
Portland Friends of the Dhamma Board Meeting Minutes

January 10, 2018

At 1404 SE 25th Ave, Portland, OR

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

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

The meeting was convened at 6:35 following a brief meditation.

A quorum was declared, with 5 of 5 Directors present.

The agenda was approved.

Spiritual Director's Report:

I wanted to take a moment to thank my fellow board members for the pay raise you gave me beginning this month. I feel a deep sense of gratitude and relief. Gratitude for the sincere and substantial support and the financial relief this provides. THANK YOU!

Due to the December holidays and my being out for a full two weeks with the flu, December proved a rather quiet month in completing much over the month so I've little to report as 'Completed' for December.

Completed

- Greg and I crafted and mailed out the Annual appeal the first part of December.

On Going

- I've decided to send out hand written Thank You notes to everyone who has responded to the Annual Appeal.
- The Intro to Upasika Training participation has increased to 33 for the first two classes. I'm not sure why as no additional publicity has taken place. I'm enjoying it immensely, it's a wonderful gathering of folks.
- I'm considering bringing back a six week beginners meditation course this spring to be led by one senior community member assisted with one newer/regular community member. As to not interfere with Jessica's weekly class, this one will happen on Saturday nights.
- I continue to be in close contact with Joseph Kappel regarding our spring retreat. This retreat is now a standard three day rather than a bookend (meaning two back to back weekends). If anyone here is interested, he will be open for a ride up to Olympia WA on Monday, March 19th. This would be an excellent opportunity to get some one on one time with a man who spent years at the side of Luang Por Chah.

Report on the Year-End Appeal. Greg reported that the year-end appeal brought in approximately \$56,000, compared with \$32,500 last year, with the substantial increase primarily due to major gifts, although there is also an increase in monthly pledged giving.

Fundraising and Development. Alistair and Greg discussed the difference between fund development (which is more about the long-term and capacity-building and donor relationships) and fundraising (which is usually shorter term and more likely to be one-time or single purpose).

The following was unanimously adopted as the **charter of a new Development and Fundraising Committee:**

The Board is responsible for the long-term financial sustainability of PFOD.

The Development and Fundraising Committee is accountable to the Board and follows the principles of dana in our lineage. The charter of the Development and Fundraising Committee is:

- Produces an annual development and fundraising plan, incorporating activities such as appeals, major gifts and special events.
- Oversees the implementation of the development and fundraising plan and the maturation of a development process.
- Ensures donations are tracked and acknowledged appropriately.
- Suggests fundraising policies and procedures to the Board as necessary.

Head of Operations. The job description has been posted to the PFOD web site. Kristen has expressed interest in the job, or some portion of the job. For now we will hold off on a big publicity push on the job, and by February we expect to have a better idea of all open positions we need to fill.

Action Item Sakula & Kristen – discuss the possibility of Kristen assuming all or some portion of the HOO

Three-Year Plan. Alistair and Greg reviewed a proposal for a three-step process to achieve a three-year plan (briefly: Step 1 – conducting interviews, Step 2 – clarifying results of interviews, Step 3 – leadership retreat). Since it is hard to listen when you have something to say, one of the goals is to get ideas out prior to the retreat. There may be some good background information in the minutes from the previous two years' community meetings. Robin may be available to lead this process, and will have a more detailed proposal for Step 1, including costs, soon. In order to not have to make financial decisions by email, we'll have a one-hour board meeting on January 31st to consider the detailed proposal.

Action Item Greg & Alistair – Bring Robin's proposal for Step 1 to the January 31st board meeting.

Minutes Approval. The minutes from the previous meeting held December 13th, 2017 were approved.

Action Item Review. 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.

Calendar Update.

- Add a special Board Meeting on January 31 from 7:00 pm – 8:00 pm for the purpose of reviewing proposed expenditures for the three-year plan.
- Move the February 21st board meeting to the 28th.

- Move “Fundraising Chair Approval” from the March board meeting to February.

The meeting was adjourned at 9:20 following a brief meditation.

Portland Friends of the Dhamma Special Board Meeting Minutes

January 31, 2018

At 1404 SE 25th Ave, Portland, OR

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

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

Proposal for Strategic Planning. Greg presented a proposal from Robin for a 3-stage approach to generate a 3-year plan. Following clarification and discussion of the proposal, the **following was agreed by consensus:** Recruit Robin to lead the 3-year strategic planning process, with a budget of \$2000 for 2018. Let her know that we think it may be possible to shorten the community input portion of stage 2 by using information we have already gathered, and that time saved should be devoted to stage 3, which we think may require some additional follow-on work after the day long retreat.

- **Action item Greg** – Draft email to Robin accepting her proposal, get feedback on the email from Bonnie and Stephanie, then send the acceptance to Robin.

Building leakage. Kristen presented the following information: Water is leaking into the rental office, which has caused the flooring to swell, and may also be damaging furniture in the office. Kristen and Jeff will tear up the damaged flooring on Friday, and inexpensive carpet squares will be installed to cover the asbestos tile under the damaged flooring and make the office useable. One month free rent (February) has been given to the tenant. Kristen is exploring more long-term solutions. One business has quoted \$5700 to run a trench and install a sump pump. A quote on getting a waterproofing seal is also being sought.