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# Portland Friends of the Dhamma

## First Quarter Board Meeting Minutes

March 12, 2015

PFOD Center, 1404 SE 25th Ave, Portland

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**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:** Bonnie (our bookkeeper, via Skype, for part of the meeting)

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 December 8, 2014, were approved without change.

**Building Name.** Formalizing a decision discussed earlier over email, the Board agreed that our building shall be named the "Portland Dhamma Center."

**Treasurer's Report.** This portion of the meeting was attended by Bonnie via Skype. The year-end financials for 2014 are essentially complete. Rachel put quite a bit of work into understanding which funds had been restricted and of those, which had been spent. Going forward, there will be 4 fund classifications: Capital Expenses, Furniture and Fixtures, Unrestricted General, and Scholarship. All restricted funds from 2014 and earlier that were allocated to support for the Spiritual Director and for the Building are deemed to have been spent. There remain restricted funds for Upasika training, zafu's, and insurance. Our books are kept on a cash basis, so over short time periods there may be some mismatch between income and expenses; Bonnie recommends that this be explained by footnoting.

Looking at how we are doing so far in 2014, our income is right on track vs. what we projected, but we are over budget on expenses. For example, natural gas (for heating) is costing much more than expected. Since this is the first year we have owned the building, this represents a lack of knowledge about the building rather than careless budgeting. Rachel noted that we do not yet have a process for determining what to do when we go over budget, and she doesn't have any guidelines from the Board about when to raise an alarm about our financial situation. Bonnie noted that for many organizations having 6 months of operating expenses in the bank is considered a reasonable safety measure. (We currently have about \$9,000 in unrestricted funds, and we are budgeted to spend about \$5900 per month.)

Because the Board does not have time at its regular meeting to cover all the financial issues, and because this is our first year running the building and the Board needs to closely watch the budget, it was decided the Finance Committee needs to meet on a regular basis. The following resolution passed unanimously:

**RESOLVED:** That all Board Members and Officers (Greg, Sakula, Rachel, Charla, Alistair, Tena) be appointed to the Finance Committee.

**Update on Remodel.** Alistair reported on the remodeling project in progress to create 2 downstairs offices and an updated entry way. In spite of several work parties and many hours of hard work, due to unplanned expenses (outside handrails, insulation, extra window) the project is over budget and not yet complete. The options at this point are to spend more money by hiring a professional to do drywall and mudding and get the project completed sooner, or spend less money and push the completion further out. The Board felt it would be best to hire a drywaller. The Board formally consensed on the following resolution, with great appreciation expressed for all the labor donated to date, and confidence that the end product will have been achieved very cost-effectively.

**RESOLVED:** That the project budget be increased from \$9230 with 20% leeway to \$12,650 with no leeway, and immediate notification of the Treasurer if there is any danger of going over budget.

**Upcoming Annual Meeting.** Our Annual Meeting is scheduled for May 31. Greg will no longer be eligible for Board membership, having served the maximum allowed consecutive 6 years. Rachel expects to be gone during 2016. Alistair noted that officers (President, Secretary, Treasurer) do not *have* to be Board members (example: Tena serving as Secretary is not on the Board). Alistair also noted that it would be best to bring new Board members in to a stable environment and to that end it would be beneficial to have Greg and Rachel still participating. In order to identify and recruit new Board members, the following resolution passed unanimously:

**RESOLVED:** That Charla be appointed to chair a Board Recruitment Committee, with Board members and Officers serving on the committee.

**Kids' Program.** Sakula presented a report from the Kids' Program Committee (KPC), and a request that the Board approve a 6-month trial of a new program. The Board formally consensed on the following resolution, with warm appreciation expressed for the hard work of the committee and with confidence that having a professionally run Kids' Program will be a great benefit to our community.

**RESOLVED:** That the Board approves the KPC moving forward on the design and implementation of a Kids' Program as described in their report, contingent upon the committee providing the Board with a written report on how potential liability issues emerging from such a program will be addressed. The report should also cover how PFOD's existing insurance policy would apply to the program. No hiring should take place until the report is approved by the Board.

#### **Schedule of Meetings for 2015.**

- Q1 Board Meeting - Thu, March 13, 6:30 - 9:00pm
- Training with Tree Bressen
  - Consensus - Sat, April 25, 9:30am - 5:00pm
  - Facilitation - Sun, April 26, 2:00 - 5:00pm
- Q2 Annual Meeting - Sun, May 31, 9:00am - 4:00pm
- Q3 Board Meeting - Thu, Sep 3, 6:30 - 9:00pm
- Q4 Board Meeting - Thu, Nov 5, 6:30 - 9:00pm
- Special Board Meeting for Budgeting - Thu, Dec 3, 6:30 - 9:00pm

**Tabled Items.** The following issues, noted on the agenda, remain tabled:

1. Schedule a Board Retreat for Vision and 3 to 5 Year Plan
2. Determine whether the Spritirual Director should be a contractor or employee.
3. Determine the parsonage allowance for 2015 for the SD.

4. What bylaws need changing for the role of SD?
5. Develop a pay schedule for the SD.
6. SD and Board Chair develop system to track SD hours and time off
7. 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 9:22 pm.

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Additional Board Activity by E-Mail:

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