

**Portland Friends of the Dhamma
Board Meeting Minutes**

February 21, 2019

At 6:30pm

Location: 1404 SE 25th Ave, Portland, OR 97214

Directors Present: Greg Satir (Board Chair), Stephanie Alderdice, Charla Chamberlain, Kristen Saxton, Chad Lublin

Directors Absent: Sakula

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

Greg started the meeting with a brief mediation.

Action item: Bonnie to send e-mails by 2/22/19 to expense line owners requesting their 2019 Budget by 3/10/19.

Agenda approved with quorum.

BUSINESS:

Review and Discussion of process thus far planning for 3 Year Plan:

Development and implementation of volunteer structure, Chad spoke of goals. 1. Increase involvement 2. created a database that can match volunteers with skill sets, 3. Reexamine items that need to be tweaked.

Role of Board:

1. Assessment a. Are people able to get involved b. Are the needs of members being served? c. PFOD has a demand with teachers visiting. Are volunteer needs being filled without overtaxing anyone?
2. Approve Volunteer Coordinator job description after Chad writes it.

After discussion, Board decided that Volunteer Coordinator will report to the Board (not Spiritual Director, since accountability is to the Board while day to day operations pertain more to Spiritual Director) monthly August through November with review in December.

Board will identify Volunteer Program performance and progression bench marks at March meeting and approve Volunteer Program Plan at July Board meeting, initiate use in July and review/refine plan at December Board meeting. Board will assess what is pertinent to protect member privacy in Volunteer Data Base for presentation of Volunteer Data Base in February 2020. Board will also review/refine Volunteer Plan and Volunteer Coordinator in February 2020. Chad requests Kristen be on the committee for planning Volunteer structure as condition of accepting Volunteer Coordinator position. Kristen agreed. After discussion, Board appoints Chad to be Volunteer Coordinator through February 2020.

Action items: Chad will by March Board meeting 1. Name volunteer coordinator(s) 2. Create job description for Volunteer Coordinator in context of operations team. 3. Develop volunteer program plan.

Structured interaction with Teachers Council (Sakula, Jessica, Matthew):

Discussion of accountability for Teachers' Council: How does the Board ask for information from Teachers Council? What is the system for teachers contacting the Board? Is the Board adequately supporting the teachers? Review of hierarchy of information from Teachers Council to Board.

Action item: Alistair will by May Board meeting, prepare two scenarios of where a more structured relationship might allow the Board to better support Teachers Council's programming.

Refine Communications System:

Action item: Stephanie will, before March Board meeting ask Jessica Swanson if she would lead the Communications System planning and invite her to the March Board meeting for inclusion in discussions thus far of Communications System Plan.

Fundraising Planning:

Greg reports the Adhoc Fundraising Planning Committee will be meeting at the beginning of March to discuss the draft of the Development plan for presentation to Board at April Board meeting. The Annual member survey will kick off in May. The committee will create a report of feedback from survey to incorporate into 3 year Plan by July Board meeting.

Items for April Board meeting: Planning for Annual meeting in May, for Survey and for Board Elections.

Rigorously Incorporating Feedback When Planning:

Action item: Greg will ask Robin for permission to use survey again, as is.

In April, Board will identify who will be in charge of the Annual Planning Survey.

Auction Planning:

Kristen reports the date for the live on line auction will be May 2nd-16th, 2019.

Action item: Stephanie will by March Board meeting, check dates of auction with calendar to rule out conflicts and move Annual Meeting to May 5th to include Auction.

Other actions of Business:

Action item: Bonnie will for March Board meeting, research changing Fiscal year to March/April Budget Planning rather than present year end December model.

PFoD Presently does not have a Building Committee Chair. Board will need to find a new Chair.

Approved by consensus: The working 2019 Plan subject to budget and additional fundraising plans.

Action items carried over from January Board meeting:

Sakula Send out a copy of revised Mission Statement to the Board so it can be ratified at March Board meeting.

Alistair will have Director nomination process ready for March Board meeting.

January Board Minutes approved with the following edits, in italics, to Treasurer's Report submitted by Bonnie: The General Fund Balance [omit "for the 2018 Budget on"] *at 12/31/18* was..., The remaining \$4,000 negative variance was due to...[add] *and an increase in income of \$1,000 from miscellaneous sources.*

Meeting Adjourned at 9:30pm.