

# Subud Portland General Business Meeting

## March 8, 2020

Present: Morris and Leana McClellan, Camille Hofvendall, Emile Ward, Gabriella Lu, Samuel Czuba, Rayner Ward, Rebecca Banyas, Maria Baker, Marius and Hilda Harold, and Marilyn Schirk

Quiet Period and Introductions

Action Items:

1. SPDX Members: donate books, CDs, DVDs for SD USA Book Sale
2. Emil and Marius - continue roof repair project arrangements
3. Members follow best practices for Center cleanliness - Coronavirus protection

### 1. Approval of Meeting Minutes

Maria moved/Leana seconded motion to approve minutes of Subud Portland's Business Meeting of January 12, 2020. Unanimously approved.

### 2. Report Updates

- Susila Dharma - Marilyn announced the Subud Portland Matching Fund for SD USA for 2020. The goal is \$5,000, and we are approximately \$1,000 short. SD Forum is organizing a book sale. Please place any books for the sale in the book bins in the lobby. The sale will be from March 29 - April 12, 2020, with setup on March 28 - volunteers greatly appreciated. Thanks to everyone for their support.

- Bookkeeping Report - Morris reported balances of our accounts: Regular checking - \$6,542; Capital account - \$18,784; Savings account - \$ 7,500.

- Rental Report - Nirel was not present.

- House Maintenance Reports:

- Garden maintenance - Kamal is doing regular gardening services.
- Status of roof repair project: Emil and Marius; Emil has been working with an architect and preparing documents to take to the City for

permits, beginning to seek bids from contractors, etc. Subud member Virginia Bowers will help to shepherd the documents through the application process at City Hall. This could take a few months. After approval, contractors should be able to begin the work by the end of June, 2020. It was agreed that constructing an inner shell inside of the east latihan room to allow renters and members to continue using the room during the 4 - 5 weeks of construction would not be worth the expense and effort. Below I have attached the notes from the meeting that Emil held at the Center on Feb. 9, 2020. \*

- Insurance items: Backsplash and ventilation over stove - Samuel has worked with a designer to present a plan for the backsplash, and Marius has worked out a ventilation solution. Maria made a motion/Rebecca seconded that the Center authorize Marius to go ahead and finalize the arrangements for the new stove ventilation design. The motion was passed unanimously.

### 3. Open Topics

- Maria reported on the ad-hoc committee that has met twice to consider alternate models for Center Chairmanship. She reviewed the suggestions that were made at the meeting. See detailed report on alternate suggestions below. \*\* Michael has offered to continue as Chairperson for 6 months after his term ends in September. Thank you Michael. We will continue the discussion over the next few months.

- Coronavirus discussion: A discussion was held on the importance of considering best practices for ensuring cleanliness at the Center to protect members and renters in the face of the coronavirus challenge. All are encouraged to wash hands thoroughly and frequently, use wipes and hand disinfectant, etc. Phone latihans are being offered by helpers for those who want to limit group participation.

### 4. Announcements

- SUSA National Congress has been rescheduled for later this year
- Regional Congress has been rescheduled for later this year.
- SUSA 2020 Census - Helpers to engage all members to confirm data and activity level
- Leana reported the need for a new or refurbished vacuum at the Center. She will research options. She was authorized to complete the purchase .

## 5. Upcoming Meetings

Sharing Circle - April 19, 2020 (Change from April 12 if Center available)

General Meeting - May 10, 2020

- All Meetings' Time - 11:00 - 12:00 (with 30 minute buffer at the end)
- All meetings in 2020 are posted on the Subud PDX Calendar - check for postings

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Roof Repair Project  
Meeting Notes  
Feb. 9, 2020

Led by Emile Ward with 11 members in attendance

Emile has been moving the roof repair project along and has presented 4 preliminary designs for our group to consider for the final east latihan room ceiling and porch roof. It is important to get a decision on this so that Emile can move forward in working with an architect to solidify plans on our roof rebuild project.

Emile led the discussion on the 4 ceiling designs as outlined in his document copied below. The 4 options are:

1. existing shape truss
2. vaulted ceiling with parallel truss
3. vaulted ceiling with scissors truss
4. flat truss

The vote was unanimous (11 votes) for design #1, existing shape truss. This means that the room will retain its present shape with new pre-engineered truss work to support it. If any absent members have objections, please communicate with Emile within the week.

The rebuild project will include extensive work on the front porch, and the group expressed approval of Emil's plan to cover the entire porch with a roof as per his drawing below.

Marius feels that we can construct a temporary inner structure inside the east latihan room to allow rentals to continue and that will also serve to protect carpet, walls, etc.

As we work through this process, Virginia Bowers has offered to help move the paperwork through channels at City Hall to clear the way for necessary permits for the work to proceed.

Emil's documents:

The decisions at hand

1. What shape of roof truss to use

### **shapes:**

**existing shape truss.** this shape would replicate what is there now on the inside (sloping sides to flat in the center. Flat ceiling good for lights. raises the roof line.

