

Eastside Friends of the Dharma (ESFOD) Board Meeting Minutes 3/15/2016

Present: Venerable Lhundup Chodon, Shirley Cook, Kak Dorgan, Amy Edge, Marilyn Gardner, Dave Hamilton, Kim Krouth, Kathryn Mazack, Christine White

Absent: None

1. Opening Meditation: Led by Venerable Chodon

2. Approval of minutes from 12/29/15

2.1 Minutes approved with one correction update made: after adjustments the Jan 2016 Retreat showed a net gain of \$767 rather than the reported net loss of \$1,657 after factoring in the contribution of \$2,424 made through proceeds of the Super Summer Scholarship Sale as follows:

| | | |
|----------|---------------------|-----------------|
| Income: | \$9,300 + \$2,424 = | \$11,724 |
| Expense: | | <u>\$10,957</u> |
| | Net Gain = | \$767 |

3. Request from Spiritual Director: Venerable Chodon

3.1 Venerable Chodon presented the concept of treating the Board Meeting as part of our everyday practice:

- Look for and hear the good intentions and good qualities of others
- Hold in mind that all are doing the best as they can
- Listen with the heart

3.2 Venerable Chodon suggested four criteria to build trust and interconnection:

- pay attention to what is going on with yourself and with others
- speak from the heart rather than from the head
- allow the moment to guide you in speaking
- speak with brevity to allow time of everyone to speak

3.3 Venerable Chodon led the Board in doing a check in with one another through sharing "what do you come with today" (what has your day been like, how do you feel now)

4. Board Meeting process: Kim

4.1 Kim led The Board in a discussion of how we can create a structure for Board Meetings that will allow everyone to feel valued and to feel heard.

4.2 A circle structure where everyone has a chance to express opinion and including objections or choose to pass was the process envisioned.

4.3 Agreement on need to create a simple process, one that allows reasonable meeting duration, and includes a professional culture as well as heartfelt interaction.

4.4 Discussion of possibly inviting a facilitator to assist us develop a process with the anticipation that a Board Member will then facilitate meetings or this will rotate among Board Members.

4.5 Christine White expressed willingness to move from Vice-President to President of the Board and to meet with Chodonla and Kim to begin discussion of a meeting process that can be presented to the Board to implement and modify as needed to meet needs.

5. Board/Sangha Communication online using Slack: Kim

5.1 Slack is an online messaging tool for conversations organized by team channels that

increases clarity of communication and reduces feelings of being overwhelmed.

5.2 The Growth Committee members have been using Slack to check it out and have found that it is working well and it is an improvement over email communication; they have found it to be more productive and responsive.

5.3 Agreement that we will start using Slack and stop using email. Kim will send an invitation via email to connect to Slack along with material on how to use Slack.

6. Venerable Chodon's Report

3.1 Cholonla reported that planning and preparation are moving forward for the Manjushri Blessing scheduled on Saturday, April 2nd.

3.2 In preparation for this retreat, Chodonla will be in retreat in order to create a spiritual vessel for the retreat. While on retreat, Chodonla will be available to address Board Member questions but not available for personal meetings. Chodonla will provide weekly Teachings while on retreat.

7. Committee Reports

7.1 Treasurer's Report: Kak presented, Kira Milanich provided a written report,

7.1.1 Written Profit & Loss Statement (Jan - Feb, 2016) was reviewed.

- Total income = \$11,907.
- Total expenses = \$15,003.45.
- Expenses exceeded income by \$3,096.45

It should be noted that \$3,727.00 was spent for retreat deposits for later this year and in 2017. Income to cover expenses will be received at the time of these retreats.

7.1.2 Written Balance Sheet (as of Feb 29, 2016) was reviewed.

- Cash on hand = \$30,456.20.
- Fixed Assets = \$129,041.77
- Liabilities = \$79,791.98
- Total Equity = \$79,705.99

7.1.3 Board discussed the situation regarding the office of Treasurer, Kira will step down as Treasurer after the Annual Meeting in April. There is a need to identify someone able and willing to fill the role of Treasurer.

- A recommendation was made to ask Laurie Rasmussen to fill the role of Treasurer given her experience and expertise in this area.
- Dave Hamilton, offered to fill this role if Laurie declined and no one with direct experience could be identified. Board Members were very supportive and appreciative of this offer.

7.2 & 7.3 Education & Spiritual Director Committee Report: Shirley Cook

7.2/3.1 Manjushri Blessing preparations continuing as planned and going well.

- Next planning meeting scheduled March 17th.
- Manjushri statue filling was a success with about 20 people.

7.2/3.2 Teachings on Wednesdays at the Goodman Center and Fridays in Stoughton will begin a new topic in April addressing "Coping with Stress During an Election Year"

7.2/3.3 Chodonla will give three Teachings in Stoughton at the Senior Center beginning April 8.

