
Portland Friends of the Dhamma
Q3 Board Meeting
September 17, 2015
Portland Dhamma Center, 1404 SE 25th Ave., Portland, OR 97214

Board Members Present: Charla Chamberlain (Board Chair, Facilitator), Kristen Saxton, Sakula, Greg Satir, Rachel Telesmanick (Treasurer)

Visitors: Josh Shamoon (minutes), Renee Such

The meeting convened at 6:35, following a five minute meditation.

Charla reminded the board of upcoming meetings for the remainder of the year.

The agenda was reviewed and approved.

Discussion of minutes from previous meeting. Clarification needed regarding new leases and downstairs leases. Some clarification will occur this meeting, and some at the Q4 meeting. Consensus not reached at previous meeting, but a framework of discussion was put in place.

- 6:40 Approval of minutes from annual board meeting (Charla)
--New leases, downstairs lease clarification will be needed, some of which will be clarified today and some at next meeting. Consensus was not reached at prior meeting, only a framework of the discussion was reached.
- 6:44 --Rachel moved to approve, Sakula seconds, approval reached
- 6:45 Upcoming calendar of committee meetings (Charla)
-Board leadership development
--Meeting date set to discuss board leadership development for Thursday, October 8 at 6:30. Finance committee meeting postponed for one week to Thursday, October 15.
- Strategic planning retreat meeting, (which will include Charla, Sakula). Charla will take lead organizing.
--Matthew & Rachel considered
- 7:00 -Spiritual director compensation committee (Greg)
--Following up needed from initial discussion one year ago. The goal is to have a final proposal for the board to approve.
--Greg would be willing to be the chair, or let another chair the committee.
--Rachel would be willing to help pull numbers together for it.
--Charla & Rachel would like to be involved with the discussion whether they are on the committee or not.
--Charla & Greg will work together to recruit group
--Proposal: Form committee with Greg as chair, Charla & Greg will recruit

members. Final proposal to be delivered at Q4 meeting in order for discussion at December finance committee meeting.

- 7:10 -Fundraising/Annual appeal committee
 --(Charla) Several members volunteered to be on fundraising committee at last community meeting. Need to gather volunteers and form fundraising/annual appeal committee.
 --Discussion of relationship of fundraising committee v. annual appeal
 --Who leads? Should board set example for fundraising committee, or should finance committee oversee?
 --Summary of fundraising opportunities
 --Buddha Rupa
 --Thai cooking class
 --Annual appeal
 ● --Greg, Charla, and Sakula will approach Katharine Quince to discuss fundraising and will report back to the board
 --Sakula will bring fundraising for the cooking class back to the board
- 7:30 Consensus decision: New rental space fees
 --Special event rentals (Sakula)
 --Interested parties are given information on costs & guidelines for renting
 --Parties must provide name, mailing address, phone number, e-mail
 --8:00-12, 1-5:30, 6-9 as different slots; \$150 for non-profit, \$300 for profit, per slot
 --Type of activity, rooms reserved (upstairs/downstairs)
 --Signed by Sakula and reserving party
 --Must pay ½ amount non-refundable deposit on signing, with rest due on date of event
 --Review of guidelines
 --Discussion
 --Fees
 --What is an appropriate fee for non-profit/profit groups?
 --Will there be advertising?
 --Consensus to continue even though no final consensus
 --More research by Rachel & Sakula on rental fees
 Consensus for weekly groups to occur at Q4 meeting
- 8:00 Break
- 8:10 Team exercise
- 8:18 Revised budget discussion (Rachel)
 --Discussion of changes between revised budget and initial budget
 --Encouragement for board members to communicate with treasurer regarding changes to budget, once census reached
 --Charla-Call for vote for consensus of revised budget
 --Approved
- 8:50 Treasurer transition (Rachel)
 --Possible candidates

--Several possible candidates who have expressed interest, but no volunteers to become treasurer

--Next step

--Rachel will talk to possible candidates and Charla can pull group of possible candidates together to discuss working as a group towards treasurer responsibilities

--Rachel will be leaving sometime in December-January, but will be available via e-mail through mid-January

--Josh volunteered to help with deposits and A/R.

Tabled discussions:

--Certificates of insurance

--Should they be required, and if no insurance does that affect fees?

9:00

Closing meditation