PSMC Council Meeting Thursday, October 15th, 2015 Agenda

Attendance Members present: John Smith, Bettina Hetz, Dan Rubin, Jason Bray, Michaela McCormick, Corey Adkins, Lisa Stanley, Jack Bodner Members absent:

Sit; Contemplation, raise Windhorse Check in Questions/discussion from Reports Prioritize Agenda

Agenda Items- High Priority

Items that need to be accomplished this meeting.

- Update on Search Process for P & E Director
 - Our Practice and Education Director, Michaela McCormick, is stepping down on Shambhala Day of 2016, and a subcommittee is working on recruiting a new person to fill her role.
 - Issues:
 - Rayna is willing and interested in being part of a team.
 - Ironed out formating of the documents, so that we have something we can post.
 - Will post these soon.
 - Michaela does not want to be mentoring a new person after Shambhala Day.
 - Who does this fall to if we don't fill it?
 - Mentoring and recruitment- being open minded about who we bring into this role.
 - Decisions:
 - N/A
 - Action Items:
 - Unresolved Issues:
- Brief Update on Relocation needs
 - Lisa and Bettina, who are helping head the relocation effort, gave an update on where things stand. Lisa communicated a feeling that we need to slow down with our efforts, and that as of right now it's not really possible to begin looking at properties until we've done our homework.
 - Issues:
 - See report below

- Feeling there is some steps that need to be done for proper foundation-finances, feasibility study. Can't do an effective capital campaign without "doing our homework."
- Need help going to bank for the mortgage to see if we will be pre-approved. Need more people in leadership roles. Need help with someone on budget.
- Might be several months of groundwork. Internal capital campaign before the external one.
- Realtors don't want to show us lots if we don't have a pre-approved loan.

Decisions:

- N/A
- Action Items:
- Unresolved Issues:
- Reporting and documenting fall fundraising campaign donations
 - Jason Bray brought in a question about how we document donations, and whether general donations made are included in the numbers for the Fall Campaign. If you made a donation without marking it that you intended to be part of the Fall Campaign- please contact Jack Bodner, our Chadgzo, to notify him so that he may earmark it towards that.

Issues:

- We've started to incorporate Affinity Groups into fundraising, question of how that gets documented and is reflected in meeting our fundraising goal.
- What counts towards our goal? Does it need to be done in an envelope, the official way.
 - Currently general donations are not included as part of the fundraising campaign.
- Question of whether all donations from now until end of the year be included in the Fall fundraising.
 - Keeping the money separate as part of these fundraising goals.
 - Are we communicating that to the community? People may have made a donation not knowing that it's not counted toward that goal.

Decisions:

Communicate to the community that things need to be given separately for the Fall fundraiser, communicate to affinity group leaders that money donated to the Fundraiser needs to documented as such.

Action Items:

- John will discuss with Jack about tweaking the Vanco form to give the Fall fundraising campaign space.
- Bettina will make signage displaying the fundraising campaign envelopes to the center.

Unresolved Issues:

- Publishing our Financial Policies on the web
 - Agreement was reached on this item that it can be sorted out between the Communications, Finance and Director spheres and does not need to be a Council decision.
 - Decisions:
 - **Shelved** this topic, as it is not a decision Council needs to make.
- I would like to present a <u>summary financial report</u> for the first three quarters of 2015, including projection through the end of the year. JLB
 - Issues:
 - CORRECTION: "Gross Program Revenue" should read "Gross Revenue"
 - Things of note:
 - Jack took a leap and made the transfer to SI rather than waiting till December. Reflects a shift in mentality and the financial situation of the center.
 - The one time transfer was not in our budget, might think about including it in future budgets.
 - The increase in expenses (compared to last year) comes largely from some high expense programs- conducted by Acharyas and other teachers where there are travel expenses and possibly higher honoraria.
 - Encouragement from Chagdzo Kyi Khyap Connie Brock to work towards improving our Net Program Revenue, since our Gross Program Revenue is up. (Reduced expenses?)
 - October-December net revenue is lower because of fewer programs scheduled in November & December, and also because we made the transfer to SI. This was a conservative estimate.
 - Decisions:
 - Action Items:
 - Unresolved Issues:
 - Discussing of how many visiting teachers and Acharya's should be brought in as part of the budget process. Also ways to do more high revenue, low cost programming.
- Council discussion of next steps for Re-Appointment? CA
 - The Council is in discussion for re-appointment of our Director, Lisa Stanley, whose term expires on Shambhala Day 2016. More info will be coming on this from Council.