7.2/3.4 The Education Committee has spent \$1,810 of \$6,722 leaving a balance of \$4,912 of the year. The new printer and computer will come out of this budget.

7.2/3.5 Donations at Teachings were about \$600 for the first two months of this year

which is about half of what has been donated in the past.

7.2/3.6 Chodonla is in Retreat and the Mindfulness Practice Group members are providing food as needed.

7.2/3.7 It was suggested that alternative phone and internet providers should be explored given the two month cost for phone of \$146 and internet of \$200.

- Dave Hamilton agreed to investigate alternatives and discuss with Shirley.

7.2/3.8 The amount budgeted for Retreats for Chodonla has been spent and there is an amount of \$500 still needed to pay for the upcoming Tergar retreat in May.

- Shirley and others will coordinate a campaign to raise necessary funds.

7.4 Retreat Committee: Kathryn Mazack

7.4.1 Planning for the May 20-22 Retreat at Holy Wisdom is going well.

- Focus of retreat will be "Creating a Fresh Start".

- Anticipate cost needed to cover expenses will be \$250 per person for the total weekend, for those staying overnight and for commuters will be \$40 for one day or \$70 for both days.

7.4.2 Threshold Retreat in October has been confirmed.

7.5 Communications Committee: Kim Krouth

7.5.1 The Manjushri Blessing Prayer Book is coming along well.

7.5.2 Marilyn is working on ways to use Facebook for ESFOD.

7.5.3 Donna has submitted a flurry of photos.

7.5.4 Matt is working on creating an auto upload of recordings to the ESFOD website which for now is still a manual process.

7.6 Building Committee: Dave Hamilton

7.6.1 While the inside spring cleaning is happening on 4/23, there will also be a crew of volunteers working on the outside of the building and the grounds.

7.6.2 Dave Hamilton offered to donate the cost to rent a stump grinder and remove the stump left when the Cottonwood tree was removed. Board gave approval.

7.7 Fundraising Committee: Milissa Wales

7.7.1 Milissa reviewed that we have three primary annual fundraising events:

- Super Summers Scholarship Sale in May
- Ice Cream Social in Stoughton in June
- Fall Fling in Columbus (formerly the Barn Dance)

7.7.2 Efforts are being made to make the Dharma Store mobil so that items can be made available at retreats and events.

7.7.3 April will be another Small Change Challenge.

7.1 Sangha Volunteers Report: Christine White

7.8.1 Christine made a request that event organizers let her know who volunteered for each event so that she can keep track of how much volunteer time is being provided.

7.9 Community Outreach: Amy Edge

7.9.1 The ESFOD successfully collected food in a campaign to support 100+ homeless students attending Madison East High School.

7.9.2 Sarah was interviewed on the ESFOD efforts in the gleaning program of distributing hospital cafeteria food that would otherwise be thrown away.

7.10 Ad Hoc Growth Committee: Kim, Milissa, Marilyn

- 7.10.1 Growth Committee has a dual focus of creating excellent donor stewardship and creating excellent processes and structure for communicating within ESFOD and connecting with the community at large.
- 7.10.2 An initial objective is to create a database that will help ESFOD track and report information about us, what we do, who we benefit, and who supports us. This information will be valuable as we seek additional funding sources.
- 7.10.3 In order to connect to the larger community Mike met with Chodonla to create a series of 10 minute videos.
- 7.10.4 The on-line messaging program Slack has been used by steering committee members with great success and this is now being introduced and used by Board Members to communicate rather than email.

8. Review Action Items: All

8.1 Action items reviewed at this meeting:

| | 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 | Done |
| 3 | Explore options/resources for mediator or facilitator in cases of conflict, draft policy and develop 2016 budget. | Kathryn, Christine | Underway |
| 4 | Find someone interested in serving as Treasurer | All | Done |

9 Next Board meeting

- 9.1 The next Board Meeting will be held after the Annual Meeting scheduled April 27th
- 9.2 New Board Members will be asked which of the two following dates work best and an email will be sent to all Board Members once the date is determined
- Sunday May 1, 2016 - 5:30 p.m. at the Dharma House
 - Tuesday May 10, 2016 - 6:30 p.m. at the Dharma House

10. Dedication:

- 10.1 Chodonla led Board Members in a dedication.

Action items to be reviewed at next Board Meeting in May, 2016:

| | Description | Assigned to | Due |
|---|---|------------------------|------------|
| 1 | Create a draft outline of suggested data governance rules (Google Drive, etc.). | Kim and Communications | Underway |
| 2 | Explore options/resources for mediator or facilitator in cases of conflict, draft policy and develop 2016 budget. | Kathryn, Christine | Underway |
| 3 | Find an alternate provider for internet and land line phone since AT&T charges are high | Dave and Shirley | Underway |