

# Portland Subud Center

## Minutes of the Center Business Meeting

### July 15, 2018

In attendance: Reynold Orchard, Ron Leese, Marilyn Schirk, Leana and Morris McClellan, Norman and Lucy Mitchell, Virginia and Chris van Royen, Marlinah van Royen, Hariana Chilstrom, Terry Koch (Vien), Samuel Czuba, Marius Harold, Camille Hofvendall, Hermine Berenger, Nirel Jackson, Raphael and Maria Baker, Nanci Williams

1. Minutes of May 6, 2018, approved unanimously.

2. Treasurer's Report - Morris

Morris presented 2 reports - a Balance Sheet/Profit and Loss Sheet by Class, and a Profit and Loss Sheet by Month, both for Jan. 1 - June 30, 2018 (see attached at end). Both reports give very detailed financial information regarding our financial picture for the first 6 months of 2018. Our members donations are a bit down (\$6,885), but our rental income is very strong (\$15,635). We have total assets of \$65,463. Our total income for this period was \$23,480 and total expenses were \$20,178. Money raised for local member world congress travel and the Cuban world congress travel fund is not in the reports. Please examine the two statements below and send questions to Morris. Most of our accounts are now fully set up in U. S. Bank with most of our On Point business closed out. Ron, our Vice-Chair, has agreed to do basic interim Treasurer's duties until we locate a regular Treasurer for our Group. Thanks Ron!

3. Susila Dharma - Marilyn

The first Melinda Wallis Memorial Fund of SD USA has been given to Portland Subud sister Jennifer Skyler for her local project feeding the homeless 2 times a month in a local park. She will be given a stipend of \$500.00 by SD USA for her future work. We are all invited to participate on Wed., July 18, in her next dinner in Director Park in downtown Portland. There was interest in inviting Jennifer to speak to our group in a future Circle meeting.

The Subud Portland/New York City matching fund for SD USA for 2018 was able to raise \$18,444.99 for its project funding in 2019. Deepest thanks to everyone in Subud Portland who helped in any way in supporting the match this year. It is incredibly important to SD USA and its projects.

4. Regional Meeting Report - Ron

Ron attended the past two Regional telephone meetings and reported:

- Regional House Fund = \$81,127

- Regional General Fund = \$26,625

- Total Regional Funds (includes two extra funds) = \$112,977

- The Region is looking for a new insurance provider that will cover renters in the Region's facilities at a reasonable cost. Our current insurer Liberty Mutual has

greatly raised its rates, partly because of Portland's rental activities, and Seattle's B&B, and because of the latter they will be dropping our insurance at the end of June of 2019. As Regional Vice-Chair, Nirel presented this issue.

- The Region needs a Secretary.
- Menucha costs are going up a bit, and the team is considering using fewer buildings.

#### 5. House Maintenance - Leana

Our deck needs work to address safety/liability issues. A board is rotting and needs attention right away. Samuel will buy necessary materials and fix the problem.

Leana will buy perforated commercial grade mats to help with slippery surfaces on the deck (approx. cost of \$150).

Further deck discussion: Reynold recommended Marius for doing our much-needed long-term deck repair using a product called "Trex". Marius likes this product also. It is a composite material. We can retain usage infrastructure in the rebuild if sound.

Marius can do the work, and will get an estimate for Trex. Motion by Maria: A sub-committee will be organized to consider long-range options for the deck (including Michael's deck proposal) and present a report to the Group. Samuel as maintenance manager will be heading a new sub committee. Morris seconded. Passed unanimously. Samuel will be looking for volunteers for his subcommittee.

It appears that the roof of the east latihan room can be delayed, as we determined in past meetings. The main issue is the infrastructure under the roof. The shingles will probably last about 4-5 more years (based on roof bids several months ago), and the walls do not appear to be moving. We will ask Latham to give us an update on the roof.

Given that we have limited funding for large projects, the consensus appears to be that we will be focusing on the deck rebuild, and putting off the roof until next year or later.

#### 6. Gardening Report - Raphael

At a Committee-Helper dewan meeting it had already been determined that we will use our funds to hire a gardener, rather than do this ourselves. Raphael had volunteered to coordinate this, and has been retaining gardener named Kamal to work under his direction to perform needed gardening/power washing tasks. Kamal has already been doing our lawn. He is very dependable, and will adjust his schedule to be available when gardening is needed. He can adjust to our seasonal gaps, for instance after leaves fall until February. He will need to use our house tools.

Some benches outside of south latihan room will be discarded and cement blocks will be stored close to back porch.

Lucy Baker, a horticulturist, will be retained to give us expert advice for the garden, and put in a few plants where most needed.

The dead tree planted by the City last year must be removed by the City, and Leana has requested this of Tree People, with no result yet. Camille will explore issues around having a bike rack installed at the house. A reminder was offered about avoiding storing items in the basement at random. The wisteria on the front porch is destructive and needs to be removed.

