

**Portland Friends of the Dhamma
Board Meeting Minutes**
September 6, 2018
At 1404 SE 25th Ave, Portland OR

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

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

Also Present: Tristan Barnett (Building Committee Chair and Rental Coordinator), Christine Ye (Subbing as Secretary)

Meeting Convened at 6:40pm following 5 minute meditation
Quorum was declared with 5/6 Directors present.
Agenda was Approved.

Spiritual Director's Report:

See attached document presented and created by Sakula

Treasurer's Report:

Bonnie provided the Board with an Updated Net Change in General Fund - 2018 Report with minor corrections in wording:

“Estimated additional to Robin for delay” replace “delay” with *post Board Retreat work*.

Bonnie noted increased Board Retreat costs and cancelling of Fall Auction her report shows an expected deficit of about \$11,000. As of August 31st, the variance is \$500 better than budget

Election of Board Secretary:

Proposal to Approve Christine Ye to serve as Secretary for the remainder of a one year term.

Unanimously approved.

Bylaw Changes to make SD *ex officio*:

Proposal to Approve changes to the Bylaws:

2.4 The Board of Directors may at its discretion designate *ex officio* members, defined as members of the Board of Directors ~~not~~ entitled to vote, ~~and not~~ included in either the minimum or maximum number of Directors ~~and having no term limit~~. ~~The Spiritual Director is an *ex officio* member.~~

2.7 ~~Terms:~~ A Director's term of office shall be two years from the date of election. ~~Other than the Spiritual Director,~~ A Director may serve no more than three consecutive terms as a Director. Before coming on to the Board again, person must wait for a minimum of one year. ~~The Spiritual Director may serve an unlimited number of terms~~

Unanimously Approved.

Business:

Planning for an Assistant Spiritual Director:

Alistair outlined 4 main topics for discussion:

1. Compensation
2. Authority and Accountability
3. Assumption about Succession/timeline
4. Specifics of Role.

Action Item Alistair: Alistair will prepare a synopsis of the discussion on planning for role of Assistant SD and e-mail it to the Board within 2 weeks.

Capital Reserve Plan:

Alistair presented the document on a draft of the Capital Reserve plan for discussion.

No changes were made to the plan.

Suggestion of an elevator for a future Access Project was mentioned.

Logistics for the Board Retreat:

Action item Greg: Greg will work with Robin and Alistair to plan retreat in more detail.

Action item Sakula: Prepare item 1-a, information on our lineage.

Action item Greg and Bonnie: Prepare item 1-b, the finance and fundraising update.

Action item Charla: Coordinate meal assignments for the weekend, includes Sakula for Friday meal.

Action item Stephanie: Provide directions and coordinate transportation.

Action item Sakula: Provide room assignments.

Action item Greg: Bring meeting materials.

Development and Fundraising:

Proposal to Approve Greg Satir as Chair of Development and Fundraising Committee.

Unanimously Approved.

Alistair agreed to help with September Major Giving campaign.

Action item Greg: At the start of next year, Greg will work on finding a new committee member for fundraising and development.

Request to Temporarily Change date of Board Meetings:

Board Meetings will change to 3rd Thursday of the month and default back to 3rd Wednesday of the month starting June 2019.

Next Board Meeting scheduled for November 15, 2018.

Approval of Minutes

Proposal to approve July 18, 2018 Minutes:

July 18, 2018 Minutes Unanimously Approved.

The following Action items from July's Minutes will be carried over to next Board Meeting:

Action item Greg: Follow up with Tristan as to the call to Terrafirma, regarding the periodic water intrusion in the bathrooms and what needs to be done regarding the

power supply.

Action item Alistair: Will write a proposal on formalizing the Director process.

Action item Sakula and Matthew: Finalize changes to the Mission Statement so they can be ready for approval by the upcoming Board Retreat on October 13th.

Action item Sakula: E-mail SD review questions to the Board by Monday September 10th.

Meeting Adjourned at 9:11pm with Sakula leading in a short meditation.