

# Portland Subud Center - Minutes

## General Meeting, Sunday, October 9, 2016

In attendance: Camille Hofvendahl, Leana and Morris McClellan, Maria and Raphael Baker, Marilyn Schirk, Gabriella Lu, Lucy Babbitt, LeAnna Dolan, Rebecca Banyas, Reynold Orchard, Jackie Maguer, Nirel Jackson Wardwell and Steven Czuba

1. Motion by Lucy to approve minutes of Sept. 11, 2016, seconded by Rebecca, approved unanimously.

2. Treasurer's report: Morris presented the report today. He prepared a Profit and Loss report for the end of the third quarter of 2016, and a Balance Sheet for Sept. 30, 2016. Both reports are copied at the end of the minutes below.

Checking account: \$10,108.78

Savings account: \$7,504.48

Capital account (after transfer of \$1,200): \$15,196.82

SD account: approximately \$1,500.00 (We are in the process of transitioning our SD account into an account managed by SDUSA. We are waiting on clarification of password information. SDUSA will do the bookkeeping on the account and send out end-of-year tax deduction letters.)

3. Susila Dharma: Marilyn discussed upcoming Juliet's Balcony fundraiser at Menucha. This event forms the core of our seed money for our annual matching fund for SDUSA. Please bring items for the event to Menucha if you can, give to a friend who is going, or place in the box at the Center. Volunteers are needed for set-up and tear-down at Menucha. Please sign up at the Center. Thanks to all for their support.

Latham will be doing a presentation at the Subud house on Sunday, Feb. 12, 2017, on global warming. Any ideas on how to promote this event in the community would be greatly appreciated. Pass them on to Marilyn. This event is a fundraiser for SD.

4. Nirel, our new rental manager, gave a report on our rental status. She has been very busy and is very happy to be doing the job for us. She has secured contracts with most of our regular tenants and they will be continuing into next year. We also have one-time events scheduled. Thanks to our committee working with Nirel, we have a new fee schedule, and all continuing renters but one have accepted the increase. Nirel hopes to negotiate a solution with them. Nirel needs help with holiday decorating of the house due to loss of the annual piano recital tenant. Gabriella will help. Welcome Nirel! We are so happy to have you on board and attending some of our Center meetings.

5. Members are asked to check out the sample chair at the Center that we may decide to purchase a group of to replace our present stackable chairs. The chair has silver

hardware with gray cloth upholstery. They stack up to 20 chairs high, bear 300 pounds, and are guaranteed for 5 years. They are scotch guarded, and cost \$50.00 apiece. We would be buying between 70-100 for the Center. Please try out for comfort, appearance, etc., and give feedback. The chair also comes in black, and burgundy with a small pattern. Sample fabrics will be at the Center. At some point, the Center will be voting on this issue. Members may be asked to buy a chair for the Center. It is believed that the old stackables can be sold to help offset the expense. Thank you Maria for the research.

6. Holiday party plans were discussed. Efforts to include families with children were encouraged. The group decided to have two events:

- a potluck holiday dinner on Saturday, Dec.10 at 6:00 pm. Morris offered to cook the turkey (Thank you Morris!). We will plan a few activities for children, have an informal musical program, and possibly do some sort of a "white elephant" gift exchange.
- a New Year's Eve celebration on Dec. 31. This will be a fun and easy social event with desserts only, beginning around 8:30 or 9:00 pm.

#### Announcements:

Marius is planning on organizing a fundraiser to collect funds to help Subud youth attend the future youth gathering in Cuba. Watch for details and more information on this exciting event. It was suggested that it would be good to have qualifying local members attend (ages 16-35). The \$50.00 reported on the Balance Sheet for a "Cuban Travel Fund" is a left-over from a past donation, and will go towards this event.

Due to our regular November meeting date falling during the Menucha retreat weekend, the next monthly meeting of Subud Portland will be Sunday, Nov. 6.

Beata and Michael Alexander will be honored at a late afternoon reception at Menucha. Liza is organizing this event and all of our members are urged to attend. Watch for more details later.

Morris is performing on Saturday, Oct. 15 at 7:30 pm at the Unitarian Church in Portland. It is a fundraiser for the church. Contact Morris for details.

