

Eastside Friends of the Dharma (ESFOD) Board Meeting Minutes 2/11/2016

Present: Kak Dorgan, Amy Edge, Marilyn Gardner, Dave Hamilton, Kim Krouth, Kathryn Mazack, Christine White

Absent: Venerable Lhundup Chodon, Shirley Cook, Kira Milanich

1. Opening Meditation: Led by Kak

2. Approval of minutes from 12/29/15

2.1 Minutes approved as written

3. Venerable Chodon's Report

- 3.1 Chodonla related in a written report that the past month has been a fruitful month spiritually. She related her efforts and her appreciation of all that everyone does and will do for the ESFOD. Chodonla feels supported spiritually and she sees many doors opening.
- 3.2 Chodonla is in the process of moving away from being the communications and administrative hub of the ESFOD and is hopeful and confident that the Board can develop a communication infrastructure that will suit the needs of all involved. This will allow Chodonla to focus her efforts as Spiritual Director.
- 3.3 Chodonla reports that the retreat at Cedar Valley resulted in a surge of fresh enthusiasm for the Dharma and for ESFOD. She noted what an excellent job Katherine did in organizing and delegating and how this evidences strong maturity as an organization that allows Chodonla to confidently move away from administrative tasks to focus on teaching Dharma.
- 3.4 Weekly teachings have resumed for all evening classes and audio recordings as well as written materials are being provided in a timely manner. Classes for Teachings are growing, especially in Stoughton and the Goodman Center. Chodonla feels happy with the level of spiritual understanding that each class shows and she notes that classes are contributing more to the main ESFOD body which delights her.
- 3.5 A new class entitled "Inner Calm in the Election Year" will start in April. An article was written by Kim and the Communications Committee describing this class.
- 3.6 Chodonla is pleased with how much the ESFOD website is being used to update information and access information and she extends a warm thank-you to Kim and the Communications Committee.
- 3.7 Chodonla is now holding 'office hours' on Weds 11-1 and Sundays 11-12 so she can meet with anyone interested individually and create more predicable access for spiritual guidance.
- 3.8 Chodonla extended her appreciation to Marilyn for professionally organizing and facilitating the first Growth ad hoc Committee Meeting, and she extended her appreciation to Milissa and Kim for co-facilitating this meeting. She noted how this is a good example of the strength of collaboration and how happy she is in seeing ESFOD moving forward toward the goal of stable donor stewardship and communication overall.
- 3.9 Chodonla expresses her gratitude to Evelyn Cruz for the office work she is doing related to accumulating info for a database among other tasks and she is enjoying the companionship of Evelyn very much.

- 3.10 Chodonla honors Kira for all the amazing work she has done as Treasurer as well the many ways Kira has demonstrated her care and concern for Chodonla and for the ESFOD. Chodonla asks that we send Kira a card and a gift as soon as possible with our sincere appreciation and thanks, and that we find someone with Quickbooks experience to carry on what Kira has created. Chodonla states "I will miss her efforts, but happily bless her to move on to where her energies need to be".

4. Committee Reports

4.1 Treasurer's Report: Kira Milanich (provided a written report in her absence)

- 4.1.1 Written Profit & Loss Statement (Jan - Dec, 2015) was reviewed.
- Total income 2015 = \$64,410.09. Total expenses 2015 = \$55,950.04.
 - This results in a 2015 net gain of \$8,460.05.
 - Two things to note about this figure:
 - 1) Anticipate a reduction of \$5,400 once a mortgage adjustment is made.
 - 2) Much of this surplus is due to 2016 Retreatants paying in Dec of 2015.
- 4.1.2 Written Profit & Loss Statement (Jan - Feb 7, 2016) was reviewed.
- Total income = \$9,181.96. Total expenses = \$13,797.25.
 - This results in a year to date loss of \$4,615.29.
 - Things to note about this figure which only covers the first five weeks of 2016:
 - 1) \$3,677 was paid out for upcoming retreats in May 2016, Jan & Sept 2017.
 - 2) Monthly pledges on target but all other types of income below projections.
 - 3) Several unanticipated donations received totaling \$4,200.
 - 4) Most anticipated expenses at or below budget.
 - 5) It would be important to be frugal with spending given the close margins.
- 4.1.3 Written Balance Sheet (as of Feb 7, 2016) was reviewed.
- Cash on hand is \$28,937.36. This breaks down as follows:
 - General checking account\$18,264.57
 - General savings account\$ 2,703.95
 - Retreat account.....\$ 2,927.53
 - Retreat scholarship.....\$ 5,041.31

4.2 Education Committee Report: Shirley Cook

- 4.2.1 Manjushri Blessing preparations continuing as planned:
- Statue filling workshop scheduled for Marh 12, 2016
 - Committee met on Jan 28, 2016 and assignment made at that time
 - Venue has been found, cost of \$600
 - Food options from neighborhood restaurants are being looked at
 - Cost per participant for this 2-day event will be \$75
 - Torma making scheduled for March 31, 2016 at 6:30 at the Dharma House
 - Volunteers still needed for set-up, food, clean-up
 - Shirley reported that the current budget for the Manjushri Blessing is \$1,000 rather than the initial request of \$1,500. She notes that our break even point is 20 participants and we have a goal of 30-40 participants. Shirley requested Board authorization to spend \$1,500 as originally requested. A proposal was made, discussion followed, and Board approved the Education Committee to spend over budget up to \$500 beyond the budgeted \$1,000.
- 4.2.2 New classes start in April at Goodman Center and in Stoughton:
- Title/topic will be "Coping with Stress During an Election Year"

