



Sacramento Insight Meditation

Minutes

SIM Board of Directors' Meeting

Tuesday, May 17, 2016

A regularly scheduled meeting of the Board of Directors of Sacramento Insight Meditation was convened at 7:00 pm on Tuesday, May 17, 2016 at the Sacramento Friends' Meeting House, 890 57th Street, Sacramento. Dennis Warren, President; Brian McKinsey, Vice President; Renee Kunz, Treasurer; Diane Wilde, Member-at-large; and Catherine Vigran, Member-at-large, were present. James Barnes, Member-at-large and Barbara Colton, Secretary participated via phone.

The meeting began with a sitting and the reading of "Board participation as Dharma Practice." Following the sitting, the Board discussion followed the previously distributed agenda.

Minutes

The minutes of the April meeting were approved with no corrections or changes proposed.

Renee requested an excerpted copy of the minutes from the meeting at which she was appointed as Treasurer, in order to make changes to the official signatories on the PayPal account. Barbara will provide the statement to Renee.

Paypal is also requesting a letter from our legal authorizer, Dennis. PayPal is referring to the letter as an Authorization Letter for Official Name Change on the PayPal account. Authorization letter must contain letterhead, company stamp, and signature of director or legal authorizer. Dennis said he would provide this letter.

Fiscal

Treasurer Renee Kunz provided an extensive report on SIM finances, noting that the new SIM Bookkeeping and Accounting System allows for a variety of reports and analyses. Renee presented a statement of activities by month (through April); a report on dana, including non-cash donations; a report on income thus far from the Residential

Retreat; the amount available for one or more scholarships to the Residential Retreat; and a report on expenditures that included the amounts paid to teachers from the dana collected. Renee noted that dana that comes in during the fiscal year following the year for which it was intended (ie, well after a talk by a teacher, including at a one day retreat) presents challenges to understanding the monthly flow of income and expenditures, since it is income but is backed out because it is from the previous year. A discussion of expenditures and dana payout ensued. The need to have an accurate estimate of monthly income and monthly expenditures was emphasized. Income and expenditures related to the Residential Retreat are a substantial segment of SIM financial activity for several months both before and after the actual Retreat, requiring additional attention in order to obtain an accurate understanding of SIM's financial position throughout the year.

The SIM 2015 tax return had not been filed as of the date of the meeting. Apparently the accountant had a stroke and was unable to complete the return by April 17.

Renee provided a completed questionnaire to the insurance account representative in order to renew SIM's insurance for 2016. The insurance provider questionnaire asked questions such as whether SIM volunteers carry personal auto insurance policies that will cover them while using their cars for SIM-related activities. Dennis provided a suggestion for responding to the insurance company's request for that information.

The Board discussed the process for collecting, counting, and depositing dana and any other donations. While Jaana is the financial coordinator, a process is needed to insure that she receives the dana after each meeting during which it is collected. Various options were discussed, each acknowledging that there would be times when neither the treasurer nor the financial coordinator would be present.

SDC

Since a different lender who does not require either a Loan Guarantee or a Compilation has been selected to provide the mortgage to the SDC, those items are no longer necessary (saving several thousand dollars.) The Property Lease documents have been provided to the SDC.

In order to facilitate the sharing of the new facility (3111 Wassermann), Dennis prepared a Master Calendar of SIM needs, and compared it with SBMG's proposed calendar. Rich will represent SIM on a committee that will be scheduling the use of the building.

Dennis reported that Rich and Vic met with counterparts from the other sustaining sanghas , who together comprise the Coordinated Set Up Committee, to discuss matters related to setting up, both move-in and other, ongoing set-up processes and procedures.

Barbara reported that the close of escrow on Wisseman is likely to occur sooner than the middle of June.

The Board unanimously approved Bob Jenne as the new SIM SDC Representative, effective immediately. Dennis will notify Bob of this appointment.

Dennis reported on a timeline for providing the Friends with Notice that SIM will be moving (giving up rental of their building.) The Board discussed providing gardening services to the Friends (at the Meeting House) as dana in appreciation of the long and satisfactory relationship between SIM and the Friends. The Board also discussed possibly providing a monetary contribution to the Friends, also in appreciation.

Volunteer Efforts

James provided an update on the progress in recruiting Thursday Evening Greeters. A training for the currently identified Greeters will

be provided in June. Cathy will be available to take a more active role by then. Eight (8) people have volunteered to be Greeters to date.

The *Handout For First Time Visitors* was discussed in April.

Cathy has completed some revisions to the original draft of *Volunteer Opportunities* document prepared by Brian and Pat Long. Barbara agreed to work on the document during Cathy's absence, with a target date of May 25 to complete the revisions. Dennis and Renee will provide some additional descriptions of volunteer activities in the areas of technology and communications, and financial matters, respectively. Dennis will write a note of appreciation to Pat Long.

A new coordinator is needed for the *SDC Volunteer Efforts & Move In Committee*, a position most recently held by Brian. In the interim, Barbara will contact Linda Dekker of SDC regarding potential SIM volunteers for upcoming SDC workday events.

Other

Brian, with some information from Renee, provided a status report on the Residential Retreat. Registration is ongoing through July.

Dennis indicated that Kamala Masters is willing to commit through 2018 to the February Senior Teacher's Weekend – Feb 23, 24 & 25 in 2017. The Board enthusiastically approved Kamala Masters as the teacher for that retreat. Kamala also is willing to serve, with Dennis, as a teacher for the Residential Retreat in 2018. The Board enthusiastically accepted Kamala's offer.

The Board discussed the BP3 PenPal Program that Jaana has begun, and how to solicit additional writers. Jaana will be asked for additional details.

Dennis proposed providing a tuition subsidy for Matt Russell, who is training to teach MBSR, in return for Matt teaching the MBSR course for SIM.

Brian initiated a discussion of Thursday Night Announcements, including format, content, and asking for announcements from the community. Board members are asked to use an outline that includes an opportunity for community members to announce "outside" events.

The meeting was adjourned at approximately 9:30 pm.

The next meeting will be held on Tuesday, June 21, 2016.

Respectfully submitted.

Barbara Colton, Secretary

June 19, 2016