PFoD Board Meeting

Wed, Sept 5, 2018
6:30pm – 9:30pm

		OPEN	GOAL	
6:30pm	*3 min*	Meditation	Begin in harmony	*Sakula*
6:33pm	*2 min*	Call to order & agenda	Have quorum/agenda	*Greg*
6:35pm	*10 min*	Two quick decisions	Decision	*Greg, Alistair*
6:45pm	*10 min*	SD report	Information	*Sakula*

		BUSINESS		
6:55pm	*25 min*	Planning for an Assistant SD • Sakula talks about the role • Board discusses what we need to do	Discussion	*Alistair*
7:20pm	*15 min*	Logistics for the board retreat	Discussion	*Greg*
7:35pm	*25 min*	Capital reserve plan	Discussion	*Alistair*
8:00pm	*10 min*	— Break —		
8:10pm	*15 min*	Treasurer report	Information	*Bonnie*
		Development & Fundraising	Discussion/Decision	
8:25pm	*15 min*	• An update on the committee's work		*Greg*
8:40pm	*10 min*	• Regularizing the committee		*Alistair*
8:50pm	*20 min*	• A request to change the board night		

		CLOSE		
9:10pm	*5 min*	Approve previous minutes	Approval	*Christine*
9:15pm	*15 min*	Review action items & calendar	Action items	*Christine*
9:30pm	*1 min*	Meditation/Close	End in harmony	*Greg*

Two Quick Items

- Electing the board secretary

Statement from Christine Ye:

I've been coming to PFoD for almost 3 years now! And I realize that it has become an important part of my spiritual life. For a while now, I have been seeking a way to give back to the community on a more regular basis. When the position of Secretary opened, I knew I had had experience as Secretary prior to PFoD and I saw the opportunity to fill a need, serving in this capacity if the fit was right. I also hope that though I am a newer practitioner to this tradition, I may offer a prospective that may be helpful to the Board as this community grows.
On a personal level, I have so much to learn, discover, explore in the Theravada tradition, and serving on the Board will allow me an opportunity to participate in the tenets of the tradition in action with those who have practiced this tradition much longer than I have. My strongest desire, however, is to serve where it will be most helpful to keep this community vibrant.

- Bylaw changes to make SD *ex officio*

Suggested edits:

2.4 *Ex Officio Members*. The Board of Directors may at its discretion designate *ex officio* members, defined as members of the Board of Directors ~~not~~ entitled to vote, ~~and not~~ included in either the minimum or maximum number of Directors.**, and having no term limit. The Spiritual Director is an *ex officio* member.**

2.5 *Eligibility*. To be eligible to be a member of the Board of Directors, a person must be dedicated to furthering the mission of Portland Friends of the Dhamma and have a personal commitment to the Five Precepts as taught in the Theravadan tradition. The Board of Directors may establish further qualifications for Directors from time to time by resolutions of the Board without the need to amend these Bylaws.

2.6 *Conflict of Interest*. If an officer or director, or a member of the officer's or director's family, stands to receive direct financial benefit from a Board decision, the officer or director shall declare the potential conflict of interest and rescue themselves for any vote on the matter.

2.7 *Terms*. A Director's term of office shall be two years from the date of election. ~~Other than the Spiritual Director, a~~ **A** Director may serve no more than three consecutive terms as a Director. Before coming on to the Board again, a person must wait for a minimum of one year. ~~The Spiritual Director may serve an unlimited number of terms.~~

Planning the Board Retreat

Date/Time: Saturday, Oct 27th (start time TBD)
Arrival/Departure: People are encouraged to come on Friday night and invited to stay until Sunday morning
Where: 21845 East Cascade Street, Rhododendron, OR (airbnb.com/rooms/20710857)
Who: 13 people total (all 9 board members, Matthew, Jessica, Tristan and Robin)
Agenda & Sample Result: To be sent out

Roles (from 5/16/2018 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 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.

