

ESFOD Board Notes

- 9/29/16
- Start time: 6:35

Present: Dave Hamilton, Amy Edge, Donna Sarafin, Laurie Rasmussen, Milissa Wales, Christine White, Shirley Cook, Kim Krouth Venerable Chodon, Kathryn Mazack, Kim Miller

Host: Donna

House Matron: Shirley

Bell ringer: Amy E.

Dedication: Donna

Question: Donna

- **Minutes approved:** (authored by Amy E.)
- **Activity Items**

- Retreats: Kathryn

- Need to confirm date for Spring retreat 2018
- Committee asked for clarification.

Date confirmed - May 18-22, 2018

- House Maintenance: Donna

- \$300. spent on mold test and chimney inspection. Results have not come back yet. This was checked because of health reasons and odor.
- Water Softener will be installed Oct. 5th
- Discussion: Who checked the mold? – Rapid Mold Removal.
 - There is moisture in chimney. It will be inspected Oct. 6th
- Water Softener cost \$960. Should we wait to have it installed until we know chimney maintenance needs
- Proposal: Donna reschedule water softener installation until we know how much chimney will cost.
- Discussion: Dave and Laurie clarified that money is available
- Dave objection- If there is an unexpected expense, we have a bank account to cover this.
- Proposal Dave: Allow the plans for water softener to be installed and handle the possible expenses of chimney if it accrues.

Passed

o New:

- o Christine: Question- request for prayer. Would like “Prayer Chain” clarified.
- o Clarification from Venerable Chodon – She makes a prayer at morning prayers which may be verbal or nonverbal. Christine was encouraged to refer this person to our website.

o Budget:

- o Dave: Fall Fling
 - o Ticket sales: 1,750. Silent Auction: 2,232. Dessert Auction: 1,200.
- Total: 5,240.

It was a big success financially and community building.

- o Annual Budget-We have spent 2,240 more than we took in. Trend is similar than last year.
 - o Some of money out comes in at end of last year and hard to determine accuracy. It would be helpful to determine what money is spent ahead and what money came in late.
 - o In general, “we’re doing OK”. Pledges are 50% higher than last year. Donations during teachings seem to be higher than last year.
 - o Discussion: Request from Christine W. Would like to know the sources money - Total Income.
 - o Evelyn has created a database for donors including sources of funding with names followed by a Thank You note.
 - o Request Shirley: Break out of how much money is taken in for classes (Monday vs. Wed.). Wed. night class is costly due to renting room.
 - o Clarification: There is one checking account and Quick books will earmark what we budgeted for in specific areas.
 - o Clarification: Dave hears that board would like specifics of “incoming money” and class donation breakdown.
 - o Venerable Chodon- question: If committee is under budget, does that money go away at the end of the year?
 - o Clarification: Those donations that are earmarked will roll over to the next year?
 - o Future discussion: Since we are a 504c those who donate money other than monthly donations could be recognized and receive tax credit. Currently, we send Thank you notes.
- o Request for new initiatives:**

- Rolling the 2016 growth initiatives (fundraising/communication) into various committees.
 - Growth Committee would dissolve -Funding would go to Fundraising,
 - Communication would stay in communication. Will need to clarify in more detail. Committees will need to meet to determine overlap.

Passed

- **ESFOD investing the hiring of an Executive Director**-Venerable Chodon
 - We would need \$1,000 budgeted for the board officers (and others who are interested) to draw up a job description and investigate such hiring. This person would be a director dedicated so that Chodon would be able to go on retreat and ESFOD would continue to function seamlessly.
 - Goal is to hire an Executive Director (ED) hired by Oct. 2017
 - Suggested the ED would work 10 hours a week 52 weeks a year @ \$22.50. Total \$12,000.
 - This part-time position would interface between, board/sangha/director/public.
 - Discussion:
 - Donna: Is this proposal about funding the initiative?
 - Yes, it is.
 - Christine: Concern regarding the timing of this proposal. Could board officers meet and discuss in more detail?

Table the Proposal

- New Proposal: 6 board officers will meet. We will to wait until we have additional time to review

Passed

- Spiritual Leader Budget needs to be clarified incorporating - Chodon's travels and retreats. - Shirley
 - Recommend: Donations for retreats could help with costs.
 - Total Spiritual Leader budget =\$11,478. Up \$3,000. Including budgeting for teeth and traveling
 - Budget Committee and Shirley will meet to discuss specifics. For example, have it budgeted and fundraise to re-coop whatever we can.
- Discussion: Need for a Logo that would officially identify ESFOD

- The Communication Committee feels this will help support our efforts to connect with donors. For example: Presenting ourselves to the media.
- Possible steps include: style guide, letter head, matching Thank you, cards, etc.
 - Discussion: Who do we interface with? Where do we get money for office supplies? If there is an increased need, submit to Budget Committee.
 - Kim K. will clarify further with Venerable Chodon and determine financial needs

Action Items:

1. Venerable Chodon requests that we have a “hard copies” of board calendar, operational calendar, vision, mission, values, current committees and notes.
 - Christine will work on this action step.
2. Board members will meet prior to our next meeting.

Next meeting: Sunday 10/23, 12-2, Dharma house

Continuation of Budget- Please post budgets on SLACK

Host: Milissa W.

Dedication: Donna

Adjourn: 8:56