



Sacramento Insight Meditation

CONTINUING SUPPORT FOR THOSE
PRACTICING IN THE INSIGHT/VIPASSANA TRADITION

SIM Board Of Directors Meeting

Monday, July 31, 2017

The Board of Directors of Sacramento Insight Meditation met on Monday, July 31, 2017, at a private home. Dennis Warren, President; Catherine Vigran, member-at-large; Barbara Colton, Secretary; 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 approximately 2:00 pm.

Board President Dennis Warren prepared the minutes for the following topics:

Minutes: Revision and Approval of May, June, and July Minutes

The Board agreed that the draft minutes for the May, June and July meetings will be considered and finalized at the next Board meeting on August 13.

Financial Reports

The Board reviewed and discussed the new Chart of Accounts (COAs) and key financial reports developed through the joint effort of SIM's Quick Books consultant Terry Bowles and SIM's President and Webmaster. It was agreed that the new COAs and financial reports will provide the Board with a useful and relevant system for understanding and evaluating SIM's financial position and making sound financial decision. The Board unanimously adopted the new COAs and key financial report formats as the primary financial tools for the Treasurer, Finance Committee and the Board.

The Board asked the President to explore the potential of breaking out the revenue and expenditures of SIM's annual Senior Teacher Retreat on financial reports, similar to the way Residential Retreat revenue and expenditures are broken out separately on the new report formats. The Board also asked the President to explore whether revenue and expenditures for the Residential Retreat and the annual Senior Teacher Retreat can

be eliminated as categories of reported information on Month-To-Month Statement of Activity reports.

The Board also reviewed the current financial system, and roles of individuals, who are responsible for making deposits, transferring deposit information to SIM's Quick Books consultant, inputting financial information into Quick Books, and the integration of PayPal and Bank of American entries into Quick Books. The Board agreed on the value of developing a written statement and flow sheet describing the current financial system and role and responsibilities of each individual. This will be a long term project assigned to a member of the Board to lead, or a Board committee to develop as part of SIM's restructuring of Board Officers and Committee roles and responsibilities.

Board Officer and Committee Responsibility

The Board reviewed and agreed to adopt, in principles, a statement of roles and obligations of the Board Officers and the Finance Committee. The Board will consider approval of a revised, final statement at its next Board meeting.

Minutes: Recording for Accuracy

The Board agreed, with one abstention, that the secretary has the option to record Board meetings to support the Secretary's ability to prepare and distribute meeting minutes within one week of each meeting. The Board agreed that such recordings will be immediately destroyed after the final version of the minutes has been approved. The Board further agreed that such recordings will not be redistributed for any purpose unless approved by the Board in advance.

Appreciation of Prior Board Members

The Board agreed to recognize and express appreciation for the service of prior Board members Renee Kunz and James Barnes at its regularly scheduled Thursday evening meeting on August 10, 2017, subject to ability to attend the event.

Next Meeting

The Board agreed that its next meeting will be August 13, from 5 to 8 pm.

Respectfully submitted

Barbara Colton, Board Secretary

August 2, 2017