

PFoD Board Meeting

Wednesday, April 19, 2017, 6:30pm – 9:30pm

	Opening	Desired Outcome		
6:30pm	1 min	Call to order	Begin business	Greg
	3 min	Meditation	Begin in harmony	Sakula
	2 min	Read vision statement	Information	
	2 min	Call for new business	Final changes to agenda	Greg
	2 min	Approve the minutes	Final changes to minutes	Tena
Reports				
6:40pm	20 min	Spiritual Director report	Information	Sakula
	10 min	Treasurer report	Information	Bonnie
	5 min	Building electrical update	Information	Kristen
	5 min	Action item review	Updated action items	Alistair
New Business				
7:20pm	5 min	The steps of consensus	Information	Greg
7:25pm	25 min	Board election planning	Decision	Sakula, Greg
7:50pm	5 min	Break		
7:55pm	25 min	Community meeting planning	Discussion/Feedback	Charla
8:20pm	40 min	Fundraising planning	Discussion/Feedback	Kristen, Stephanie
9:00pm	20 min	Supportive church chairs - An offer from the community	Decision	Greg
Closing				
9:20pm	10 min	Calendar review	Updated action items	Greg
9:30pm	2 min	Meditation/Closing thanks	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

March 15, 2017

Portland Dhamma Center, 1404 SE 25th Ave, Portland

Directors Present: Greg Satir (Chair), Kristen Saxton, Stephanie Allderdice

Officers Present: Alistair Williams (Vice Chair), Bonnie Wilson (Treasurer)

Community Members Present: Jessica Swanson, Matthew Danskey, Quinn Robinson

The meeting convened at 6:40 after a five minute meditation.

A quorum was declared, with three of five Directors present.

Call for new business: Bonnie requested five minutes be added to the agenda for a Treasurer's report. This was granted, and the agenda was approved.

Minutes Approval: The minutes from the previous meeting held February 15, 2017, were approved with minor grammatical edits made.

Spiritual Director's Report: The report was read over

Building Committee Report: Kristen offered her report, noting the following:

- Three remote thermostats were recently installed
- There was a small work party for leak repair in the rental office; hopefully all is now repaired.
- Greg Fletcher met with an electrician on 3/14 to discuss an estimate for the upstairs electrical rewiring – the estimate should be coming from the electrician soon.
- The next Building Committee meeting will be held on May 3rd.
- The keypad on the downstairs external door is now working.
- There will be a community work party on May 20th, 2017. The focus will be on the electrical work and installing a handrail on the outdoor stairs leading to the front door.
- An upcoming goal for next year will be to install a cover over the downstairs external door.

Board Elections Planning:

- Greg explained that elections for new board officers will be held at the Annual Meeting, which will probably occur in May.
- It has been determined that all current officers are willing to stand again.
- Kristen is the only director whose term is ending this year. She wishes to stand for another two-year term
- Greg and Sakula want to take the next month to discuss their recommendations regarding the elections.
- Greg invited all present at the meeting to reach out to him or Sakula to offer thoughts on this process.

Action Item Greg and Sakula – be ready to offer recommendations about candidates to board by the April board meeting.

Action Item Review: All action items were completed, except for the following, which were deemed ongoing and updated as such:

- **Action item Kristen** - have the second electrical estimate by the April board meeting.
- **Action item Jessica** - get the letter about the Community Meeting out to the general community by April first (since the last board meeting, Charla had reached out for help with writing this letter and Jessica took over for her).
- Greg's action item of putting tenant insurance on this month's agenda did not occur due to a lack of time and priority. Greg recommends that we leave this issue off the agenda and invites anyone to come to him if they feel otherwise. The decision about tenant insurance is therefore left up to Kristen to decide. She will report back to the board when she has more clarity around the issue.
- **Action item Alistair and Tena** – extend job description action item to April meeting.
- Action Item Greg and Sakula – board candidate action item is struck (replaced by new action item of 'offering recommendations about candidates' as seen above)

Treasurer Report:

Bonnie offered a report which stated that:

- Jeanette Mena is the newest member of the bookkeeping team.
- Bonnie and Jeanette try to meet each Monday.
- The team now consists of Bonnie, Tom Breaden, and Jeanette Mena
- We are currently right on budget so far this year.

Consensus Decision Making:

Greg led a review of the steps of the consensus process as a review. Greg suggested using a separate time keeper to facilitate discussions.

