

Subud Portland Center

Minutes of General Meeting – November 17, 2019

Present: Michael (Jeff) Clemes, Harris Clemes, Camille Hofvendall, Nirel Jackson, Alexandra Boyer, Philip Lindstrom, Gabriella Lu, Vien (Terry) Koch, Morris and Leana McClellan, Halima Taylor, Lucy Mitchell, Josephina and Reynold Orchard, Elizabeth Maghran, Samuel Czuba, Emile Ward, Rayner Ward, and Marilyn Schirk

Action Items:

- Emile will submit an action plan to Michael by Nov. 23 for moving ahead on roof repairs to include a timeline.
- Leana will research and select new dishwasher for House - cost to be under \$1,000.00
- Marilyn will clarify issue regarding SD donations/matching fund seed money

1. Approval of Meeting Minutes -

Morris moved/Reynold seconded motion to approve minutes of the Sept. 8, 2019 business meeting of Subud Portland. Unanimously approved.

2. Susila Dharma Report

Marilyn thanked Subud Portland for its support of the silent auction held at the Menucha retreat this year. The combination of sales and snack table donations came to just under \$1,250.00. This money is added to the seed money for Portland's SD USA matching fund for 2020. Please start saving your treasures for next year's silent auction. The SD USA Fall Fundraiser is going on now. Watch for your letter in the mail.

3. General Feedback on Menucha

There was a general expression of positive feelings about Menucha, and Samuel greatly appreciates the "family" feeling of Menucha. He urges people to stay for the entire weekend. Members appreciate the chance to connect with Subud members they might not see otherwise. Latihans were very strong and frequent. Members are encouraged to talk to Subud friends to invite them to Menucha next year. Several people commented on the lack of youth attendance this year. The cost is probably a big factor. Reynold expressed the desire for costs to be reduced for youth and other measures to promote youth attendance. It was noted that there is a scholarship fund for Menucha attendance.

4. Bookkeeping Report

Morris reported that rental income is coming up but donations are going down. Several of our more regular donors have moved which has impacted Center income. All members are encouraged to consider donating on a regular basis to the Center to help meet ongoing expenses. Your bank can set up a monthly payment to Subud Portland if you would like to donate in that way.

Account balances:

Regular business: \$6,316.78
Capital checking: \$22,118.89
Pay Pal: \$230.56

Savings: \$7,495.19

5. Rental Report

Nirel reported that we have a new renter - a second Feldenkrais class meeting on Wed. afternoons. Several Holiday parties are booked. Nirel will post an event calendar at the Center with the url link. The Center is reminded that during the upcoming roof repair project we will lose all rental income for at least a month, and latihan schedules will be impacted.

Nirel and Rebecca have created an art display system at the house. Subud and non-Subud members are invited to arrange to have their work displayed at the House. The art will be for sale. Check with Nirel if you have work for display. Nirel is also setting up an events page on the Regents Center website.

6. House Maintenance Report

Leana reported that Kamal was at the House on Friday (Nov. 15) to do raking and blowing of leaves. She also reported that the problems with garbage bin procedures seem to have been resolved. Leana has been researching green products to use at the house and many of these are in place. She will use only these products in the future.

7. Roof Repair Project

Michael reported that Emile is the project lead on this project and Marius is offering consultation assistance. Emile will be collecting information regarding the roof repairs and providing direction for the progress of the project. He will be managing and coordinating the details of securing bids and contracts for architectural/engineering drawings, and contracting companies to do the work. He may be doing some of the actual contracting work himself.

We don't know the complete scope of the project yet. The design of the House is complicated and unclear in some ways. The job could end up including work on the front porch overhang and guttering, as well as other items. The House is not registered as an historical building, but the project may raise the city's concern regarding some code regulations. Michael discussed the timing for the project. Phase 1 (including submission of architectural/engineering drawings and bids based on these drawings) is scheduled for the first quarter of 2020. Actual completion of the work (Phase 2) is scheduled for the second quarter of 2020. Michael asked Emile to submit an action plan for how he will proceed including a time-line, and Emile committed to submitting his action plan to Michael by Nov. 23. Emile is requesting compensation at \$30.00 an hour to be paid at the end of the project. Morris advised Emile to bill on a monthly basis.

Subud Portland has been awarded a grant from MSF for \$8,000.00 for the project. This money cannot be used until we sign a contract with a contractor and have the invoice for 50% of the work. We also have a grant and potential loan from the PNW Region. Thanks to everyone who is working on this project and the award of the MSF grant.

8. Open Topics

- The dishwasher at the House is not working and needs to be replaced very soon. Pros and cons of considering a commercial dishwasher were discussed, and opinion was in favor of a

non-commercial one. Leana has been researching options. Phillip moved and Reynold seconded that we authorize Leana to select what she feels is our best option and spend no more than \$1,000.00 to purchase a new dishwasher for the House. Unanimously approved. Leana reminded us of the importance of washing dishes at the House on the hottest cycle for sanitary purposes.

- Josephina raised the question of providing child care for parents of young children who would like to attend Sunday latihan. Camille expressed interest in offering coverage for this purpose.

Announcements and Upcoming Meetings

- December 8, 2019 - sharing circle
- January 12, 2020 - general business meeting
- All meeting times: 11:00 - 12:00 with 30-minute buffer at the end before rental engagements begin
- All meetings in 2019 are posted on the Subud PDX calendar

Details supplied by Michael on his agenda for meeting:

Capital - Roofing Project Notes:

- Emile is the project leader and will spearhead the construction, with Marius offering consultative help.
- Phase 1 Architectural / engineering drawings to be completed by a commercial architect no later than early part of the first quarter of 2020, contracting bids submitted will be based on these drawings.
- Phase 2, Construction starts in the second quarter of the year. The construction will include a rebuild of the roof of the east latihan room, resurfacing of both latihan room roofs, (insurance related items to be included?)
- Marius stressed the need for good communication and close quality management among all parties involved. Our rental and latihan schedule will be impacted by the construction work. It is anticipated that there will be a 3-4 week period when various parts of the house will be unavailable for both rentals and latihan.
- SPDX will receive \$8k grant from MSF once the contract with the contractor is signed and 50% initial payment is invoiced. Grant cannot be used for Engineering drawings
- Michael to sign grant receiving document.
- MSF recommends that PORTLAND Subud hold more money internally for capital projects.
- Long-Term sustainability: propose we look at our capital needs in the long term. At least 5-7 years and determine the amount of funds we need and then prioritize accordingly against regional and charity donations.