

BODHI TEMPEL

FIRST MEETING OF THE MEMBERS
OF THE BODHI TEMPLE
BOARD OF TRUSTEES

Themes

1.
Our value-
based goals
(short-term
and long-term)

2.
Teaching the
Dhamma

3.
Teaching
meditation

4.
Enabling
beneficial
activities

5.
Duties and
responsibilities
of a member of
the Board of
Trustees

6.
Role of
Bhikkhus

7.
Collection of
donations

8.
Other current
issues

1. Our value-based goals (short-term and long-term)

- **Short term goals**

- The main purpose of the temple is to promote the **dhamma** and provide opportunities for **meditation** practice; (The main purpose of the Aegna Mental Development Center is to organize meditation courses, youth and adult camps, etc.)

- **Long-term goals**

- To buy house for the Temple (in the old town, in the tourist area or on the tourist route, etc.)

Questions concerning the structure of the Temple and other financial aspects are resolved by the Board of Trustees, the monks practice and teach the dhamma, and do not interfere in financial matters.

2. Teaching the Dhamma

- There is a Dhamma course every weekend
- Diploma studies will later be offered under the Dhamma Vinaya Institute (not the responsibility of this Board of Trustees)
- Buddhist psychology?
- Life and Death: Overcoming the Fear of Death and Living in Peace?

3. Teaching meditation

- Every day from 18:00 to 18:45 it is possible to meditate in the Bodhi Temple (participate in guided meditation if necessary) at Olevimägi 6
- Create a meditation course? Short term or long term?

4. Enabling beneficial activities (1)

- Receiving 5 *sīla*
- Receiving 8 *sīla* on *uposatha* day?
- 28 buddhas day?
- **Full Moon Festival** (*māgha-pūjā*) or **sangha day** (usually February full moon day, 8.02.22). On that day, the historical Gotama Buddha addressed the spontaneously assembled 1,250 arahants with an advisory verse of instructions for liberation (*ovāda-pāṭimokkha gāthā*).
- **Vesāka** (*vesākha-pūjā*) (*vesākha* is the name of the month that lasts from mid-April to mid-May) or Buddha's day (usually the full moon day of May). This day commemorates the three events that took place on the full moon day of the *vesākha* month, namely the Buddha's birth, enlightenment, and final demise.

4. Enabling beneficial activities (2)

- **Dhamma Day** (āsāḥā-pūjā) (usually July full moon day) (āsāḥā is the name of the month that runs from mid-June to mid-July). This day celebrates the Buddha's first teaching to the five yogis. One of the yogis, Kondañña, gained insight upon hearing the teachings and asked to become a follower of the Buddha, thus laying the foundation for the Arya Sangha.
- On the same day, **the annual three-month retreat** (kattika-temāsikā)⁵ of the Theravada tradition to develop concentration (vassa) begins. It begins in mid-July, on the day of the full moon (uposatha) and lasts throughout the rainy season, for a total of three months. The shorter vassa lasts two months, the regular one three months and the longer one four months.

4. Enabling beneficial activities (3)

- ***pavāraṇā-pūjā*** is the day of completion/ending of the *vassa* (full moon day of October in the case of a three-month *vassa*).
- **The robe ceremony** (*kaṭhina*) takes place in the month following the completion of the *vassa*, when the laity gather in the temple to make a festive donation of suitable cotton fabric for sewing the robe, alms bowl, shaving tools, housing, food, etc. necessary for the bhikkhus (which the Vinaya allows).
- **Breath Awareness Day** (*ānāpāna-sati*) (usually in November). Once, at the end of a *vassa*, the Buddha was so pleased with the concentration practice of the assembled bhikkhus that he encouraged them to extend the retreat by one full month. On this full moon day, which marks the end of an extended four-month retreat (*kattikā-cātumāsikā*), the Buddha gave detailed instructions for developing awareness of the breath, which can be found in the *Ānāpānasati-sutta* MN 118.

5. Duties and responsibilities of a member of the Board of Trustees (sample)

**The following is a sample.
Our Board of Trustees creates its own guidelines.**

Each board member of the organization shall be responsible for:

Fully understanding and committing to the mission, goals, and objectives of the organization. Fully understanding the roles and responsibilities of the Board of Directors.