Agenda Items- Moderate Priority

Items that need to be accomplished soon, preferably this meeting.

Scholarship Request - MM Reposted CA

- Michaela was awarded \$500 out of the Teacher's fund for her scholarship request, which was done in a separate process that is not handled by the Council.
- Establishing policy on cancelling a community practice when ROTA roles not filled MM

Issues:

- Been having a hard time filling roles in some months. Abbey has been filling in, but have tried to limit that so that she doesn't use her hours.
- Discussion in calendar group about paring down Sunday practice, as many in the Sunday practice staffing group are part of the Guide Cohort and ready to move to that be their volunteering.
- Linda Pardun has been having real trouble recruiting staff. Asked to avoid scheduling Way of Shambhala programs to when she is out of town.
- View that this is a long-term, long building issue. A good thing that's happening, an opportunity to bring

Decision:

■ **Table** for continued discussion, weaving it into the issue of Abbey's Volunteer Report. No decision made.

Member Reports:

Director

Calendar 2016 - ongoing meetings with Michaela, Jason to work on this. I'm estimating that we are about 3/4 complete for 2016. David E will join us to talk about his assuming the role of Calendar Secretary, this makes perfect sense given his existing role with the Calendar.

HoP/Fall Fundraising - good attendance 30-35 throughout the day. Town Hall on Center relocation was well received, collected members inspirations and offers for volunteer and financial support. We met approx 1/2 of our fundraising goal. Working with Jack, will be sending out a letter/pledge cards soon to members who haven't yet donated, and email regarding this to our general lists.

Relocation - met with Jay Stewart and David Parker. Jay gave advice and overview for Capital Campaign steps (she has experience with large scale campaigns). Clear that we need to outline steps and timeframes for the process. A pre-approved mortgage and feasibility study (includes budget projections) come first. We will need some leadership, support for the finance piece. Bettna and I captured the trends we saw in the notes from the Town Hall and will be writing these up to share with community. She and I have looked at a couple of "lots" for sale vis a vis the possibility of building, these seem to running around 250K.

Graceful Exit - to date we have 62 participants. We've been getting 1-2 registrants every 1-2 days at this point so expect to increase participant # this week. Ongoing meetings with the planning group. Bill is doing excellent work as our Coordinator and all the details seem to be

taken care of at this point. We invited Diane McQueen, Director of Tergar, to give an Open House talk related to program.

Membership - SDB shows as 132 members, we have received several requests to join in last month. Waiting for Sept report from Carol. Halloween Member Appreciation Party is well under way.

Council Oct Retreat - many good ideas including Social Action as goal for upcoming year, contemplation and discussion of the Sakyong's HoP talk, continued work on communication facilitated by Jay Stewart.

I will be on vacation week of Oct 19th.

Finance & Chagdzö

Please see: YTD Financial Summary (through September) and Projection.

Michaela McCormick's <u>Scholarship Request.</u> Here is the <u>text</u> of a letter written to Michaela,informing him of approval of a \$500 scholarship by the Shambhala Teacher's Fund Committee.

Practice & Study

<u>Ikebana (Japanese Flower Arranging) Class Series</u> - Sept. 20 – Dec. 20, 10 registrants.

Windhorse - Sept. 25-27, 8 participants.

<u>Community Nyinthun</u> – Oct. 3, 7 registrants.

<u>Transforming Stress through Mindfulness</u> - Oct. 9-10, 5 registrants.

Diversity Training – On Sept. 30, Acharya Lobel shared with the Diversity Working Group (DWG) that the Kalapa Council had an enthusiastic response to the DWG's video appeals to them to do their own work on diversity, using the video talks by Acharya Simmer-Brown, and to make diversity education a priority for the whole mandala. The DWG is about to complete work on a 3rd video on "Social Conditioning," which consists of a conversation between Acharya Simmer-Brown and DWG member and UNtraining co-founder Robert Horton. Michaela will be facilitating a class at our Center using the "Social Conditioning" video in 2016. All of Shambhala's training manuals are being revised to address diversity issues.

