



Sacramento Insight Meditation

Board of Directors Meeting Sunday, August 13, 2017

A regularly scheduled meeting of the Board of Directors of Sacramento Insight Meditation was convened at 5 pm on Sunday, August 13, 2017, at the Sacramento Dharma Center, 3111 Wissemann Drive.

In attendance were:

President - Dennis Warren

Vice-President - Catherine Vigran

Secretary - Barbara Briscoe

Member-At-Large - Barbara Colton

Member-At-Large - Sara Denzler

Following a sitting and the reading of Board Participation Guidelines, the Board meeting began at approximately 5:20 pm at which time the following items were addressed.

Board Meeting Issues

The Board agreed to change monthly meetings to the second Monday of the month, instead of the fourth, to allow for a more complete review and discussion of the previous month's financial records. The President agreed to contact Friends House to determine space availability on the second Monday of each month beginning in October, 2017 since SDC space is not available.

The Board discussed the need to identify and record action items with expected dates of completion during Board meetings. The secretary agreed to log the items during the meeting to be distributed to the Board members.

The Board has agreed that a shared calendar with important dates and deadlines would be a valuable organizational tool. The President and Webmaster have reviewed several calendar apps and have selected one for

member review. Board members will offer input into what items should be included on the calendar, for review at the next Board meeting.

Fiscal

The President provided a number of financial statements showing revisions to the Chart of Accounts (dated January 2016 - June 2017) that were discussed at previous Board meeting, July 31, 2017. The Board agreed that these revisions which separate revenue and expenditures for the Residential Retreat from the General Fund provides a more accurate picture of the on-going monthly revenue/expenditures. In addition, the Board discussed the benefit in separating the Senior Teacher daylong retreat figures from the General Fund. This issue will be addressed for the 2018 Senior Teacher daylong retreat in January.

The President will provide a variety of financial reports for the October Board meeting including breakdowns of dana and registration fees by month for review and analysis. Reports will include dates January 1, 2017 through August 30, 2017. During the October Board meeting the members will decide which financial breakdowns/reports would be useful to have automatically generated on an ongoing basis.

A review of current monthly contributions was requested for next month's Board meeting.

Promotion of the Steve Armstrong daylong retreat (Saturday, January 27, 2017) was discussed with an early December timeframe considered. The President will be in contact with faculty member and event coordinator, Rich Howard, to further discuss this matter.

The President explained the breakdown of funds from the Senior Teacher daylong retreat:

Senior Teacher receives:

All Expenses Paid

100% Dana

\$1000 (annual contribution for SIM's three Senior Teachers)

SIM receives

Registration Fees - \$35/per person

The process of depositing checks received by mail at the SDC facility and subsequently forwarding deposit information to SIM's Quick Books consultant, was discussed. The Board's new secretary agreed to assume responsibility for checking for and depositing checks that have been received by mail on a weekly basis. The Board's secretary and treasurer discussed the possibility of sharing this task after the next Board meeting in October.

The Board also discussed the advisability of having a wall mounted deposit box in the SIM office that can be opened by combination rather than by key. The President agreed to research available options and report back to the Board.

Board Officers & Finance Committee

The following officer changes were confirmed:

*Catherine Vigran has accepted the office of Vice-President as of this Board meeting, August 13, 2017.

*Sara Denzler has accepted the office of Treasurer as of the next Board meeting, October 2, 2017.

*Barbara Briscoe has accepted the office of Secretary as of this Board meeting, August 13, 2017.

Role expectations for each officer position were discussed and clarified including individual needs for a smooth transition.

The Board adopted the attached "Officers & Finance Committee General Statement of Roles and Responsibilities" outlined for Board President, Vice-President, Treasurer, Finance Committee and Secretary.

The Board also adopted the attached "Statement of Relationship SIM Senior Faculty & SIM Board of Directors" delineating the SIM Mission and Vision and the relationship between the Senior Faculty and the Board of Directors in meeting these goals. 3 The President/Senior Teacher reported that the Senior Faculty is inviting eight new teachers or teachers-in-training for SIM's Thursday night sittings/dharma talks in 2018. The SIM's Senior Faculty will then confer with the Board if any financial issues are involved before such an invitation is finalized.

SDC

Board member and SDC liaison, Barbara Colton, reports that the SDC Communications Committee is creating a “publicity brochure” that will include inserts from each of the three sanghas. Guidelines about the inserts are pending. Changes to how announcements/leaflets are displayed are also being considered. Finally, SDC is planning a yard sale to be held on Saturday, September, 2, 2017.

Volunteers

The volunteer liaison reported a continued shortage of volunteers to fill set-up crews for both Thursday night dharma talks and monthly daylong retreats. Margaret Buss (SIM’s set-up volunteer coordinator) expressed a desire to maintain the role of registrar for monthly daylong retreats to decrease demands on her set-up crew. The issue of Greeters will be discussed at the next Board meeting.

The secretary/liaison for monthly daylong retreats made suggestions for policy and procedural changes. The Board agreed to adopt the policies and procedures that have been delineated in the attached form, “Daylong Retreat Policy and Procedures - Registrar”. With five SIM members interested in serving as registrar (on an occasional basis), the Board agreed that we would maintain the role of registrar with a back-up plan in place for months in which a volunteer is not available. The recruitment of volunteers will be on-going. Board member, Barbara Colton, agreed to be responsible for recruiting additional community members to act as registrars for daylong retreats. The Board approved the purchase of a registration table, petty cash box and a combination depository box (discussed above).

Board member, Barbara Colton, has secured Linda Franklin as the coordinator with assistance from Renee Kunz, liaison for last year’s Holiday Dinner. Barbara proposed that advertisement for the event begin in early November.

Next Meeting

The next Board Meeting is scheduled for October 2, 2017 at the SDC.

Respectfully submitted,
Barbara Briscoe
August 17, 2017