PFOD Strategic Planning

June 16, 2018 (9a-4:15p PDT)

8:30 a.m. [Greg/Robin check set-up]

9:00 a.m. Breakfast + Hello

9:30-9:45 Opening Meditation (Sakula)

10:10 a.m. Open (Robin)

10:20 a.m. Greg – Financial overview (information)

10:40 a.m. Sakula – Our lineage (information)

11:00 Robin - Recap of findings (information)

[11:10 a.m. Short break]

_____

11:20 a.m. Creating our SOAR (Strengths/Opportunities/Aspirations/Results - discussion)

[12:00-12:45 Lunch + Optional Walk]

_____

12:45 Defining a "Future Perfect" for 2021 and beyond (discussion) – 10 year where do we want to be

1:30 Recentering (Sakula)

1:45 Brainstorm: Pathways to progress (discussion)

[2:45 short break/snack]

_____

3:00 Setting year-by-year priorities: 2019, 2020, 2021 (decision)

4:00 p.m. Gratitude + Closing Summary

4:15 p.m. Adjourn

A Draft PFoD Capital Reserve Plan				
Setting aside money to pay for the major & predictable maintaince expenses of the building.				
	2018	**2019 - 2023**	**2024 - 2028**	**2029 - 2033**
	this year	**next 5 years**	**in 5-10 years**	**in 10-15 years**
Water Ingress into Lower Level	$7,000			
Heating (replace furnace)		$13,000		
Plumbing (new source pipe)		$7,000		
Plumbing (restrooms)				$10,000
Sidewalk, Exterior Stairs		$4,000		
Kitchen (counters, plumbing, floor)		$5,000	$5,000	
Replace Roof Covering			$15,000	
Exterior Paint			$15,000	
Electrical (replacing breaker box)		$2,000		
Electrical (replacing knob & tube)			$10,000	
Upstairs carpet				$12,000
Unexpected / Unplaned / Emergency		$5,000	$5,000	$20,000
TOTALS		**$36,000**	**$50,000**	**$42,000**
A Proposed Monthly Contribution	**$800**			
Annual Contribution	$9,600			
Capital balance Jan 1 of final year		$38,400	$50,400	$48,400
(assumes no expenditure that period)				
			Last Edit: AW	*8/29/2018*

Development & Fundraising Committee Update

Three areas of focus (major giving, planned giving, annual appeal)

- **August**
    - Major giving prep (report back/thank you meetings)
    - Planned giving prep (create materials, think about promotion)
- **Sept**
    - Major giving campaign (one-on-one meetings)
    - Planned giving promotion (put on website, plan an event)
- **Oct**
    - Planned giving event
    - Annual appeal prep (gratitude letters to all 2018 monthly donors)
- **Nov - Jan**
    - Annual appeal

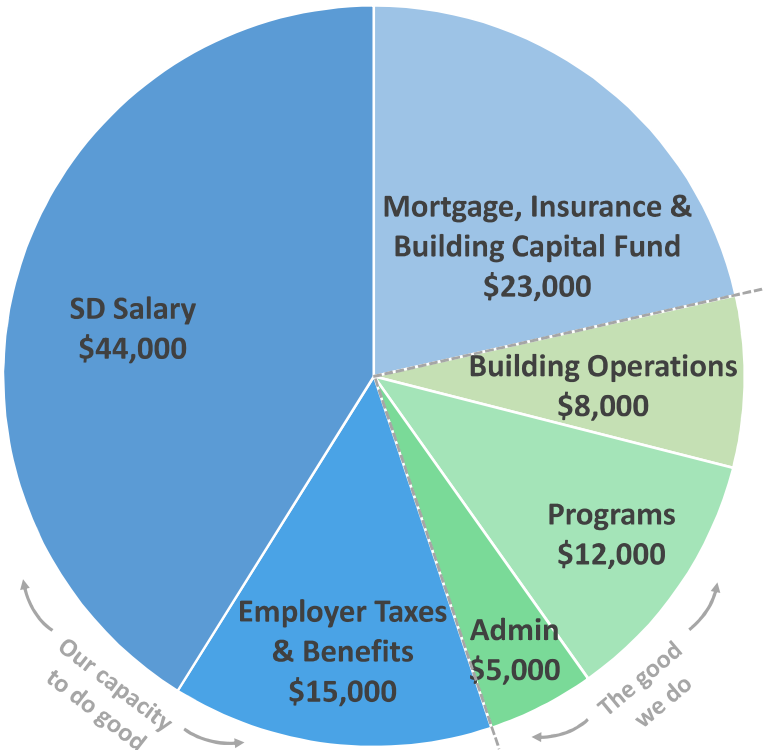
Ongoing gratitude

- Thank you/tax letter for each donation (or the start of monthly giving)
- Thank you/summary letter at end of year

