
Portland Friends of the Dhamma Board Meeting Minutes

July 19, 2017

At the home of Sakula & Alistair, Portland, OR

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

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

The meeting convened at 6:35 with a brief meditation guided by Sakula.

A quorum was declared, with 4 of 5 Directors present. (Charla came in late, but was present for all decision-making; Stephanie was absent.)

The agenda was approved.

Minutes Approval. The minutes from the previous meeting held June 14, 2017 were approved.

Spiritual Director's Report.

Completed

- Rinzan (the teacher for the No Rank group) has been invited and accepted to sit in for me on Sunday, August 13th. Both Jessica and Matthew are out of town. I'm thrilled and look forward to considering him as a substitute teacher in the future. We'll see how this goes;
- Joseph Kappel was very well received at our July day long. He spoke for nearly two hours with a short break in between. In chatting with him later he expressed his gratitude for what he felt was a healthy respect and interest in our Ajahn Chah lineage.
- I've set up a private egroup for PFoD Upasikas. I hope to use this to accomplish decreasing email numbers to the general egroup AND encourage contact between Upasikas.
- I'm looking forward to getting a response or two (maybe more?) regarding the announcement just sent out eliciting interest in the new Head of Operations leadership role we (this Board) are creating.
- New furniture has been purchased for the kids program: a bench that seats two and has a drawer for storing materials for the kids program.
- James Gregg has added a podcast of Reflections from the Sunday Sila program onto our YouTube channel.
- Tickets have been purchased for Joseph Kappel and Cator.

On Going

- Doug Faneuil, James Gregg and I are getting close to launching a revamped website that will include a blog (hoping to get Jessica's blog hooked up to this) and links to our YouTube Channel. The revamp will have little change in the look but loads of change in its usability.
- Joseph Kappel (Pabhakaro) and I are in strong communication regarding the Upasika program. I'm really benefiting from this alliance with a senior teacher of the Ajahn Chah lineage. I feel his connection to our Portland Parisa will prove quite beneficial as well.
- Airline tickets still need to be purchased for Debbie Stamp and Ajahn Geoff.

Long Term Plans

- Create more space for folks to sit/lounge/visit downstairs.
- Reprint a small run of Ajahn Sucitto's Parami book.
- Invite Muslim teacher to come to Sunday Sila

Treasurer's Report. Bonnie presented the financial statements for the first six months of this year. We are \$455 ahead of budget (remarkable!).

The Treasury team recommends that we communicate about the mortgage three ways:

- PRINTED pamphlet to be made available at the Center
Action item Sakula - With help from Doug, create and print the pamphlet/flyer by Sept. 30
- INTERNET (eGroup, Website, Observer)
Action item Sakula – Ensure the information is communicated via the eGroup, PFOD web site, and The Observer by Sept. 30
- SPOKEN (announced for 3 weeks at ongoing events that the pamphlet is available)
Action item Bonnie - By October 7th ensure the announcements have been made

Action Item Greg – Add to the November agenda a review of the process of communicating about the mortgage.

Building Committee Report / Electrician. Kristen reported that the front lights are fixed – the problem was just with the circuit breaker. The electrician said the wiring “looks fine” and does not recommend a blanket replacement of all circuits. They recommended replacing all our light bulbs with LED's.

Action item Kristen – Get a written report from the electrician of their findings.

Building Committee Report / Leasing. Two community members have requested a 2-year lease starting August 3 for \$50/month to have access to the upstairs and downstairs from 7:00am – 8:30am every Thursday for their Buddhist 12-step recovery group. Their meetings would not be considered a PFOD programmatic offering. Since we do not have a history of daytime leasing, the **board agreed to make the following offer to the lessees:** offer to lease on a month-to-month basis for six months, for the dates and times listed above, with the intention that the lease would only be terminated early due to unacceptable behavior.

Action item Kristen – Make the offer

Action item Greg – Add to agenda in 5 months (Dec. 2017) a reconsideration of the terms of this lease.

