

PFoD Board Meeting

Wednesday, February 15, 2017, 6:30pm – 9:30pm

	Opening	Who	Desired Outcome
6:30pm 1 min	Call to order	Greg	Board can do business
6:31pm 3 min	Meditation	Sakula	Begin in harmony
6:34pm 2 min	Read vision statement *		Remind us all of the vision
6:36pm 2 min	Call for new business	Greg	Revised agenda
6:38pm 2 min	Approve previous minutes	Alistair	Final changes and approval
	Reports		
6:40pm 10 min	Spiritual Director report	Sakula	Understanding
6:50pm 10 min	Building Committee report	Kristen	Understanding
7:00pm 5 min	Insurance update	Greg	Understanding
7:05pm 5 min	Action item review • Put timelines on remaining items	Tena	Know the status of all items
	New Business		
7:10pm 45 min	Writing a fundraising plan • Initial discussion	Kristen & Stephanie	Board feedback on the process
7:55pm 10 min	Writing job descriptions • Brief update	Alistair <i>Present</i> Charla <i>Facilitate</i>	Introducing the approach
8:05pm 5 min	Break		
8:10pm 15 min	Creating a volunteer structure • Discuss a better name for this issue • Clarify our approach to this issue	Alistair	Create a common understanding
8:25pm 55 min	• Explore one possible solution	Sakula <i>Present</i> Tena <i>Facilitate</i>	Understand the solution Sakula has been exploring
	Closing		
9:20pm 10 min	Review calendar for any additional action items	Tena	Everyone knows and accepts their action items
9:30pm 2 min	Meditation/Closing thanks	Sakula	Gratitude and harmony

* **PFoD Vision Statement:** We envision a City Sanctuary/Refuge, where we as laypeople can set aside our worldly burdens within a community that nurtures virtue, contentment and calm, so wisdom can arise. 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. Finally we envision a community of mutual support companionship as we strive to apply these teaching in our daily lives, and walk the eightfold path.

Portland Friends of the Dhamma Board Meeting Minutes

January 18, 2017 ~ Portland Dhamma Center, 1404 SE 25th Ave, Portland

Directors Present: Greg Satir (Chair), Charla Chamberlain, Kristen Saxton, Sakula Reinard (Spiritual Director), Stephanie Allderdice (Taking these minutes in place of the Secretary)

Officers Present: Alistair Williamson (Vice Chair)

Officers Absent: Tena Hoke (Secretary), Bonnie Wilson (Treasurer)

Community Members Present: Steve Diamond, Jeanette Carolina, Javier Mena

The meeting convened at 6:47pm following a five minute 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 December 21, 2016 were approved with no changes.

Action Item Review: All action items from last month's minutes were completed in a timely fashion

Change WF Bank Roles: Bonnie's recommended changes to the Wells Fargo bank setup were approved unanimously.

Resolved: It has been resolved that Stephanie Allderdice will replace Sakula (Mary Reinard) as Executive Contact Person, and Kristen Saxton and Stephanie Allderdice will replace Charla Chamberlain and Tena Hoke as check signers. Sakula will remain in her current role as a check signer.

Charla and Tena will remain authorized as check signers until the changeover is officially made at the bank.

Spiritual Director's Report:

Programming:

- I'm looking at Spring and Fall to schedule Beginners Classes for 2017. For the past many years we have averaged three Beginners Classes a year. Due to the addition of other programs and wanting to avoid stretching our three teachers to the max, this year we are scaling it down to two.
- I have canceled my trip to teach in Olympia due to unexpected circumstances.
- I am scheduled to teach at Wat Atam June 9 - 11th. FYI: Friday night (the 9th) is a full moon observance day....that will add a lovely element to the weekend;)
- In preparation for the soon-to-be scheduled task of writing role descriptions for roles holding responsibilities within our community, I have written down a summary of the

-responsibilities I hold here at PFoD as Spiritual Director. I'm finding my role as S.D. unique in describing as the founder of the organization which began in my art studio. We have obviously grown well out of such humble beginnings and it has become apparent that this role may now need to be split between two distinct roles of leadership. At the board's request (from several months ago) I'm currently working with my coach to identify my current responsibilities into two roles, that of a Spiritual Director and that of an Executive Director. I am close to a first draft which I will send out to all board members once we begin our task of identifying roles. It is my hope that with this first draft we as a board will finalize descriptions of both roles.

