

Eastside Friends of the Dharma (ESFOD) Board Meeting Minutes 5/10/2016

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

Absent: Venerable Lhundup Chodon

1. Set Intention: Led by Christine White

2. Welcome new Board Members

The following new Board Members were introduced by mentors and received a warm welcome to the Board: Kim Miller, Laurie Rasmussen, and Donna Sarafin.

3. Check In: Led by Christine White

Opportunity for Board Members to feel connected, to be heard, and to hear others. Each Board Member had the opportunity to respond to the following question: What would you like to do in life that you have not done yet?

4. Introduction of Agenda

Written agenda for today's meeting was handed out with time for all to review.

5. Review of Minutes:

Minutes from the last Board Meeting held March 15, 2006 had not been completed. Dave apologized to the Board for the inconvenience caused and gave assurance that they will be completed for review before the next Board Meeting.

6. Discussion of Circle Process for Board Meetings

The Board will create a Circle Process that will evolve to fit needs over time. The intention is to create a space where everyone feels comfortable speaking and sharing thoughts. The basic structure was outlined as follows:

- Each meeting will have a Host who prepares the space including a centerpiece and welcomes each Board Member. The Host will also introduce a check-in question to facilitate connection with one another.
- A Guardian will be appointed who will keep an eye on the pulse of the meeting and invite the sound of the bell at appropriate moments for celebration, reflection, and pause.
- A "Talking Stick" will be used to focus discussion on one speaker at a time.
- Board Members are encouraged to Listen, Speak from the heart, Be Brief, and to Honor Confidentiality.

7. Committee Reporting Discussion

- Committee Chairs will be provided the opportunity to present a report by putting this on the agenda if they see a need, otherwise no need for a report from every committee. It is recommended that the Board Meeting Agenda begin with items where immediate action is needed.
- Finance Committee will be the exception and will provide a report at every Board Meeting.
- Committee Chairs will be encouraged to post a written report on Slack a week before

Board Meetings giving Board Members time to review and become familiar with what is happening. Highlights could then be discussed during Board Meetings if needed.

- At the beginning of each Board Meeting a check-in will be done with Committee Chairs to see if there is new information to share with Board Members.

8. Treasurer's Report: Written reports submitted by Kira

The following reports were distributed for Board Members to review, no discussion done at today's meeting. It was related to the Board that Kira sees these reports as indicating that the organization is not doing as well financially on this date as we have in past years.

- Profit & Loss - April 2016
- Balance Sheet - as of April 30, 2016
- Profit & Loss - January through April 2016
- Profit & Loss Budget Performance - January through April 2016
- Profit & Loss Previous Year Comparison - January through April 2016

9. Other Business

1) Discussion of Yearly Calendar

Shirley presented a visual representation of ESFOD activities by month covering a 16 month period. This included Workshops, Retreats, Fundraising Events, and Social Events.

- First 5 months of year are extremely busy and require a lot of coordination and volunteer effort.
- Need to have a plan that covers the next 16 calendar months in advance.
- It would be helpful to plan Retreats that follow Blessings so that there is opportunity to practice what has been learned in a Blessing and to develop strong habits of practice.
- Suggestion made that an Electronic Calendar be explored that could be accessible to all Board Members.
- Suggestion made that new ideas for activities be presented to the Board rather than to Shirley individually as Chair of Education and Spiritual Director Committee. This would allow for activation of more resources and the sharing of responsibilities.
- Suggestion made that the 16 month planning calendar be reviewed each year as soon after the Annual Meeting as possible and addressed at every Board Meeting as needed.
- Recognition that a Board Member Retreat for Planning needs to happen soon.
- Recognition that there is a need to start the Budget Process long before August since the Budget is so integral to the 16 month planning calendar.

2) Maintenance of ESFOD Documents

This discussion was deferred due to time. However, a request was made that at a future meeting we also discuss how we will follow up on information gathered at the 2015 Annual Meeting and the last Board Retreat so this valuable information is not lost.

10. Election of Board Officers:

Descriptions for the officer roles were handed out and discussed. A proposal was made to have two chairs for Treasurer and two chairs for Secretary to build in support for these duties (similar to the way the Board Chair and Vice-Chair support one another). This proposal was unanimously accepted. Nominations for offices were taken and the following persons were unanimously chosen as officers:

- Chair/President: Christine White

- Vice-Chair: Kim Krouth
- Secretary: Kim Miller
- Vice-Secretary: Amy Edge
- Treasurer: Dave Hamilton
- Vice-Treasurer: Laurie Rasmussen

An ad hoc committee will be formed to look deeper into duties for each office and make recommendations to update office descriptions and simplify tasks as possible.

11. Set Date of Next Board Meeting:

- Thursday 6/16 at 6:30 at the Dharma House.
- Effort will be made to set a regular schedule for Board Meetings, e.g. third Tuesday, fourth Thursday, etc.
- All in agreement that if the Dharma House is not available on a Board Meeting date we could meet at the house of a Board Member or at a community location.

12. Nomination of Host for Next Board Meeting:

Kim Krouth was nominated and accepted role as Host for the next Board Meeting.

13. Request asking Barbara Streibel to Next Board Meeting:

Tabled for now and we will discuss at a later meeting.

14. Dedication:

Christine White led Board Members in a dedication of efforts for the benefit of all beings.