



Sacramento Insight Meditation

Minutes Board of Directors Meeting Monday, January 22, 2018

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6:45 pm on Monday, January 22, 2018 at the Sacramento Dharma Center (SDC), 3111 Wissemann Drive, Sacramento, CA 95826.

In Attendance

President: Dennis Warren

Vice-President: Catherine Vigran

Treasurer: Sara Denzler

Secretary: Barbara Briscoe

Member-At-Large: Barbara Colton

Building Manager: Bob Jenne

Following a brief period of meditation and reading of *Board Participation Guidelines* the meeting convened at approximately 6:55 pm and the following items were addressed.

Board Meeting Minutes

The Board approved the minutes of the December 18, 2017 meeting which will be posted to the SIM website.

1. Fiscal

1.1 Financial Reports

1.11 2017 Year-End Preliminary Financial Analysis

The President circulated a report, *2017 Year End Preliminary Financial Analysis* which showed that although event dana and recurring monthly payments were **not** sufficient to cover operating costs, registration fees **plus** event dana and recurring monthly payments covered operating costs with a surplus revenue for 2017 (\$2,419.32). The year-end reserve (\$66,741) almost meets the basic goal of having one year's anticipated operating costs and places SIM in a substantially better financial position than 2016. The report indicates that year-end contributions (\$16,820) were primarily responsible for a reserve increase in 2017 over 2016.

The report also showed a 23% decrease in dana to teachers in 2017 compared to 2016 and included a discussion of the possible causes and implications. The Board voted unanimously to issue a check of \$1,000.00 to SIM's founding teacher (Dennis Warren) and mentors (Rich Howard and Diane Wilde) as dana to express the Board's appreciation for their contributions this year.

SIM's improved system of financial record-keeping and tracking has allowed for important financial comparisons that will be useful in future decision-making. The President and Webmaster, Sabitre Rodriquez, are considering additional analyses of the financial records for better understanding and improved operating decisions going forward.

1.12 Year-End Fundraising Report

The Vice-President reported on year-end pledges, *Summary of 2017 Year End Giving*, which provides a breakdown of the \$16,890 in year-end donations by numbers of donors, average donations, first-timer donors etc. The current model of lumping all donations (monthly and one-time) together made these breakdowns difficult to ascertain. Webmaster, Sabitre Rodriquez will change the reporting process so that monthly donations will be reported separately from one-time donations. For year 2017, **only** one-time donations made after the November fundraising letter was sent were included as year-end donors. These donors have been sent letters of appreciation by the Board.

Recommendations were made to send additional cards of appreciation to:

*One-time donors as donations are made throughout the year.

*New monthly donors in 2018.

*Existing monthly donors who continue to donate in 2018.

The Vice President will continue to coordinate the writing of acknowledgement cards to donors. It was proposed that Board members share the card-writing responsibility. A Board member may wish to write a card to a community member with whom they have a personal connection.

The Board discussed the benefits of contacting first-time year-end donors about why they chose to support SIM financially. The feedback may help the Board in targeting future fundraising outreach and provide personal testimonials that could be shared with the community regarding why people choose to donate to SIM. The Finance Committee will discuss this option at their next meeting.

Future updates will include changes in monthly pledges and an update on additional financial donations.

1.2 Service Arrangement and QuickBooks Transition Meeting

The Finance Committee (President, Vice-President and Treasurer) met with QuickBooks consultant, Terry Bowles and Webmaster, Sabitre Rodriquez on January 8, 2018 to discuss the transition of QuickBooks to Sabitre and Terry's final responsibilities in finishing his work on the 2017 financials (noted below under heading **1.3 Tax Deadlines**)

1.3 Tax Deadlines. Two financial service agreements between SIM and Sabitre Rodriguez (QuickBooks and Essential Services) which took effect on December 1, 2017 have been signed and mailed to SIM % SDC.

The Treasurer reported that the Finance Committee may need to approve additional hours that exceed Sabitre's allotted hours for the month of January.