Community Practice/ROTA Volunteer Training - It has been particularly difficult to recruit staff for all of our programs lately. To address that, in part, Janie is organizing a Community Practice/ROTA Volunteer Training to occur on Nov. 20-21. Rusung Dan Rubin will kick it off with a talk on Friday night. Please encourage newer members to come.

Societal Health & Well Being

Director (Jason):

I am participating in the calendaring process for 2016. If you would like to propose a program for next year at the center (ie: Young Meditators Retreat, Heart of Recovery Retreat, Aging Mandala or family oriented program), we are better able to accommodate these requests early on. Please try to get any proposals for such programs to me before Monday October 12th (Columbus Day). If you would like help drafting a proposal, please contact me. We will continue to consider program proposals into the new year, but if you are able to propose your programs now it would be VERY helpful.

I am currently working on organizing the Nyida Days planning committee, and helping restructure Heart of Recovery with Ruth stepping out of coordinating for a few months.

Queer Dharma (Jason & Michaela):

Approximately 20 in attendance for Michaela's talk and discussion titled, Humble Pie: Breakfast of Champions. Many newcomers. Margaret Bell has agreed to be a regular host, and Kate Williams (new member) will be getting involved with the coordination of the group. \$40 left in donation. An appeal was made for the fall fundraiser.

Check out the latest edition of Shambhala Sun for interesting articles about "Rainbow Dharma."

\$577.32 in net revenue for the weekend retreat \$241 in donation year to date Total of \$818.32

Family Council (Mark Douglass, Heather Shaw):

Meeting planned to discuss Winter Solstice/Children's Day - Wednesday, October 14th, 6:30-8:00pm at the center. All are welcome to attend.

Kersten Carr from Eugene sangha is on board and hoping to bring folks up from Eugene for the event.

Listening Team (Mark Douglass):

Listening Team met Saturday 10/10. We are prepared to begin scheduling relational meetings with members, and will put out an email introducing ourselves and inviting the community to respond to a team member's invitation to meet. The two questions for the meetings will be: 1) How did you come to the Shambhala Center, 2) What inspires you to be a member in the Shambhala Center?

Would like to request a half day (9-1 or 1-5) next year on a Saturday in October for next year's listening team training - we hope to open it up to a wider circle of people.

Young Meditators (Corey):

YMG met on 9/24 and 10/8. On the 24th, I let a meeting discussing Procrastination, where we talked about what the underlying causes might be for such behaviors- first from a Western scientific perspective, then from an abhidharma perspective of kleshas, and finally from a Shambhala Buddhist perspective of losing touch with our own basic goodness. It was a great discussion, and we had a couple new folks attend who were enthusiastic.

On 10/8 David Cook lead another Social Meditation meeting. I wasn't able to make it and haven't gotten a chance to check in with David on how it went.

I'm trying to put together a group to discuss the future of this group, with the intent of me handing over the reigns of it in the near future. We will see whether that will pan out or not- I had a few people who I expected to be involved who have told me that they are actually not available.

Heart of Recovery (Ruth):

Heart of Recovery is on break until January, though it could start up again sooner. A meeting is being scheduled for those interested in stepping into a coordinator role for the group: Gardner Murphy, David Engelbrecht, Deborah Kuprunas.

If you would like to participate in this meeting, the link to the doodle poll is here: http://doodle.com/poll/fbsuxpe42dbg6a3u

Diversity (Michaela):

Diversity Training – On Sept. 30, Acharya Lobel shared with the Diversity Working Group (DWG) that the Kalapa Council had an enthusiastic response to the DWG's video appeals to them to do their own work on diversity, using the video talks by Acharya Simmer-Brown, and to make diversity education a priority for the whole mandala. The DWG is about to complete work on a 3rd video on "Social Conditioning," which consists of a conversation between Acharya Simmer-Brown and DWG member and UNtraining co-founder Robert Horton. Michaela will be facilitating a class at our Center using the "Social Conditioning" video in 2016. All of Shambhala's training manuals are being revised to address diversity issues.

