



**SIM Board of Directors Meeting  
Tuesday, February 16, 2016**

**Minutes**

A regularly scheduled meeting of the Board of Directors of Sacramento Insight Meditation was convened at 7:00 pm on Tuesday, February 16, 2016 at the Sacramento Friends' Meeting House, 890 57th Street, Sacramento. Dennis Warren, President; Brian McKinsey, Vice President; Renee Kunz, Treasurer; Barbara Colton, Secretary, James Barnes, Member-at-large; Catherine Vigran, Member-at-large, and Diane Wilde, Member-at-large were present. The meeting began with a sitting. Following the sitting, and the reading of Board Participation Guidelines, the Board discussion followed the previously distributed agenda, with the addition of an item on "sound systems" suggested by Diane. The discussion of the item occurred before other items were discussed; no action was taken.

**Minutes**

The minutes of the January meeting were approved with the corrections proposed.

**Fiscal**

**SIM Bookkeeping & Accounting System – Update**

Dennis, Renee, and Jaana will meet with the accountant next week to set up a system for 2016. Renee and Jaana prepared the 2015 tax statements and mailed them the previous evening. Renee will be preparing the 1099s for all teachers once she has obtained their social security numbers. She reported that with the implementation of the new accounting program, all such documents can be prepared and issued earlier.

Renee provided a report of the current financial status.

**Change of Banking Signatures – Wednesday, January 27**

Renee reported that as of January 27, Dennis, Renee, and Brian are the signatories on the SIM account at the Bank of America. The names of Lynelle McNeil, Laura Rosenthal, and Jaana were removed as signatories, although Jaana can continue to make deposits and issue electronic checks.

The Board discussed the current limit of \$300 for any Board member to authorize or make an expenditure without seeking Board approval. The limit of \$300 was maintained. For any expenditure greater than \$300 Board prior approval will be needed.

## **January 30<sup>th</sup> Partial Board Retreat**

A variety of items related to Thursday evening presentations had been discussed on January 30. The need to warmly welcome both new/first time attendees as well as returning/regular sangha "members" was emphasized, and several means have been proposed:

A "greeter" or greeting team who would be in the foyer/at the door when people enter: to facilitate this approach, the *Thursday Evening Greeter Instructions* document was adopted on a "tryout" basis, subject to modification after use. The need for a "point person" in charge of recruiting "greeters" was mentioned. James offered to make a list of potential greeters. Cathy offered to help with calls to potential greeters.

The document prepared by James as the *Thursday Evening Opening Topics Outline* was unanimously adopted.

The *Thursday Evening Opening Rotation Schedule* developed by James following the Doodle poll and confirmation by Board members of availability on the dates proposed was unanimously adopted.

Dennis and Brian are working on a handout for all first time/newcomers to SIM.

The Board expressed appreciation to James for his work on the Greeter Instructions and the Rotation Schedule.

## **SDC**

### **Report on SDC Meetings**

Brian has been invited to join the SDC Board. The SDC Board acknowledged Dennis' assistance in providing a memo that explains the loan guarantee documents all the sangha are being asked to sign. Dennis indicated that, after consulting an attorney who specializes such non-profits, neither SIM nor the Board members individually, would be liable in the event that the SDC, the holder of the mortgage, was in danger of default on the mortgage.

Wissemann Drive Property: An extensive discussion of this property and the progress of the offer, negotiations, and agreements took place. Dennis reported on his efforts to raise funds from SIM members towards the newly (re)established SDC Capital Campaign. Barbara offered to manage the contributions from SIM "members," which Dennis proposed to be "bundled" and provided to SDC at their next regularly scheduled meeting on March 8.

The progress of acquisition of the property seems promising, though not assured. If the inspections, needed repairs/modifications, "assembly permit," and financing all move along without too many stalls, the property may be available for steps towards occupancy by June.

Brian suggested a "registry" at Home Depot or similar for building supplies, items, tools, etc., similar to a baby or bridal registry.

## **Kamala Masters Visit**

The details of the schedule for Kamala Masters' visit were discussed and finalized. A driving schedule was passed around and all slots were filled. The events and arrangements are:

Thursday, February 25 - Evening Talk: Dennis will introduce Kamala.

Friday, February 26 – Leadership & Volunteers Half Day: Dennis will send out an email inviting volunteers to this half day event. The first half, from 8:30 until 10:30, will include a sitting followed by a discussion of the Wisseman property and its implications for our community, including volunteers. Kampala will come at 10:30 and will give a talk on volunteering and dana.

Friday Evening, February 26 – Dinner with SIM Board: Cathy offered to make reservations at Lemon Grass.

Saturday, February 27 – One Day Retreat

Logistics and Staffing: Mary Howard has made all arrangements for the One Day at Sierra Arden Church of Christ, including volunteers for set up, flowers, tea, and other details.

SIM Dana contribution: Dennis reported that in past years, that in addition to the dana collected on the Thursday and on the Saturday, that SIM had provided to John Travis, to Steve Armstrong, and to Kamala, an additional \$1000 over and above dana, transportation, and housing. The Board voted unanimously to provide the additional \$1000 to Kamala on this occasion.

The next regularly scheduled meeting of the Board will take place on Tuesday, March 15, 2016.

The meeting was adjourned at approximately 9:25 pm.

Respectfully submitted

Barbara Colton

SIM Board Secretary

March 14, 2016