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## **PFoD Annual Board Meeting**

Sunday, June 14, 2015, 1:30 – 4:30pm, Portland Dhamma Center

**Directors:** Sakula Reinard, Charla Chamberlain, Greg Satir (Chair), Rachel Telesmanick (Treasurer)

**Additional Officers:** Tena Hoke (Secretary), Alistair Williamson (President Emeritus)

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**1:30 pm/5 min      Opening Reflection ~ Sakula**

**1:35 pm/5 min      Agenda Review, Call for New Business ~ Greg**

**1:40 pm/5 min      Approval of Minutes ~ Tena**

See: [Minutes from 3/12, 3/26 and 5/21](#)

**1:45 pm/60 min      Elections**

See: [Director Elections](#) ~ Greg/10 min

[Board Chair & Fundraising - A Transition Proposal](#) ~ Charla/15 min

[Officer Elections](#) ~ Alistair/10 min

[Finance Committee Appointment](#) ~ Greg/10 min

[Building Committee Reboot](#) ~ Alistair/15 min

**2:45 pm/20 min      Treasurer's Report ~ Rachel**

**3:05 pm/10 min      *BREAK!***

**3:15 pm/35 min      Discussing Fundraising ~ Greg**

See: [June Appeal - A Proposal](#)

**Issue:** With LP Liem coming, it's a good time to revisit the question: How do we show our need and ask for support?

**3:50 pm/40 min      Discussing Renters ~ Sakula**

See: [Rental Issues](#)

**4:30 pm              Close of Business**

## **Upcoming Meetings**

- Thu, Sep 3 - Board meeting for Q3
- Thu, July 9 or 16 - Finance Committee meeting
- Thu, Oct 15 - Finance Committee meeting for planning 2016 budget
- Thu, Nov 5 - Board meeting for Q4
- Thu, Dec 3 - Finance Committee meeting for approving 2016 budget

## **Parked Items**

- Should the SD become an employee?
- What should the parsonage allowance be for 2015?
- Develop a pay schedule for the SD
- SD and Board Chair develop system to track SD hours and time off
- What bylaws need updating?
- Develop a method for tracking in-kind donations (e.g. monastic plane ticket, cleaning supplies)

## **PFoD Mission ~ Last Edited 11/4/2013**

Friends of the Dhamma exists to support access to the Buddha's teachings. We encourage contact with like-minded individuals (both lay and monastic) through community gatherings, retreats and the free distribution of books and tapes.

Our purpose is to promote both the intellectual and experiential understanding of the Dhamma and provide a community of support for living the eightfold path,

Friends of the Dhamma arises from the Theravada, Thai-Forest meditation lineage of Ajahn Chah and is advised by and affiliated with Abhayagiri monastery. We welcome all traditions dedicated to the integrity of the Buddha's teachings: generosity, virtue, mental cultivation, wisdom and compassion.

Friends of the Dhamma is supported by contributions (dana) from the community and does not charge fees for events.

# Director Elections

**Background:** Directors serve for two years, beginning after the meeting they are elected. The bylaws require a one-year break after three consecutive terms, except the Spiritual Director who is elected, but not term limited.

## Standing for Election

- Kristen Saxton - Standing for first term\*
- Rachel Telesmanick- Standing for second term

## Midterm

- Charla Chamberlain- Continuing first term through May 2016
- Sakula Reinard - Continuing current term through May 2016

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\* Kristen's statement of intention to join the Board: "I would like to serve Portland Friends of the Dhamma by becoming a member of the board. I have been participating in meditation and Dhamma practice at PFOD for about 4 years now and I have grown in ways I could not have imagined. I came to PFOD through the beginning meditation class and I have been honored to become more involved at our new dhamma center through working on construction projects in the building. PFOD has offered me the gift of spiritual growth, acceptance and kindness and in return, I would like to offer my time, dedication and energy in the service of others on this path. I would love to share whatever gifts I have to find new ways to support PFOD in continuing to blossom and facilitate sharing of dhamma with a growing community."