Operational System I:

Greg led this discussion, restating the overall issue as such: the board has taken on the task of creating a volunteer structure. The scope of the process has shifted enough that there is a need to clarify our goals. Greg offered the following proposal:

Proposal. A new description of this project:

Define and staff a sustainable operational system for the purpose of:

1. Engaging volunteers more effectively
2. Allowing the Spiritual Director to focus on spiritual responsibilities

An initial system and staffing plan will be approved by fall 2017.

Consensus was reached to reword the proposal as such:

Define and staff a sustainable operational system for the purpose of:

1. Engaging volunteers more effectively to benefit the organization and be rewarding to the volunteers
2. Allowing the Spiritual Director to focus on spiritual responsibilities

An initial system and staffing plan will be approved by fall 2017.

Operational System II:

Greg led a discussion to clarify any shared assumptions about this project. The following were revealed:

- There are no shared assumptions regarding how many roles will be necessary to run the Operational Systems
- There is a shared assumption that any new position will not be a paid position
- There is a shared assumption that, recognizing that we're novices, we will get a plan in place that can help us over the next few years. After that we'll re-assess the situation.

Following this, Greg led a discussion that asked: "what are the next steps to move this project forward?"

Action item Greg – have reports from 2-3 other organizations regarding their operational systems by the May board meeting.

Fundraising planning: Kristen and Stephanie led a discussion around the next stages of the fund raising plan which the following concerns/clarifications/suggestions from the board were brought up:

- Should we consider using monies collected from Appeals for the general operations budget and monies collected from fundraiser events for specific items?
- Should we create a budget increase in pledges and one-time donations?
- Should directed asks be managed by the fundraising committee (for more than just monastic plane tickets)?
- There seems to be more energy to give with direct results (ie: from directed asks). Should the dana list be expanded?
- How should we utilize spontaneous energy?
- How to structure roles in fundraising?

Action item Kristen and Stephanie – Present revised fundraiser plan at the April meeting, including an idea as to when the finalized plan will be ready and what it is the finalized plan will look like.

Systems for Board Follow-Through: Greg led a brief discussion to check in with the board about board follow-through. No problems with the Board Packets or Action Items were brought forth.

Calendar Review:

Action item Charla – Bring a plan for the Community Meeting for the board to review at the April meeting.

Action item Bonnie – Bring a recommendation about how the board will communicate with the community about the mortgage to the April meeting.

Meeting adjourned at 9:28 pm after a two minute meditation.

Spiritual Director's Programming Report

For Board Meeting on April 19, 2017

Updates:

- Upasika Renewal at Abhayagiri is April 30th. We have 17 confirmed participants going down, including Ajahn Sudanto. Jessica will be extending an invitation to the White Salmon community to join the caravan.
- Joseph Kappel and I will be offering a non-residential weekend retreat at the center, currently scheduled for the beginning of February 2018. We are looking forward to offering this yearly and perhaps expanding it to be a week-long in the future.
- Matthew Grad will not be moving his Friday Night Investigations downstairs after all.
- I have purchased storage for the Children's Program and will be assembling it over the next 30 days.
- Jacob Munne's review has taken place

Event schedule:

- Pacific Hermitage begins regular visit in April
- Sakula offering a residential retreat at Wat Atam over the weekend June 9th -11th
- Ajahn Sumedho to teach in July
- Cator Shachoy and Sakula teach a non-residential 3-day retreat over labor day weekend
- L.P. Pasanno to teach while visiting for Pacific Hermitage Pah Bah
- Debbie Stamp to teach with Sakula sometime this year
- Joseph Kappel and Sakula teach a non-residential weekend retreat in February 2018

-- Sakula

[Friends_of_the_Dhamma] Next Step in Programming

sakula@notjustus.com [Friends_of_the_Dhamma]
<Friends_of_the_Dhamma@yahoogroups.com>
Reply-To: Friends_of_the_Dhamma@yahoogroups.com
To: Friends_of_the_Dhamma@yahoogroups.com

Tue, Apr 18, 2017 at 11:47
AM

Dear Community and especially Parents,

As we all know from experience, movement usually includes adjustments and we have a rather large one regarding our Children's Program that I'd like to share with you. I hope you are excited about our next steps as I am.

Jacob Munne is moving on as teacher for our Sunday Sila kids program. His last day is this Sunday the 23rd. Please join us in celebrating of his two years of solid support for our kids and parents at 11:30pm (this Sunday, following service). Cards and well wishes welcomed:)

After several conversations with parents and participants of the Sunday Sila program it is clear its time to add a Kid-friendly Buddhist element to our Children's Program.

