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## **Portland Friends of the Dhamma First Quarter Board Meeting**

March 3, 2016

Portland Dhamma Center, 1404 SE 25th Ave, Portland

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**Directors Present:** Charla Chamberlain (Chair), Kristen Saxton, Sakula (Spiritual Director)

**Officers Present:** Tena Hoke (Secretary), Greg Satir (President Emeritus)

The meeting convened at 6:45 following a short meditation.

The Secretary stated that, a quorum of Directors being present, the meeting could transact business.

The agenda was reviewed and approved.

**Minutes Approval.** The minutes from the meetings held on 5 Nov. 2015, 5 Jan. 2016 and 4 Feb. 2016 were approved with modifications.

**Review Process for SD & PFOD.** The plan (see below) for an annual review of PFOD and of the Spiritual Director was approved.

**Consensus Process.** Kristen stated an interest in learning and getting hands on experience with facilitating. Kristen was self-motivated and somewhat joyful about doing some research regarding PFoD's consensus training with Tree Breeson. She volunteered to pull together copies of the trainings and the support information Tree offered us.

**Kids Program.** Sakula spent six Sundays with the kids' program. As a result of what she learned, the Sunday morning program will change from 2 hours to 1 ½ hours in length.

The Board then met in Executive Session.

**Downstairs Interview Room.** Per the Nov. 2015 Board discussion, Sakula reported back that we signed an addendum to the lease with Rinzen for him to rent the downstairs interview room for \$100/month. The right to rent the downstairs room ends when the overall lease ends in 2017. The lease terms with Rinzen do address the possibility of flooding. We are welcome to use the room any times other than when Rinzen is using it during his evenings or a daylong.

There was a 10-minute break.

**2016 Calendar.** The 2016 planning calendar was approved (see below). Of note was the discussion we had where Charla and the Board acknowledged she had far too many responsibilities. It was concluded that the Board would unburden her by taking over responsibility for the Fundraising so she could focus on the Operational Plan.

**Items for follow-up.**

1. Follow-up discussion on how to apportion the work to achieve our budgeted goals for income so as not to put undue pressure on any single person or small group.
2. Make sure property tax for tax year 2015 and tax year 2016 both get paid.
3. Schedule a series of check-in's on the 2016 budget so it is closely tracked next year.

**Tabled items.** The following issues are tabled.

1. Develop a simple system for the Spiritual Director and Board Chair to track SD time off.
2. 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).
3. What bylaws need changing to clarify the role of President/Board Chair?

**Upcoming meeting dates:**

- April 13, 2016 – Special Board meeting
- May 11 ,2016 – Special Board meeting
- June 8, 2016 – Annual community meeting, Q2 Board
- July 13, 2016 – Board/Finance, mid-year budget review meeting
- September 14, 2016 – Q3 Board meeting
- Oct 12,2016 – Board/Finance
- Nov 9, 2016 – Q4 Board meeting
- Dec 15, 2016 – Special Budget Meeting
- January 11, 2017 – Board/Finance Meeting

The meeting was adjourned at 9:40pm.

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**Additional Decisions Approved by E-Mail:**

**April 11, 2016: Whereas:** Years ago members of PFOd created a scholarship fund to pay for one of our members, Scott Spencer's health insurance when he became an Anagarika at Abhayagiri. He eventually went back into lay life without exhausting this fund which still has \$188 dollars in it. Last year Rachel attempted to determine which donors to offer back these funds to (since everyone picked a month or two to fund). It does not appear that she was able to find out that information because the money is still there.

**Therefore be it resolved:** That the fund be closed out and reassigned. With the re-formed Upasika group heading down to Abhayagiri this weekend, this fund shall be assigned as scholarship money to cover costs for anyone unable to attend without financial support, with any money left over donated to Abhayagiri.

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2016	Q1: Jan	Feb	Mar	Q2: Apr	May	June	Q3: July	Aug	Sept	Q4: Oct	Nov	Dec	Jan-17
<b>▸ Systems that the Board has experience with</b>													
Board Meetings	Bd/Finance Mtg - Jan 7	Q1 Board Mtg - Feb 4	Board Mtg - Mar 3	Bd/Finance Mtg - Apr 13	Board Mtg - May 11	Q2 Board Mtg - June 8	Bd/Finance Mtg - July 13		Q3 Board Mtg - Sep 14	Bd/Finance Mtg - Oct 12	Q4 Board Mtg - Nov 9	Board Mtg - Dec 15	Bd/Finance Mtg - Jan 11
Community Meeting							Plan community meeting			Hold community mtg Date TBD			
Fundraising Appeals				Mid-Year Appeal - draft it, send it & track it						Year-End Appeal - draft it, send it & track it			
Budgeting Process						Revise budget as needed	<input type="checkbox"/> Approve revised budget			Draft budget for 2017			<input type="checkbox"/> Approve budget for 2017
Spiritual Dir Compensation									Draft SD compensation plan		<input type="checkbox"/> Approve SD compensation		
<b>▸ New systems that will increase Board capacity</b>													
Treasurer Transition			Ongoing treasurer transition. Find a new treasurer.			<input type="checkbox"/> Approve a new treas.							
Board Leadership				Board leadership discussion and planning about bringing new folks onto the Board		<input type="checkbox"/> Approve new directors				Board leadership discussion about nurturing future board members			
Calendar										Draft 2017 calendar	<input type="checkbox"/> Approve 2017 calendar		

