

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

March 21, 2019

At 6:32pm

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

**Directors Present:** Sakula (Spiritual Director) Greg Satir (Board Chair), Stephanie Bekooy, Charla Chamberlain, Kristen Saxton, Chad Lublin (Arrived after the Meditation)

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

**Also Present:** Jocelyn

Sakura started the meeting leading with a brief mediation.

**Spiritual Director Report:**

Sakula prepared and presented the following:

**Completed**

- There was considerable interest in our revamped rental office. I've completed a the interviews (5 in all) and given the heads up to three others who expressed interest but were not a good fit, and have settled on Shelia Somers (<https://www.sheilasomers.com>).

Shelia's lease will begin on May 1<sup>st</sup>. She is granted the final two weeks in April to prepare her space for clients. I will be asking for community support to help her on moving day.

**On Going**

- The Upasika Program, newly under Jessica Swanson's leadership, is (I am thrilled to be able to say) beyond my hopes and purpose for bringing Jessica onboard. Jessica's respect for our lineage and structure are maturing in tandem with her training of students. I don't say this often but I'm down right proud of her contribution and a bit gob-smacked at her potential.

- Jane Maskil has volunteered to be the contact person for the developing Food-Pantry Program. She is currently out of the country, I hope to have more to report on this next month.

**Long Term**

- Ajahn Jotipalo has a confirmed flight and will be joining us for Sunday Sila and meal offering on April 28<sup>th</sup>. I'll be working with Greg on getting some opportunities posted on the website regarding dana for his stay, travel expenses and delivery out to the Pacific Hermitage.

- Ajahn Sudanto is confirmed his monthly visits and teachings at PFoD beginning Easter weekend. He also has accepted my invitation to lead the Sunday Sila a few selected months.

- Ajahn Sucitto has confirmed he will offer a retreat here in the Pacific Northwest sometime in 2021. More info will be made available in the months to come.

### **Development and Fundraising Committee Report**

Greg and Jocelyn went over the results of March 5th meeting. For details, see attached addendum provided by Greg. With regard to one of the approaches to marketing; scheduling marketing meetings for the public adjacent to scheduled activities, Chad suggested scheduling one when the monks are present.

**Proposal to approve** the General alignment of approach presented by Development Committee. Board unanimously approved.

**Proposal to approve** community education gatherings in April in conjunction with scheduled activities.

Board unanimously approved.

**Action item: Sakula** will list the members of the Fundraising Planning Committee on the PFoD website.

### **BUSINESS:**

#### **Proposed Expenses for 2019**

Please see attached expense worksheet presented by Greg and provided by Bonnie.

Monastic travel has paid for itself by direct solicitation of expenses.

It is assumed that 50% of costs for lay people visiting expenses will be covered by direct solicitation.

Lineage and community relations include SD travel and incidentals pertaining to SD position, Sunday Social expenses.

Desired goal is for Upasika Program to pay for itself.

Training for community is primarily for Jessica Swanson's training.

SD professional development and training reflects standard 3% increase of regular budget for inflation.

Children's Program includes \$18.00/30 hours/month with desire to rise wage to \$19.00-\$20.00/hr pending budget status, \$200.00 for substitute teachers.

#### **Volunteer Structure**

Please see Volunteer Coordinator Position located in the March 2019 Board Meeting Agenda packet. Chad prepared and presented Volunteer Coordinator Position and will incorporate changes resulting from discussion into revised description.

**Action item: Christine** will send Chad suggested grammatical adjustments.

#### **Refine Communications System:**

The Communications Systems Planning Committee is still seeking a Chair as Jessica has declined the position at this time.

**Action item: Sakula** will compile a directory of contacts for the various on-going activities at PFoD.

#### **Ratify new Mission Statement**

**Proposal to Approve** the Revised Mission Statement with the following revisions:

After "Portland Friends of the Dhamma is a Theravada lay community of the Thai Forest lineage

of Ajahn Chan.” Add *Our teachers are both monastic and lay*, and delete “Our teachers are both monastic and lay with an emphasis on students of the Ajahn Chah lineage”. Re-add from old Mission statement: *Friends of the Dhamma is supported by contributions (dana) from the community and does not charge fees for events*.  
Board unanimously approved.

**Other actions of Business:**

**Action item: Bonnie** will do further research on changing Fiscal year to March/April rather than year end model.

**Proposal to approve February 2019 Board Minutes** with the following changes to Stephanie’s name from Allderice to Bekooy.  
Board unanimously approved.

Robin has granted permission to use survey again for planning.

**Action item: Greg** will put survey out to Board to get feedback before the end of March.

Alistair created and presented a Director Nomination Process.

Nomination Process for Existing Directors Wishing to Stand for Another Term:

1. The director seeking renomination will arrange to meet at least two existing directors or officers for coffee. The aim is to share reflections on their role over the last term and discuss what they might contribute in a future term.
2. Following those meetings and at least one month before the Board elections, the director will seek a nominator who will submit their nomination to the Board Chair including a few sentences from themselves and a few sentences from the director.

**Proposal to approve** revised Director Nomination Process.  
Board unanimously approved.

**Action item carried over from February meeting: 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 programing.  
PFoD Presently does not have a Building Committee Chair. Board will need to find a new Chair.

Meeting Adjourned at 9:28pm after short meditation lead by Sakula.