

Subud Portland General Business Meeting

April 24, 2022; 12:30 pm

Facilitator: Morris McClellan

Note Taker: Marilyn Schirk

Present: Morris and Leana McClellan, Maria Baker, Reynold Orchard, Susannah Lints, and Marilyn Schirk

Action Items:

- Members - Center Task List
- Members - Attend SPNW Regional Meeting - May 15
- Members - Donations for SD USA Match greatly appreciated

1. Meeting convened at 12:30 pm. Motion/second (Maria/Leana) to approve Center Meeting minutes of 2/20/22; Unanimous approval.

2. Financial Report - Morris

Our account totals (see full docs attached below):

Regular Checking: \$6,445.13

Capital Checking Account: \$11,356.16 (Includes \$10,000 grant from PNW Region for roof repair expenses)

Savings Account: \$7,501.82

Pay-Pal/Supplies Account: \$1,417.86

Morris reported that rentals are increasing for the House. The Buddhist meditation group has increased its rental times, and a women's vocal group, Rubina Trachalini, and Blue Iris are either booking time or considering it. The total rental income for January 22 through March 22 of 2022 was \$1,685.00. Due to the increase in rentals, Nirel has been placed back on rental commission status. During the pandemic, she was receiving a small stipend and phone rental cost only. Nirel is continuing to try to sell the piano, or give it away if necessary.

3. Susila Dharma - Marilyn

Our Book Sale will be continuing into the summer. Please stop by and make a generous contribution for books that you select. We will be doing a silent auction at Menucha next Fall (weekend of Nov. 13). Please save your treasurers for the auction. Our major fundraiser this Spring will be our direct appeal to members to make a donation for the seed money for this year's Subud Portland/Susila Dharma USA matching fund. So far, we have close to \$3,000 for the fund, and hope to reach our goal of \$5,000 by July. Thank you so very much for all of your valuable support.

4. Report on Roof Project: Rebecca/Morris

Rebecca is continuing to work on the permitting process for the upcoming roof repair. We are now reviewing contracting companies who can handle complex framing issues to seek bids from. Marius will be looking over the bids we receive and serving as liaison between our Subud group and the contractor we hire. Reynold said that we could speed up the bidding process by talking with the original contractor we consulted with about the roof. Lusijah has also recommended her contractor. Our bylaws require us to get at least three bids.

5. Sidewalk Repairs - Suzannah

We are seeing significant damage to our sidewalks around the house due to tree roots. After looking for companies that handle repairs to root-damaged sidewalks, Suzannah has found a reputable, knowledgeable company and will be submitting a bid to the Council. The city carefully monitors tree removals and requires that new trees be planted to replace the removals (dead and damaged trees cannot be removed without consulting the city). The selected contractor will get the permits, interface between the city and Subud Portland, and coordinate with the tree people.

6. Subud PNW Regional Meeting - Sunday, May 15.

Light Lunch after latihan, followed by the Regional meeting that will end by 5:00 pm. The vaccinated women's latihan will be cancelled on May 15 due to the meeting. We hope everyone will try to attend this very important meeting.

7. Miscellaneous House Concerns:

The city is charging \$5.00 a bag for trash disposal if it is not in our trash bins. Place trash and clippings in garbage bins to avoid this extra charge. If full, leave the bags beside the bins.

Nirel is looking for bark for some landscape detailing of trees that will not be removed by the tree service. After Nirel lets the Center know how many bags are needed, Suzanna can buy bags (\$2.98 a bag) and the Center will reimburse her.