Aging Mandala (Ann, Bill, Nancy):

The Aging group has been 'on vacation' and will be (this is my understanding) until after the Graceful Exit program October 16-18 with Andrew Holecek. We have talked about a follow-up after the program.(Bill-not sure about a follow up since the salon may be a go) I have requested to be able to teach a program on aging in enlightened society, a salon for elders. I would like to teach it in the afternoon, starting in November. It will be three 5 week classes in fall, winter and spring. Cost to be determined. Ann

Community Care (Jason, interim):

Virginia Vonderscher fell off of her bike in front of the center and broke her shoulder. She is recovering, and thinks she will be back to her regular umdze duties. I have been in touch with Virginia about any care she might require, but as she lives with her sister, she feels that she has enough support.

Meditation Warriors Book Group (David):

Proposal to move the group to "Shambhala Q&A" open house times - approved

Deleks (Aletha):

Drala Hikes (Liz):

The Drala Hike Leaders Retreat was held the weekend of Oct 3/4 at the home of David Parker and Annie Popkin out in Manzanita. In attendance were hike leaders David Parker, Joan Sears, Liz Howell, Aletha Eastwood and her husband Jay, and prospective 2016 hike leaders Sky Conlin and Diana Ospina (from Maitripa College). The weekend was glorious and we enjoyed drala hikes both days on Cape Falcon and Mt Neahkahnie.

There is one more hike to complete the 2015 season which will be led by David Parker on Oct 24 at Ape Cave. Because of high heat advisories over the summer we had to cancel the Drala

Paddle entirely and reroute another day-long hike scheduled in the gorge to a shorter, cooler morning hike in Forest Park. All in all, the drala hikes continue draw new people and provide new opportunities for practice. We are looking forward putting the 2016 season at our next winter meeting.

Nyida Day Planning Committee

<u>CLICK HERE</u> for notes from our Wednesday October 14th meeting to begin planning Winter Solstice/Children's Day. All are invited to participate on this committee!

Culture & Decorum

Membership Party Oct 31

Working to develop a costume "contest" based on Tiger Lion Garuda Dragon with prizes provided by youngsters.

Developing games, (relay style indoor teams) for fun and not so much profit

Kasung

Council Secretary

Sent out the announcement of Dan's appointment with help from John via the members and friends mailing list, and the blog, as well as updating the Leadership billboard to add him. I also added our August Meeting notes on the billboard, with the intent of updating those monthly.

Most of my efforts have been concentrated in the area of working with our Director Re-Appointment process.

Communications

Overall administration

- Completed final testing of the SDB / MailChimp interface, submitted a final issues report to SI colleagues, and posted a final pilot project report on our blog. Shared the final report on the DBA and Communications groups on the Shambhala Network.
- Set up a Doodle poll and schedule an "orientation skills swap" session for SDB users on October 27. It looks like it will be a good crowd.
- Set up Google groups for the following groups:
 - Portland Aging Group: aging-group@portland.shambhala.org
 - Listening Team: <u>listening-team@portland.shambhala.org</u>
 - Council members director reappointment discussion:
 reappointment@portland.shambhala.org
 - o Social Action team: social-action-team@portland.shambhala.org

• Shared Portland's Gravity Forms on the Shambhala Network

Communications profile

- Calendaring
 - Working with David Engelbrecht to set up the Events Spreadsheet tab for 2016
- Readership for popular or Recent blog posts

Post Title	Date	Page Views	Minutes on Page
Connecting MailChimp and the SDB at the Portland Shambhala Center	10/9/2015	30	2.95
Appointment of Rusung Dan Rubin	10/6/2015	7	0.79
How much is enough?	10/6/2015	10	1.36
Graceful Exit: preparing for a good death	9/30/2015	39	1.45
August Council Meeting Summary and Meeting Notes	9/25/2015	15	5.99
Harvest of Peace Volunteer Acknowledgements	9/21/2015	18	6.77
July Council Meeting Summary and Meeting Notes	8/7/2015	8	4.54
Personal thoughts on Cultivating the Path of Protection	7/26/2015	5	1.07
Taking Refuge	7/14/2015	18	0.99
Meditations from Antarctica, by Amina Kirby	3/20/2015	6	10.75
Tibetan New Year – Losar (Shambhala Day)	2/8/2015	9	2.82
Stay in touch	2/6/2015	10	0.61
3rd Annual Meditation Marathon Seeks Meditators	9/27/2013	8	0.81

• Website changes this month

September 4-8, 2015 - John - Updating the member business directory page

 Wrote to members with an invitation to add Sangha businesses to the directory page. http://shambhalanetwork.org/portland/community/business-directory/ The number of entries more than trippled.

