Portland Friends of the Dhamma
Special Board Meeting Minutes
December 8, 2014
PFOD Center, 1404 SE 25th Ave, Portland

Directors Present: Greg Satir (President), Sakula Reinard (Spiritual Director), Rachel Telesmanick (Treasurer), Charla Chamberlain

Board Officers: Tena Hoke (Secretary), Alistair Williamson (Building Committee Chair)

Visitors Present: Akasha (from Cortes Island)

The meeting convened at 6:05 following a five-minute meditation led by Sakula.

The agenda was approved.

The minutes from the previous meeting, held October 5, 2014, were approved without change.

Greg presented the **Compensation Committee Report**, which was accepted by the Board.

Job Description. Greg reviewed the proposed job description for Spiritual Director (SD). The job description formalizes what the SD has been doing. Including a job review for the SD is new (it was added at the request of Sakula) and the task of supervising teachers is made explicit.
The following resolution was fully supported by consensus:.
RESOLVED: That the "Recommended Job Description for the Spiritual Director" be adopted verbatim from the Compensation Committee Report.

SD Compensation – first review. Greg reviewed the work of the compensation committee which determined that appropriate full-time wages for a SD would be $65,636 including salary, benefits, and additional expenses. Two key conclusions of the committee were that it is not appropriate to ask someone to work full-time for part-time wages, and that it is not appropriate to the means of our organization to offer full-time wages. Therefore, in the "Recommended Compensation for the Spiritual Director" the committee proposed a half-time SD position with base pay of $2500 per months (to include salary and health insurance). To get to half time, the SD will take large chunks of time off (one week per month, one month for retreat, one month during the summer, one month of PTO) and when not off will be full-time; this arrangement is expected to be easier to manage and understand than a constant limited amount of time to work every week. Discussion of the recommendation resulted in three changes: change 30 PTO days to 20 PTO days to reflect one month of time off; include leaving dana for SD training in the total allocated for business expenses rather than having it reviewed with the Board; simplify the section on how Social Security is paid.

Expense Plan – first review. Rachel reviewed the 2013 and 2014 YTD Dana Expressions, the Balance Sheet, a revised Chart of Accounts, and two budgets: bare minimum ($37,325) and well-supported ($71,487).

Prior to the discussion of the Income Plan, Sakula noted that in response to the Board's request that additional renters be found, she has secured the rental of the upstairs to the Samden Ling group on Tuesday evenings for $300/month. The following resolution was approved unanimously.

RESOLVED: That PFOD rent the upstairs portion of the building on Tuesday evenings to Samden Ling for $300/month.

Income Plan – first review. Alistair reviewed a draft plan for generating $62,575 in 2015. By adding $600 in rent (from the Tuesday evening group), $500 for a dana list (donations for specific purposes), and another $250 in donations from visiting teacher events our projected income is $63,925.

SD Compensation – final review. Due to conflict of interest, Sakula and Alistair stepped out for the final discussion and decision on SD compensation.
The following resolution was fully supported by consensus by Greg, Rachel, and Charla.

RESOLVED: That the following compensation plan for the Spiritual Director be adopted:

Support equivalent to half time
- Pay $30,000 per year (at $2500 per month) to cover both salary and benefits
- Provide a dual-use office for ministry and art

Time off equivalent to half time
- Provide one week off per month (quarter time)
    o SD will still lead Sunday Sila that week
- Provide three months off per year at mutually agreeable times (quarter time)
    o Four consecutive weeks off for a winter retreat
    o Four consecutive weeks off during the summer
    o Twenty days of combined personal time off

Business expenses (i.e. a budget for training, retreats and business travel) totaling $3000. This might be spent as follows, though is not recommended to be a requirement:
- $1500 for training (SD has found a nonviolent communication training for this cost)
- $1500 for travel reimbursements
    o $600 for local travel (SD has requested $.18 per mile)
    o $250 for one trip to Abhayagiri (1200 miles)
    o $200 for one trip to Birken (900 miles)
    o $450 for one trip to Wat Metta (plane + shuttle)

Employer expenses
- $2,295 (7.65% of salary) to SD as Social Security

Income & Expense Plans – final review. We asked: are our income and expense plans (which were developed independently of one another) coherent? Can we achieve a balanced budget? The answer is yes. Taking the budget of $71,487 and subtracting from it the $7000 expense for remodeling for which we already have raised the funds, we have $64,487 and we then cut $500 for legal advice and $150 for monastic lodging, leaving expected expenditures of $63,837.

The following resolution was fully supported by consensus.

RESOLVED: That a budget of $63,837 and an income plan for $63,925 be adopted for 2015;

FURTHER RESOLVED: That the Treasurer develop a projected monthly cash flow, and that the Board closely monitor actual progress vs. the budget.

Tabled Items. The following issues were raised but there was insufficient time to discuss them. These issues are temporarily "parked" here, and need to be revisited.

1. 2015 schedule of Board meetings, retreats, and/or trainings.
2. Naming of the 2015 Finance Committee.
3. Determine parsonage allowance for SD.
4. Develop a simple system for the Spiritual Director and Board Chair to track SD time off.
5. Develop a pay schedule for the SD.
6. Develop a method for tracking non-cash donations (e.g. someone buys a plane ticket for a monastic to visit or donates cleaning supplies for the building).

The meeting adjourned at 9:00 pm (on time!).