**vaulted ceiling with parallel truss.** sides sloping that meet in the center, no flat area. raises the roof line.

**vaulted ceiling with scissors truss.** This would be similar to the parallel truss except with a more gradually sloped ceiling. does not have to raise the roof line

**flat truss.** all flat ceiling at the current height of the walls. does not raise the roof line

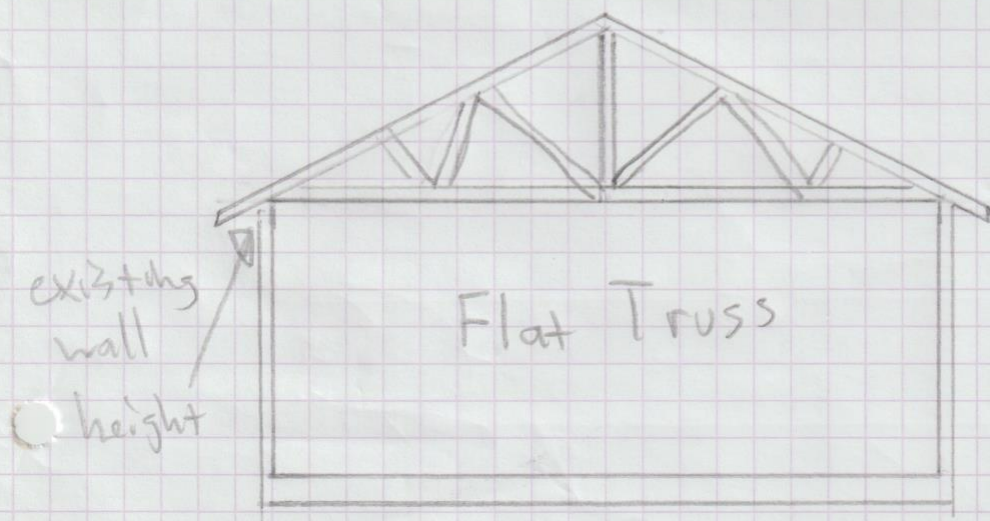
2. Roof to cover the deck or not

**Pros:** Place to hang out when it rains. Protects the deck and construction materials from the elements.  
**Cons:** May create some shade

See drawings below:

The image displays a set of architectural drawings for a house, likely a small residential building. It includes a perspective view of the house, a section view, and two elevation views. The perspective view shows a house with a gabled roof, a covered porch, and a small staircase. The section view shows the internal structure, including the roof truss system and the floor joists. The two elevation views show the front and side of the house, with dimensions and annotations. The drawings are labeled with 'A' and 'B' for the elevation views, and '1' for the section view. The scale is indicated as 1:50. The drawings are in black and white, with some dimensions and annotations in Chinese characters.

See more drawings below (vaulted ceiling with scissors truss and flat truss):



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## SUBUD AD HOC MEETING ABOUT LOCAL COMMITTEE OPTIONS - 3/1/20

Report by Maria Baker

**Problem Statement:** historically Subud Portland has had low numbers of willing people to take the position within the Portland Center committee; Chair, Vice Chair ....

**Meeting Objective:** revisit multiple fluid ideas from the last meeting and synthesize them for presentation to the whole group at the next general meeting (March 8).

### **Meeting Notes:**

The duties of the local chair were read (see below). On average, the chair's regular duties take a minimum of ten hours a month; special projects will take longer.

### **6 Potential solutions were proposed:**

1. Instead of testing for one new chairperson for a two-year term, we test four people for chairpersons at one session, and each would have a six-month term; they would determine how this would actually unfold, how responsibilities would be shared. The thought is that these four will each have a six month period that they are primarily responsible for, then the next chair would start their six month session and so on.
2. Test every six months for a single chairperson.
3. Have four chairs at the same time as co-chairs (rather than sequential) who look at their term as a two year block, and will work it out among themselves. They will decide how duties are divided up.
4. Single chairperson for a six-month term, with a vice chair who would then step into the chair position for the following six-month term, and who then brings along a new vice chair.
5. Instead of two years, make it only one year with a single chair and vice chair; every year test in a chair and co-chair, essentially the same as our current procedure but only for a one year term.
6. Two chairpersons who work for six months, after which again we test for the next pair who will take over for the next six months period.

### **Additional discussion points:**

- The position of an executive director--separate from the chair—was proposed. This would be a paid position that could give us continuity between periods of change from one chair/s to the next. They could also deal with big projects (like major house renovation/repairs) and other long-term situations.
- helpers could step away for six months to be an active committee member. The issue of doing both jobs simultaneously was also brought up and probably needs testing.

- Michael offered to mentor someone now who is willing to act as a vice chair; this person would transition into the chair at the end of Michael's term in September.
- We have a lot of talent in the group. How can we share this information? Working chair/s might delegate people for specific projects, or we might share our passions and abilities in other ways.
- A secretary is essential, perhaps more important than a vice chair. As they are currently organized, minutes would begin with action items discussed in the previous meeting.
- However it's structured, the active chair/s will ideally infuse their duties with their own perspectives and passions, as well as facilitate what the members want.

### **DUTIES OF CHAIR FOR SUBUD PORTLAND**

Preside at meetings, generally following Robert's Rules of Order; supervise minute taking and reporting.

Point person for issues that arise in the group and responsible for communicating to the group;

Point person for other centers, the region, and Subud USA; deal with issues such as property insurance, house rentals, house improvements and maintenance, unexpected emergencies (including approving emergency expenses), or safety issues;

Communicate upcoming meetings/sharing circles and other events to the members;

Supervise group activities;

Oversee issues with the house and the rental manager;

Oversee the center's financial status, including application for and oversight of any grants, making sure that final reports are submitted on time per the grant;

Represent Subud Portland in meetings and other on-going communications with SPNW regional committee members, including attending monthly phone conference meetings;

May attend Subud USA Congress as delegate or seek alternate delegates;

May appoint vice-chair, secretary, or other sub-committees; may have regular committee meetings; may propose a specific agenda.