

**Portland Friends of the Dhamma
Board Meeting Minutes**

July 18, 2018

At 1404 SE 25th Ave, Portland OR

Meeting Convened following 5 Minute meditation at 6:30 pm

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

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

Also Present: Tristan Barnett (Building Committee Chair and Rental Coordinator), Christine Ye (Subbing as Secretary), Charles Jasper

Quorum was declared with 6/6 Directors present. Agenda was Approved.

Spiritual Director's Report:

See attached document presented and created by Sakula

-Sakula confirmed a Monastic Daylong Retreat with Ahjan Santacitta on June 15, 2019.

-Discussion of changes regarding asking for donations to the Upasika Scholarship Fund, from broad appeal to Upasika-directed solicitations.

Treasurer's Report:

-Clarification for 3 major variances on Budget which explains the approximately \$7000.00 favorable net amount. 1. Rental Income for July was paid in June. 2. Appeals received in June. 3. Administration underspent due to postponement of Board Retreat.

Discussion on current liabilities and for budget details for operating expenses including details regarding facility expenses.

**Action Item Bonnie: Bonnie will send Tristan details of facility expenses.*

Business:

Rescheduling the Board Retreat: Two possible weekends were established Oct. 26-28, and Oct. 5-7

**Action Item Kristen: Check availability Oct 5-7th*

**Action Item Stephanie: Check with sister for availability of house pending Kristen's response.*

Waterproofing Basement:

Discussion: Costs including bid and potential of more expenses therefore suggestion of adding a 10% buffer for possible asbestos remediation, other costs, suggestion to get another bid, discussion regarding whether it needs to be done right now and how to address impacts on renter. Suggestion to help renter move furniture. It was decided that rent would not be prorated as renter has already received one month waiver of rent

for less than a month of interruption due to water intrusion this winter. Question: Will this treatment address less prevalent but periodic water intrusion in bathrooms?

***Action Item Tristan:** *Call Terrafirma to get an answer regarding the periodic water intrusion in the bathrooms and also get a better idea of what needs to be done regarding the power supply.*

After discussion regarding costs and possible over runs the following proposal was presented:

Approval of \$6,600.00 to waterproof basement, accepting Terrafirma's bid.

Proposal was unanimously approved.

Election of Directors

Proposal to Approve following people to serve another term:

Stephanie Alderdice: Unanimously approved to serve a 2nd term

Greg Satir: Unanimously approved to serve a 2nd term

Charla Chamberlain: Unanimously approved to serve a 3rd term

Proposal presented:

Spiritual director is an ex officio member of the Board

Proposal unanimously approved.

Action Item Greg: Update the bylaws to say that the Spiritual Director is an ex-officio member of the Board.

Election of Officers

Proposal to approve the following people to serve another term:

Bonnie Wilson: Unanimously approved for another term as Treasurer

Alistair Williamson: Unanimously approved for another term as Vice Chair

Greg Satir: Unanimously approved for another term as Chair

Secretary position:

Proposal presented:

Alistair will be interim Secretary/ Christine will take minutes at meetings for the next 2 months until a new Secretary can be found.

Proposal unanimously approved.

Action items:

***Charla** will announce the open secretary position at Fri Investigations meeting

***Sakula and Alistair** will announce the open secretary position at Sunday Sila.

***Greg** will let Tena know the Secretary replacement has been created.

Formalizing the Director Election Process

Election process discussed.

***Action Item Alistair:** Will write a proposal on formalizing the Director process and have it ready for the September Board meeting.

Approval of Minutes

Proposal to approve May 16, 2018 Minutes:

May 16, 2018 Minutes Unanimously Approved.

The following **action items* will be carried over from May Minutes:

*** Action item Sakula and Matthew:** *Finalize changes to the Mission so they can be ready for approval by the upcoming Board Retreat.*

The following action items will be postponed:

**Robin Donovan: Plan the retreat in more detail*

**Sakula: Prepare item 1a Information on our lineage*

**Greg and Bonnie: Prepare item 1b The finance and fundraising update.*

**Charla: Coordinate meal assignments of the weekend*

**Stephanie: Provide directions and room assignments and coordinate transportation*

**Greg: Bring meeting materials*

Spiritual Director Review Update

***Action item Sakula:** Put out the SD Review questions by the beginning of September pending a decision to distribute to the Board or the community at large.

***Action Item Tristan:** Have a Capital Reserve Plan to present to the board in September.

Discussed the timing of the Fall Auction with yearly Appeal occurring just a month later and a busy calendar in the Fall, suggestion of moving it to Spring, feasibility financially of not having Auction in the Fall (Bonnie confirmed there was enough to cover \$3000.00 loss in funds in Fall). Proposal was presented:

Take the Annual Auction off the calendar for Fall and consider rescheduling it for the Spring.

Proposal Unanimously approved.

Meeting Adjourned at 9:35pm.