



# Sacramento Insight Meditation

CONTINUING SUPPORT FOR THOSE  
PRACTICING IN THE INSIGHT/VIPASSANA TRADITION

## Minutes

### SIM Board Of Directors Meeting

Monday, April 24, 2017

A regularly scheduled meeting of the Board of Directors of Sacramento Insight Meditation was convened at 6:30 pm on Monday, April 24, 2017, at the Sacramento Dharma Center, 3111 Wissemann Drive. Dennis Warren, President; Renee Kunz, Treasurer; James Barnes, member-at-large; Catherine Vigran, member-at-large, Barbara Briscoe, member-at large, and Sara Denzler, member-at-large were present. Barbara Colton, Secretary, was absent. Jerry Simkins was also present for the first part of the meeting to discuss SDC volunteerism.

Following a sitting and the reading of Board Participation Guidelines, the Board meeting began at approximately 6:45 pm.

Board members reviewed the agenda and agreed to change the order to allow Jerry Simkins to discuss his work to increase SDC volunteerism first.

### **SDC Volunteerism**

SDC is looking for volunteers to help with care of the SDC facilities (inside and out) through workdays and ongoing chores. Jerry has stepped up to fill a need for more proactive coordination of volunteer duties for SDC. He is considering ways to help volunteers be more effective such as:

- For ongoing activities (like vacuuming, mowing lawns etc.) people would commit to tasks for a period of time. Jerry would help get access to the building and grounds for them to work when it's convenient for them.
- For volunteer workdays, he would help define the work that needs to be done.

Board members and Jerry discussed the general challenges faced by many Sanghas, including burn-out of active volunteers, lack of cash to pay to take care of community or facility needs, cultivating enough ongoing volunteers to do needed tasks.

The group also discussed the benefits for Sangha members in volunteering and the need to instill the spirit of volunteering as part of practice.

Specific discussion included:

- Specific SDC needs - covering SDC open hours; setting up and supporting the library; mowing lawns; sweeping walkways; vacuuming; mopping floors; cleaning bathrooms; raking leaves and other seasonal tasks
- The potential to pay people to do some tasks – the SDC Board apparently recently decided that tasks would be completed by volunteers, subject to review in several months.-If this report about an SDC decision is accurate, it is inconsistent with discussions associated with the signing of SIM's lease with the SDC. The lease does not require, and there was no indication that SIM or volunteers from SIM would be asked to perform these tasks. There was no indication by the SDC at the time of signing that volunteers from individual Sanghas would be the sole source for these tasks being performed.

Jerry has already made short presentations to SBMG and Valley Streams on their respective meeting nights. He proposed making a short presentation to SIM on a Thursday evening with the Board's approval. The Board discussed the proposal and voted to have a joint presentation made by Jerry on behalf of the SDC and a member of the SIM Board about respective volunteer needs in the next two weeks. Barbara B will be finalizing the volunteer sign up form that she has been working on for use during the presentation.

The group discussed a coordinated effort to reach out to volunteers for SIM and the SDC at an upcoming SIM Thursday night.

## **Minutes**

The Board agreed to have members submit corrections to the draft minutes of the March 27, 2017 meeting. Once the corrections are made, the minutes will be submitted for posting to the website.

## **Executive Session**

The Board entered a closed session at 7:50. A copy of documents pertaining to the discussion will be held in a confidential file.

The Board entered open session at 8:30.

## **Consent Calendar Items -**

The Board reviewed the consent calendar and unanimously approved the following items:

**Policy Regarding Full and Accurate Monthly Financial Reports** - Full and accurate monthly financial reports will be presented to the Board by the Treasurer, to the degree reasonably possible. The Treasurer will make all reasonable and timely efforts to obtain information necessary to prepare such reports, including from third parties as necessary.

**Policy Regarding Payment of Expenses** - In The Same Month Incurred  
The Treasurer will make all reasonable efforts to pay expenses and monthly payment obligations during the month they are incurred or the month they are due.

