
Portland Friends of the Dhamma

Second Quarter Board Meeting Minutes

June 4, 2014

Dharma Rain Zendo, 2539 SE Madison St.

Directors Present: Alistair Williamson (President), Greg Satir (Vice President), Sakula Reinard (arriving late), Rachel Telesmanick (Treasurer)

Directors Absent: Jessica Swanson

Others Present: Tena Hoke (Secretary)

The meeting convened at 6:42 p.m. following a five-minute silent meditation.

Alistair noted that “a quorum of the Board of Directors is a simple majority of the members” (ByLaws, Section 5.4), and so with 3 of 5 Board members present (Alistair, Greg, Rachel) the quorum is met.

The agenda was rearranged so that certain items could be postponed until Sakula’s arrival.

The minutes of the previous meeting, held April 7, were approved with the addition of a statement that the agenda item calling for a rescheduled Annual Meeting was not discussed because the meeting ran out of time.

The following resolution was unanimously approved:

RESOLVED: That the **Annual Meeting be postponed** until October.

Alistair noted that it is not normally a good idea to move an annual meeting, but the timing this year would have been too awkward and not very useful. Greg will recruit additional candidates for the Board between now and then. Pending availability of Sakula and Jessica, the Annual Meeting was scheduled for **October 12th**, with a Board meeting on **August 18th**.

The following elections were unanimous:

Alistair is elected **President Emeritus**, a new, temporary officer position, to serve until the Annual Meeting. The President Emeritus will be responsible for oversight on the remaining tasks related to the building purchase.

Sakula is elected to another 2-year **Board term**

Rachel is elected **Treasurer**

Tena is elected **Secretary**

Greg is elected **Vice President**

Greg is elected **Acting President** until the Annual Meeting.

Alistair presented a proposed description of the **responsibilities and operations of the Building Committee**. The proposal was amended and then approved unanimously, with Alistair to serve as Chair until the Annual Meeting. Alistair noted his intention to have 3 additional members on board the committee by then.

Security Changes. Minimal initial changes need to be made to address building safety, lighting, and security. It was unanimously authorized for Alistair to spend up to \$1500 to rekey the locks, add a keypad entry to the downstairs door, add motion-sensitive lighting at the entries, and add basic signage. These changes should be made within one week of acquisition of the building.

Rescheduling tasks. The focus this summer needs to be on operations and the new building. The following tasks now have new due dates:

- By the end of 2014: Consensus training
- Sometime in Q1 2015: charter long-term fundraising & planning group
- By August 2014 Board meeting: launch a working group to look at Spiritual Director support

At this point Sakula arrived.

- By Q4/Annual Meeting: Progress on a Vision & Plan. Sakula will take the lead and will report back to the Board on a proposed process.
- Before the end of 2014: Budget for 2015.

There was no time to discuss a proposal for **remodeling and rental income**. This agenda item was tabled for 2 weeks, then to be revisited by email.

Spiritual Director's Report. Team leads of Greg for Stewards, Charla for Caretakers, and Matthew for Communications have been selected, but the Operations Team as a whole has not met yet (Matthew's position is interim with the hope that Jessica will be able to take over in the fall). These team leads were unanimously confirmed by the Board. LP Pasano has given Sakula a list of bikkhunis that we could consider inviting to teach.

Treasurer's Report. Rachel presented the current Balance Sheet, Profit & Loss statement, and categorization of income and expenses. As of June 3, total assets are \$18,923.96 and the P&L shows a net loss for the year-to-date of \$2,297.26. A \$5,000.00 donation has not been recorded yet. She is looking into transferring all our funds to a credit union, and is getting closer to hiring a bookkeeper.

Consensus and Expressing Collective Support. The goal is that all Board members be able to express support for decisions made by the Board. Sakula will begin this discussion via email. To start with, gather examples of where this has happened and examples of skilful responses. (Examples could be: Why doesn't X teach here? Why doesn't the building get opened earlier?)

The meeting adjourned at 9:28 pm.

The following proposal was approved (Greg, Sakula, and Rachel in favor, Jessica abstaining) by e-mail on July 31, 2014:

Proposal: In gratitude for the support CALM ministers have given Abhayagiri and the Ajahn Chah lineage, PFOD would like to HOST any of the CALM members that are able to attend the October, 2014 Pacific Hermitage Pah-Bah. We will offer their housing, meals and local travel as a gift from our community. Sakula will make arrangements and have a budget of \$500 for renting group accommodations and other expenses and is invited to re-approach the Board should this amount prove insufficient. Note: Sakula anticipates this amount is sufficient.