
Portland Friends of the Dhamma Board Meeting Minutes

December 18, 2019

At 1404 SE 25th Ave, Portland, OR

Directors Present: Sakula (Spiritual Director), Greg Satir (Chair), Kristen Saxton, Stephanie Bekooy

Directors Absent: Chad Lublin

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

Also Present: Tena Hoke (Acting Secretary)

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

Motion to Approve the Consent Agenda (minutes & meeting agenda) with the provisos that the minutes (from Nov. 20th) be amended to state that the Board meetings will be held on Thursday evenings starting in January 2020, and that the agenda be modified so that the Spiritual Directors report is replaced with a discussion of the manufactured home sale.

Unanimously approved.

Board Chair Succession

Stephanie discussed her willingness to take on the position of Board Chair. Alistair presented a proposal for creating the position of Chair-Elect.

Motion to Approve the following proposal:

A Proposal for Portland Friends of the Dhamma to have a Chair-Elect

Background

The responsibilities of the Board Chair including evaluating whether the Board is functioning effectively. To support that capacity it is valuable to have a predictable transition from one Board Chair to another. One way to enhance predictability is to have a Chair-Elect in place before the formal transition.

Definition

Chair-Elect: a candidate elected to take the Board Chair role in advance of when they take the role. Chair-Elect is a title rather than a separate role and has no statutory duties aside from becoming Board Chair at the assigned time.

A Proposal for a Chair Elect

That PFOd strive to have a Chair-Elect in place at least 3 months before the end of the current Board Chair's term. Said another way, that the Board elects the next Board Chair at least three months before they take up that role.

It is recommended that the Chair Elect candidate, similar to Directors seeking reelection, should have two informal meetings with other directors or officers prior to their election.

Unanimously approved.

Action item: Stephanie by the January board meeting hold two informal meetings with other directors or officers to discuss the position of Chair Elect.

Manufactured Home Sale

Greg reported that a full price offer for the manufactured home has been received through the real estate broker. The buyers want to close March 1.

Motion to Approve to grant Greg the authority to execute the sale.
Unanimously approved.

Treasurer's Report

Bonnie reviewed the financial reports (Profit & Loss, Fund Balances) which were included as part of the agenda packet.

Considering Expenses for 2020

Greg walked through the list of projected expenses for 2020 that were prepared by him and Bonnie. Each line item was individually reviewed and the projected expense amount either accepted or modified, with Greg tracking all changes in real time. The goal was not to finalize the expense budget but to come up with a reasonable target, to be subject to later reconciliation. Finishing the heat pump project next year will come out of the Capital fund, as would any work on the water main (no work is currently scoped or planned, but is on the horizon). The 2020 mortgage expense has taken into account the \$15k major gift received to pay down the mortgage. The mortgage loan that is not based on a commercial loan will no longer be interest-only in 2020, so it was amortized over a 30-year basis for the first time.

Action item: Sakula to discuss with Jessica how her time is spent on the Children's Program, and to request a breakdown of actual hours (teaching time vs. prep time vs. other).

Action item: Alistair to analyze how much of the 2019 electrical bill was due to baseboard heating.

< short break >

Review Projected Income for 2020

Alistair reviewed the projection for Income which were developed at the previous Board meeting. He noted that the projection does not include any predicted increases; it is just based on known data from 2019.

Review Previous Action Items

Unless noted below, all action items from the previous meeting were completed.

Action item: Sakula & Kristen discuss the how the Volunteer Structure is going.

Action item: Sakula to list all communication practices that she holds as an inventory of current practices and have it ready by the January Board meeting

Action item: Alistair will report on the porting from yahoo groups to groups.io.

Action item: Kristen and Alistair will write summary Thank you note for participating in Annual Survey and post to the new e-group by next Board meeting.

Alistair reported that with the help of Jeff and James the attic has been insulated, which means that we are now ready to have the additional components of the heat pump installed. The price quote for upgrading the heat pump system so that it is fully capable of heating the building is \$3200.

Action item: Alistair schedule the heat pump installation.

Review Calendar

The provisional Board calendar for 2020 was reviewed.

Action item: Greg discuss with Chad the possibly of pushing out the January board topic “Feedback on the volunteer plan (teachers talking about volunteering).”

Action item: Greg put the Chair Elect discussion on the January agenda.

The meeting was adjourned about 9:15.
