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# Portland Friends of the Dhamma

## Q4 Board Meeting Minutes

December 21, 2016

Portland Dhamma Center, 1404 SE 25th Ave, Portland

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**Directors Present:** Greg Satir (Chair), Charla Chamberlain, Kristen Saxton, Sakula (Spiritual Director), Stephanie Allderdice

**Officers Present:** Tena Hoke (Secretary), Alistair Williamson (Vice Chair), Bonnie Wilson (Treasurer)

The meeting convened at 6:40 following a silent meditation.

A quorum was declared, with all 5 of 5 Directors present.

There was no new business, and the agenda was approved.

**Minutes Approval.** The minutes from the previous meeting held November 9, 2016 were approved with no changes.

### **Spiritual Director's Report:**

It has proven to be very supportive to have Stephanie's support as my administrative assistant. I look forward to our work together developing over this next year.

#### Programing

- Jessica and I continue to review ways to bring her into a weekly teaching role. I have worked closely with both Matthew and Jessica in determining a possible weekly slot that works for both PFOd's programming and Jessica's availability. So far nothing is evident. Jessica remains open for something to open up other than Saturday nights (the one opening we have currently and the one evening she is unable to take) this year or next. In the meantime she is happy to continue offering workshops and filling in for me from time to time.
- I will be offering an evening teaching at a monastery in Olympia this Feb, 2017.
- Venerable Jotipalo and I are considering offering a workshop or retreat together in 2017

#### Visiting Teachers Monastics Coming

- The Pacific Hermitage monk(s)
- Luang Por Sumedho
- Luang Por Pasanno
- Ajahn Geoff

#### Lay Teachers Coming

- Jaya Carlson
- Debbie Stamp
- Joseph Kappel

**Action Item Review.** Alistair reviewed all action items from last month's minutes to ensure that appropriate time & resources were allocated to allow completion of all items.

**Brief Review of the Community Meeting.** The all-community annual meeting was held in place of Sunday Sila on December 11<sup>th</sup> from 10 am – 1pm, facilitated by Charla. The appreciation circle helped people understand all the activities required to keep PFOd running. The timing and rhythm of the

meeting were good, and there was lots of engagement in the small groups that discussed the vision. It was encouraging to see new people in attendance.

**Action Item Charla** – write up notes from the Community Meeting by January 9th

**Income Projections for 2017.** Alistair reviewed the projections for income in 2017. The projections for Pledges are based on the current level of giving (as of November) and Appeals have a \$1500 increase.

**Review of Expense Projections for 2017.** Greg reviewed items that have changed in the expense projections since the last Board meeting. Then Greg stepped out of the room while the Board discussed the offer from him and Adrienne to forgive some of the interest on the loan that PFOD will owe them in 2017; no conclusion was reached, but the sense of the meeting was that, while we greatly appreciate Greg and Adrienne’s generosity, we’d prefer to find a way to meet the terms of the loan agreement.

**Setting Board Meeting Dates for 2017.** The following dates were set for Board meetings in 2017:

Jan 18	Apr 19	July 19	Oct 18
Feb 15	May 17	Aug – no mtg	Nov 15
Mar 15	June 14	Sept 20	Dec 13

**Budget Reconciliation.** There is a shortage of about \$9,500 between what we expect in income and what we expect to spend in 2017. Possibilities for closing the gap include increasing income: change giving estimates to account for growth (+\$2k pledges, +\$1k appeals), \$350 rent increase, \$1k additional fundraising. The gap can also be closed by decreasing expenses: we could defer carpet cleaning for another year (\$1k savings), find less expensive insurance (\$1k savings), and reduce funding to Sakula for one-on-one training and self retreat (\$1300 savings). Considering these options it should be possible to come up with a balanced budget, which will be on the agenda for the January Board meeting.

In preparation for next month’s adoption of a budget we will need:

**Action Item Greg & Bonnie** – updated pledge amounts

The meeting was adjourned at 9:29 pm (note the adjournment ahead of schedule!) following a brief meditation.

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Additional Decisions Approved by E-Mail:

Tbd

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