
Portland Friends of the Dhamma

Board Meeting Minutes

February 28, 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), Bonnie Wilson (Treasurer)

The meeting was convened at 6:40 following a 5-minute meditation.

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

The agenda was approved.

Spiritual Director's Report - February, 2018

Completed

- I have dropped my search to bring in a female monastic to teach a weekend or daylong at PFoD in 2018 and now am focusing on getting one in for 2019.
- Due to the immediate needs of the building (water leak and floor replacement in renters office) and the need to rewrite all the rental leases, both responsibilities of Kristen's, all discussions regarding Kristen taking on some aspect of responsibilities regarding Head of Operations is currently on hold.
- I've met with Tena and am happy with the recommendations soon to be made regarding the process of a Spiritual Directors Performance review.

On Going

- The dates for our Upasika day-longs continue to change. Though frustrating it is inevitable. I'm not sure if it's only in our tradition but since the establishing of PFoD it has consistently been unpredictable at to when I will get an alert about our monastics passing through.
- Due to the board giving me a raise for 2018, (I can now pay my bills....YAY:) and not being responsible for administering the Operations at PFoD, I'm finding a good deal of relief. That relief equates less stress and enables me more time and energy to focus on the Spiritual Direction of the PFoD community. These conditions have allowed the space for me to explore ways to further programming that I can see as aiding individual and community practice.
- Jessica is joining me in reintroducing cleaning responsibilities as practice opportunities to each of our weekly groups. More about that soon, as we plan on starting this up beginning with this coming Sunday Sila and Monday night Reflections.
- I'm establishing a Sunday Social to follow every Sunday Sila with cookies and chat. This is to address the requests of several community members for opportunities other than Upasika day-longs, to commune and build comradeship with each other.

Treasurer's Report. Bonnie presented the financial statements for 2017. Total income was \$106,414.43 and the expense total was \$88,874.49, leaving a surplus of \$17,539.94. The surplus is due to the major donor outreach done by Greg. Budgeted expenses were about \$3k less than actual expenses. Bonnie and Tom currently comprise the Bookkeeping team (Danskey is leaving), and Bonnie is recruiting for a Finance Committee, with Beth L. already committed and Alistair committing this evening.

SD Feedback Update. Tena reported that she and Sakula recommend a slightly different approach to a performance review than was originally envisioned. Instead of asking for anonymous responses on strengths and weaknesses, there will be a two-step process where the first step is to learn about strengths and the second step is for the person being reviewed to make inquiries to understand where there may be opportunities for growth.

Action Item Tena/Sakula – complete the review process by the April board meeting

Building Update. Kristen reported that the floor has been removed from the rental office and that it is currently dry. There is a temporary tile floor in place. The best guess is that leaves backing up in the street drain caused a high groundwater level that led to the water intrusion, and there's a good possibility that if we keep the drain clean in the future there will not be another leak. The Building Committee meets in April and will come up with a recommendation on how to proceed.

Operations. Greg reported that Sakula and Jessica will try engaging people in the tasks required to clean and care for our building from a spiritual standpoint rather than from an administrative standpoint (i.e. inspire and guide people to clean, rather than manage signups online). Patty will continue to manage the kitchen, and Greg will temporarily re-assume Stewarding tasks. The search for a Head of Operations will be put on hold for 2 months while we see what emerges from this different approach.

Action Item Greg – put Operations/HOO on the calendar for the April board meeting

Three-year / Strategic Plan. Greg reported that stage 1 of the planning process is underway, with Robin having begun to conduct interviews. The weekend of either June 9th or 16th was selected for an offsite retreat, which Stephanie will see about scheduling at her sister's place in Black Butte.

Action Item Stephanie – schedule the retreat

Development & Fundraising. Greg reviewed the Fundraising Plan approved in April, 2017 and the income forecast via the 2018 budget.

The board agreed to: appoint Greg as interim chair of the Development and Fundraising Committee, with the intention of having a full suite of committee chairs determined by the Annual Meeting.

Grounds Keeping. Stephanie reported that because Renee is not able to do all the grounds keeping herself and has not been successful recruiting PFOD people to help, Renee recommends that we hire a gardener once a month to clean the stairs & sidewalk, clean the ground gutters and blow leaves. Renee believes that her gardener would be available for a reasonable fee. Alistair suggested we ask the Thursday group to help with this work.

The board agreed to: 1. authorize Renee to hire a gardener for no more than \$50/month to do the cleaning described above; 2. Let Renee know that it is not her responsibility to single-handedly manage the grounds keeping and that the Board will take on the task of getting help for her; 3. Let Renee know we very much appreciate all the work she has been doing.

Action Item Stephanie – let Renee know the Board's decision.

Minutes Approval. The minutes from the previous meetings held January 10th & 31st, 2017 were approved.

Action Item Review. All action items from the previous meeting's minutes were completed.

Calendar Update.

- Daytime lease review is not necessary as there are no issues to be resolved
- Add that Ajahn Sucitto will be here in July
- The March task "Finalize HOO" is on hold for now

The meeting was adjourned at 9:15 following a brief meditation.