**(Please see copies of the Profit and Loss Statement and Balance sheet. They are on the next two pages.)**

12:04 AM  
10/09/16

### Subud Portland Profit & Loss by Class - 1st 9 months 2016

	Center	Rentals	Storage	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Donation Income				
4010 · Member Donations	15,035.00	264.00	0.00	15,299.00
<b>Total 4000 · Donation Income</b>	<b>15,035.00</b>	<b>264.00</b>	<b>0.00</b>	<b>15,299.00</b>
4200 · Rental Income				
4210 · Recurring Renters	0.00	13,380.00	300.00	13,680.00
4220 · Event Rentals	0.00	2,340.00	0.00	2,340.00
4225 · Sound System	0.00	20.00	0.00	20.00
4230 · Late Fees	0.00	80.00	0.00	80.00
<b>Total 4200 · Rental Income</b>	<b>0.00</b>	<b>15,820.00</b>	<b>300.00</b>	<b>16,120.00</b>
4700 · Investments				
4710 · Interest	2.83	0.00	0.00	2.83
<b>Total 4700 · Investments</b>	<b>2.83</b>	<b>0.00</b>	<b>0.00</b>	<b>2.83</b>
<b>Total Income</b>	<b>15,037.83</b>	<b>16,084.00</b>	<b>300.00</b>	<b>31,421.83</b>
<b>Gross Profit</b>	<b>15,037.83</b>	<b>16,084.00</b>	<b>300.00</b>	<b>31,421.83</b>
<b>Expense</b>				
6100 · Transfer to Affiliates				
6110 · Subud PNW	6,750.00	0.00	0.00	6,750.00
6130 · Friends of SD	97.30	0.00	0.00	97.30
6140 · Others	200.00	0.00	0.00	200.00
<b>Total 6100 · Transfer to Affiliates</b>	<b>7,047.30</b>	<b>0.00</b>	<b>0.00</b>	<b>7,047.30</b>
6200 · Repairs and Maintenance				
6210 · Equip Maintenance	595.26	0.00	0.00	595.26
6220 · Property repair and maintenance				
6222 · Materials	769.18	219.99	0.00	989.17
<b>Total 6220 · Property repair and maintenance</b>	<b>769.18</b>	<b>219.99</b>	<b>0.00</b>	<b>989.17</b>
6230 · Landscaping	740.00	0.00	0.00	740.00
<b>Total 6200 · Repairs and Maintenance</b>	<b>2,104.44</b>	<b>219.99</b>	<b>0.00</b>	<b>2,324.43</b>
6300 · Contract Staff				
6310 · Bookkeeping Fees	440.00	400.00	0.00	840.00
6320 · Facilities Cleaning	765.00	685.00	0.00	1,450.00
6340 · Grounds Management	604.00	0.00	0.00	604.00
6350 · Rental Manager	0.00	4,929.47	0.00	4,929.47
6390 · Outside Contractors	586.00	40.00	0.00	626.00
<b>Total 6300 · Contract Staff</b>	<b>2,395.00</b>	<b>6,054.47</b>	<b>0.00</b>	<b>8,449.47</b>
6500 · Operating Expenses				
6510 · Supplies-House	253.01	34.00	0.00	287.01
6512 · Supplies-Landscaping	30.00	0.00	0.00	30.00
6520 · Groceries	661.02	0.00	0.00	661.02
6530 · Postage	9.40	0.00	0.00	9.40
6545 · Phone Messages	0.00	92.51	0.00	92.51
6570 · Insurance	476.46	0.00	0.00	476.46
6585 · Delegate Support	1,562.92	0.00	0.00	1,562.92
<b>Total 6500 · Operating Expenses</b>	<b>2,992.81</b>	<b>126.51</b>	<b>0.00</b>	<b>3,119.32</b>
6600 · Utilities				
6610 · Electric	342.40	342.41	0.00	684.81
6620 · Natural Gas	496.93	413.12	0.00	910.05
6630 · Phone & Internet	463.20	463.18	0.00	926.38
6640 · Garbage & Recycling	197.91	197.89	0.00	395.80
6650 · Water	420.57	268.12	0.00	688.69
<b>Total 6600 · Utilities</b>	<b>1,921.01</b>	<b>1,684.72</b>	<b>0.00</b>	<b>3,605.73</b>
6700 · Travel and Auto Expenses				
6720 · Committee Travel	271.30	0.00	0.00	271.30
<b>Total 6700 · Travel and Auto Expenses</b>	<b>271.30</b>	<b>0.00</b>	<b>0.00</b>	<b>271.30</b>
<b>Total Expense</b>	<b>16,731.86</b>	<b>8,085.69</b>	<b>0.00</b>	<b>24,817.55</b>
<b>Net Ordinary Income</b>	<b>-1,694.03</b>	<b>7,998.31</b>	<b>300.00</b>	<b>6,604.28</b>
<b>Net Income</b>	<b>-1,694.03</b>	<b>7,998.31</b>	<b>300.00</b>	<b>6,604.28</b>

11:41 PM  
10/08/16  
Accrual Basis

**Subud Portland**  
**Balance Sheet**  
As of September 30, 2016

	<u>Sep 30, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · General Bank Accounts	
1010 · OnPoint Reg Checking	10,108.78
1030 · OnPoint Savings Reserves	7,504.48
1040 · OnPoint Capital Checking	15,196.82
1050 · OnPoint PayPal	100.00
<b>Total 1000 · General Bank Accounts</b>	<u>32,910.08</u>
<b>Total Checking/Savings</b>	32,910.08
<b>Other Current Assets</b>	
1350 · Prepaid Insurance	632.00
1500 · Notes Receivable	192.50
<b>Total Other Current Assets</b>	<u>824.50</u>
<b>Total Current Assets</b>	33,734.58
<b>Fixed Assets</b>	
1700 · Capital Improvements	
1720 · Furniture and Fixtures	3,182.60
1730 · Structural Repairs - Materials	6,209.10
1740 · Structural Repairs - Labor	240.00
1700 · Capital Improvements - Other	3,099.73
<b>Total 1700 · Capital Improvements</b>	<u>12,731.43</u>
<b>Total Fixed Assets</b>	<u>12,731.43</u>
<b>TOTAL ASSETS</b>	<u><b>46,466.01</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
2100 · Rental Deposits	645.00
2150 · Cuban Travel Fund	50.00
2900 · SD Passthrough	100.00
<b>Total Other Current Liabilities</b>	<u>795.00</u>
<b>Total Current Liabilities</b>	<u>795.00</u>
<b>Total Liabilities</b>	795.00
<b>Equity</b>	
3000 · Equity Accounts	
3010 · Opening Equity	28,181.03
<b>Total 3000 · Equity Accounts</b>	<u>28,181.03</u>
3200 · Unrestricted Net Assets	10,885.70
Net Income	6,604.28
<b>Total Equity</b>	<u>45,671.01</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>46,466.01</b></u>