Kick off the Fall Auction. Kristen presented the proposed 2017 Auction Plan. The Board agreed that finding a more user-friendly auction site would be worthwhile even if it takes a cut of around 5%. Kristen will ask Kathryn and Robin if they could serve on an advisory council. Charla volunteered to help with thank-you letters.

Action item Kristen - By August 20th email & post the request for donations for the auction.

Action item Kristen - By September 15th ensure that the request for donations will be sent out by Mail Chimp.

Action item Kristen - By the September meeting provide the Board with an update on auction planning.

Combination Topic: Consider creating a fundraising committee + Board job descriptions. Alistair walked through the “A Committee Chair” section of the document on “Roles of Directors and Officers at PFOD” as a means of both finalizing that section of the document and preparing to discuss the idea of creating a fundraising committee. These additions to the document were agreed upon: 1) Add “A permanent committee chair is expected to serve for not less than one year.” 2) Add “If more than \$100

over budget the committee must come back to the Board for further approval.” With those two changes the section of the document “A Committee Chair” was approved.

Action item Tena - Update the committee chair portion of the document to reflect these additions.

Following discussion of the best way to organize and manage fundraising tasks, the Board reached full consensus on the following:

Decision on Fundraising Committee

- The Board should manage fundraising via a committee.
- By the end of 2017 the Board should have identified a fundraising committee chair and written a charter for the committee.
- Until the end of 2017 fundraising should continue to be managed by the Board.

Action item Greg - Include on the October agenda development of a fundraising committee charter and finding a committee chair.

There was not time to finish discussion / finalizing the “Roles of Directors and Officers at PFOD” document.

Action item Tena – Send out the unapproved sections of the document by email with a goal of having the whole document finalized by email before the September meeting.

Consider creating five-year budget goals. Greg presented the outline of a five-year budget. The sense of the meeting was that this is valuable endeavor. Specific feedback offered:

- Consider using the CPI for Social Security as a good source of Cost of Living Adjustment data.
- Consider budgeting more for training.
- Expect to bump the pay for a Children’s Program teacher \$2-\$3/hour.
- We should plan to double our monthly contribution to Capital Reserves.
- We should anticipate a major building expense sometime in the next five years.
- Over five years we would probably add more programming.
- Counting on major donors is an untested idea that needs further development. Greg will explore further.
- Do NOT call this a budget. That implies much more certainty than we have. Call it a forecast.
- Once in place, we would probably update this forecast once a year.

Action item Greg – Bring an updated version of the five-year forecast to the September Board meeting.

Inviting community members to the fall planning process. This item is on the agenda as a result of prior discussions about getting more community members exposed to the operations of the Board of Directors. We will invite people to attend the September, October and November Board meetings in order to participate in the planning process for next year. We would particularly like to have people who have attended a Board meeting in the past, shown more than a passing interest in Board governance, have some history with our lineage, and are already putting in consistent volunteer hours. (Of course, Board meetings are always completely open to all – a specific invitation to attend is not necessary.)

Action item All - Invite community members to the fall planning process

Action Item Review and Calendar Update.

- **Action item Sakula** - By the September meeting, have reviewed and finalized Kristen’s draft of an email that would go out to the whole community to announce the Fred Meyer rewards program.
- Greg noted that the Mid-Year Appeal drew about \$900 in immediate donations and about \$150

in monthly pledges.

- Sakula noted that we are currently in transition, with her no longer focusing on the administrative aspects of her job, but also with no new Head of Operations on board. As a result of this, Greg agreed to the following:
- **Action item Greg** – Secure volunteers for the weekend Cator Shachoy is at PFOD.
- **Action item Tena** – Meet with Sakula by August 2nd to get her input into the process of securing feedback on the SD performance.

The meeting was adjourned at 9:45.

Additional Decisions Approved by E-Mail

The following proposal from Tena was approved unanimously by all Directors by email on September 12, 2017:

To accept the document “**PFOD Directors and Officers Roles.**” Acceptance of this document constitutes completion of one of the five major new projects the Board undertook this year.