



Sacramento Insight Meditation

CONTINUING SUPPORT FOR THOSE
PRACTICING IN THE INSIGHT/VIPASSANA TRADITION

Minutes

SIM Board Of Directors Meeting

Monday, March 27, 2017

A regularly scheduled meeting of the Board of Directors of Sacramento Insight Meditation was convened at 6:30 pm on Monday, March 27, 2017, at the Sacramento Dharma Center, 3111 Wissemann Drive. Dennis Warren, President; Renee Kunz, Treasurer; Barbara Colton, Secretary; James Barnes, member-at-large; Catherine Vigran, member-at-large, Barbara Briscoe, member-at large, and Sara Denzler, member-at-large were present.

Following a sitting and the reading of Board Participation Guidelines , the Board meeting began at 6:45 pm. SIM SDC representative and Building Manager Bob Jenne joined the meeting at 6:55.

The Board discussed the agenda items as noted below. Action votes reported below as “The Board voted to approve...” indicate the unanimous consent of those Board members present.

Minutes

The Board voted to approve the minutes of the February 27, 2017 meeting as provided.

Who Will Be The Next Board Secretary?

Discussion of this item was deferred, except that Sara Denzler will take the minutes at the April meeting in the absence of Barbara Colton, who will be on retreat.

Board One Day Retreat Follow Up

Recurring Donations:

Funding Raising Letter: Hard copies of the recurring donation letter will continue to be made available on Thursday evenings. A card/form will be developed so that recurring or other donations can be made via hard copy. The Board discussed other forms of donations such as Direct Deposit, that can be made electronically.

The Board discussed having a graphic that would show progress towards the fundraising goal. The graphic and a brief explanatory statement will go in the eNews in the next edition, and then an updated version in two weeks following. The graphic will be prepared by Sabitre. The graphic and statement should indicate the number of people participating, the total amount of the subscribing donors, and the progress towards the goal.

The Board discussed ~~to~~ the need to continue to keep the fundraising campaign at the forefront of attention, and also to write thank you notes promptly to new donors.

Volunteers

Cathy reported on "Asking Volunteers to Ask Others to Volunteer." This request that current members of the Set Up and Take Down crews ask other sangha members to volunteer was met with reluctance by the Set Up and Take Down Coordinator. The Board voted not to pursue this idea at this time.

Survey on Volunteer Preferences

Barb B reported on developing a database of volunteers, and comparing those volunteer positions open with current volunteers. In order to populate the database, various lists of volunteers will be used. Dennis will update

and provide the Board's current Volunteer Master List. Barbara C will obtain the list of setup volunteers from Margaret Buss. The current volunteer brochure will provide the basis for looking at unmet volunteer needs, in addition to any reported shortages of volunteers in set up or greeting.

Webpage Videos

Discussion of this item was put over until the next meeting. In the meantime, Board members were encouraged to email recommendations to Dennis, who mentioned that SIM's Webmaster has already been working on this idea, including a video on SIM's website regarding her Tai Chi course.

SDC

Move Regular SIM Board Meeting Evening

Dennis brought additional information (from a conversation with Linda Dekker in her capacity as a representative of VSZS) about a possible need to move the Board meeting to another date, indicating that the regular Board meeting can continue on Monday evenings; none of the options previously presented is necessary at this time.

SDC Report

Bob Jenne, SIM representative to the SDC Board who also serves as SDC Building Manager gave a comprehensive report on recent SDC building improvements, repairs, and plans. A new HVAC unit was installed, that serves the west area of the building. Plans are underway to replace most lighting with energy efficient LED lighting. Bob answered questions about the lighting in the small meeting room. He also reported on the fans in the dharma hall, their location, and the location of the remotes to control them. Bob also reported on recent difficulties with securing the building, and the steps to assure that everyone who uses the building will be able to secure the space(s) appropriately.

Barbara, also a SIM representative to the SDC Board, reported on the upcoming “Envisioning” events that will take place on May 20 and 21. Board members were encouraged to attend; neither Bob Jenne nor Barbara will be available, and Barbara stressed the importance of SIM contributions to this largely brainstorming and priority-setting process, to be facilitated by SIM member Lynelle McNiel and her husband Steve, both landscape architects experienced in “charrette, “ the process to be used at the event.

Default Altar Set Up Issues

Dennis reported his discussions with Linda Dekker, SDC Office Manager and SDC Treasurer, and with SIM Setup and Take Down Coordinator, Margaret Buss, regarding the SDC’s decision to modify the Dharma Hall default setup. The decision has been made to use a soft semi-circle of chairs, cushions, and mats for three months, and then make a re-evaluation at that time. Margaret reported that this decision has taken considerable stress off our volunteers..

SIM Morning Sittings -

Dennis reported that participation in the SIM Wednesday morning sitting meditation usually consists of three to five people. Dennis believes the numbers attending will slowly increase over the next year.. Various Board members indicated an interest in participating on a regular basis.

Fiscal

Sabitre Rodriquez Invoice

Dennis will provide our webmaster’s invoice for March services to Renee in the next several days.i

SIM Insurance Comparison

Barb B and Barbara C recommended switching to Church and Casualty Insurance from the current insurer, NIAC. Board members discussed whether the transition should occur at the time the current policy would renew, or whether the shift could occur sooner. Changing sooner would depend on being able to obtain a refund from NIAC for the remaining months on the policy. Barbara B will call the current agent to check. Barbara C explained that a new quote will be required once a prospective starting date for the new policy is determined.

Potential Change In Deposit Team Function

Dennis reported that the Deposit Team members have agreed to be one of the two SIM members counting dana on Thursday evenings. The other person ~~will~~ be the Board member who did the announcements that evening.

IRS Late Filing Penalty

Dennis will request that SIM's outside accounting service review the penalty for late filing (for 2015) and prepare and file the late return as well as SIM's 2016 Tax Return.

Financial Reports

Because of time constraints, the reports below were not discussed in any detail. Renee reported that discrepancies among reports have now been eliminated, and the use of Quickbooks makes the creation of accurate and useable reports easier than in the past.

- Revenue & Expense comparison to Jan & Feb 2016 Not Including Masters Retreat
- Masters Retreat Summary
Revenue & Expense Comparison to 2016

Other

The Board discussed whether One Day Retreats could/should expect to have a Greeter (and/or Board member) regularly in attendance. No action was taken.

The Board discussed whether a deposit person would regularly be available at the conclusion of one day retreats, and what alternatives might be available if a deposit person is not present. No action was taken.

The Board discussed developing a set of guidelines and/or procedures for people who need relief from fees at one day retreats. A scholarship committee, including James, Sara, Barb B, and Barbara C, will develop guidelines.

The Board discussed how to handle information from the “New Person” cards completed by attendees at one day retreats. If someone is available to take a photo of the card, that will be done at the time. Otherwise, the card(s) will be held until the following Thursday and sent to Sabitre then.

Discussion of the following items was deferred because of lack of time; Dennis will contact Barbara about eNews items needing a decision.

Beginning Meditation Course - (Dennis)

E News Content

- 2016 Board Policy Changes on Format & Content -
- Potential Inclusion – Movie Nights & Spanish Sangha -

Board Terms, Officers & Succession Planning - (Dennis)

Important Dates

The next regular meeting of the Board will take place on Monday, April 24 at 6:30 pm.

Respectfully submitted

Barbara Colton, Secretary

April 21, 2017