
Portland Friends of the Dhamma

Board Meeting Minutes

March 21, 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) via Skype

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

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

The only agenda item was **Planning for the Annual Meeting.**

Alistair reviewed the legal requirements of an annual meeting, which are to provide a Treasurer's report and a report on Operations for the year, and to have the board members present and available for questions. Typically annual meetings also include elections.

The following agenda for the annual meeting was approved for Sunday April 8th:

11:30 – noon: the usual social time after Sunday Sila (not part of the annual meeting)

Noon – 12:30: Fun bullet-level or posterboard presentation of highlights from the past year including key accomplishments and financial summary, with substantial involvement of the children's program in making the presentation. Invitation to be upstairs at 12:30 for more details.

12:30 – 12:50 (20 min): Intro, Q&A

12:50 – 1:10 (20 min): Community engagement, opportunity for Robyn to gather input for 3-year plan

1:10 – 1:40 (30 min): Volunteer roles. Presentation of each role that needs to be filled by the person currently in the role, emphasizing the benefits to the individual and to the community of that role. Roles to be filled: Assistant Treasurer, Secretary, Building Committee Chair, Rental Manager

1:40 – 2:10 (30 min): Elections for Board members and Officers

Greg is running for a 2nd two-year term as Board member and President

Stephanie is running for a 2nd two-year term as Board member

Charla is running for a 3rd two-year term as Board member

Kristen is in the middle of her 2nd two-year term

Bonnie is willing to serve as Treasurer for another year

Tena is ending her term as Secretary and will need to be replaced

Alistair is willing to serve another year as Vice Chair

Action Item Greg – Create web page to announce the annual meeting

Action Item Sakula – Decide where the web page goes and make it live

Action Item Greg & Alistair – Write up an announcement about the Annual Meeting so it can be shared via:

- Sunday Sila, announcement responsibility of Sakula
- Friday Investigations, announcement responsibility of Charla
- Monday evening, announcement responsibility of Jessica, communicated to Jessica by Sakula
- Tuesday book group, announcement responsibility of Tena
- Egroup, announcement responsibility of Greg
- Facebook, announcement responsibility of Jessica, communicated to Jessica by Greg
- Physically posted on our bulletin board, Jessica (unclear who is to tell Jessica)

Action Item Sakula & Jessica – Develop an approach to the bullet points and the children’s involvement in the presentation, then consult with Greg & Alistair for refinement and additional help

The meeting was adjourned at 8:15 following a brief meditation.