Offerings of Support:

- Matt Danskey has offered to give several hundred dollars toward a frame for the Ajahn Chah painting upstairs.
- I met with a woman new to the center who has recently moved here. She and her husband have joined the Intro to Upasika Class. They are eager to get involved. She is a CPA and wonders if she might be able to be of help. She hopes, weather permitting, to attend our next board meeting (that would be tomorrow;).

Annual Appeal Report: Including a new recurring donation that arrived on the day of the Board meeting, the annual appeal secured \$49,700 for the year as follows:

- Pledges/Recurring \$ 34,700
- One-Time Donations \$ 10,000
- Matching Challenge \$ 5,000

This was \$4,700 over the estimated result. In addition, more gifts/pledges of \$1000+ were received than ever before, suggesting that the donor matching challenge designed by Katharine and offered by Greg and Adrienne had a significant effect.

Community Meeting Report: Three main areas of interest emerged from the Community Meeting: fellowship (opportunities for coming together), communications (e.g., communicating with newcomers to help them feel comfortable), and service (to each other and the greater community). Steve Diamond offered to host a regular movie night in order to encourage fellowship.

Budgeting for 2017: The unreconciled difference for the 2017 budget is now -\$3,500. This is down from the -\$10,000 gap mentioned at the last meeting, mainly due to:

- +\$ 4,700 from the annual appeal doing better than expected
- +\$ 1,300 from Sakula reducing her Professional Expenses to normalize with the rest of the budget
- +\$ 500 from reducing the expected cost of health insurance for the SD

Greg left the room while the Board discussed the offer from him and Adrienne to forgive some of the interest on the loan that PFoD will owe them in 2017.

Resolved: It has been resolved that the Board accepts Greg and Adrienne's offer of \$3,500 interest relief for 2017 and that the Board needs to be clear about fiscal commitments of buying the building with the community and will develop a communication plan to share with the community at the annual community meeting.

This basically reconciles 2017 income and expenses. Two other ways came out to reduce expenses further that the Board accepted:

- +\$1,000 changing insurance from ChurchMutual to GuideOne
- +\$ 700 accepting Jeanette and Javier's offer to organize carpet cleaning ourselves

SD Compensation Package for 2017: Sakula and Alistair left the room while Greg reviewed changes in the SD compensation package for approval. These changes are

- Health Insurance costs were reduced by \$544 to match expected costs
- 5020 Lineage & Buddhist Community expenses are no longer consider a benefit to the SD, but are still in the budget as a programming expense controlled by the SD
- 5230 SD Professional Dev/Training expenses are reduced by \$1,300 as requested by the SD in an effort to keep this part of the budget in line with the rest of the budget
- Mileage Rate is now \$.17/mile to match the Medical/Moving rate announced by the IRS in December
- Housing Allowance allocation was increased by \$1,200 due to the SD moving in March. This is not an additional budget cost, but it allows tax saving for the SD.

The total reduction from the previously proposed package is \$2000.

Resolved: The SD compensation package is approved as written

Concern was expressed by some Directors that additional sessions of one-on-one coaching could be helpful and they would like to consider allocating additional funds to this when the budget is examined mid-year.

Planning For 2017: Alistair reviewed the four new major efforts agreed upon for 2017: Writing job descriptions, Formulating a fundraising plan, Creating a volunteer structure, and Creating a system to ensure follow-through by the Board. Two of these efforts will have time on next month's agenda:

- Kristen and Stephanie agreed to be part of the fundraising plan, with the intention of finding two more community members to help. Review of the plan is planned for the April Board meeting.
- Alistair volunteered to write job descriptions (and plans to ask Tena for her help), with the intention of finding one or two more community members to help. Final edits are

planned for the April Board meeting.

The following work will begin in March:

- Charla volunteered to plan the Annual Community meeting, starting the project in March (rather than February as shown on the calendar) and holding the meeting in May.
- Sakula will explain to the Board the work she has been doing with her coach in March to open discussion around the role of a possible Executive Director-type role. Discussion around creating a volunteer structure will begin to be addressed then.
- Greg and Sakula volunteered to identify potential Board members and to lead Board elections, beginning work in March and holding elections in May.
- Greg will make time on the March agenda to review the system for follow-through. (This wasn't discussed, but is shown on the calendar)

Tenant Liability Insurance Discussion: The new group renting the center on Tuesday evenings has concerns about being able to afford the insurance we currently require in our lease with them. Our current insurance company (and the insurance company we plan to switch to) do not require our renters to carry insurance. The Board discussed whether we want to change our policy. A final decision will be reached at the next Board meeting. Until then the following was decided:

Resolved: The Board approved that the new group doesn't need to carry insurance during their three-month trial period renting with us. The Board will decide at the next meeting if we will require it of them after their trial period ends and that we will let them know our decision at least 30 days before their trial period ends.