Jacob has been with our children for just over two years. His demeanor has been like a big, warm rock. Steady, kind and dependable. Although it had always been our intention to have a Buddhist element in this program, initially we didn't find the teacher that checked all the boxes. So we went with the person who demonstrated the gentlest and most loving nature. A person we felt would provide the strongest foundation.

We have been very fortunate to have Jacob as our anchor. He's established a beautiful foundation for our budding program. And now its time to take the next step.

And for our next step: upon my request and a good deal of prodding, Jessica Swanson has kindly agreed to step in for up to six months as interim teacher to design and implement a weekly routine for the children that includes concepts and conventions from our Buddhist tradition in a thematic and age-appropriate way, mindful movement, and hands-on activities.

Thank you all for your support as we kids and parents adjust. Please consider joining us this Sunday...it's all about our gratitude to Jacob, our gentle, warm rock and wishing him well as he rolls onward.

Jessica's first day with the kids will be Sunday, May 7th. As she and I will both be down at Abhayagiri on April 30th, we'll announce soon whether or not there will be a Sunday Sila that day.

Anjali

Sakula



March 15, 2017

Friends of Darhma
1404 SE 25th Ave
Portland, OR 97214

Attention: Greg Fletcher

Subject: Electrical Scope Letter

Thank you for the opportunity to quote this work for you, it is our desire to provide exceptional workmanship, extraordinary service with business integrity to all our customers. For the following projects, we shall supply labor and materials to do the following:

- For the sanctuary lighting we shall install (2) new 20-amp, 120-volt circuits to (3) new switches located next to the electrical panel in the basement.
- From the new switches we shall install an electrical conduit on the exterior of the building, following the existing solar conduit, to the attic space above the sanctuary.
- Extend one switched circuit to the existing center lights and (1) switched circuit to each of the side area lights. Each of the existing light boxes shall be replaced using an remodel expanding box rated for 150 pounds.
- Provide and install Lutron wireless switches and Internet Bridge connections, this will allow lights to be controlled by either remote switch or Lutron Internet Control app on smart phones or computer.

Quote (not to exceed) ----- \$5,690.00

- For the entry lighting, we shall install (3) single pole switches to the right of the front entry door, these switches shall be connected to the existing lighting circuit.
- From the new switches extend conductors to the existing light locations in the entry and the (2) side rooms.
- Remove existing lights and install new recessed boxes and re-install lights.
- Remove existing surface conduit.

Quote (not to exceed) ----- \$875.00

Our number is a **not to exceed** number, if after the job is done and we find that doing the work at T&M was cheaper, that is what will be charged. All work shall be done in a neat and workman like manner, according to local codes and to your satisfaction. The cost of a permit has been included and the City of Portland shall inspect our work. Once again thank you for the opportunity and if you have any questions please give me a call.

Regards,

Ronald Kirsch

Beaver Electric
ron.k@beaverelectricnw.com



STEPS OF THE CONSENSUS PROCESS

1. *Introduction to Issue (by presenter, preferably not the facilitator)*

Why are we talking about this, why does it matter

History of the issue (including previous meetings)

Goal for this item at this particular meeting (report, decision, committee gather input, etc.)

Offer as issue or proposal? It depends on the issue. For example:

If small and simple, proposal may pass with relative ease

If small and complex, likely send to committee for main work

If large and simple, might be ok to start with proposal, and might take a few more meetings, possibly with some committee work in between

If large and complex, start with issue not proposal, expect it to take a series of meetings, almost always with committee or individual work in between

At end of initial presentation, others who have factual knowledge of the issue are sometimes

invited to add in further bits about the history and so on—but don't let this go on too long

2. *Clarifying Questions*

Questions of understanding only—short and sweet

3. *Discussion*

Further questions

Bring out diversity of ideas, concerns, and perspectives

Deal first with values concerns or big picture, before getting into details

Note agreements and disagreements on general direction and the underlying reasons for them—discuss those underlying reasons and needs

4. *Establish Basic Direction*

What would best serve the whole? Sense of the meeting

General or philosophical agreement; agreement in principle

5. *Synthesize or Modify Proposal as needed*

Note agreements and disagreements on specifics and the underlying reasons for them—discuss those underlying reasons and needs

Generate ideas to address and resolve concerns

Evaluate potential solutions

Synthesize proposed ideas/solutions or come up with new ideas in the supportive atmosphere of the meeting

Stay aware of how much detail the whole group really needs to go into, vs. passing to committee

6. *Call for Consensus*

Re-state proposal clearly

Ask: “Are there any remaining unresolved concerns?”

