

Portland Friends of the Dhamma

Board Meeting

June 1, 2016

Portland Dhamma Center, 1404 SE 25th Ave, Portland

Directors Present: Charla Chamberlain (Chair), Kristen Saxton, Sakula (Spiritual Director)

Officers Present: Greg Satir (President Emeritus)

Others Present: Bonnie Wilson (Treasury Team), Alistair Williamson (Finance Committee), Tom Breaden, Stephanie Allderdice

Minutes taken by: Stephanie Allderdice

The meeting convened at 6:40 following a short meditation

The agenda was reviewed and approved.

Minutes from last meeting (May 11, 2016) reviewed. Kristen moved to approve minutes from last meeting, Sakula seconded, consensus was reached. Minutes approved.

Action items from last meeting:

- 1.) Follow-up discussion on how to apportion the work to achieve our budgeted goals for income so as not to put undue pressure on any single person or small group. - **Ongoing**
- 2.) Make sure property tax for tax year 2015 and tax year 2016 both get paid. - **Done. 2015 taxes paid, 2016 taxes come out in a few months and will be tended to then.**
- 3.) Schedule a series of check-in's on the 2016 budget so it is closely tracked next year. - **Done.**
Treasury Team will report quarterly

No next steps need to be assigned.

Spiritual Directors Report

Sakula has found an executive coach she would like to work with. Two main goals are to identify and cultivate her strengths, and to identify her weaknesses and let them go. She will probably begin work with coach within two weeks.

Family program is going very well. Hopefully the downstairs space will be further developed for the family program over the summer.

Upasika weekends are also going very well. There is a chance another Upasika training class will be held over the summer if scheduling allows. Five people have requested the class.

Kristen's Building Committee Report

Had a building committee meeting two weeks ago, four people were present.

The stove in the kitchen is a priority. Patty got a bid from an electrician - \$2600 to get new panel, new circuit and stove hooked up. Getting a gas stove instead is being explored in hopes of lower cost. Greg spoke to gas/plumbing professional; committee is awaiting a quote.

Kristen had questions about how to make final decisions about the stove and how to spend funds. The working budgets for the maintenance committee are the maintenance budget (currently about \$900) and the capital budget. Accessing the capital budget requires board approval. Bonnie will double check the current maintenance budget amount. Kristen will continue to gather information about the stove and then run the numbers past the board.

The maintenance committee also discussed the possibility of replacing the current furnace with a heat pump. The cost would be approximately \$13,000 before tax rebates. Greg Fletcher has been researching options. Should heat pump be a priority? Current heater is functioning, perhaps a more pressing priority is the building's wiring.

The front steps of the building were power washed, repainting is still in the plan, hopefully in the near future.

Should an emergency contact name and number be included on the outside reader board? Perhaps with a number to filter calls through. Kristen offered to be the contact person, Greg Fletcher offered to be second. Greg Satir offered to be third. These decisions need board approval; board approved that the maintenance committee was free to move forward with this plan. Getting a Google number to filter calls through will be explored.

Items of Discussion

ITEM 1) Presented by Alistair: How to build pool of interest to be on board?

Currently have treasury team, but no treasurer.

- To be director: must have one year in PFoD
- PFoD must be primary spiritual community
- new members can be voted on at any time
- 7 to 10 members would be maximum membership

Greg Satir and Stephanie Allderdice are both interested in joining board as directors. Greg and Stephanie both described their motivation for being on the board. Bonnie also expressed interest in joining as a director as well.

As a dana based organization, what makes our financial dealings and tracking different?

- How do we view spending vs income in a logical, yet spiritual way?
- How do we spreadsheet beautiful acts?

Budgeting for next year begins in September; a treasurer candidate would be helpful to oversee the treasury team. A team of 3-4 would be good.

A meeting attendee discussed his interest in treasury involvement and his background in finance. He will talk to the treasury team to see how he could be of use.

Action Item: To review bylaws description of board positions to include Board Chair position (this action item was unassigned).

Resolved (approved by directors): By September first we shall seek to identify a treasurer or interim treasurer. Failing that, a director will be appointed as interim treasurer at the September board meeting.

ITEM 2) Presented by Greg: How will a mid-year appeal be done?

Proposal (approved by directors): Greg and Sakula will send out a mid-year appeal by Us mail, the Observer, and social media during the last week of June.

After a two minute closing meditation, the meeting adjourned at 9:05 pm.

ACTION ITEMS FROM JUNE 1 MEETING:

To review bylaws description of board positions to include Board Chair position (this action item was unassigned).