

**Portland Friends of the Dhamma (PFoD)  
Board Meeting Minutes**

April 14, 2019

At 1404 SE 25th Ave, Portland OR

**Directors Present:** Sakula (Spiritual Director), Greg Satir (Chair), Chad Lublin, Kristen Saxton, Stephanie Bekooy (arrived after approval of agenda)

**Directors Absent:** Charla Chamberlain

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

**Also Present:** Jocelyn White (Development and Fundraising Committee member)

Meeting Convened at 6:35pm following 5 minute meditation

**Motion to Approve** Agenda.

Agenda was Unanimously Approved.

## **BUDGETING**

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

- Bonnie created and presented First Quarter Income Statements, 2019 vs 2018 and a graph of Income vs Expenses by Quarter, 2016 through Q1 2019. Please see attachments in Agenda packet.
- Bonnie went over the changes in the Restricted Funds in 2018 and Q1 2019. She also noted that the electric bill was higher than usual owing in part to continuing issues resulting from broken heat pump. The vendor is not currently being billed for extra costs resulting from delays in fixing heat pump. Charles Jasper will take over duties from Alistair working with vendor to fix heat pump.

### **Address the Budget Gap I**

- Greg initiated discussion regarding cutting expenses to the Budget.
- Bonnie suggested changing to Quick Books \$450.00/year for payroll and asking Ted Comforth if he would take over payroll using Quick Books. PFoD is presently using a service costing \$950.00 (\$52.50/month plus the cost of periodic payroll tax fillings).
- On-going maintenance budget was reduced by \$500.00.
- An automatic transfer from General Funds to Capital Fund for unexpected expenses was removed.
- Seven years ago, funds were donated to purchase zabutons and placed in restricted funds under furniture.

**Motion to Approve:** Recognizing that PFoD has a donation of \$850.00 for seating/furniture and that PFoD has enough seating/furniture and that the donor is deceased, The Board hereby moves to transfer the funds to the General Fund.

Motion Unanimously Approved.

**Motion to Approve:** Approve 2019 Budget as amended by the Board (see attached

revised Income and Expense budgets).  
Motion Unanimously Approved.

### **Address the Budget Gap II**

- Jocelyn presented proposal and facilitated Board discussion for new fundraising efforts. Please see Fundraising Plan 2019 in Agenda packet.

**Motion to Approve:** The Board endorses the Fundraising Plan 2019 presented by Jocelyn.

Motion Unanimously Approved.

### **OTHER BUSINESS**

#### **Prepare for Annual Meeting May 5th**

- Greg officiated the discussion to create the Annual Meeting Agenda. Please see attachment for final agenda.

**Action item Alistair and Kristen:** Will organize survey for Annual Meeting by May 1, 2019

**Action item Sakula:** Will invite Jessica to speak (10mins) about the Children's Program at Annual Meeting.

- Board discussed the transition process to replace the Chairperson position.

**Action item Greg:** At June Board Meeting, Greg will present the duties of Chairperson as well as the additional duties he has taken on.

#### **Action items carried over from March meeting:**

**Action item Sakula:** Will list the members of the Fundraising Planning Committee on the PFoD website before the Annual Meeting.

**Action item Bonnie:** Will do further research on changing Fiscal year to March/April rather than year end model by June Board Meeting.

**Action item carried over from February meeting Alistair:** will, by July Board Meeting, prepare two scenarios of where a more structured relationship might allow the Board to better support Teachers' Council's programming.

Meeting Adjourned at 9:45pm.

**Annual Meeting  
May 5, 12:30 - 2:30pm**

<b>10 min</b>	<b>Intro to Annual Meeting</b>	
<b>15 min</b>	<b>Warm Up Go Around</b>	<b>Ask Charla (Greg ask Charla)</b>
<b>15 min</b>	<b>Treasurers Report</b>	<b>Bonnie</b>
<b>20 min</b>	<b>SD Programming Report</b>	<b>Sakula (invite Jessica to speak)</b>
<b>10 min</b>	<b>Strategic Plan (Volunteering)</b>	<b>Alistair (Chad)</b>
<b>15 min</b>	<b>BREAK / Annual Survey</b>	<b>Kristen/Alistair (ready May 1)</b>
<b>30 min</b>	<b>Fundraising Ask (bulk of meeting - interactive) + Auction</b>	<b>Jocelyn/ Greg/ Kristen</b>
<b>10 min</b>	<b>Closing</b>	<b>Sakula</b>

EXPENSE	2019 Tighten Our Belts	2019 Bare Minimum	Actual Mar 31 2019	Actual 2018	Over
<b>5000 · Programming Expense</b>					
5010 · Visiting Monastics					
5011 · Visiting Monastic Travel		1,900	172	1,222	S
5012 · Visiting Monastic Meals, Lodging		1,000	0	3,122	S
5013 · Monastic Fund/Direct Ask Used		-2,900	0	-4,344	S
<b>Total 5010 · Visiting Monastics</b>		<b>0</b>	<b>172</b>	<b>0</b>	
5015 · Visiting Lay Teachers					
5016 · Lay Teacher Travel		800	0	1,225	
5017 · Lay Teacher Meals, Lodging		625	0	811	
5018 · Direct Asks - Lay Teachers		-710	0	-465	
<b>Total 5015 · Visiting Lay Teachers</b>		<b>715</b>	<b>0</b>	<b>1,571</b>	
5020 · Lineage & Community Relations	0	2,000	99	2,294	
5025 · Upasika Program					
5026 · Upasika Expenses		750	1,500	783	
5027 · Upasika Fund Used		-1,250	-2,000	-993	
5028 · SD Travel for Upasika Program		500	500	493	S
<b>Total 5025 · Upasika Program</b>		<b>0</b>	<b>0</b>	<b>283</b>	
5030 · Training of/for Community					
5030 · Training of/for Community		2,015	33	453	
5031 - Direct Ask for Comm Training		-1,500			
<b>Total 5030 · Training of/for Comm</b>		<b>515</b>	<b>33</b>	<b>453</b>	
5035 · SD Professional Dev & Training					

