

Subud Portland General Business Meeting

December 12, 2021

Facilitator: Morris McClellan

Note Taker: Marilyn Schirk

Present: Morris and Leana McClellan, Rebecca Banyas, Halima Taylor, Marius Harold, Nirel Jackson, Maria Baker, Reynold Orchard, Philip Lindstrom, Alexandra Boyer, Mira Spies, Hariana Chilstrom, Leonard Dixon, Helena and Hamilton Lengel, and Marilyn Schirk

Action Items:

- Council: Review Covid protocols and rental requirements; Send out Center Task List appeal
- Rebecca: Permit Process for Roof Repair
- Center Members: Review Center Task List and sign up to lead one
- Leads on Center Task List: Get started on your task planning, seek the help you need, and communicate with the Council and Center

1. Meeting convened at 12:30 pm. Motion/second (Reynold/Leana) to approve Center meeting minutes of October 10, 2021; Unanimous approval.

2. House Rentals - Nirel

We have had several calls inquiring about rentals, and we have a potential buyer for the piano. Nirel is scheduling two-hour breaks between rentals due to covid protocols.

Clarification was made of rental policy to restrict rental groups from cooking in the kitchen. It appears that a group is using paper plates to serve soup from the kitchen. The Council will discuss our covid-related kitchen policy and pass on to Nirel for use with renters.

3. Appreciation for Neighbors - Morris

One of our neighbors has agreed to inform Leana of any issues regarding the Subud House that require attention when no members are present at the House. She gave them a gift basket with a card, a \$25 gift certificate and a couple of jars of her jam. They responded with a sweet thank you note.

4. Roof Repair Project - Rebecca/Morris

Rebecca reviewed her report of her conversation with Grummel Engineering regarding the status of the roof, dated Oct. 26, 2021. (See below *) James Sulser of Grummel feels that we are not in serious danger of roof failure presently and that no drastic action needs to be taken at the present time. The Council will move with all practical speed to resume the project. Rebecca has offered to lead the effort to secure the necessary permits that was delayed last year due to covid and financial concerns. Five reviews remain to be undertaken. She is presently working on the first one that costs approximately \$4,000. In our conversation with the PNW Region, they will be our first source of funding for the repair because they own the house. Nirel will attend a meeting with the Regional Board on December 13 to discuss this further. The Council will ask for \$20,000 from the Region's House Fund to fund the permitting process. Once secured, these funds should take us through the permitting process and into requesting bids. There is an additional \$20,000 available from the Region. When we have selected our contractors, Subud Portland will submit a written proposal to Subud USA

requesting the balance of the funds needed to repair the roof. By August of 2022, we should be into the roof rebuild phase or have it scheduled.

5. Center Task List - Morris

Morris, Rebecca, and Maria all reported that the list of tasks needed to be done to keep the House in good condition is growing and the membership needs to step up and assume some responsibilities for the house. One example is the condition of several of our sidewalk areas. Tree roots have caused cracking in some sidewalk sections and they present a significant liability for the Center. The Council has prepared a Center Task List (See below **) and have asked members to sign up for taking the lead on these various tasks. The Lead person does not necessarily have to do the work involved in the task, but would take responsibility for planning solutions/action plan for completion of the task, and communicate with the Council. The Council will resend the Center Task List out on our list serve in a targeted email appealing for members to sign-up to lead on one of the tasks. Please email Morris if you are willing to help out in this way. Please consider stepping up for this very important volunteer effort. Here is the list of volunteers so far:

Rebecca - Lead on roof repair permitting process

Reynold - Lead with getting an estimate for earthquake retrofitting for the house; also offers to be carpenter's helper on other projects

Mira - Lead replacing the coat rack in our entrance area

Susannah and Chris - Lead with landscaping cleanup and improvement on front entrance of the House

Marius – Lead with repair of top railing of handrail at House entrance using TRAX material (purchase approved in the meeting) - it appears that the lower part of the railing is in good condition and does not need replacement at this time;

Marius – Lead with snow removal from roofs with ladder/snow rake combination (We do have a snow rake at the House.)

