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## Portland Friends of the Dhamma Board Meeting Minutes

May 16, 2018

At 1404 SE 25<sup>th</sup> Ave, Portland, OR

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

**Directors Absent:** Kristen Saxton

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

**Also Present:** Tristan Barnett, Christine Ye, Robin Donovan, Chad Lublin

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

A quorum was declared, with 4 of 5 Directors present, and the agenda was approved minus the Spiritual Director's report

Charla asked what the outcome was of the group asking to use the center for free in exchange for dana. Sakula explained that if we offered the center for free, the group's program would have to be vetted by her and determined to be in alignment with the Ajahn Chah tradition. It turned out to be easier for the group to just pay to rent the center, which is what they did.

**Report on Research Findings.** See Robin's report below.

**Mission/Vision Exercise.** Robin's research found that PFOD's Vision Statement is fully supported and needs no changes, but minor changes to the Mission statement were suggested. Two changes were agreed upon:

1. Change "books and tapes" to "media" in the first paragraph.
2. Switch the order of "experiential" and "intellectual" in the second paragraph so that experiential comes first, since it is so important.

Two changes were discussed, but not finalized:

1. Clarify the meaning of "all traditions" in the third paragraph.
2. Consider switching the order of the first 3 paragraphs to provide better flow.

**Action item Sakula & Matthew** – Finalize changes to the Mission so they can be approved at the July Board meeting.

**Overview of Board Retreat.** Robin presented a rough agenda of what will be covered at the Board retreat:

1. Review/update of current status.
  - a. Lineage
  - b. Finance & Fundraising
  - c. Any projects
2. Strengths / weaknesses / opportunities / threats exercise

3. Envision where we want to be in 3 years
4. Lunch
5. Brainstorm ways to get where we want to go
6. Priority setting / voting
7. Next steps

Robin will write up an Action Plan based on what we accomplish at the retreat. The plan will need to be reviewed by the Board each year.

**Action item Robin** – Plan the retreat in more detail.

**Action item Sakula** – Prepare item 1-a, information on our lineage.

**Action item Greg & Bonnie** – Prepare item 1-b, the finance & fundraising update.

**Organize the Board Retreat.** Stephanie described the retreat location, which is about a 2.5 hour drive from Portland. Everyone indicated they would like to arrive on Friday and leave on Sunday.

**Action item Charla** – Coordinate meal assignments for the weekend.

**Action item Stephanie** – Provide directions and room assignments, and coordinate transportation.

**Action item Greg** – Bring meeting materials.

**Board Election.** Alistair presented **Chad Lublin** as a candidate for the office of Board Member. Chad had prepared a statement (see the agenda) and he took questions, then he stepped out of the room. Following discussion, Chad was unanimously voted onto the Board.

**Building Committee Chair & Rental Coordinator.** Alistair introduced Tristan, who as a professional property manager is eminently qualified for the positions of both Building Committee Chair and Rental Coordinator. Tristan was unanimously voted in to both positions.

**Action Item Tristan** – Write up a description of the Rental Coordinator position, including clarification of the scope of the position (i.e. what sorts of decisions can be made independently by the coordinator vs. those that require consultation with others). Due: by the July Board meeting.

The **minutes** of the Board meeting held March 21st and the Annual Meeting held on April 8<sup>th</sup> were approved.

**Calendar Review.** All action items from the March and April meetings were completed. The June Board meeting was cancelled, since we have the Board retreat that month. Tena has resigned from the task of conducting the Spiritual Director performance review, so that task will need to be taken up again at the July meeting.

**Action Item Greg** – Add SD review to the July Board agenda.

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