#### 7. World Congress - Reynold

14 people are going from our Group. We have taken steps to help two members who need financial assistance to attend the Congress. Nirel would like to attend to do a film about Subud. Motion by Morris (2nd by Marius) that Subud Portland set up a fund to forward \$1,200 air fare to Nirel to attend the Congress followed by fundraising within our group in order to support her project. Donation checks should be made out to Subud Portland/memo line "Nirel travel". Unanimous yes.

#### 8. Subud USA Wrap-Up - Hermine

Hermine reviewed her efforts to coordinate Subud Portland volunteer efforts at the Subud USA Congress and reported that she had trouble finding people to help with transportation and other volunteer tasks. She paid for a Lyft ride for one visitor. Thank you Hermine.

#### 9. Announcements:

- Wed., July 18 - Jennifer Skyler dinner for the homeless at Director Park at 6:00
  - Mira resigned as librarian and committee member due to other commitments.
- Reynold encouraged anyone interested in organizing and managing our Subud library to step forward. If no one volunteers, he said he may do this himself once he is no longer chairman. Thanks Mira for initially volunteering,
- Norman is organizing a Poetry Circle event scheduled for the 2nd. Friday evenings in Aug. and Sept. - at 7:30 pm. All are invited to share their own poetry or other favorites.
  - Morris announced the 19th annual Cracked Pots Reuse Art Show for a peace action network, Aug. 14 and 15 in Troutdale. See the post card on the bulletin board for details.
  - Nirel announced an art fair/fund raiser event at the Subud house on Nov. 3 to raise money for the house. She and Halimah are coordinating this.
  - Virginia van Royen offered her cookbooks at a reduced cost for Subud members, and is making these available.

#### 10. Upcoming Meetings:

Sunday, Aug. 12 - Sharing Circle - Jennifer Skyler will be invited to briefly talk about her project. We will also have time for our member's personal sharing.

Sunday, Sept. 9 - Business Meeting

Please see below - Treasurer's Reports are copied on 3 pages:

**Subud Portland**  
**Balance Sheet**  
As of June 30, 2018

	<u>Jun 30, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · General Bank Accounts	
1005 · US Bank Reg Bus Checking	11,120.46
1008 · US Bank Capital Checking	20,694.89
1010 · OnPoint Reg Checking	3,050.39
1030 · OnPoint Savings Reserves	1,009.24
1050 · OnPoint PayPal	100.00
<b>Total 1000 · General Bank Accounts</b>	<u>35,974.98</u>
<b>Total Checking/Savings</b>	35,974.98
<b>Other Current Assets</b>	
1350 · Prepaid Insurance	174.80
1500 · Notes Receivable	192.50
<b>Total Other Current Assets</b>	<u>367.30</u>
<b>Total Current Assets</b>	36,342.28
<b>Fixed Assets</b>	
1700 · Capital Improvements	
1720 · Furniture and Fixtures	6,877.51
1730 · Structural Repairs - Materials	12,358.17
1740 · Structural Repairs - Labor	6,710.00
1750 · Remodels - Materials	2,959.73
1760 · Remodels - Labor	216.00
<b>Total 1700 · Capital Improvements</b>	<u>29,121.41</u>
<b>Total Fixed Assets</b>	29,121.41
<b>TOTAL ASSETS</b>	<u><u>65,463.69</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2100 · Rental Deposits	1,120.00
2150 · Cuban Travel Fund	-1,305.00
<b>Total Other Current Liabilities</b>	<u>-185.00</u>
<b>Total Current Liabilities</b>	-185.00
<b>Total Liabilities</b>	-185.00
<b>Equity</b>	
3000 · Equity Accounts	

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**Subud Portland**  
**Profit & Loss by Class 1st 6 Months - 2018**