4.2.3 Workshops are planned:

- June 18 "Coping with Loneliness"
- Nov 12 "Caregiving as Equals"

4.2.4 Concern expressed because class donations are down and this is a main source of revenue to support ESFOD.

4.3 Spiritual Director Report: Shirley Cook (covered in 4.2 above)

4.4 Retreats Report: Kathryn Mazack

4.4.1 The week long January Retreat at Cedar Valley was a success, 17 people attended.

4.4.2 Next Retreat will be May 20-22 at Holy Wisdom. Kathryn and Ven. Chodon will meet on Feb 20th to begin planning and pull together a retreat committee.

4.4.3 Oct 14-16 a Retreat will be held at Threshold on Atwood Avenue.

4.5 Communications Report: Kim Krouth

4.5.1 A newly created Meditation Handbook was used at the Lamrim Retreat and proved to be very helpful and will be used as a model for future retreats.

4.5.2 The committee is making a booklet for the Manjushri Blessing.

4.5.3 Committee is making a brochure for Wed Teachings at the Goodman Center.

4.5.4 Retreat info and registration is being put on the ESFOD website and this is working out quite well.

4.5.5 The next ESFOD Newsletter will be ready in early March

4.5.6 Sarah Carroll was acknowledge for her help in writing for the Communication Committee.

4.6 Building Report: Dave Hamilton (for Donna)

4.6.1 The Building Committee met and reviewed maintenance and repairs needed and the 2016 budget.

4.6.2 A spring cleaning work party will be arranged for raking, cleaning gutters, etc.

4.6.3 In early Spring a work party will be set up to grade the driveway using hand tools so that water will drain away from the house.

4.7 Fundraising Report:

4.7.1 Ad hoc Growth Committee met on Jan 24 with a lot of energy among the many participants, lots of idea generating.

- Focus on improving communication infrastructure and fundraising/funding process.
- Marilyn has written a summary of this meeting and will send a copy to Board members.

4.7.2 Evelyn has been working at the Dharma House to assist Chodonla with writing thank you letters and cards and in creating database info. She will be able to commit to doing this for a total of six weeks. Everyone expressed great appreciation and gratitude.

4.8 Sangha Volunteers Report: Christine White

4.8.1 Christine reports that everything is going well with volunteers and there has been a fabulous response to her requests for volunteers.

4.8.2 Spring Cleaning is scheduled for April 23rd from 9-3.

4.8.3 Reminder was given that events scheduled close together make it difficult for people to volunteer for all the needs and this puts stress on our pool of active volunteers.

We need to plan in ways that don't cause a conflict in providing volunteer time.

4.9 Community Outreach Report: Amy Edge

4.9.1 Gleaning continues

4.9.2 Discussion of different community needs where ESFOD might be able to help.

5. Review Action Items: All

5.1 All action items from last Board meeting completed or underway; see below.

6. Kira's Resignation/Need Treasurer

6.1 Kira informed Kak as Board President that she has decided to resign from the Board and her office of Treasurer as well as her role as Finance Committee Chair. She will continue these duties until a new Treasurer is found and she is willing to assist the new Treasurer with guidance and training.

6.2 We as a Board will express our gratitude to Kira and provide a gift of thanks as discussed in Ven. Chodonla's report.

6.3 Board Members will actively seek candidates for the office of Treasurer. It was agreed that ideally we will want someone with Quickbooks experience to carry on what Kira has done to structure the finances of ESFOD.

7. Proposal to add Milissa Wales to the Board

7.1 Milissa is Chair of the Fundraising Committee and has been routinely giving committee reports at Board Meetings. It was unanimously agreed to invite Milissa to become a Board Member. Kim will welcome Milissa to the Board.

8. Planning for Annual Meeting scheduled April 27th

8.1 Two meetings will be needed, one in March and one in Early April. It was decided to schedule these via an online Doodle Poll.

9 Next Board meeting

9.1 Tuesday, March 15, 2016 - 6:30 p.m. at the Dharma House.

10. Dedication:

10.1 Kak led Board Members in dedicating what we have done.

Action items to be reviewed at next Board Meeting, 3/15/2016:

	Description	Assigned to	Due
1	Create a draft outline of suggested data governance rules (Google Drive, etc.).	Kim and Communications	Underway
2	Provide new bank account information when available to Amazon Smiles.	Milissa	Underway

3	Explore options/resources for mediator or facilitator in cases of conflict, draft policy and develop 2016 budget.	Kathryn, Christine	Underway
4	Find someone capable and interested in joining the Board as Treasurer	All	By Annual Meeting