

Phoenix Shambhala Meditation Center

Community Meeting

February 17, 2019

11:30 A.M. to 1:50 P.M.

In Attendance: Michelle, Pavel, LaDawn, Andre, Lucia, Steve, Muffie, Lynn, Cindy, and Kim on Zoom

Lynn led a group check-in.

Andre facilitated the meeting.

Financial Analysis of 2018

- Managing expenses fairly well
- Less income from programs and membership and donations
- \$8,000.00 in Checking and \$10,000.00 in Savings
 - Monitoring bank account monthly will be workable.

Reports (see the [Financial Analysis document](#))

1. Status Quo Budget: based on trends from 2018
2. Minimal Budget: \$3,000.00 / month non-discretionary expenses
3. Income v. Expenses Sheet (2017-2018)

Dues and Donations: - 25%

- Q4 2017 the Center received a \$3,000.00 donation.
- Membership declined from 33 to 30 – not so much a downward trend but a sudden change.
- A donation made to the Phoenix Shambhala Center on Facebook was lost.
 - Andre is researching this.
 - Michelle will add to next newsletter: “Here are your donation options.☺ “

Gift Shop: -50%

- Losing money.
 - We spent more on pins, etc.
 - No profit on book orders – we charge the cover cost of the book” and therefore get a profit if we’re paying the wholesale cost
 - Note: We are not sure about this and need to ask Steve.
- Issues with the Book Shop (Gift Shop)
 - No one is managing it.
 - Steve used to order books for a program and students would buy them.
 - Mismatch between the inventory that we have and the books that are needed in a current class or program.
 - Also fewer programs, requiring fewer books.
 - Kim: Teachers who are offering courses could identify the reading list ahead of time and order the needed books.
 - We need a volunteer to coordinate bookstore orders with teachers.
 - This person would work with Steve to understand the process.
 - Michelle: Phoenix receives Amazon Smile donations but there is a recent error with the documentation that Amazon has. Andre and Steve are working to fix this.

- Cindy will help with fixing this.
- Conclusion: For the time-being (until we have more clarity about the process and a volunteer to manage the “book store”) we agreed to rely on purchasing books for programs and classes via Amazon.

Advertising

- \$164/year for Meet-Up
 - A lot of people come to us through Meet-Up.
 - We agreed to keep the subscription.
 - FYI: The next 6 months of Meetup have been billed. Michelle paid it and have submitted the receipt for reimbursement.

Programs: -\$5,000.00

- Decrease due to fewer programs on the schedule
- Silver Lining: there are fewer program expenses which off-sets the decrease in income.
- Michelle and Lynn gave a summary of programs currently on the books:
 - Level I: Now rescheduled to March 29-31.
 - Meditation in Everyday Life March 3
 - Level: II: TBD

Shared Space

- Donations from Heart of Recovery have decreased because of fewer participants.
- Kunzang Choling and Dharma Punks pay rent.
 - Kunzang Choling: 2018: Q1 \$420, Q2 \$364, Q3 \$360, Q3 \$270
 - Lynn will follow up with Amy and Del to ask about communications with KC and DP regarding fluctuations in their rent payments.
 - Note: Michelle presented the idea (from Del) that we give a shrine room to KC for an increase in their rent. Michelle clarified that KC has to take down our shrine and put up their own shrine each week.
 - Lynn contacted Del after the meeting and learned that KC initiated the idea of renting one of our shrine rooms. Del said she has more details and will send them to the Council.
 - Dharma Punks: Paying \$60/month, but their agreement was \$80/month
- No one seems to have been paying attention to rents owed us.

Unified Giving: -22% from 2017 to 2018

- \$200.00 / month per the agreement made by the Community at Harvest of Peace, 2018.
- Check-In from each person regarding whether to continue the donation from Phoenix.
 - Just about everyone present want to continue giving to Shambhala Global Services
 - Keep it “as is” but monitor closely in line with our Center financials.
 - Some people feel like the donation is an energetic connection to the center of the mandala
 - Question: When do we “call” the limit to the shrinking buffer?

Andre’s Conclusions about Phoenix Center Finances:

- Concerned by not worried
- Situation is workable
- We do need to take action, in particular with programs and rents.

Guarantors on the Lease

- Barbara, Muffie, Del and Amy are Guarantors
 - Chris dropped off last year.
 - Question: Where is the documentation of this change? Lynn will follow up.
- Lynn summarized Amy's email with her terms for continuing to serve as a Guarantor
- Cindy will let us know what she can legally give us as advice.
 - Lynn will scan the lease and addendum and send to the Council and to Cindy.
- LaDawn: Not as concerned, we are doing okay financially, so the guarantors are not at risk.
- Council will work together to learn more about the conditions of the lease.
 - If Amy removes herself as a Guarantor, then will Richard require us to add another Guarantor?

Next Actions – Take Aways

1. LaDawn, Lynn and Andre will search for all Center financial documents. Andre will check with Steve Koper and send to the Council financial and legal documents.
2. Lynn will scan the lease and addendum and send to Council and Cindy.
3. Cindy will let the Council know what kind and how much advice she might be able to give us about the lease.
4. Lynn will ask Chris if she has written documentation removing her name as a Guarantor on the lease. The only copy of the lease we currently have on hand, still shows her as a Guarantor.
5. Cindy will help Andre and Michelle fix the Amazon Smile donations connection.
6. Council will communicate with Richard, regarding the lease terms.
7. Lynn will ask Amy and Del for clarification about the fluctuating rent payments from KC and DP.
8. Andre will make a recommendation to the Council about a suggested failsafe limit to our financial buffer and send a quarterly update to the Council regarding our savings and checking account balances.
9. Andre will monitor rent payments from KC and DP. (I am not sure Andre has this as a take-away.)

Also, note: Lucia will tell Richard that we are seeing roaches again in the Center, even though we are putting away all food.