8. Please review the Center Task List below and consider stepping up for a volunteer job. Thanks so much.

9. Meeting adjourned at 1:08 pm (Leana/Maria moved and seconded)

10. See Attachments on next page:

- Center Task List
- Subud PDX Balance Sheet as of March 31, 2022
- Subud PDX Profit and Loss by Month as of March 31, 2022
- Subud PDX Profit and Loss Statement (by class) as of March 31, 2022

SUBUD HOUSE - Repairs/updates	Priority	Leader
Sidewalk damage by front entrance and by NE corner		
Set up method for measuring cracks, strings in east hall		
Leak on ceiling tiles in foyer - keep an eye on it		
Remove/prune trees (see arborist report) Select replacement trees		
Ramp railing		Marius
Parking strips - clean rocks? Or another solution?		
Bin garage - Move to area west of south porch; (Remove plants; level with concrete or pavers; build new visual barrier)		Halima
Paint or treat south porch pillars/railing		
Treat south porch floor the same as front deck (when redone)		
Railing at front steps: Paint or treat?		
Gutters - nails protruding from some gutters		
Remove laurel tree stumps along north wall		
Find new coat rack (or at least paint old one)		Mira

Ongoing Maintenance	Season	Leader
Leaves - coordinate with city pickup dates	Fall	
Power wash sidewalks	Spring	
Burn weeds in parking strips	Spring	
Review methods for responding to potential snow/ice	Fall	
Fire extinguishers - coordinate w/fire inspection		
Turn off exterior water	Fall	
Turn on exterior water	Spring	
Bins to curb on Tuesay; bins returned after Wednesday pick up	All year	
Upkeep of garden at entrance	All year	Susannah/Chris
Lead upkeep of non-entrance garden (find paid or volunteer help for mowing/watering/weeding)	All year	

3:54 PM
04/23/22
Cash Basis

Subud Portland
Balance Sheet
As of March 31, 2022

	Mar 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · General Bank Accounts	
1005 · US Bank 4538 Reg Bus Checking	6,445.13
1006 · US Bank 0205 Savings	7,501.82
1007 · US Bank 0786 Supplies-PayPal	1,417.86
1008 · US Bank 4546 Cap Checking	11,356.16
Total 1000 · General Bank Accounts	26,720.97
Total Checking/Savings	26,720.97
Total Current Assets	26,720.97
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
1770 · Permitting	4,805.00
Total 1700 · Capital Improvements	50,048.65
Total Fixed Assets	50,048.65
TOTAL ASSETS	76,769.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Rental Deposits	45.00
Total Other Current Liabilities	45.00
Total Current Liabilities	45.00
Total Liabilities	45.00
Equity	
3000 · Equity Accounts	
3010 · Opening Equity	28,181.03
Total 3000 · Equity Accounts	28,181.03
3200 · Unrestricted Net Assets	38,541.65
Net Income	10,001.94
Total Equity	76,724.62
TOTAL LIABILITIES & EQUITY	76,769.62

4:06 PM
04/23/22
Cash Basis

Subud Portland
Profit & Loss by Month
January through March 2022

	Jan 22	Feb 22	Mar 22	TOTAL
Ordinary Income/Expense				
Income				
4000 · Donation Income				
4010 · Member Donations	3,910.00	1,205.00	1,165.00	6,280.00
Total 4000 · Donation Income	3,910.00	1,205.00	1,165.00	6,280.00
4200 · Rental Income				
4210 · Recurring Renters	1,445.00	65.00	0.00	1,510.00
4220 · Event Rentals	175.00	0.00	0.00	175.00
Total 4200 · Rental Income	1,620.00	65.00	0.00	1,685.00
4300 · Grants and Bequests				
4324 · Grant from Region	0.00	10,000.00	0.00	10,000.00
Total 4300 · Grants and Bequests	0.00	10,000.00	0.00	10,000.00
4700 · Investments				
4710 · Interest	0.06	0.05	0.05	0.16
Total 4700 · Investments	0.06	0.05	0.05	0.16
Total Income	5,530.06	11,270.05	1,165.05	17,965.16
Gross Profit	5,530.06	11,270.05	1,165.05	17,965.16
Expense				
6100 · Transfer to Affiliates				
6110 · Subud PNW	943.00	750.00	750.00	2,443.00
Total 6100 · Transfer to Affiliates	943.00	750.00	750.00	2,443.00
6200 · Repairs and Maintenance				
6220 · Property repair and maintenance				
6222 · Materials	0.00	0.00	745.78	745.78
Total 6220 · Property repair and maintenance	0.00	0.00	745.78	745.78
Total 6200 · Repairs and Maintenance	0.00	0.00	745.78	745.78
6300 · Contract Staff				
6310 · Bookkeeping Fees	0.00	276.37	0.00	276.37
6320 · Facilities Cleaning	0.00	800.00	0.00	800.00
6350 · Rental Manager	385.00	350.00	350.00	1,085.00
Total 6300 · Contract Staff	385.00	1,426.37	350.00	2,161.37
6500 · Operating Expenses				
6520 · Groceries	0.00	0.00	46.87	46.87
6545 · Rental Phone	0.00	35.00	35.00	70.00
6570 · Insurance	0.00	193.00	193.00	386.00
Total 6500 · Operating Expenses	0.00	228.00	274.87	502.87
6600 · Utilities				
6610 · Electric	66.91	62.33	61.07	190.31
6620 · Natural Gas	316.25	260.85	237.99	815.09
6630 · Phone & Internet	144.16	152.46	152.69	449.31
6640 · Garbage & Recycling	78.10	0.00	78.10	156.20
6650 · Water	273.25	0.00	226.04	499.29
Total 6600 · Utilities	878.67	475.64	755.89	2,110.20
Total Expense	2,206.67	2,880.01	2,876.54	7,963.22
Net Ordinary Income	3,323.39	8,390.04	-1,711.49	10,001.94
Net Income	3,323.39	8,390.04	-1,711.49	10,001.94