The meeting was adjourned at 9:47.

Items approved by email between meetings:

The following action items related to this meeting were approved by email after the meeting:

Action Item Bonnie - Organize the WF Bank Role changes to happen now that they are approved.

Action Item Greg - Send thank yous for all the donations and pledges received in January. (The ones from December are already done.)

Action Item Sakula - work with Steve Diamond to establish the details of a movie night

Action Item Charla - write a letter to the community summarizing what the Board took from the Community Meeting, including an invitation to anyone with willingness to anchor a new project (supporting any of these three areas) to contact a Board member.

Action Item Greg - Work with Bonnie to change insurance

Action Item Sakula - Work with (or ask someone else to work with) Jeanette and Javier to accept their offer

Action Item Bonnie - Get final budget ready to formally approve and work with Greg on timing of approval

Action Item Kristen & Stephanie - Pick your team and be ready for an initial discussion with the Board on the fundraising plan

Action Item Alistair - Recruit a collaborator, present the timeline and propose the form of the final output

Action Item Greg - Put tenant insurance as question to resolve on the next Board meeting agenda

On February 8, 2017 the following banking resolution was approved by email:

RESOLVED: For the PFOD bank accounts at Wells Fargo, the following changes and roles are approved:

- Sakula: Key account executive, Signer, Debit card
- Stephanie: Key account executive, Signer
- Kristen: Signer, Debit card
- Bonnie: Key account executive, Signer
- Tena: removed from the account
- Charla: removed from the account
- Rachel: removed from the account
- Stephanie is the primary email contact for the account. Bonnie also has online access so she can pay bills online. And Tena has read-only online access so she can review transactions when Stephanie is not available.

On February 14, 2017 the budget for 2017 was approved by email. It is stored along with these minutes. The capital fund repair of the electrical was not part of this approval and will be considered later.

Spiritual Directors Program Report, February 2017

- 1) **Invitations for Retreats and Day-longs:** I've written and sent off invitations to both Joseph Kappel and Cator Sachory to join me in offering retreats here at our center. I've not received a response from either of them but have spoken to both who have expressed a keen interest. Joseph has not indicated any specific timing (which means its likely not to take place before the end of this year. Cator is hoping to visit in June or September with a preference toward June. Jaya has signed on to join me in March for the upasika day long and last Fall Debbie Stamp agreed to visit for the July Upasika daylong however this date may change as Ajahn Sumedho has asked to visit in July as well.
- 2) **Workshop schedules:** Jessica Swanson will offer a four week Beginners Mediation Class beginning sometime in February or March. Matthew wishes (and so will) to bring his offering of a six week workshop (BBT) to once a year rather than twice. He is looking at scheduling this series to begin in May or September. For now the Intro to Upasika Training will likely continue to take place once a year.
- 3) **New Programs:** I am getting quite a bit of requests from folks wishing for another mediation night here at the center. In support of what feels like a wish for more contact with this community and direct request for more teachings from Jessica, I asked Jessica if she would lead a weekly meditation class on Saturday evenings. Jessica is willing (and I feel ready) to lead a weekly program and unfortunately Saturdays do not work for her family. At this time there is not another alternative (believe me, I've searched for one;). If any of the Board members have thoughts or recommendations I'd love to set up a Program Meeting and banter some ideas around....until then or later, adding another night, though I feel would be a positive for our expanding community, is presently not feasible.
- 4) **Casual Community Camaraderie:** Steve Diamond is actively engaged with the Dharma Rain folks to get support for starting up a movie night here at our center. He's hoping to get one going for February 25th and though I am all in favor of this being organized as quickly as possible, I rather doubt it will happen till March. I am thrilled that he has taken full credit for this endeavor and really, really look forward to adding this community time to our rooster of events.

Building Committee report

1 message

Kristen Saxton <kristensaxton@yahoo.com>
Reply-To: Kristen Saxton <kristensaxton@yahoo.com>
To: Gregory Satir <gsatir@gmail.com>

Sun, Feb 5, 2017 at 12:20 PM

Hi Greg,

Here is my building committee report for the meeting. I added the more extensive meeting minutes to the Building Committee folder on the google drive.