Official decision point: Use structure for clarity, such as Agree, Stand Aside, Block

Check to see if all parties genuinely consent

7. *Record*

Suggest having notetaker read back decision to the group; at least re-state for notetaker

Record: decision, tasks, timeline, implementation

Excerpted from *Consensus Decision-Making* by Tree Bressen
Google Drive > Pdxdharma > Board > Bylaws & Policies > Consensus Decision Making

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Tree Bressen ✨ Facilitation & Workshops

Board Election Planning

We were asked to make a recommendation on how the Board should prepare for board elections in May. As a reminder, the bylaws call for three to ten directors. We currently have five. The only director whose two-year term is up is Kristen. She would like to stand for another term. The bylaws also call for four officers. All current officers would like to serve another one-year term.

Together we have identified five strong contenders to join the Board. One has been with us for several years (though at this time remains hesitant) while four have not been active with our community for a solid year (a prerequisite the Board has discussed before*).

Recommendation #1: This year the Board should set aside its long-standing policy of bringing on new Board members at the annual meeting and broaden its aim to identify at least two qualified contenders throughout the remainder of the year with the hope of having at least one new member join the Board by January 2018.

Recommendation #2: In support of #1, we advise that the Board invites at least two community members to join us in the planning and/or budgeting process in the fall. We can then consider next steps at that point.

-- Sakula and Greg ♦

* **From the 3/26/2015 Board meeting:** "The following qualities were identified, with the purpose of this list not being to exclude potential Directors but rather to assist in understanding the role of Director.

Community Membership

- Regular attendance for approximately one year, or more
- Participating in at least one of the weekly groups
- Available and reliable

Group Dynamics

- Good listener/communicator
- Know or willing to learn consensus decision making
- Ability to see different points of view; curious and seeks to understand other points of view

Spiritual Intent

- Committed to the Thai Forest lineage
- Committed to integrating the teachings of dhamma into their own practice/life
- From our ByLaws: "[Directors] must be dedicated to furthering the mission of Portland Friends of the Dhamma and have a personal commitment to the Five Precepts as taught in the Theravadan tradition."

PFOD Community Meeting proposal -- April 19, 2017 Board Meeting

Community Meetings of the past	PFOD in the past, has held a community meeting that coincides on the same day with the Board's Annual Meeting. It has been used to bring the community together to participate in facilitated question rounds to gather information from the community, inform the community of organizational needs, and to help the board direct programming.
	For the 2017 Community, the board has discussed having a more social, community building type of day, without a specific focus on gathering information. This is mainly because in 2016, we pushed the Annual Meeting until Dec 2016 due to other board planning. The outcomes from the Dec 2016 meeting saw a request for more social gatherings, and opportunities for community members to get to know one another. Since the 2016 meeting just happened a few months ago and gathered great information for 2017 and early 2018, using this year to build relationships within the community sangha seems timely and appropriate.
Proposal for 2017	Community and Family Potluck Brunch and Tea Social
Date:	Use a Saturday morning in May or June
current Saturday availability:	May 19th is open
	June 17th - LP Chah Birthday & Hermitage meal offering in the morning
	June 24th is open
Proposal Narrative	The idea for a Potluck Brunch and Tea Social is that a meal offering or potluck is generally a known social format. This event would be open to all individuals and families of the community. The additions here are an opening meditation period before the potluck, and an additional special tea service by myself (Charla). I would like to offer to make homemade chai, and bring a few tea pots to make people special cups of tea from some interesting varieties. 2-3 participants at a time would sit with me a low table where I would make them tea. The rest of the gathering time would be for people to talk to each other. (If on Hermitage meal offering day, monks could eat upstairs and could join downstairs after their meal.) Downstairs would be for community potluck social. We can also have an open book available for folks to write ongoing questions or comments for the board, or good wishes to consider later. Board members are asked to be present for some part of the event day, but not necessarily all of it. The potluck will be informal and more like an open house format.
Proposed Timeline	
10:00 AM	Opportunity for meditation for 30min - (maybe with a LP Chah Birthday focus)
10:30 AM	Get Potluck and Tea service ready
11:00 AM	Community Potluck & Tea social
	(Potentially with hermitage monastics & celebration of LP Chah birthday if we select June date)
	Charla offers multiple teas to sample and personalized service

