
Portland Friends of the Dhamma

Board Meeting Minutes

November 15, 2017

At 1404 SE 25th Ave, Portland, OR

Directors Present: Greg Satir (Chair), Charla Chamberlain, Kristen Saxton, Sakula (Spiritual Director), Stephanie Allderdice

Officers Present: Tena Hoke (Secretary), Alistair Williamson (Vice Chair), Bonnie Wilson (Treasurer)

Community Members Present: Beth Linkenhoker, Jeanette Mena

The meeting was convened at 6:35 with a brief meditation guided by Sakula.

A quorum was declared, with 4 of 5 Directors present. (Charla arrived soon thereafter.)

The agenda was approved.

Spiritual Director's Report for November, 2017:

Completed

- The weekend with Ajahn Geoff showed an increase in attendance. The event ran smoothly. Ajahn commented his gratitude for the beach trip as he finds teaching three days in a row can be a bit exhausting. I'll earmark that for next year;).
- The visit with Debbie Stamp was a real treat for me. We have already slotted her in to teach an Upasika Daylong, the first week of December, 2018.
- Joseph Kappel's surgery is now off the table. He and I have agreed to move his teaching date from the beginning of April to the middle of March, hence avoiding holding a retreat over Easter weekend.
- This weekend is the last visit from the Pacific Hermitage before they enter their 4 months of winter retreat. Jotipalo will be senior monk during this time while Ajahn Sudanto travels. I believe he will be joining Ajahn Sudanto here at PFoD this weekend and stay through March.

On Going

- I am still searching to find a female monastic to teach a weekend or daylong at PFoD. The nuns and exnuns of this tradition are few and very, very busy so the search continues.
- To leave room to possibly secure a nun or exnun of our tradition to teach at our center, I'm leaving our lineup for lay teachers visiting this next year at two, Debbie and Joseph.
- As mentioned in my last report, PFoD's board had unanimously voted to share the proceeds of our annual auction with the two lay supporters living near the Abhayagiri monastery, who lost their homes in the Redwood Valley fires. I will be handing Dee Cope and Sandra Jewells each a card signed by our board members and a check for \$900.

- I'm heading down to Abhayagiri to meet with Luang Por Pasanno and get feedback and direction on the Upasika Program and will share some thoughts regarding a possible or added direction for the program at our next daylong, Dec 2nd.
- Ajahn Sudanto has given me a complete list of dates he will be visiting PFoD next year. Beginning in April he will be here every month (with the possible exception of May). This means he plans on visiting eight times next year which is up from the six he did this last year.

Expense Planning for 2018. Greg explained that the proposed expense budget was put together by him and Bonnie with input from the owner of each line item. The goal of this meeting is to come to agreement on the proposal for each line; reconciliation of expenses to income will be done at a later meeting.

The following changes from the budget in the agenda were agreed upon (blank means no change):

Account Number	New "Bare Min" / "Basic needs"	New "Pie in Sky"
5040 – Outgoing dana	\$600	\$600
5091 – Children's teacher		\$6552
5092 – Children's supplies		\$500
5210 - Salary		\$54345
5440 – Reclass to capital		\$6000
5462 – Furniture	\$1150	\$2050
5620 – Admin travel, lodging & meals	\$500	\$500
5640 – Software/Website	\$300	\$500

Discussion of the Salary line item took place with Sakula & Alistair out of the room.

Finding a Head of Operations. Alistair and Stephanie presented the following document to help clarify the Head of Operations role:

Some Specifics on the Head of Operation (HOO) Role

Drafted by Alistair & Stephanie. The intent is not to rigidly define the job but to give some specifics on the amount of works and what support is in place.

Community Size

PFOD has 4 regular weekly programs and 2 monthly programs, we also host 4 or 5 visiting teachers each year.

We have about 60 people who make regular financial contributions and about 25-30 who volunteer regularly.

An Estimate of Hours

This is an very approximate estimates of the average hours per month that this role could take:

Meetings with Spiritual Director every two weeks - 4 hours a month

Attending/Participating in Board Meetings - 3 hours a month

Meeting with Operations Team once a quarter and for major events - 2 hours a month

Ongoing planning & managing operations, perhaps 4 hours a week - 16 hours a month

This totals around 25 hours a month. Some months will be less, some months more.

Your Work Team

Most is already in place: your team will consist of the heads of today's operations groups; **the Cleaners, the Stewards & the Kitchen Crew** (all currently staffed with roles well defined and documented) plus a **Volunteer Coordinator** which is new role and you would help define it. We anticipate that filling that role will be one of the first tasks.

Support, Reporting & What's Important

You are accountable (meaning you give an account of your work) to the Board (which includes the spiritual director) and you'll have annual budget you help set.

The Board is responsible for balance: if the work to do is more than the time, people, money available to do it, you would work with the Board to either finding more resources or reduce the workload.

Your everyday interactions, planning and support however come from the Spiritual Director and your team. You'll have regular meeting with the Spiritual Director, who, as well as providing information on upcoming events, can help answer questions, untangle knots or offer guidance.

Finally, when push comes to shove, say it's flu season and half the volunteers are sick, what happens then? Well, first and foremost PfoD is a place of practice, the worst outcome is not an unkempt kitchen, but if the pressures of the role mean that PfoD is no longer a place of practice and refuge for you or the other volunteers.

These specifics are based on the existing job description (from the July 2017 board meeting) and the existing definitions on the Operations Team, minus communications, which as defined and board approved in July 2015.

Discussion: Yes, this captures the general scope of the job. It's hard to say what the hours will be, but this seems a reasonable guess. Landscaping is not included because it already working well.

Former/current team leads commented on how they would benefit from having a Head of Operations: need help recruiting volunteers and building a team, helping volunteers grow into larger roles, help maintaining a team, provide a broader perspective, planning for major events and debriefing after, provide guidance on appropriate communications.

Next steps: With this better description of the scope of the job, we are now ready to go back out to the community and ask for volunteers. However, the job needs some additional framing / inspirational preamble / call to purpose / focus on the opportunity to offer dana via this job. December may not be the best time to get people's attention, but it would still be nice to have the job posed by then. If the HOO role is not filled by the March 2018 Board meeting, an officer or director will need to fill the job.

Action item Stephanie – By December 1st have a finalized version of the Head of Operations job description.

Action item Sakula – By December 4th post the revised Head of Operation job description to the web site.

Action Item Review and Calendar Update. All action items from the previous meeting's minutes were completed. The following item(s) remain pending:

- **Action item Tena** – By the February 2018 Board meeting have agreed with Sakula on the questions to be asked for her informal review.

Action item Greg & Sakula – Send the annual appeal by December 6th.

Action item Greg & Alistair – Bring to the December board meeting a recommendation on how to get started with the three-year planning process.

Action item Greg – Add to the Feb. 2018 calendar a review of the daytime lease for the refuge recovery group.

Minutes Approval. The minutes from the previous meeting held October 18, 2017 were approved.

The meeting was adjourned at 9:24 pm.