**Policy Regarding Deposit of Contributions In The Same Month Received** - The Treasurer will make all reasonable efforts to have contributions deposited in the same month they are received.

**Transfer of PayPal Funds To SIM Bank Account** - The Treasurer will transfer all funds in excess of \$800.00 in SIM's PayPal account to SIM's bank account on the 15th and 30th of each month as necessary.

The Board also approved the item on the **SIM 2017 Residential Retreat Financial Policies**, with the following minor adjustments: For the SIM 2017 Residential Retreat, the Board agreed that a \$350 deposit would be required. The refund guidelines would be:

- 100% refund if cancellation occurs prior to June 15,
- \$350 deposit retained by SIM if cancellation occurs between June 16 – July 15,
- No refund if cancellation occurs after July 15.

This is consistent with current cancellation policies at multiple other Sanghas. Additional discussion about the residential retreat occurred later in the meeting (see notes below).

## **Financial**

The Board looked at the January – April Statement of Activity by Month and noted where there is still-an issue with bills and dana being paid/recorded in the month subsequent to being received. This makes the monthly entries and totals of expenses and revenue misleading. The Treasurer agreed to talk with volunteers involved in this function to resolve this issue.

The Board discussed the status of recurring monthly donors. The number of donors and total monthly amounts have increased slightly since March. Twenty-five donors are giving a total of \$1802 per month. Cathy will be tracking new donors and contributions as they sign up for use in the SIM E News, reports to the Board and so Board members can send thank you notes.

## **Insurance –**

Board Member Barbara Briscoe reported on the insurance research that she and the Secretary had done, including that NAIC, SIM's current insurance company, is raising SIM's rates. If SIM changes companies before June 9, NAIC will prorate SIM's final payment. She confirmed the new company, Church and Casualty, provides equal or better coverage than NAIC, including general liability coverage and meeting the requirements of the Angela Center, where SIM holds its annual retreat.

The Board agreed to change to Church for its insurance needs. Barbara Briscoe will ask Church for an updated quote with a new effective date and will have the new policy sent to Dennis and Renee for signature.

## **Tax Return and Penalties:**

The President reported on SIM's State and Federal Tax Returns, Late Filing Penalty Appeal, and on Attorney General Registry Filings situations . SIM failed to file state tax returns with the State Franchise Tax Board for the years 2008, 2009, 2010, 2015 and 2016. Federal returns have all been filed, but it appears that some are incomplete and will need to be amended. SIM is also facing a \$3800.00 penalty for late filing of SIM's federal tax return for 2015. SIM's accountant's, Tate and Associates, will review SIM's

financial records and prepare the state returns that were not filled and SIM's state and federal returns for 2016. They will also investigate grounds for appealing the late filing tax penalty and work with the President to prepare and file an appeal. SIM's accountants also determined that SIM has failed to file its annual Attorney General's Registry of Charitable Trusts Report since 2005. They will be communicating with the Attorney General's Office on the best way to deal with the delinquency. The President is in communication with a number of other Vipassana communities and retreat centers regarding their policies on scholarship, work scholarship programs and fee waivers. He will put together a memo with options for each of these circumstances for the Board's consideration at its June meeting.

### **SIM Residential Retreat –**

SIM has historically subsidized the costs of the annual retreat. Projected costs for 2017 ( based on the Angela Center's contract requiring a minimum of 24 people) will be \$934 per person. The President proposed that SIM disclose SIM's actual cost to potential participants and charge two different registration fees this year: a "Donor's Registration Fee" of \$934; and a regular registration fee of \$800.

The Board voted to adopt this approach. The President will prepare a retreat flyer and registration form that will be put on the website by Monday, May 1<sup>st</sup>. The deadline for registering is June 15<sup>th</sup>.

The next meeting of the Board will be on Monday, May 22, 2017, at 6:30 pm.

Respectfully submitted.

Sara Denzler

May 13, 2017