Halima - May take lead on garbage bin project (see below)

6. Garbage Bin Replacement - Morris

The Council has explored options for moving the trash, compost and recycle bins off of the front porch, and Center members appear to favor this action. Based on a walk-around of the House by Council and other members, it appears that the best new location would be close to the wall of the House next to the porch on the south side of the House (to the right of the porch when facing the House). This offers the best access to the handicap ramp that we use to take the bins to the curb for trash removal. The idea is to lay concrete pavers to level the ground, and build a short visual barrier to hide the bins. Estimated cost would be around \$500.

7. Financial Report - Morris

We appear to continue to be in good shape financially despite the rental reduction income due to covid. So far, we have not had to take funds out of our savings account. We continue to have approximately \$7,500 in savings, and \$4,500 - \$5,500 in our regular checking accounts. Center members have been very generous during this difficult time.

Morris sent out detailed financial reports as of Oct. 31, 2021. (See below***)

If you have any questions about these reports, feel free to email Morris about them.

The question of how to make donations to the Center at this time was asked. There are several ways to do so:

1. Mail your check made out to Subud Portland to the House address, or drop checks in the donations box at the House. Jasmina picks them up and deposits them.

2. Most banks have an Automatic Payment service with no fee. You can do it in person at your bank, or access their service online. The bank will write a check from your account to Subud Portland in the amount and on the day of the month as you direct, and mail it to the House.

Subud Portland

3185 NE Regents Drive

Portland, OR 97212

3. Go through PayPal, but PayPal will take a fee for every donation made this way, reducing your donation by that amount.

4. Go to the website for Subud Portland and use the Donation button. Again, this entails a service fee that reduces your contribution to the Center.

8. Review of Covid protocols – Halima

Halima will take the lead on reviewing the protocols for Covid as things change.

9. Hungry Bowls – Halima

Halima hopes to have a Hungry Bowls event at the House for the OR Food Bank.

* **Conversation with Grummel Engineering**

Rebecca spoke with James Sulser at Grummel Engineering on October 26, 2021. He recalled the roof project, and re-visited the photos from his site visit. His take on the urgency of undertaking this project was that if the building survived last February's snow/ice storm intact, then it is "stronger than it might look" and that he had not noted any imminent concerns from the site visit, therefore no red flags. So he is in agreement that waiting for a year or so would be safe, in his opinion. He promised that the extra work on structural that the City requires for permitting will be handled expediently by Grummel.

** **Center Task List (See Below)**

*** **Financial Reports - (See Below)**

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**Subud Portland
Profit & Loss by Month
January through October 2021**

