

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

July 10, 2019

At 6:35pm

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

**Directors Present:** Sakula (Spiritual Director) Greg Satir (Board Chair), Stephanie Bekooy, Kristen Saxton (Arrived at 8:00), Chad Lublin

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

**Also Present:** Katherine Quince (Arrived at 8:00)

The meeting started with a brief mediation.

**Spiritual Director's Report:**

Sakula prepared and presented the following:

**Completed:**

- The nuns visit has happened and was, IMHO, very successful. The event ran with extraordinary ease and left a lot of people bubbling with joy and gratitude. A total of just over \$2000 was donated in material gifts and finances for their support. There is much eagerness to have these nuns return with a special interest in Ayya [Santussika](#). I intend on making a formal invitation to her soon, she has expressed a willingness (and a keen interest herself) in returning sometime soon.
- Jessica is concentrating her teaching energies on the Upasika Program. I see strong results in leading this group of practitioners in the way of their dedication to practice and education about taking care of our lineage, our building and our community. To support the amount of responsibility she's taking on regarding this program, she and I have agreed that she will discontinue the Monday night reflections program. With more time freed up for her leading the Kids and Upasika Program while working full time and taking care of own family responsibilities, we are in less danger of burning her out;).
- With Monday night now available we will reinstate the Beginners Program beginning in October with Alistair Williamson and Jim Fairchild leading.

**On Going and Long Term:**

- I'm currently in discussion with a representative for Ajahn Sucitto regarding his schedule for our (PFoD's) 2021 retreat that we are sponsoring. I'll keep you posted with whatever info I get and then we can discuss possible options of timing and whatnot. I am currently forming a team to manage the logistics of this retreat and will report the team's members and intentions (for Board ratification) by or in September's meeting.
- I am meeting with Ajahn Sudanto to discuss trajectories of both PFoD and the Pacific Hermitage with an aim identify ways we might mutually support both communities long term visions while working in tandem.

### **Treasurer's Report:**

Bonnie is looking for ways to delegate duties due to her health issues, therefore proposes the following:

**Proposal to Approve:** Bonnie will continue to do deposits and continue to have access to the safe, but will remove herself from check signing privileges. Ted Cornforth will be approved for check writing privileges and perform check writing duties.

Board Unanimously Approves.

Bonnie will continue to reconcile accounts so there will be accountability for Ted.

### **Update on heating system:**

Alistair reports he is now dealing with Ben, the General manager regarding the heating system, but there has still been no action on the account.

**Action item: Alistair** will contact them weekly until PFoD receives a price proposal to address the issue.

**Action item: Bonnie** will talk to the insurance company about Worker's Compensation for injury related to the attic insulation project.

### **Development Committee Report:**

**Proposal to Approve: Greg** moves to shift major donor cultivation campaign to August and later to allow focus on monthly donor campaign.

Board Unanimously Approves.

### **BUSINESS:**

#### **Volunteer Coordinator Plan**

Chad presents his Volunteer Management Plan, reporting that the plan is ahead of schedule.

**Action item: Chad** will incorporate feedback from Board e-mails into an revised draft within 2 weeks from today so the updated draft can be reviewed.

**Action item: Chad** will include diagrams with second round of reviews and email draft one week later.

**Action item: Chad** will have final draft prepared by September Board meeting.

**Action item: Greg** will give Chad time to approve Volunteer Coordinator Plan.

#### **Board Chair role Discussion:**

After discussion, January is proposed to discuss whether to formally change the Board Chair Role description.

**Action item: Greg** will write up an interim work distribution and Chair succession plan by August for feedback and will present the final plan to the Board at the September Board meeting.

**Action item: Alistair** will look up previous job descriptions of Board Officers and update them into the Governance documents.

#### **Officer Elections:**

**Proposal to Approve:** Re-election of Alistair Williamson to Vice Chair, Greg Satir to Board Chair, and Christine Ye to Secretary  
Board Unanimously Approves.

### **Discussion on Board Coffee Campaign**

Greg presents the plan. Katharine Quince and Greg perform a role play training of a one-on-one meeting.

Alistair suggests that the Board meet with 2 members of the community rather than 5 by August 31st. The Board will report back to Greg with reviews of coffee meetings by September via email.

**Action item:** Greg will send an email to inform the community of the Coffee Meetings.

### **Vehicle Donation Program**

**Action item:** Sakula will ask lawyer to perform a legal review of the Vehicle Donation Program and present the result at the September Board meeting.

### **Structuring a Relationship between the Board and the Teachers**

Alistair presented and facilitated the discussion of the relationship between the Board and the teachers.

**Action item:** Sakula will ask the teachers if they would be willing to give input and review various Board items from a Dhamma teacher prospective.

**Action item:** Chad will, if the teachers agree to review the plan, email a 2nd draft copy of the Volunteer Management Plan to the teachers for review.

### **Closing items:**

**Action item:** Alistair, Linda and Patty will prepare and email the Board a proposal for transitioning of e group to Yahoo group to be presented to the Board at September Board meeting.

**Action item (carried over from last month):** Kristen will locate and publish the results of the Annual community survey and send a link to Greg.

**Action item:** Kristen will resend a link of the Annual Community Survey to the community to garner increased participation and after waiting 2 weeks, will publish the results to the Board by September Board meeting.

**Action item (carried over from last month):** Alistair will, by the end of July, ask Jocelyn for what she recommends as the next steps following her interviews with the Board/teachers/officers.

The scheduled revisit of Communication Plan will be moved to October Board meeting.

**Proposal to Approval** of June 2019 Board Minutes.  
Board Unanimously approves.

Meeting Adjourned at 9:30pm.