September 30, 2015 - John - Menu and page structure for members only

Responding to Lisa's observation that it was hard to find the forms, moved them
up a notch in the page hierarchy so that the would all be visible from the "For
Members" page and still require the user to login

September 28, 2015 - John - Publicity request forms

- Replaced the Google Form with a Gravity Forms for the regularly-scheduled event titles and for the event proposal publicity request
- Incorporated Lisa's suggestions re end time, budget details box, additional instructions

• Consolidated email publications report

Totals:

week of	Senders	Messages	Volume
9/20/2015	2	6	4506
9/23/2015	2	6	1471
9/30/2015	3	6	4691
10/8/2015	3	9	6036

Details:

Date	Message Sender	Subject	Total Recipient s	Stats
9/20/2015	Abbey Pleviak	Shambhala Retreat: Graceful Exit: One Month Away!	1458	
9/20/2015	Abbey Pleviak	Shambhala Class: Fearlessness in Everyday Life, begins Wednesday, October 21	37	
9/21/2015	Pub Team	Newsletter: Open House Talk: What is a Good Death?; Young Meditator's Group; Ashe Society; Windhorse	1344	24.22% / 5.81%
9/23/2015	Abbey Pleviak	Shambhala class Windhorse: Check In begins at 6:15pm on Friday, Sept 25	6	
9/23/2015	Abbey Pleviak	Shambhala class Windhorse: Check In begins at 6:15pm on Friday, Sept 25	3	
9/23/2015	Abbey Pleviak	next Shambhala weekend retreat: Level IV Awakened Heart, begins Friday, October 23	38	
9/28/2015	Pub Team	Newsletter: Sadhana of Mahamudra; Open House(Dessert Outing); Community Nyinthun; Meditation Warriors; Queer Dharma; Werma Feast	1348	23.57% / 5.13%
9/29/2015	Abbey Pleviak	Shambhala Mahayana Practice Inquiry from Mark Douglass	38	
9/29/2015	Abbey Pleviak	Shambhala Mahayana Practice Inquiry from Mark Douglass	38	
9/30/2015	Abbey Pleviak	Shambhala Class: Learn to Meditate, Turning the Mind into an Ally Sat, Oct 31	1459	
10/1/2015	Abbey Pleviak	Save-the-Date! Shambhala Members and Friends Halloween Party!	219	
10/2/2015	Abbey Pleviak	Shambhala Program: Transforming Stress Through Mindfulness begins next Friday, Oct 9!	1458	

Fearlessness in Everyday Life begins Wednesday, October 21 Please register by Oct 14! Newsletter: Young Meditator's Group; Transforming Stress Through Mindfulness; 10/5/2015 John Smith Updating our community businesses page Shambhala class "Transforming Stress": Check In begins at 6:30pm on Friday, October 9 Shambhala class "Transforming Stress": Check In		
10/5/2015 Pub Team Transforming Stress Through Mindfulness; 10/5/2015 John Smith Updating our community businesses page Shambhala class "Transforming Stress": Check In begins at 6:30pm on Friday, October 9 Shambhala class "Transforming Stress": Check In	34	
Shambhala class "Transforming Stress": Check In begins at 6:30pm on Friday, October 9 Shambhala class "Transforming Stress": Check In	1346	23.12% / 4.01%
10/8/2015 Abbey Pleviak begins at 6:30pm on Friday, October 9 Shambhala class "Transforming Stress": Check In	175	
	2	
10/8/2015 Abbey Pleviak begins at 6:30pm on Friday, October 9	3	
Still time to join "Transforming Stress Through Mindfulness\" retreat with Jim Colosi begin Friday Oct 9	1459	
10/8/2015 Corey Adkins Appointment of Rusung Dan Rubin	258	
Shambhala Retreat: DRALA, begins Friday, November 6	13	
Shambhala Retreat: DRALA, begins Friday, November 6	40	
Registration Reminder: Graceful Exit with Andrew Holocek begins next week Friday, Oct 16	1459	
Newsletter: Sadhana of Mahamudra; Open House Talk: Community; Nyida Day Planning; Council Mtg.; Graceful Exit: Preparing for a Good Death; Sun. Prac.	1343	19.99% / 3.65%
Shambhala Children's Naming Ceremony: please reply by Oct 31	1459	