Fully understanding the roles and responsibilities of the staff.

Fully understanding the day-to-day activities of the organization.

Preparing for and attending all meetings of the Board of Directors. Section ____, Article ____ of the Bylaws specifies that unexcused absence from ____ meetings of the Board may result in the removal of the individual from the Board. Serving on Board committees and sub-committees as appointed or elected.

Providing general advice and assistance to the organization upon request by Board members and/or staff.

Providing reports, materials, and other items associated with Board responsibilities and activities in a timely manner. Informing the Board of all actual and potential conflicts of interest relating to the general purposes and activities of the organization and to specific issues before the board.

Other responsibilities as requested by the Board of Directors, the Board Chair, or other officers of the Board.

Trustee Job Description

Trustees act as voting members of the Board with full authority and responsibility to develop policies, procedures and regulations for the operation of the Foundation, and monitor the Foundation's financial health, programs and overall performance.

5. Duties and responsibilities of a member of the Board of Trustees (sample)

Policy

- to make a final determination and vote on the strategic plan for the Foundation and evaluate the Foundation's performance in accomplishing its mission on an annual basis;
- to review, discuss and vote on program committee guidelines, and to vote on all grant submissions for funding;
- to develop policies for the operation of the program committees, and to develop policies for trustee participation on the Board.

Personnel

- to hire the executive director, determine performance standards, and evaluate performance on an annual basis; to review and approve personnel policies.

Finance

- review and approve the Foundation's annual budget;
- on an annual basis, to review and approve a spending policy (determining the amount of money that will be available for grantmaking) for the Foundation, and an investment policy, that fulfill the mission and goals of the foundation; oversee the work of the Finance Committee in defining investment goals, monitoring the management of investments and adhering to tax requirements.

5. Duties and responsibilities of a member of the Board of Trustees (sample)

The Responsibilities of the Trustees are:

1. To evaluate on a regular basis:

- The organization's effectiveness in accomplishing its mission;
- The role and performance of the Executive Director on an annual basis;
- The effectiveness of the allocation of resources;
- The effectiveness of individual Trustees and of the Board of Trustees as a whole;
- Whether the Foundation should continue as an organization.

to make a final determination and vote on the strategic plan for the Foundation and evaluate the Foundation's performance in accomplishing its mission on an annual basis;
to review, discuss and vote on program committee guidelines, and to vote on all grant submissions for funding;
to develop policies for the operation of the program committees, and to develop policies for trustee participation on the Board.

review and approve the Foundation's annual budget; on an annual basis, to review and approve a spending policy (determining the amount of money that will be available for grantmaking) for the Foundation, and an investment policy, that fulfill the mission and goals of the foundation; oversee the work of the Finance Committee in defining investment goals, monitoring the management of investments and adhering to tax requirements.

2. To establish and oversee:

- Institutional policies including but not limited to a policy of non-discrimination;
- Personnel policies;
- Systems for fiscal accountability.

3. To take responsibility for planning by:

- Ensuring that there is a mission statement;
- Ensuring that there is a strategic plan;
- Overseeing the implementation of the strategic plan.

4. To oversee the acquisition and allocation of funds by:

- Defining investment goals;
- Monitoring the management of investments;
- Approving the foundation's overall program plan.

6. Role of Bhikkhus

- Study Dhamma
- Practice Dhamma (developing *sīla*, *paññā* and *samadhi*)
- Teaching Dhamma
- Guiding Trustees and lay people
- Translating Tipiṭaka (Buddhavacana project)

7. Collection of donations for rent

- Support from the trustees
- Creating an automatic payment system
- Giving motivational feedback (how the roles have been used, what has been done, what are the plans, what good is created for the donation...)
- Letter to Monica Thaddey, Mahabodhi Metta Foundation (Switzerland)
- Donation Receipts (Thai and Est? Singhalis?)

8. Other current issues

- Development of Board of Trustees members:
Code of Good Governance; Regular skills audits; Training, development and networking; Constructive, blame-free criticism (the focus is on learning instead of blaming) etc.
- An article in a newspaper
- Channel(s) of mutual communication: WhatsUp? FB? mail?
- bodhitemple@sangha.ee

Action plan

Action	Resources	Deadline	Responsible

Thank you!