Cash Basis

	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	TOTAL
Ordinary Income/Expense											
Income											
4000 · Donation Income											
4010 · Member Donations	2,105.00	1,335.00	1,510.30	1,880.00	1,357.00	2,250.00	2,525.00	1,348.00	2,255.00	795.00	17,360.30
Total 4000 · Donation Income	2,105.00	1,335.00	1,510.30	1,880.00	1,357.00	2,250.00	2,525.00	1,348.00	2,255.00	795.00	17,360.30
4200 · Rental Income											
4210 · Recurring Renters	950.00	350.00	0.00	0.00	0.00	100.00	1,395.00	-350.00	0.00	0.00	2,445.00
4220 · Event Rentals	0.00	0.00	0.00	950.00	0.00	550.00	675.00	0.00	450.00	1,850.00	4,475.00
Total 4200 · Rental Income	950.00	350.00	0.00	950.00	0.00	650.00	2,070.00	-350.00	450.00	1,850.00	6,920.00
4700 · Investments											
4710 · Interest	0.07	0.05	0.05	0.06	0.06	0.05	0.06	0.05	0.06	0.06	0.57
Total 4700 · Investments	0.07	0.05	0.05	0.06	0.06	0.05	0.06	0.05	0.06	0.06	0.57
Total Income	3,055.07	1,685.05	1,510.35	2,830.06	1,357.06	2,900.05	4,595.06	998.05	2,705.06	2,645.06	24,280.87
Gross Profit	3,055.07	1,685.05	1,510.35	2,830.06	1,357.06	2,900.05	4,595.06	998.05	2,705.06	2,645.06	24,280.87
Expense											
6100 · Transfer to Affiliates											
6110 · Subud PNW	625.00	625.00	625.00	625.00	625.00	625.00	750.00	750.00	750.00	750.00	6,750.00
Total 6100 · Transfer to Affiliates	625.00	625.00	625.00	625.00	625.00	625.00	750.00	750.00	750.00	750.00	6,750.00
6200 · Repairs and Maintenance											
6210 · Equip Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.50	0.00	76.50
Total 6200 · Repairs and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.50	0.00	76.50
6300 · Contract Staff											
6310 · Bookkeeping Fees	265.00	0.00	81.25	0.00	81.25	0.00	0.00	150.00	0.00	0.00	577.50
6320 · Facilities Cleaning	181.25	0.00	300.00	0.00	237.50	0.00	462.50	0.00	275.00	0.00	1,456.25
6330 · Property Management	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170.00	0.00	115.00	285.00
6340 · Grounds Management	0.00	0.00	0.00	0.00	0.00	0.00	305.00	0.00	0.00	0.00	305.00
6350 · Rental Manager	350.00	350.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00	192.50	1,242.50
Total 6300 · Contract Staff	796.25	350.00	731.25	0.00	318.75	0.00	767.50	320.00	275.00	307.50	3,866.25
6400 · Services and Fees											
6420 · Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6450 · PayPal Fees	0.00	0.00	0.00	0.00	1.99	0.00	0.00	0.00	13.50	0.00	14.59
6460 · Professional Services	44.97	0.00	44.97	0.00	29.98	0.00	0.00	44.97	0.00	0.00	164.89
Total 6400 · Services and Fees	44.97	0.00	44.97	0.00	31.97	0.00	0.00	44.97	13.50	0.00	179.48
6500 · Operating Expenses											
6510 · Supplies-House	203.04	0.00	0.00	0.00	237.50	0.00	0.00	69.47	275.00	0.00	785.01
6520 · Groceries	0.00	0.00	0.00	0.00	0.00	0.00	27.56	4.36	23.76	5.98	61.66
6545 · Rental Phone	35.00	35.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	192.50	297.50
6570 · Insurance	183.83	183.83	183.83	183.85	183.83	182.83	193.00	193.00	193.00	193.00	1,874.00
6580 · Small Equipment & Tools	0.00	0.00	0.00	0.00	0.00	499.98	0.00	0.00	0.00	375.34	875.32
6500 · Operating Expenses - Other	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
Total 6500 · Operating Expenses	421.87	218.83	228.83	183.85	421.33	682.81	220.56	266.83	491.76	766.82	3,903.49
6600 · Utilities											
6610 · Electric	60.54	59.24	58.22	53.61	46.94	44.22	55.41	111.01	90.45	46.02	625.66
6620 · Natural Gas	285.81	203.70	213.64	166.56	119.53	56.60	22.52	20.64	19.70	33.41	1,142.11
6630 · Phone & Internet	144.36	143.86	143.86	143.86	144.48	144.50	144.50	144.81	144.56	144.56	1,443.35
6640 · Garbage & Recycling	74.70	0.00	74.70	0.00	74.70	0.00	76.40	0.00	78.10	0.00	378.60
6650 · Water	0.00	0.00	0.00	249.29	0.00	0.00	224.65	0.00	244.80	0.00	718.74
Total 6600 · Utilities	565.41	406.80	490.42	613.32	385.65	245.32	523.48	276.46	577.61	223.99	4,308.46
Total Expense	2,453.50	1,600.63	2,120.47	1,422.17	1,781.80	1,553.13	2,261.54	1,658.26	2,184.37	2,048.31	19,084.18
Net Ordinary Income	601.57	84.42	-610.12	1,407.89	-424.74	1,346.92	2,333.52	-660.21	520.69	596.75	5,196.69
Net Income	601.57	84.42	-610.12	1,407.89	-424.74	1,346.92	2,333.52	-660.21	520.69	596.75	5,196.69

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Subud Portland
Profit & Loss by Class YTD 10-2021