MailChimp Newsletter performance

Most people read the newsletter within 24 hours of publication. MailChimp tracks the number of clicks and the destination URL. Those numbers are shown below for the last month's weekly newsletters.

- 28
 - http://www.lionsroar.com/recovering-thich-nhat-hanh-speaks-first-words-after-stroke/
- 20 http://portland.shambhala.org/program-details/?id=238706 (Diane McQueen open house talk: What is a good death?
- 16 http://shambhalatimes.org/2015/09/23/the-flip-of-cheerfulness/
- 15
 http://arrow-journal.org/why-buddhists-can-stop-worrying-and-learn-to-love-us-vs-them-thinking/
- 14 http://portland.shambhala.org/program-details/?id=202971 (Jim Colosi program)
- 12 http://www.lionsroar.com/be-your-own-best-friend/

- 12 http://portland.shambhala.org/program-details/?id=231900
- 11 http://www.lionsroar.com/bringing-mindfulness-to-loneliness-2/
- 9 https://www.youtube.com/watch?v=ULe0Lr_cwH4
- http://www.lionsroar.com/how-to-practice-metta-with-children/
- 8 http://shambhalatimes.org/2015/10/09/sakyong-receiving-teachings-in-nepal/
- ttp://portland.shambhala.org/program-details/?id=202844
- http://shambhalatimes.org/2015/09/14/meditation-and-the-truth-of-suffering/
- http://portland.shambhala.org/program-details/?id=202836
- ttps://www.youtube.com/watch?v=0QKcyCbFB74
- 5 http://portland.shambhala.org/program-details/?id=228535
- 5 http://portland.shambhala.org/program-details/?id=224902
- 5 http://portland.shambhala.org/program-details/?id=202936
- http://portland.shambhala.org/program-details/?id=184491

Registration and Website Activity

Program Name	Date	Registration	Page Views last week	Page Views total
Ikebana (Japanese Flower Arranging) Class Series	9/20/2015	10	5	120
Open House Talk: What is a Good Death? with Diane McQueen Smith	9/22/2015	0	2	59
Windhorse	9/25/2015	8	1	146
Community Nyinthun	10/3/2015	7	1	114
Council Retreat	10/3/2015	0	1	5
Transforming Stress through Mindfulness	10/9/2015	5	82	312
Open House Talk: Shambhala Community with David Engelbrecht	10/13/2015	0	42	42
Nyida Day Planning Meeting	10/14/2015	0	2	2
Graceful Exit: Preparing for A Good Death	10/16/2015	0	57	450
Vajrayana Practice Intensives	10/17/2015	0	6	15
Fearlessness in Everyday Life	10/21/2015	5	32	118
Shambhala Training Level IV: Awakened Heart	10/23/2015	11	17	62
Drala Meditation Hike: Ape Cave	10/24/2015	0	8	37
Shambhala Sadhana	10/26/2015	0	2	5
Learn to Meditate Workshop: Turning the	10/31/2015	3	33	230

Mind into an Ally				
Members and Friends' Appreciation Halloween Party	10/31/2015	4	14	51
Drala	11/6/2015	4	14	32
Shambhala Training Level I: The Art of Being Human	11/13/2015	8	21	151
Sakyong's Birthday	11/15/2015	0	2	4
Shambhala Sadhana	11/25/2015	0	1	3
Learn to Meditate Workshop: Turning the Mind into an Ally	12/5/2015	0	2	12
Meditation Marathon	12/5/2015	0	1	3
Shambhala Training Level V: Open Sky	12/11/2015	5	3	16
Children's Day/Winter Solstice	12/19/2015	0	1	1
Community Nyinthun	12/27/2015	0	2	2