**Portland Friends of the Dhamma (PFOD)**

Board Meeting Minutes

 **June 17, 2021**

 At 6:35pm

Location: Via Zoom Group from individuals' homes

**Directors Present**: Stephanie Bekooy (Board Chair), Kristen Saxton (Subbed as Secretary up to “Waking up the Center”), Sakula (Spiritual Director), Jim Fairchild

**Officers Present**: Christine Ye (Secretary arrived at 7:00), Alistair Williamson (Vice Chair and sub for Treasurer)

**Absent:** Bonnie Wilson (Treasurer)

**Motion to Approve:** June meeting Agenda and May Board Minutes.

Board unanimously approved.

**Spiritual Director’s Report:**

Sakula read her Spiritual Director’s Report. Please refer to the Spiritual Director’s report posted separately and attached to these Minutes in the hard copy files.

**Treasurer’s Report:**

Treasurers report by Alistair:

* PFOD received PPP Loan of $12,000 in June 2021
* As of April 2021, PFOD had a 4 month buffer of savings
* Projected buffer of 3.9 months by the end of August 2021
* Also have $21,000 in other funds including cash buffer fund, mortgage buffer fund, capital fund, nuns fund, monastic fund and Heart to Hand

The budgeting process will start in September.

Bookkeeper search update: Alistair and Bonnie continue to seek possible options for someone who we can hire to do bookkeeping.  We are seeking recommendations from anyone who might have ideas.  Could be a community member.

Action item: Kristen knows someone in the community that is a bookkeeper and will contact her.

Action item: Stephanie will give Alistair the name of the bookkeeper that does her business’ books.

**Waking Up the Center Update**

Kristen reports a lot was done on Sunday after Sila, including painting and moss removal. There is more to do especially for someone having handyman skills. Priorities include installing handrails and grab bars and finishing wiring of lighting downstairs.

Action item: Kristen will reach out to No Rank Zendo about helping during one of the scheduled days since they have volunteered in the past.

Action item: Christine will paint the outside door.

**Fundraiser Update Report/Support**

Date for fundraiser is June 18th from 9:00-2:00.

The title will be, “And Still We Stand. Let’s Celebrate!”

Brainstorming discussion on the focus of the fundraiser:

* Painting the building
* Paying off mortgage
* Heat pump
* Electrical and water issues (one issue mentioned was the water ingress in Sakula’s office)
* Childrens’ program
* Wheelchair lift for building

At present, the plan is to limit on site attendance to 16-18 individuals but stay ready to open more freely as situations change.

Discussion on how to conduct the food offering, should proof of vaccination be requested in order to offer? No mask?

Suggestions to use the driveway (asking neighbor to park on the street) and parking spots in front of the building, setting up pop up tents and tables.

Action item: Jim will research a Block Party permit and permits for blocking parking spots in front of the building.

Action item: Sakula will talk to LP Pasanno about his comfort level with options.

**Break** (10 Minutes)

**Announcements at Fundraiser**

How do we thank Greg for all he has done and let the community know he is stepping down from all his roles at PFOD?

Alistair suggested formally presenting Greg a framed photo of LP Pasanno with signatures at the Fundraiser, talking about his accomplishments and contributions to PFOD and also having certain individuals speak about how their interactions with Greg have touched and affected them. Kristen and Jim have volunteered to speak.

Action item: Alistair will contact Adrienne about borrowing the framed photo to add signatures.

Action item: Christine will contact Jocelyn to ascertain her interested in also speaking.

Action item: Stephanie will speak to Greg by June 30th if he would be comfortable with this presentation and if not, what would be a more comfortable way of announcing he is stepping down.

**Next Steps with the Development Committee**

Two new people were recruited for the Thank you note team. Jocelyn will follow up with them when she returns from vacation later in the week.

There was a preliminary discussion on how to/can we continue Round Tables with donors and long-term communications with donors? How will we conduct future planning of fundraiser events? Who will attend to transfer of the mortgage? Shall we keep the Development Committee or just delegate the roles to individuals?

Action item: Sakula will contact Jocelyn to discuss what she thinks about the Board doing a Round Table, procedures to conducting one or supporting one.

How will PFOD be funded and sustained? The Development Committee in the past has produced a plan to generate income which was then brought to the Board for Budget planning.

**Carryover unfinished Action items:**

Action item: Alistair will email for Bonnie, the May financial statements to the Board.

Action item: Bonnie will set up a petty cash fund for Sakula.

Action item: Sakula will write up a charter for the fundraiser and will send it to the Board via email.

Action item: Kristen and Alistair will nominate a Building Committee Chair and will create a structured Building Committee for the Board to approve by the end of August.

Meeting Adjourned at 9:50pm