
Portland Friends of the Dhamma Board Meeting Minutes

December 13, 2017
At 1404 SE 25th Ave, Portland, OR

Directors Present: Greg Satir (Chair), Charla Chamberlain, Kristen Saxton, Stephanie Allderdice

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

The meeting was convened at 6:40 following a brief meditation.

A quorum was declared, with 4 of 5 Directors present.

The agenda was approved.

Minutes Approval. The minutes from the previous meeting held November 15th, 2017 were approved.

Action Item Review and Calendar Update. All action items from the previous meeting's minutes were completed. The following item(s) remain pending:

- **Action item Tena** – By the February 2018 Board meeting have agreed with Sakula on the questions to be asked for her informal review.
- **Action item Greg & Alistair** – Bring to the January board meeting a recommendation on how to get started with the three-year planning process.

Understanding proposed income for 2018. Greg reviewed the projections for income in 2018. There was discussion of decreasing the projected rental income to account for a 5% vacancy rate (as was done in last year's budget), but instead we left the number alone and agreed that the risk could be absorbed by our Reserve fund. We added an additional \$1,000 in projected income as result of direct asks (e.g. for monastic plane fare), giving a rough total of \$101k in projected income.

Reconciliation of Income to Expenses for 2018. Greg reviewed the projected expenses for 2018, pointing out the line items which had the greatest increase from last year (see the agenda packet). We removed \$1,000 in projected expenses from the payroll tax line since it is likely we will sign a contract with Jessica for her to continue as a contractor running the children's program. This brought the total projected expenses down to \$102k, leaving only a \$1,000 gap between income and expenses. That is close enough to consider the budget balanced.

Managing the General Fund. Due to the receipt of major gifts this year, we have more money in the General Fund than anticipated.

Resolved by Consensus: That we take the \$30k in the General Fund and allocate it as follows:

- \$6k to increasing Sakula's salary in 2018 from 72% (the amount in the budget) of what it should be to 80% of what it should be. We will give Sakula the option of taking this increase over time or in a lump sum.
- \$5k for managing cash flow fluctuations
- \$10k for our Reserve
- \$9k for capital expenses and items to be identified in the three-year plan

Revisiting the Rental Leases. Kristen and Alistair presented the following notes for discussion:

Rental Group Contract Review and Discussion: where does the board need to be involved?

We have 4 types of rental currently at PFoD:

1. Office space- approx. \$7000 annual income after taxes
2. Three evening groups- approx. \$14,000 annually
3. One daytime group- \$600 dana annually
4. Occasional daylong use- varies, perhaps \$300 annually?

We are in the process of reviewing the rental contracts/processes of the first two rental categories above. We will leave 3 and 4 as is for now until we decide/plan to add other groups or other forms of daytime or event rental

Alistair and I are working together to review the current rental contact and will be meeting with our 3 evening rental groups, with whom we expect to have long term financial and Dhamma relationships. We will also meet with Julia, who rents the office space. We plan to have new rental agreements signed in Jan/Feb. The goal of meeting with our rental group leaders at one time is to ensure that we have a collective understanding of what is important, share some of our costs and any other ideas/plans/concerns

Some areas of review and discussion with them will include:

- *length of lease
- *principles around signage/noticeboards
- *mechanisms for raising rent
- *clarity around use of downstairs space

We would like to hear your thoughts about areas where you think it is appropriate for the board to be involved in rental issues so we can consider these as we revise the rental contract and review this with our rental groups.

Kristen and Alistair intend to meet with the lease-holders to discuss new leases for 2018; the current leases are expired. In answer to questions, Kristen clarified: The three evening groups includes the \$100/month rental for Rinzen's office; each group has been informally promised full building access 3 Saturdays per year; the Thursday group has a formal tea once a month downstairs, and they check with Sakula each month on the scheduling; the wording in the lease says "shared" use of the downstairs but there might not be a common understanding of what this means. Kristen asked the Board how much involvement it wants / should have in lease renegotiation. The consensus was that someone(s) on the Board should have the opportunity to review the leases (Bonnie & Greg expressed interest), but in general the details are best left to Kristen and the Board is pleased to be able to delegate this task.

- **Action item Kristen** – By the February Board meeting, have completed meeting with the tenants and either bring new leases to be ratified or bring issues needing clarification.

Launching Three-Year Planning. There was insufficient time for this agenda item, so it will be moved forward to the next meeting.

The meeting was adjourned.