

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.