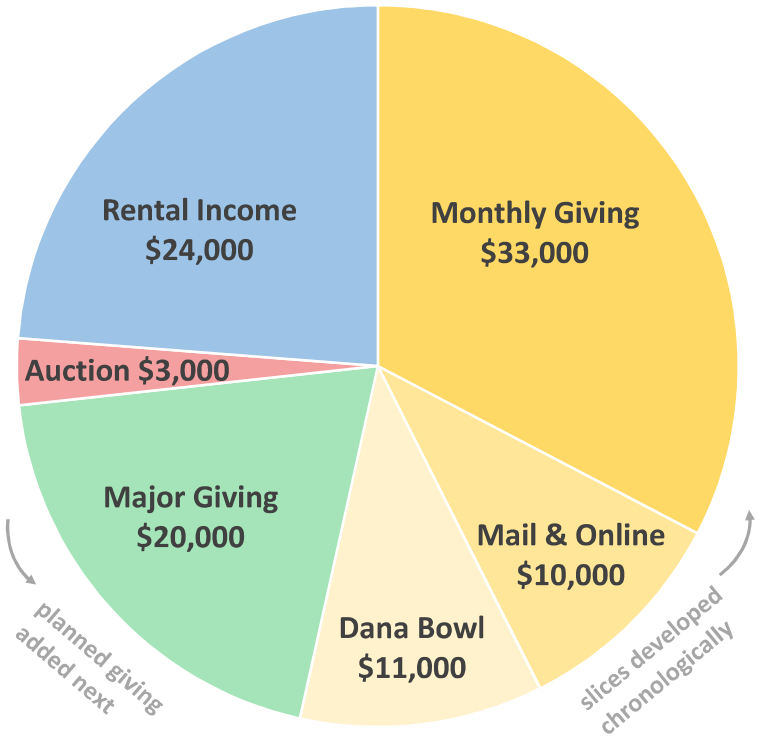
My team is a work in progress

- A few advisors
- A few folks who might help with a planned giving event

In Service of the Dhamma - Expense $107,000

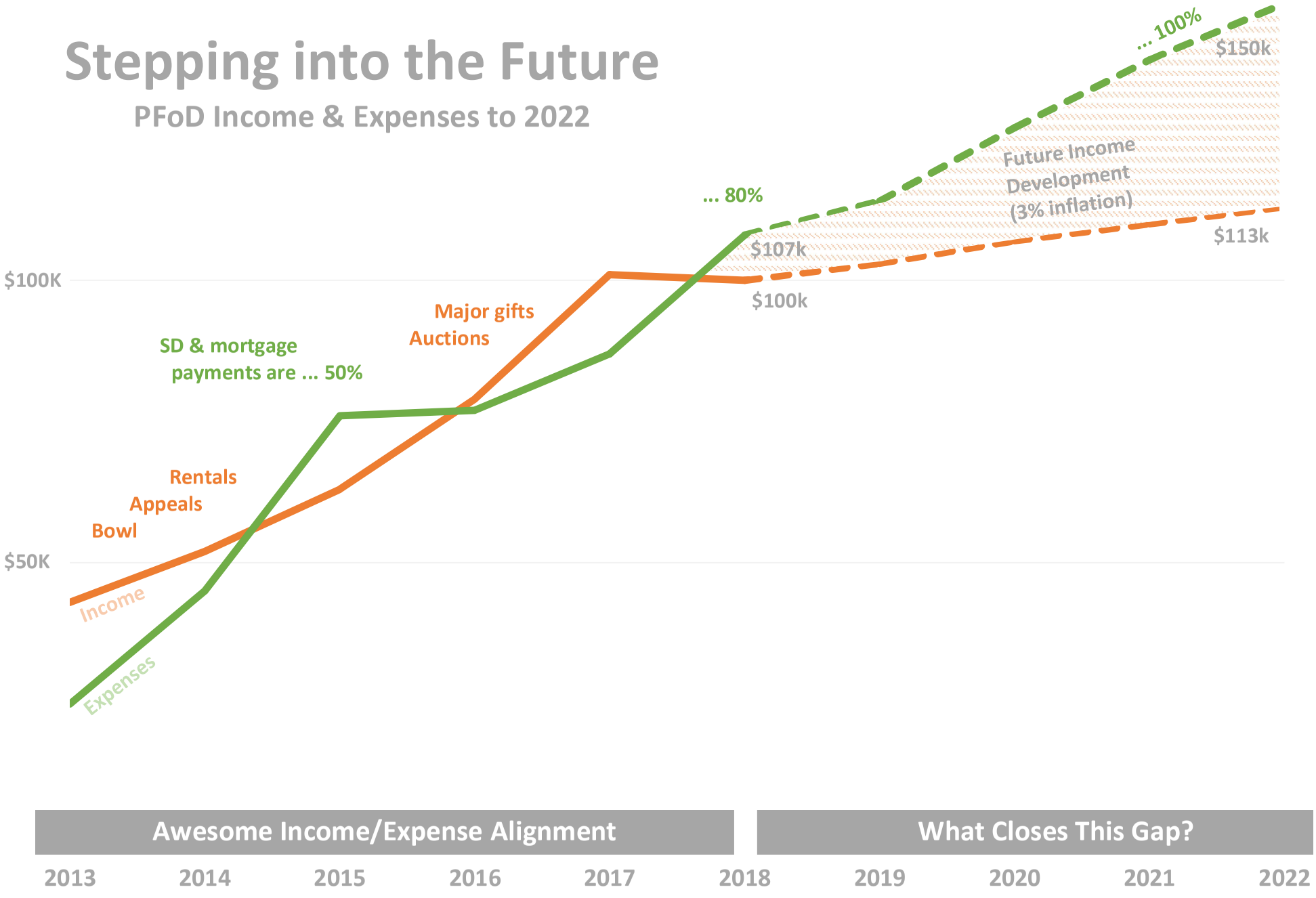


Generosity of the Community - Income $100,000



Stepping into the Future

PFoD Income & Expenses to 2022



Awesome Income/Expense Alignment | What Closes This Gap?

2013 2014 2015 2016 2017 2018 2019 2020 2021 2022

Changing the board meeting from Wednesday nights?

Request to the Board:

> I have a chance to take a ten-month Certificate in Nonprofit Fundraising that is supposed to be good and I think will benefit PFoD. (Read about it at wvdo-or.org.) I need to decide by August 31 to make the commitment. The rub is that it is Wednesday evenings. I have created a (very tiny) poll to see if there is another night that might work for the current Board. -- Greg 8/23/18

Result of the board poll:

	Sunday	Monday	Tuesday	Thursday
	✔6	✔9	✔7	✔7
Alistair		✓	✓	(✓)
Christine	✓	(✓)	✓	✓
Chad	✓	✓		*
Bonnie	✓	✓	*	(✓)
Kristen	(✓)	(✓)	(✓)	✓
Sakula		✓	✓	*
Charla		(✓)	✓	✓
Stephanie		*	*	✓
Gregory	(✓)	(✓)	✓	✓
Tristan	✓	(✓)	(✓)	* (quarterly)

* Some flexibility on these days, based on a phone conversation

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 Allderdice, 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 a10% 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 Allderdice: 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.

Calendar 2018

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Three-Year Plan	Find leader	Schedule retreat			Prepare for retreat		Resched Retreat		Organize retreat logistics	Hold Retreat		Review Plan
Operations	Post HOO	Discuss HOO									Review operations	
Fundraising	FR charter approved	FR chair approved				Mid-year appeal			Major Gift Campaign	~~Auction~~	FR Plan, YE Appeal	
Planning & Budgeting									~~Planning 2019~~	~~Planning 2019~~	Expense Discussion	Income Discussion & Approval
Annual Meeting			Plan mtg	Hold mtg								
Finances		Review 2017			Review Q1		Review Q2			Review Q3		
Other Items for Agenda		SD review update				~~Approve finance comm.~~			Capital Reserve Plan		SD review update	
Events			Joseph K.	Upasika Renewal	LP Pasanno		Aj Sucitto					Debbie S.