1.3 Tax Deadlines

Terry Bowles has prepared and mailed 1099's to all but one service provider to meet the end of January deadline. SIM is working to obtain a Tax ID number for the final provider. (Note: it was subsequently determined that as a not-for profit, the final provider did not need a 1099.) Terry will also submit a Form 1096 as required by law.

The Treasurer and Vice President will complete and mail tax letters to contributors this week.

1.4 Finance Committee

The Finance Committee and Sabitre will have an introductory meeting on January 30, 2018 with Donna Palmer from Tate Associates, SIM's accountant.

The Finance Committee plans to revisit the role that Jaana Elina performs (writing checks) and to create an official written document of financial roles and responsibilities for placement in the digital library.

The Treasurer indicated that she will notify other finance committee members by email for any payments that are in excess of \$350.

1.5 Insurance Coverage - Movement Class

The Board discussed the reimbursement of a \$200/year insurance policy to cover Sabitre's movement class. Member-at-large, Barbara Colton will contact SIM's insurance carrier, Church Mutual, to determine if Sabitre is covered under our existing policy.

2. Retreat Updates and Issues

2.1 2018 January - Steve Armstrong Daylong

Lodging - Steve will be staying at Larkspur Landing on Howe Avenue. The President will use the SIM debit card to pay lodging expenses.

Flight - Steve will send invoice for reimbursement for his flight.

Local Transportation - The President provided a schedule of pick-ups and returns to the hotel to be provided by Board members and retreat manager, Rich Howard.

Registrars - Barbara Colton and Barb Briscoe

Friday Sit - The President provided an outline of the morning's schedule

2.2 2018 September - Steve Armstrong Residential

Flyers for the residential retreat will be available on Saturday January 27, 2018 at the daylong retreat.

The question of whether a member of leadership could attend the residential retreat even if he/she would miss the first full day was discussed. The President stated that practice needs for the leadership team is important and as long as a late arrival is not disruptive he supports the shortened participation. The remaining Board members also approved.

2.3 2019 September - Residential

Dates have been confirmed as September 3-10, 2019

Teacher: Senior Teacher, Kamala Masters (She will also teach at a daylong retreat for SIM in early January or February 2019.)

Location: Mercy Center Auburn Retreat and Conference Center, 535 Sacramento Street, Auburn, CA 95603, 530-887-2019, FAX 530-887-1154

The Vice-President and Treasurer toured the center and reported their impressions during the meeting on December 18, 2017. A draft agreement with Mercy Center has been received and will be made official in the spring 2018. The Board committed to 35 single sleeping rooms and will reserve the new hermitage, Catherine's Cottage. (The cottage cost is \$1,000 instead of previously quoted \$700). A retreat manager is included in the total cost. The required deposit is partially reimbursed in the event that the retreat is cancelled.

The Board gave the Treasurer approval to sign and return the contract with the required deposit which is due to Robin, Mercy Center retreat manager, this week. The Treasurer will inquire about whether the contract is legally binding.

3.0 Operations Issues

3.1 February 5 Board Half-Day

The Vice-President provided an outline for the Board meeting scheduled for Monday, February 5 from 9:30am - 1:30 pm. She is requesting feedback from Board members as soon as possible.

3.2 Review Action Items - December 18, 2017

Secretary will send December Action Items to all Board members so that they can indicate whether action items have been completed or when they **will be** completed.

3.3 Addition to Board Participation Guidelines

The President has proposed an addition to the *Board Participation Guidelines* which was included in the board agenda packet. He has asked that the additional item addressing self-care in leadership be addressed at the Friday sit with Steve Armstrong.

3.4 Proposed Co-Sponsorship of Franz Moeckl Daylong with SBMG

The Board unanimously voted to approve the proposed draft, *Draft: Agreement for 2018 Franz Moeckl Retreat Co-Sponsorship (5/26)*.

