistair & Tena presented the first draft of the Roles of Directors and Officers document. The following changes were requested: Add more information about what it means to be a Working Board and move that section into Governance. Explain that the role of President is required by the State of Oregon. Explain why PFOD is a board led organization. Describe jobs colloquially rather than using language from the bylaws.

**Action item Alistair and Tena** – Present a finished version of the Roles document at the June meeting for Board approval.

**Action item Tena** – Write up a resolution to approve our change of banks.

**Election of Directors and Officers.** The following Director and Officers were confirmed by consensus for the stated terms. Each candidate was invited to make a statement and answer questions, then stepped out to allow for further discussion and voting.

- Kristen Saxton – 2-year term as Director (this will be her 2<sup>nd</sup> term; she has already served one two-year term)
- Greg Satir – 1-year term as President and Board Chair
- Alistair Williamson – 1-year term as Board Vice Chair
- Bonnie Wilson – 1-year term as Treasurer
- Tena Hoke – 1-year term as Secretary

**Communicating the Mortgage.** (History: The Board was granted by the lender a forgiveness of two-thirds of the interest for Year 4 of the loan and one-third of the interest for Year 5 of the loan, in order to make it easier to balance the 2017 budget. However, this meant that the Board did not meet its goal of adhering to the original Memorandum of Understanding to buy our building. To prevent this happening again, the Board wants to better communicate to the community about what our financial needs will be in 2018.) Greg stepped out for this portion of the meeting. Bonnie presented a review of

the history and current status of our two building loans. A couple different ways of communicating this information to the community were discussed (email, announcements during meetings). There is uncertainty about the proper way to share this information in light of our lineage and approach to dana; guidance from Sakula is needed. It was agreed that it would be inspiring to share the story of how we came to own our building.

**Action Item Bonnie:** Work with Sakula to determine the best way to communicate this information to the community, and then make sure it gets communicated.

**Calendar Review.** Alistair reviewed the calendar, and noted that we are on track and no changes are needed at this time.

**Action Item Greg:** Ensure that the Mid-Year Appeal gets written by Sakula and has been mailed by Greg by June 28<sup>th</sup>.

The meeting was adjourned at 9:30.

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