	including: homemade chai, green teas, oolong tea, other special varie-teas
	Board members available throughout the event for chatting and talking. Mainly this is a social gathering. We can also have an open book somewhere for capturing ongoing community questions, comments and good wishes.
12:30 PM	clean up
1:00 PM	End
Outreach:	Select date at this meeting
	If selecting LP chah birthdate/hermitage visit - coordinate with them to participate
	Send email to community through yahoogroup + mail chimp within 1 week of this meeting - April 26
	Put up on website Community Calendar
	send email to community within 1 week of this meeting - April 26

2018 Fundraising Plan:

Overall Fundraising goal for 2018: \$18,800
Annual + Mid-year appeals: \$11,000
Auction: \$5,000
Spring event: \$1500
Ongoing rewards programs: \$200
Direct ask for monastic plane tickets: \$1100

The board will seek 2-3 additional people to join the fundraising committee, which will meet periodically to develop each fundraising event and work to handle the logistics of follow up, thanking the community and working on developing any additional fundraising ideas. Within the fundraising committee, there will be 1-2 people who will focus on coordinating/maintaining the dana list and any associated business. We propose that the fundraising committee consists of 1-2 board members and 2-3 additional community members.

The fundraising committee will take this fundraising structure and develop the details of each event, requesting assistance and historical knowledge from other community/board members and then bring updates to the board.

The fundraising committee will discuss how to implement any spontaneous fundraisers or additional fundraising efforts and report back to the board for approval.

We propose 4 fundraising events for the 2018 calendar year, including 2 appeals (annual and mid-year), an annual auction and another event, held in the spring, as yet to be determined. This spring event could be the Thai Cooking class, a bake sale either live or online, or potential other event. We will work with the board to develop ideas and plans for this spring event.

Along with the four fundraising events, we will maintain the ongoing support from Fred Meyer Rewards and Amazon Smile programs by sending twice yearly reminders of these opportunities and will provide instructions and assistance for anyone who would like to participate.

We also propose that we continue to ask the community for support in providing plane tickets for visiting monastics with the goal in 2018 being \$1100. We will determine who would like to take ownership of this direct ask responsibility.

As part of our fundraising plan, we will incorporate a plan to thank and appreciate the PFoD community for their generous donations of time, money and effort. We will identify volunteers throughout the year to work on appreciation communications.

Spring fundraiser financial goal for 2018: \$1500 Spring fundraiser timeline:

- Feb 19-23: meet to plan fundraising event details, finalize timelines, gather volunteers
- March 19-23: announce fundraiser, gather volunteers, start planning details/assigning tasks
- April 22-29 fundraiser live (bake sale for example)
- April 29: end fundraiser, distribute items, finalize payments, wrap up details
- April 30-May 4: send thank you letters, announce successes/updates for community, continue to finalize payments
- May 4-May 9: write articles for Observer/Facebook, final wrap up/payments, etc.

Mid-year appeal financial goal: \$ 5000 Mid-year appeal timeline:

- May: start preparing appeal letters
- June appeal letters mailed

Annual auction financial goal for 2018: \$5000

Annual Dana Days Auction timeline:

- August 15: prepare communications, look at website, gather volunteers to help with auction
- Aug. 29-Oct 10: announce auction, advertise opportunity to offer donation items, work with volunteers, prepare website, answer donor questions
- October 10-24 auction live, continue communications, stir up enthusiasm, answer questions, any technical details
- October 25: end of auction announcements, wrap up, send thank you letters, answer questions
- October 26-31: follow up with auction donors and recipients regarding payments, send any remaining thank you letters, wrap up details, write article for Observer, Facebook, etc
- Nov. 1-6: make sure all payments are complete

Annual appeal financial goal for 2018: \$6000

Annual appeal timeline:

- November: prepare appeal letters
- December: appeal letters mailed

April 17, 2017

Dear Portland Friends of the Dhamma Board,

I wanted to reach out to the board to make a proposal for purchasing new chairs for the center.

As many of you know I have chronic pain and a comfortable chair is a tremendous support for meditation. I can imagine this is true for other members of the center as well.

I've done some research and found a chair others may agree could be a good fit for the center. It's very comfortable, light weight, stacks, and comes in many colors (I purchased an espresso brown chair with dark copper metal legs which I think would go nicely with the aesthetic of the center).