	Center	Rentals	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Donation Income			
4010 · Member Donations	6,885.00	0.00	6,885.00
4060 · World Congress Travel Fund	960.00	0.00	960.00
<b>Total 4000 · Donation Income</b>	<b>7,845.00</b>	<b>0.00</b>	<b>7,845.00</b>
4200 · Rental Income			
4210 · Recurring Renters	0.00	11,085.00	11,085.00
4220 · Event Rentals	0.00	4,550.00	4,550.00
<b>Total 4200 · Rental Income</b>	<b>0.00</b>	<b>15,635.00</b>	<b>15,635.00</b>
4700 · Investments			
4710 · Interest	0.24	0.00	0.24
<b>Total 4700 · Investments</b>	<b>0.24</b>	<b>0.00</b>	<b>0.24</b>
<b>Total Income</b>	<b>7,845.24</b>	<b>15,635.00</b>	<b>23,480.24</b>
<b>Gross Profit</b>	<b>7,845.24</b>	<b>15,635.00</b>	<b>23,480.24</b>
<b>Expense</b>			
6100 · Transfer to Affiliates			
6110 · Subud PNW	4,970.68	0.00	4,970.68
6130 · WSA	2,000.00	0.00	2,000.00
<b>Total 6100 · Transfer to Affiliates</b>	<b>6,970.68</b>	<b>0.00</b>	<b>6,970.68</b>
6200 · Repairs and Maintenance			
6210 · Equip Maintenance	66.31	15.00	81.31
<b>Total 6200 · Repairs and Maintenance</b>	<b>66.31</b>	<b>15.00</b>	<b>81.31</b>
6300 · Contract Staff			
6310 · Bookkeeping Fees	187.50	187.50	375.00
6320 · Facilities Cleaning	715.00	715.00	1,430.00
6330 · Property Management	1,114.04	100.00	1,214.04
6340 · Grounds Management	135.00	65.00	200.00
6350 · Rental Manager	0.00	5,946.25	5,946.25
<b>Total 6300 · Contract Staff</b>	<b>2,151.54</b>	<b>7,013.75</b>	<b>9,165.29</b>
6500 · Operating Expenses			
6510 · Supplies-House	447.35	135.23	582.58
6520 · Groceries	451.42	0.00	451.42
6540 · Printing	21.49	0.00	21.49
6545 · Rental Phone	0.00	210.00	210.00
6570 · Insurance	174.80	0.00	174.80
<b>Total 6500 · Operating Expenses</b>	<b>1,095.06</b>	<b>345.23</b>	<b>1,440.29</b>
6600 · Utilities			

