
Portland Friends of the Dhamma Special Board Meeting Minutes

January 27, 2014

PFOD Annex, 1125 SE Madison #103

Directors Present: Alistair Williamson (President), Greg Satir (Vice President), Rachel Telesmanick (Treasurer-Elect), Jim Walker (Treasurer-Emeritus), Jessica Swanson, Sakula (Spiritual Director)

Others Present: Tena Hoke (Secretary)

The meeting convened at 6:35p.m. with a brief meditation.

The proposed agenda was approved, with the addition of a brief time slot for Sakula to report on outreach to potential renters.

The minutes of the previous meeting, held January 6, 2014, were amended and then approved by acclamation. Tena agreed to begin assembling a (paper) Minute Book, to be stored on site, so that we have more than an electronic record of our actions.

Sakula noted that there is substantial interest in building rental, so that our assumptions in the MOU (Memorandum of Understanding on Purchasing a Building) about rental income should hold true. No commitments have been made. The Program Committee will need to determine PFOD's requirements for building usage in conjunction with the Board looking at financial exigencies before any final decisions about building usage can be made.

Jim arrived. Alistair noted that Section 7 in the MOU regarding Spiritual Director support is pretty vague and does not address the timeframe for getting to a living wage, nor does it address the priority of Spiritual Director support vs. other possible expenditures. At this point Sakula and Alistair (husband of Sakula) stepped out to permit the Board to freely discuss compensation for Sakula. Discussion points:

- We can't come up with the Spiritual Director Support Plan (referred to in Section 7) tonight; the most we can do is set a timeline for coming up with the Plan.
- We don't want to lose momentum towards generating the capacity to make full loan payments (as opposed to the reduced loan payments we've been offered).
- We should set up a working group to develop the Support Plan, and the working group should consider issues including but not limited to: employee vs. contractor, responsibilities and accountability, annual reviews, and job description.

The following resolution was approved by acclamation of the four Directors present (Jim, Jessica, Rachel and Greg), Alistair and Sakula having recused themselves.

RESOLVED: Recognizing that, in addition to a suitable building, a thriving community needs a well-supported Spiritual Director, PFOD will develop a Spiritual Director Support Plan to determine a salary appropriate to the position and appropriate to the means of the organization. The Support Plan will be developed by a Working Group and will be approved by the Board before the end of 2014. Until the new compensation plan is approved, the Spiritual Director will be supported by compensation of \$1000 per

month, and \$600 per month for health insurance premiums and out of pocket expenses, and \$100 in expense reimbursement for travel.

Alistair and Sakula re-joined the meeting. The need for a “business plan” was discussed:

- Any business plan must include a vision.
- We need to make sure we don’t get ahead of ourselves and find that we’ve made decisions prematurely that block other avenues of action (such as deciding to sub-divide the basement without thoroughly having considered all the related issues).
- Decisions about leasing and tenancy are the types of decisions which would be guided by a business plan.
- If the Program Committee came up with a programming plan by the annual meeting, that could serve as input to the business plan.
- So far we have been working on the MOU, a “hurdle” document. As we jump the hurdle, and put the MOU into action, it will be natural to move into a planning phase.
- Reference to a business plan would go in Section 6 of the MOU.

The following wording was agreed upon for the MOU: The Board will consider and approve a three to five year vision and business plan to encompass programming, building use, and Spiritual Director support.

The meeting was adjourned at 9:15 pm.