	Center	Rentals	TOTAL
Ordinary Income/Expense			
Income			
4000 · Donation Income			
4010 · Member Donations	17,585.30	0.00	17,585.30
Total 4000 · Donation Income	17,585.30	0.00	17,585.30
4200 · Rental Income			
4210 · Recurring Renters	0.00	2,445.00	2,445.00
4220 · Event Rentals	0.00	4,475.00	4,475.00
Total 4200 · Rental Income	0.00	6,920.00	6,920.00
4700 · Investments			
4710 · Interest	0.57	0.00	0.57
Total 4700 · Investments	0.57	0.00	0.57
Total Income	17,585.87	6,920.00	24,505.87
Gross Profit	17,585.87	6,920.00	24,505.87
Expense			
6100 · Transfer to Affiliates			
6110 · Subud PNW	6,750.00	0.00	6,750.00
Total 6100 · Transfer to Affiliates	6,750.00	0.00	6,750.00
6200 · Repairs and Maintenance			
6210 · Equip Maintenance	76.50	0.00	76.50
Total 6200 · Repairs and Maintenance	76.50	0.00	76.50
6300 · Contract Staff			
6310 · Bookkeeping Fees	288.75	288.75	577.50
6320 · Facilities Cleaning	562.50	893.75	1,456.25
6330 · Property Management	285.00	0.00	285.00
6340 · Grounds Management	152.50	152.50	305.00
6350 · Rental Manager	0.00	1,242.50	1,242.50
Total 6300 · Contract Staff	1,288.75	2,577.50	3,866.25
6400 · Services and Fees			
6420 · Bank Fees	0.00	0.00	0.00
6450 · PayPal Fees	1.09	13.50	14.59
6460 · Professional Services	164.89	0.00	164.89
Total 6400 · Services and Fees	165.98	13.50	179.48
6500 · Operating Expenses			
6510 · Supplies-House	534.29	250.72	785.01
6520 · Groceries	61.66	0.00	61.66
6545 · Rental Phone	192.50	105.00	297.50
6570 · Insurance	1,916.17	0.00	1,916.17
6580 · Small Equipment & Tools	437.66	437.66	875.32
6500 · Operating Expenses - Other	10.00	0.00	10.00
Total 6500 · Operating Expenses	3,152.28	793.38	3,945.66
6600 · Utilities			
6610 · Electric	312.81	312.85	625.66
6620 · Natural Gas	598.87	543.24	1,142.11
6630 · Phone & Internet	721.68	721.67	1,443.35
6640 · Garbage & Recycling	189.30	189.30	378.60
6650 · Water	401.00	317.74	718.74
Total 6600 · Utilities	2,223.66	2,084.80	4,308.46
Total Expense	13,657.17	5,469.18	19,126.35
Net Ordinary Income	3,928.70	1,450.82	5,379.52
Net Income	3,928.70	1,450.82	5,379.52

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Cash Basis

Subud Portland
Balance Sheet
As of October 31, 2021

	<u>Oct 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · General Bank Accounts	
1005 · US Bank 4538 Reg Bus Checking	7,987.53
1006 · US Bank 0205 Savings	7,501.56
1007 · US Bank 0786 Supplies-PayPal	1,304.42
1008 · US Bank 4546 Cap Checking	6,161.16
Total 1000 · General Bank Accounts	<u>22,954.67</u>
Total Checking/Savings	22,954.67
Other Current Assets	
1350 · Prepaid Insurance	735.32
Total Other Current Assets	<u>735.32</u>
Total Current Assets	23,689.99
Fixed Assets	
1700 · Capital Improvements	
1720 · Furniture and Fixtures	6,877.51
1730 · Structural Repairs - Materials	12,358.17
1740 · Structural Repairs - Labor	18,304.00
1750 · Remodels - Materials	4,497.97
1760 · Remodels - Labor	3,206.00
Total 1700 · Capital Improvements	<u>45,243.65</u>
Total Fixed Assets	<u>45,243.65</u>
TOTAL ASSETS	<u><u>68,933.64</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Rental Deposits	195.00
Total Other Current Liabilities	<u>195.00</u>
Total Current Liabilities	<u>195.00</u>
Total Liabilities	195.00
Equity	
3000 · Equity Accounts	
3010 · Opening Equity	28,181.03
Total 3000 · Equity Accounts	<u>28,181.03</u>
3200 · Unrestricted Net Assets	35,178.09
Net Income	5,379.52
Total Equity	<u>68,738.64</u>
TOTAL LIABILITIES & EQUITY	<u><u>68,933.64</u></u>