# Board Chair & Fundraising - A Transition Proposal

**Background:** Greg is currently Board Chair and fundraising lead. Charla is standing for Chair and willing to become fundraising lead. The Board has asked them to draft a transition plan to support PFoD's institutional memory and allow Charla to take on new duties over a number of months.

At PFoD, the Board Chair has three areas of responsibility:

1. Setting the direction and agenda of the Board
2. Oversight of those accountable to the Board: Officers, Committee Chairs, and the Spiritual Director
3. Fulfilling the legal role of President as defined by the state\*

**Proposal:** After election, Charla will take over #1 (direction and agenda) and #3 (President). As for #2 (oversight), Greg will continue day-to-day oversight while Charla leads the Board in developing goals and workplans for the coming year. Once the goals and workplans are in place, Charla will engage the Board in reviewing the system of oversight.

Greg will continue to lead fundraising efforts up through the Q3 Board meeting (Sept 3) at which time the Board will review and consider transfer of responsibilities over to Charla.

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\* President of PFoD is a fairly narrow, technical role. In many nonprofits it is much broader. Often, a President acts as the presiding administrator (a role that the Board fulfills at PFoD) or the holder and implementer of the organization's vision (a role held by the Spiritual Director at PFoD).

## **Officer Elections**

Officers serve for one year, beginning after the meeting they are elected. Officers do not need to be directors.

### **Standing for Election**

- President - Charla
- Treasurer - Rachel
- Secretary - Tena
- Vice President - Greg

## **Finance Committee Appointment**

With Alistair stepping down as President Emeritus (an ad-hoc office role), he is off the Board and the Finance Committee. The Finance Committee could still use his help, however.

**Proposal:** Alistair is appointed to the Finance Committee for one year as an advising member.

## **Building Committee Reboot**

**Issue:** The Building Committee was formed last year to take care of maintenance. Soon after, it agreed to take on the remodeling project. With that project ending, it is time to reboot the Building Committee.

## June Appeal - A Proposal

**Background:** Our monthly donor goal was \$30,000 for the year (\$2,500/month). We are on track to raise \$28,020 from monthly donors. Six months after the “End of Year” annual appeal is a good time to try and reach people who did not respond. This will be a directed mailing, with no broadcasting to avoid burdening those who already gave.

### **Proposal** for a June Appeal

- **Who:** People who didn't respond to the annual appeal AND are not sustaining donors
- **What:** A paper mailing with a followup direct email.
- **Recipients:** 100 paper mail, 60 followup emails
- **Cost:** \$250
- **Goal:** \$100/mo + \$250 one-time = \$750 for year

## Rental Issues - A Discussion

To negotiate leases, Sakula needs some feedback from the Board in three areas:

1. **Office Rental:** Our new tenants need a lease before their July 1 move-in
2. **Block Rental:** Sakula has been getting inquiries for one-off rental
3. **Weekly Meditation Rental:** NoRank and PCML both need new leases

### 1. Office Rental

**Goal:** Provide Sakula with guidance on the elements of an office lease

- Basics
  - \$625 / month + \$20 internet
  - One-year lease, opt-out at three months
  - First / last / one-month security deposit
- Use
  - 24/7 use, except Sunday mornings
  - No subletting without permission
  - Outside door remains locked and clients ring bell, or other system as mutually agreed in writing.
  - Curtain or other at end of hall to be worked out.
- Good neighbor concerns
  - Maximum of eight clients a day
  - Parking away from neighbors in evening
  - Signage to be worked out

### 2. Block Rental

**Goal:** Provide Sakula some guidance on these basic elements

- **Length:** Four hours per block, typically 8am-noon, 1-5pm, or 6-10pm  
PFoD can be flexible where it's appropriate.
- **Cost:** Nonprofits pay \$150/block (Other rates TBD when needed)
- **Use:** Clarify upstairs/downstairs/whole building

### **3. Weekly Meditation Rental**

**Goal:** Identify changes or clarifications of a new lease

- **Length:** 2 years
- **Cost:** Unchanged - \$300 one night, \$550 two nights
- **Bonus days:** Unchanged - 3 Saturday daylongs
- **Use:** Clarify upstairs only vs. whole building