
Q3 Board Meeting ~ Portland Friends of the Dhamma

Thursday, August 21, 2014, 6:30 - 9:00pm ~ At the PFOD Building

PFOD Directors: *Sakula Reinard, Jessica Swanson, Gregory Satir (Vice Chair/Acting Chair), Rachel Telesmanick (Treasurer); Additional Officers:* *Tena Hoke (Secretary), Alistair Williamson (President Emeritus)*

Call to Order / Opening Meditation & Reflection

Agenda Review / Call for New Business

6:30 pm/5 min	Call to Order / Opening Meditation & Reflection
6:35 pm/5 min	Agenda Review / Call for New Business
6:40 pm/5 min	Approval of Previous Minutes
6:45 pm/20 min	Reports
7:05 pm/30 min	Next Steps on Building Improvements
7:35 pm/30 min	Discussing Building Security
8:05 pm /30 min	Launching the SD Support Working Group
8:35 pm/30 min	Review of Assigned Items
8:55 pm/5 min	Closing Meditation / Close of Business

Approval of Previous Minutes - Tena

Reports - Rachel/Sakula

- Treasurer - Rachel ~ 10 min
- Spiritual Director - Sakula ~ 10 min

Next Steps on Building Improvements

Issue: Do we want to move forward with any building improvements beyond the security changes we approved at the last meeting?

Review of Loan MOU 10.2: PFOD will set aside \$2,500 to cover **essential initial building improvements**. Currently plans for such improvements are limited to:

- Changing locks/improving security, [Allocated \$1500 last meeting]
- Make the building entrance area more welcoming,
- Installing a buddha rupa in an appropriate fashion.
- Establishing a workable office for the Spiritual Director

Any other remodeling may occur that is necessary to:

- Generate rental income, or as approved by the Board. [Rental goal is \$1500/mo]

Proposal: To authorize the design/bidding of a **lower-level office area**, including:

- An office that we can rent for at least \$500 per month
- An office the Spiritual Director can comfortably use for her duties as well as personal projects that encourage her presence at the center.
- A functional and attractive lower entrance

The Building Committee will produce a proposed design with estimated costs by the October annual meeting.

Discussing Building Security

Issue: The Spiritual Director's laptop was stolen from her office in July. This along with a purse taken from the upstairs entry a few months ago reminds us that security will be an ongoing concern. We need to deal with this in two ways:

- How should we respond to this most recent theft?
 - Insurance provides "\$10,000 for business personal property of clergy at replacement cost" with \$1000 deductible and only if claim is not covered through personal homeowner's insurance.
 - Sakula has a \$500 deductible on her homeowner's insurance
 - The replacement cost of the computer is \$300
 - A locking cabinet might cost \$200
- How do we deal with the general problem of theft?

Launching the Spiritual Director Support Working Group

Issue: At the last meeting we agreed to launch this working group by this meeting. To do this we need to decide the working group's membership, purpose and timeline.

Review of Loan MOU 7.1.: Recognizing that, in addition to a suitable building, a thriving community needs a well-supported Spiritual Director, **PFOD will develop a Spiritual Director Support Plan** to determine a salary appropriate to the position and appropriate to the means of the organization. The Support Plan will be developed by a Working Group and will be approved by the Board before the end of 2014. Until the new compensation plan is approved, the Spiritual Director will be supported by compensation of \$1000 per month, and \$600 per month for health insurance premiums and out of pocket expenses, and \$100 in expense reimbursement for training.

Review of Assigned Items

Financial (Rachel)

- Bookkeeper/Accounting system - From Loan MOU
- Annual Budget by end of Dec 2014 - From June meeting

Misc Financial/Records

- Regular communication with donors - From Loan MOU
- Fundraising Committee/Plan in place by end of March 2015 - From June 4 meeting
- Post quarterly financials/minutes on the web (Tena) - From Loan MOU
- Property Tax Exemption (Greg) - Uncovered during purchase

Building Maintenance (Alistair)

- Produce final draft of Building Committee charter - From June meeting
- Two more members on Building Committee - From committee charter
- Maintenance walk-through scheduled - From committee charter
- One-way valve on sewer line - From building inspection
- Security changes to building - From June meeting

Leadership and Vision (Sakula)

- Training in our Lineage - From Loan MOU
- Teachers Round Table - From Loan MOU
- Plan/Vision for 3-5 Years in process by Oct Meeting - Sakula will report back to the Board on a proposed process - From June meeting
- Operations Team started with three team leaders - From OT charter

Tabled

- Consensus training held by end of Dec 2014 - From June 4 meeting
- Filling the Role of Librarian
- Consensus & Supporting Group Decisions - Started at June meeting

Closing Meditation / Close of Business