2016	Q1: Jan	Feb	Mar	Q2: Apr	May	June	Q3: July	Aug	Sept	Q4: Oct	Nov	Dec	Jan-17
<b>▶ Other new systems</b>													
Annual Review of Org and SD			Board approved a basic plan for an annual review	<input type="checkbox"/> Approve a final plan for an annual review. Gather feedback.	Board to discuss the feedback that was gathered								
Operational Plan			Operational plan questions sent out by Charla to committees and teams		Charla reports results of op plan questions. Consensus on op plan and next steps.								
Fundraising Events				<input type="checkbox"/> Board drafts a fundraising event plan	Hold fundraising events through the year						Draft a fund raising event plan for 2017	<input type="checkbox"/> Approve a fundraising event plan for 2017	
Fundraising via Block Rentals					Sakula fleshes out the lease for block rentals	<input type="checkbox"/> Approve a final lease	Sakula oversees block rentals						
<b>▶ Spiritual Director's schedule</b>													
SD Unpaid Time			SD Unpaid Month					SD Unpaid Month					
SD Projects	Creating a family program curriculum • Designing a family program space • Creating a new training program for Upasikas • Designing an ad-hoc program committee • Creating new programs • Putting out the Observer • Updating website • Leading the OT • Leading Sunday Sila • Overseeing monastic visits • One-on-one meetings for about 10 hours each week												

# A Plan for This Year's Annual Review of the Organization and SD

## Goals for this year's annual review

In respect of this being our first year doing an annual review, we might focus our goals on learning about the process itself:

- Begin in harmony, end in harmony - acknowledge anxiety
- Build the habit of doing an annual review
- Keep this year's process simple and uncomplicated
- Learn about the strengths and weaknesses of this process
- Come up with a couple of concrete steps that could be completed that would move our mission forward

## Some things to keep in mind (advice from the Unitarians)

- It's mutual - the organization and the Spiritual Director are mutually supportive and a review of one must include the other
- Plan to collect information from several sources, including congregation members.
- Avoid anonymous surveys or check-a-box forms. These do not tend to produce very useful information.
- Ask open-ended questions rather than simple yes-or-no
- Part of the review should be a self evaluation contribution from the minister
- Focus on strengths as well as growing edges - both are important
- Include the minister in the planning process for the annual review

## Areas to focus one

To keep it simple, we will focus on gathering information from one or two of these three areas, with the one(s) to be decided later:

- Programming
- Ambiance of the building
- Community involvement - developing leaders and volunteers

## Next Steps

- **By April 6** - Kristen and Greg will produce a draft a process with the following details:
  - Which area(s) we will focus on
  - Who exactly we will gather information from (spiritual director, board, community leaders, congregation members, etc.)
  - How we will gather that information from these groups (questionnaire, interview, etc.)
  - What questions we will ask each group
- **April 13 Board meeting** - The board will edit and approve the process
- **By May 4** - Do the approved process and bring draft of results to Board
- **May 13 Board meeting** - Board talks about input and decides on next steps, including what to share at the annual meeting

## Sample questions - As an illustration of what we might do

Area of focus: Pastoral Care

Questions for the Spiritual Director (Questionnaire)

- Where does pastoral care fit in the priority of your time?
- Is there anything you need in order to better provide pastoral care?
- Do you wish you could offer more or do you feel that what is offered is appropriate?
- Do you see the need for pastoral care growing?

- What are your strengths in this area? Anywhere you don't feel strong?
- While maintaining confidentiality, can you give any examples of how things went well or poorly?

#### Questions for the Board (Questionnaires)

- Where does pastoral care fit in the priorities of PFoD?
- Will the need for pastoral care grow? Are we meeting this growth? If we are/aren't meeting this growth then (write some open-ended question about that).
- Is there anyone we should talk to (including yourself) who has experience seeking pastoral care?
- How is the Board supporting the Spiritual Director/Organization in this focus area?

#### Questions for the Community (Mini-interviews before and after Fri, Sun, Mon)

- Have you ever talked to Sakula or brought her a specific question to address?
- Are you aware that you can request an appointment with Sakula?
- Have you ever requested one? What was your experience?