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Accrual Basis

**Subud Portland**  
**Profit & Loss by Month**  
January through June 2018

	Jan 18	Jan 17	Feb 18	Feb 17	Mar 18	Mar 17	Apr 18	Apr 17	May 18	May 17	Jun 18	Jun 17	TOTAL	
													Jan - Jun 18	Jan - Jun 17
<b>Ordinary Income/Expense</b>														
<b>Income</b>														
4000 - Donation Income														
4010 - Member Donations	1,600.00	1,600.00	825.00	1,375.00	985.00	1,100.00	1,200.00	1,755.00	1,120.00	1,395.00	1,075.00	1,370.00	6,895.00	8,595.00
4060 - World Congress Travel Fund	50.00	0.00	425.00	0.00	425.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	960.00	0.00
<b>Total 4000 - Donation Income</b>	<b>1,730.00</b>	<b>1,600.00</b>	<b>1,250.00</b>	<b>1,375.00</b>	<b>1,410.00</b>	<b>1,100.00</b>	<b>1,260.00</b>	<b>1,755.00</b>	<b>1,120.00</b>	<b>1,395.00</b>	<b>1,075.00</b>	<b>1,370.00</b>	<b>7,845.00</b>	<b>8,595.00</b>
4200 - Rental Income														
4210 - Recurring Renters	2,037.50	3,272.50	3,297.50	3,773.33	920.00	1,035.00	407.50	662.50	1,375.00	3,918.33	3,047.50	200.00	11,086.00	12,861.66
4220 - Event Rentals	1,300.00	0.00	800.00	450.00	1,800.00	1,975.00	0.00	50.00	250.00	300.00	400.00	1,910.00	4,550.00	4,885.00
4230 - Late Fees	0.00	0.00	0.00	0.00	0.00	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00
<b>Total 4200 - Rental Income</b>	<b>3,337.50</b>	<b>3,272.50</b>	<b>4,097.50</b>	<b>4,223.33</b>	<b>2,720.00</b>	<b>3,075.00</b>	<b>407.50</b>	<b>712.50</b>	<b>1,625.00</b>	<b>4,218.33</b>	<b>3,447.50</b>	<b>2,110.00</b>	<b>15,835.00</b>	<b>17,611.66</b>
4500 - Pass-through SD	0.00	1,470.00	0.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,540.00
4700 - Investments														
4710 - Interest	0.04	0.32	0.04	0.29	0.04	0.32	0.04	0.31	0.04	0.32	0.04	0.31	0.24	1.87
<b>Total 4700 - Investments</b>	<b>0.04</b>	<b>0.32</b>	<b>0.04</b>	<b>0.29</b>	<b>0.04</b>	<b>0.32</b>	<b>0.04</b>	<b>0.31</b>	<b>0.04</b>	<b>0.32</b>	<b>0.04</b>	<b>0.31</b>	<b>0.24</b>	<b>1.87</b>
<b>Total Income</b>	<b>5,067.54</b>	<b>6,342.82</b>	<b>5,347.54</b>	<b>5,668.62</b>	<b>4,130.04</b>	<b>4,175.32</b>	<b>1,667.54</b>	<b>2,467.81</b>	<b>2,745.04</b>	<b>5,613.65</b>	<b>4,522.54</b>	<b>3,480.31</b>	<b>23,480.24</b>	<b>27,748.53</b>
<b>Gross Profit</b>	<b>5,067.54</b>	<b>6,342.82</b>	<b>5,347.54</b>	<b>5,668.62</b>	<b>4,130.04</b>	<b>4,175.32</b>	<b>1,667.54</b>	<b>2,467.81</b>	<b>2,745.04</b>	<b>5,613.65</b>	<b>4,522.54</b>	<b>3,480.31</b>	<b>23,480.24</b>	<b>27,748.53</b>
<b>Expense</b>														
6100 - Transfer to Affiliates														
6110 - Subud PNW	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	1,220.68	750.00	750.00	750.00	4,970.68	4,500.00
6120 - Susila Dharma USA	0.00	0.00	0.00	315.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	315.00
6130 - WSA	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
<b>Total 6100 - Transfer to Affiliates</b>	<b>750.00</b>	<b>750.00</b>	<b>750.00</b>	<b>1,065.00</b>	<b>2,750.00</b>	<b>750.00</b>	<b>750.00</b>	<b>750.00</b>	<b>1,220.68</b>	<b>750.00</b>	<b>750.00</b>	<b>750.00</b>	<b>6,970.68</b>	<b>4,815.00</b>
6200 - Repairs and Maintenance														
6210 - Equip Maintenance	25.00	240.27	48.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.31	0.00	81.31	240.27
6220 - Property repair and maintenance	0.00	0.00	0.00	21.99	0.00	538.84	0.00	320.00	0.00	39.00	0.00	0.00	0.00	919.83
6222 - Materials	0.00	160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00
6224 - Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 6220 - Property repair and maintenance</b>	<b>0.00</b>	<b>160.00</b>	<b>0.00</b>	<b>21.99</b>	<b>0.00</b>	<b>538.84</b>	<b>0.00</b>	<b>320.00</b>	<b>0.00</b>	<b>39.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,079.83</b>
6230 - Landscaping	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
<b>Total 6200 - Repairs and Maintenance</b>	<b>25.00</b>	<b>550.27</b>	<b>48.00</b>	<b>21.99</b>	<b>0.00</b>	<b>538.84</b>	<b>0.00</b>	<b>320.00</b>	<b>0.00</b>	<b>39.00</b>	<b>8.31</b>	<b>0.00</b>	<b>81.31</b>	<b>1,470.10</b>
6300 - Contract Staff														
6310 - Bookkeeping Fees	0.00	300.00	0.00	0.00	375.00	220.00	0.00	0.00	0.00	0.00	0.00	180.00	375.00	700.00
6320 - Facilities Cleaning	200.00	0.00	0.00	510.00	670.00	160.00	200.00	220.00	160.00	0.00	200.00	400.00	1,430.00	1,290.00
6330 - Property Management	0.00	0.00	0.00	0.00	854.04	0.00	165.00	0.00	0.00	0.00	95.00	120.00	1,214.04	120.00
6340 - Grounds Management	70.00	0.00	0.00	168.00	0.00	0.00	0.00	0.00	130.00	360.00	0.00	0.00	200.00	528.00
6350 - Rental Manager	983.50	863.00	908.75	1,500.00	1,751.00	1,693.00	747.50	834.25	573.25	859.25	982.25	939.83	5,946.25	6,689.33
6390 - Outside Contractors	0.00	0.00	0.00	0.00	0.00	290.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	290.25
<b>Total 6300 - Contract Staff</b>	<b>1,253.50</b>	<b>1,163.00</b>	<b>908.75</b>	<b>2,178.00</b>	<b>3,750.04</b>	<b>2,363.25</b>	<b>1,112.50</b>	<b>1,054.25</b>	<b>863.25</b>	<b>1,219.25</b>	<b>1,277.25</b>	<b>1,639.83</b>	<b>9,165.29</b>	<b>9,617.58</b>
6400 - Services and Fees														
6420 - Bank Fees	0.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	20.00
6430 - Licenses, Taxes or Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	20.00
6450 - PayPal Fees	0.00	0.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.41
6460 - Professional Services	0.00	107.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.00
<b>Total 6400 - Services and Fees</b>	<b>0.00</b>	<b>107.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20.00</b>	<b>0.00</b>	<b>5.00</b>	<b>0.00</b>	<b>147.41</b>
6500 - Operating Expenses														
6510 - Supplies-House	403.77	400.80	48.96	2.32	47.15	0.00	30.75	0.00	51.95	0.00	0.00	0.00	582.58	403.12
6512 - Supplies-Landscaping	0.00	0.00	0.00	212.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212.00
6520 - Groceries	61.69	65.05	2.99	50.17	50.08	103.86	260.00	0.00	3.97	53.34	72.69	99.41	451.42	372.03