

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.