Thank you! :) Kristen

The building committee met on Feb. 1 to discuss several maintenance topics.

1. Water leak in rental office: there was a leak in a steam pipe in the rental office on Friday Jan. 27. Moisture from this leak soaked the ceiling tiles, insulation and wood in the dropped ceiling cavity as well as the ceiling area of the downstairs hallway. The office was cleaned and ceiling dried out. There remains some damage repair to be done. We will hold a small work party to focus on these tasks on Sunday Feb. 19th at 1pm, during a time when the rental office is free. During this work party we will also seal some openings in the outside roof soffit to prevent animals entering the roof area.
2. We are working to obtain a quote for electrical repair of the upstairs lighting. We hope to install a wireless LED lighting system. Funds for this project have been allocated in the budget.
3. Alistair and Greg, along with Portland Mechanical Contractors, have done several repairs to the boiler and we believe some significant issues are now resolved. The building committee will continue to discuss possible plans for a heat pump system.
4. We will schedule an energy audit from the Energy Trust to seek their recommendations and determine the potential benefits of certain upgrades such as a heat pump and LED lighting.
5. Fire extinguisher and sewer backflow inspections are scheduled to maintain compliance with regulations.
6. Alistair and Brian are working to program the downstairs door keypad. When this is programmed, we will be giving new entry codes to each rental group and other PFoD members
7. We will be planning a community work party on May 20th from 10-1. This work party will focus on electrical related items (new exits signs, wireless thermostat, motion detector outdoor lighting) and there will also be other tasks to complete.
8. We will be testing our water for lead this month

Insurance Update

I investigated changing our insurance from ChurchMutual to Guide One. Originally, the savings looked to be \$1,000. Since then,

- ChurchMutual reduced their April renewal price to \$2800, about \$200 less than expected
- Guide One came in higher than originally quoted AND I upped some coverage to match ChurchMutual. The result is \$2,300, an increase of \$300.

In addition, the bulk of the remaining \$500 difference comes from ChurchMutual providing better earthquake coverage (5% vs 10% deductible, for example).

Since there is almost no saving to be had simply by choosing another insurance provider, I withdrew this item from consideration under the current budgeting process.

-- Greg Satir

DRAFT Calendar for 2017

New Efforts	Jan	Feb	March	April	May	June	July
Write Job Descriptions <i>Alistair</i>		BD Kick-off writing descrip. * Draft chair, governance	Review job descriptions Draft treas, sec, at large	Review job descriptions Final edits of job descrip.	Approve job descriptions		
Write a Fundraising Plan for 2018 <i>Kristen, Stephanie</i>		BD Kick-off writing plan * Draft plan, Event devel.	Pow wow on plan Event devel.	Discuss and review plan Refine FR plan	Approve FR plan		
Create Volunteer Structure		BD clarify the issue and how to address it			* Prep for volunteer meeting	BD Kick off on volunteers & teams Write vol jobs, Create vol map	Review and prioritize jobs Vol. duties
System to Ensure Follow Thru			BD Review system			BD Review system	
Annual Review of Org/SD					BD Define scope of review * Develop review q's	Feedback on review q's Compile feedback	Annual review completed

Done Before

Annual Comm. Mtg <i>Charla</i>		<i>Decided to delay a month</i>	BD Kick-off planning * Plan meeting	Review plan Plan meeting	Hold meeting		
Annual Bd Elections <i>Greg, Sakula</i>			BD Identify candidates	Finalize candidates	Hold elections		
Planning & Budgeting for 2018							
Fundraising We've Done Before					* Appeal written	Appeal sent	

Of Note

		Sakula at Dh. Rain 3/1	PH Monks return 4/21	Jaya Karlson	Sakula at Wat Atam 6/9	LP Sumedho Debbie Stamp?
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BD = Done by the whole board at a board meeting

* = Done by a small group between meetings

Aug	Sept	Oct	Nov	Dev	Jan '18
	<i>BD Review system</i>			<i>BD Review system</i>	

	<i>BD Annual planning</i>	Annual planning	Budget expenses	Budget income	Budget approved
		* Prepare expenses	Prepare income	Prepare approval	
	* Auction planned	Auction run	* Appeal written	Appeal sent	

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This collar shows changes from the original in Nov 2016