3.5 Important Projects Updates

The Vice-President, Treasurer and Secretary met on January 19, 2018 to work on the projects listed below. The main emphasis was organization of material in the digital library and online calendar as well as a breakdown of responsibilities as noted below:

3.51 Calendar entry

Treasurer:

Deadline dates for tax payments, insurance payments, retreat payments, any other payments

Secretary:

Meeting dates, Retreat dates

All:

Time away with details on availability (eg. telephone, email, none)

3.52 Digital library

Secretary:

To enter minutes (including drafts), action items (including those in progress), and Board resolutions, to scan and enter after signature

Treasurer:

To consider internal organization of financial folder, including how and what to add to each folder

President:

To enter agendas and agenda packets and consider how to organize attachments

3.53 Volunteer Online Calendar

Secretary:

To enter Announcers/Dana/Deposits for Thursday evening events

3.54 E News

The Vice President has identified a volunteer who is interested in working with Sabitre Rodriquez with the possibility of a full commitment to maintaining the SIM E News.

3.6 Agenda process

President:

To copy previous agenda immediately after the meeting, change date to the next month and make preliminary adjustments

To review draft minutes when available (within a week of last meeting) and make additional additions and corrections, sending draft agenda to Board members for review and input

Board members:

To return draft with their input within a week

President:

To send out final agenda with agenda packet at least four days before the next meeting

3.7 Shared Documents from Digital Library

The Secretary agreed to add action items and meeting drafts into a working file in the digital library. Individual changes/suggestions/edits to shared documents will be color-coded as indicated below:

President: Red

Vice-President: Blue

Treasurer: Green

Secretary: Purple

Member-At-Large: Orange

3.8 Document Consistency

The Board discussed the need to have a consistent way to name documents for easy retrieval. The President agreed to provide a list of 5-6 rules about how to name documents consistently among Board members to improve efficiency.

3.8.2 Record Retention Requirements

The Board agreed to research and make official the requirements for retaining hard copies of board documents.

3.9 Office Equipment

Not addressed.

4.0 Sacramento Dharma Center (SDC)

4.1 Building Report/Remodel

Bob Jenne reported to the Board that moveable walls that will satisfy concerns regarding noise and privacy are being researched. SDC Board will meet on Friday, January 26, 2018

to consider a “quasi” final design. An architect will be consulted for suggestions and/or affirmations and modifications made based on this input. Sanghas will receive the final recommendation from SDC and will meet on February 11th to reach consensus. SIM Vice-President, Treasurer and Member-At-Large, Barbara Colton will attend the February 11th meeting.

SDC is also considering creating a small space for teacher interviews and/or for a small meditation room. It has been proposed that a 10' x 10' room will be created from a portion of the cushion-storage-room as it is right off the dharma hall and therefore generally quiet and convenient if a teacher wants to have an impromptu conversation with an event participant. The lost storage space would be available in the vault room.

4.2 Aphid Infestation

An aphid infestation is being investigated. A knowledgeable person will be consulted and environmentally safe treatment options will be considered.

4.3 SDC Brochure

Member-at-large, Barbara Colton circulated a summary of selected agenda items from the SDC Board Meeting January 10, 2018. In response to the entry regarding the SIM insert of the SDC brochure, the Board is requesting that Barbara obtain more information from SDC about preferred font, font size, number of words and color.

4.4 Permanent Altar Committee

The President reported that Barbara Briscoe will represent SIM on the Permanent Altar Committee. The committee is waiting for Valley Streams to identify a female participant so that the committee can reconvene.

4.5 SIM Envisioning Process Response

The Vice-President reported that the presentation of the SIM Board's recommendations regarding the envisioning process to the community on January 11 was well received. No modifications were suggested by the 12 community members who were present.

5.0 Volunteers

Community Holiday Potluck Report

Not discussed.

Next Board Meeting

February 26, 2018 @ 6:30-9pm at the SDC.

Respectfully Submitted
Barbara Briscoe