4:02 PM
 04/23/22
 Cash Basis

Subud Portland
Profit & Loss by Class
 January through March 2022

	Center	Rentals	TOTAL
Ordinary Income/Expense			
Income			
4000 · Donation Income			
4010 · Member Donations	6,280.00	0.00	6,280.00
Total 4000 · Donation Income	6,280.00	0.00	6,280.00
4200 · Rental Income			
4210 · Recurring Renters	0.00	1,510.00	1,510.00
4220 · Event Rentals	0.00	175.00	175.00
Total 4200 · Rental Income	0.00	1,685.00	1,685.00
4300 · Grants and Bequests			
4324 · Grant from Region	10,000.00	0.00	10,000.00
Total 4300 · Grants and Bequests	10,000.00	0.00	10,000.00
4700 · Investments			
4710 · Interest	0.16	0.00	0.16
Total 4700 · Investments	0.16	0.00	0.16
Total Income	16,280.16	1,685.00	17,965.16
Gross Profit	16,280.16	1,685.00	17,965.16
Expense			
6100 · Transfer to Affiliates			
6110 · Subud PNW	2,443.00	0.00	2,443.00
Total 6100 · Transfer to Affiliates	2,443.00	0.00	2,443.00
6200 · Repairs and Maintenance			
6220 · Property repair and maintenance			
6222 · Materials	745.78	0.00	745.78
Total 6220 · Property repair and maintenance	745.78	0.00	745.78
Total 6200 · Repairs and Maintenance	745.78	0.00	745.78
6300 · Contract Staff			
6310 · Bookkeeping Fees	138.18	138.19	276.37
6320 · Facilities Cleaning	400.00	400.00	800.00
6350 · Rental Manager	0.00	1,085.00	1,085.00
Total 6300 · Contract Staff	538.18	1,623.19	2,161.37
6500 · Operating Expenses			
6520 · Groceries	46.87	0.00	46.87
6545 · Rental Phone	0.00	70.00	70.00
6570 · Insurance	386.00	0.00	386.00
Total 6500 · Operating Expenses	432.87	70.00	502.87
6600 · Utilities			
6610 · Electric	95.15	95.16	190.31
6620 · Natural Gas	407.54	407.55	815.09
6630 · Phone & Internet	224.65	224.66	449.31
6640 · Garbage & Recycling	78.10	78.10	156.20
6650 · Water	295.20	204.09	499.29
Total 6600 · Utilities	1,100.64	1,009.56	2,110.20
Total Expense	5,260.47	2,702.75	7,963.22
Net Ordinary Income	11,019.69	-1,017.75	10,001.94
Net Income	11,019.69	-1,017.75	10,001.94