It is a common "church chair" line, available through a number of different warehouses (see below). I purchased a demo recently via amazon.

I went to a workshop last week at the Hakomi Center and the conference chair happened to be this brand of chair. I had the chance to sit in the chair for three days straight and it's the first time I've done that without being in debilitating pain by the end. I actually did not have pain from sitting!—a huge support. It also, is the same chair brand as the red chair in Sakula's office purchased by a visitor from the East Coast (however it is a smaller version—the seat is 18 inches vs 21 inches, it is 10 lbs vs 25 lbs, and easily stacks).

As I first stumbled on the idea of church chairs at my dad's memorial I would love to donate a set of chairs in his memory. If the board feels like this is an appropriate chair I would like to start by donating 5 chairs, with a commitment of purchasing at least 5 chairs a year until we have enough. Other community members could join me in this offering as well. I would be thrilled to coordinate the effort (I would really enjoy taking full responsibility for a work group on chair dana☺-- if appropriate and a support for the center, of course.)

It seems like it might create momentum for me to start with just purchasing 5 chairs. Then if people didn't like them, it would still be possible to shift course, and buy something different. I hope that the chairs might communicate metta and karuna to members like me who have pain with sitting. I think the felt experience of the chairs might help the sangha to make a decision about chair needs at the center rather than a "heady" discussion about ergonomics... But please give me feedback as to what might work best. I also can bring to the board the chair I currently own for everyone to see and try out...

With metta,

Margaret

Here is a picture of the chair below. The metal tray below the chair is optional...



My current chair from Amazon was \$39.39 and included free shipping.

Price: **\$39.39** free shipping

https://www.amazon.com/gp/product/B002NRX3LQ/ref=oh_aui_detailpage_o03_s00?ie=UTF8&psc=1

Flash Furniture XU-CH-60096-BN-GG Hercules Series 18-1/2-Inch Wide Brown Stacking Church Chair with 4-1/4-Inch Thick Seat/Gold Vein Frame

Other Sellers:

<http://www.churchchairs4less.com/fd-ch02185-sv-jp02-gg.html>

http://www.staples.com/Offex-Hercules-Series-Stacking-Church-Chair/product_WYF078279421743

DRAFT Calendar for 2017

Jan	Feb	March	April	May	June	July
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New Projects for 2017

Write Job Descriptions <i>Alistair, Tena</i>		<i>BD</i> Kick-off Drafting	Drafting	Drafting	Review Drafting	Approve	
Write a FR Plan for 2018 <i>kristen, stephanie</i>		<i>BD</i> Kick-off Draft plan	Feedback Edit plan	Discussion Finalize plan	Approve		
Create Volunteer Structure <i>Greg, Kristen</i>		<i>BD</i> consider breaking out SD & ED	Revisit scope of project Education on best practices	Education on best practices	Report on best practices Prep for planning	<i>BD</i> Kick off on volunteers & teams Write vol jobs, Create vol map	Review and prioritize jobs teams Vol. duties
System to Ensure Follow Thru			<i>BD</i> Review system			<i>BD</i> Review system	

Potential New Project (Not Fully Approved)

Annual Review of Org/SD					<i>BD</i> Define scope Develop review q's	Feedback on review q's Compile feedback	Annual review completed
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Existing Tasks

Annual Comm. Mtg <i>Charla</i>			<i>BD</i> Kick-off planning Plan meeting	Review plan Plan meeting	Hold annual meeting		
Board Elections <i>Greg, Sakula</i>		<i>BD</i> Kick-off planning Identify needs	<i>BD</i> Discuss needs Identify candidate	Discuss candidates Confirm candidates	Hold elections		
Planning & Budgeting for 2018							
Fundraising We've Done Before					<i>BD</i> Kick-off appeal Appeal written	Appeal sent	

Of Note			PH Monks return 4/21	Greg at Birken 5/10–17	Sakula at Wat Atam 6/9–11	LP Sumedho
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BD = Done by the whole board at a board meeting

Grey = Done by a small group between mtgs

Aug	Sept	Oct	Nov	Dev	Jan '18
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	BD Review system			BD Review system	

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	BD Planning for 2018	Planning for 2018	Discuss expenses	Discuss income	Approve budget
		Prepare expenses	Prepare income	Prepare for final approval	
	BD Kick-off auction		BD Kick-off appeal		
	Auction planned	Auction run	Appeal written	Appeal sent	

	LP Pasanno Cator Shachoy				
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