



# Sacramento Insight Meditation

## Minutes Board of Directors Meeting Monday, February 26, 2018

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6:35 pm on Monday, February 26, 2018 at the Sacramento Dharma Center (SDC), 3111 Wissemann Drive, Sacramento, CA 95826.

### In Attendance

Exiting President	Dennis Warren
Presiding President	Cathy Vigran
Interim Vice President	Jerry Simkins
Treasurer	Sara Denzler
Secretary	Barbara Briscoe
Member-At-Large	Barbara Colton
Building Manager	Bob Jenne

### Beginnings

The President, Dennis Warren, led the group in a brief period of meditation followed by a reading of the *Guidelines Board Participation as Dharma Practice*. Dennis Warren officially transferred his role of presidency to Cathy Vigran. Cathy Vigran transferred her role of vice-president to Jerry Simkins. The Board unanimously approved the new appointments. The meeting convened at approximately 6:40 pm and the following items were addressed.

### Meeting Minutes

The Board approved the minutes of the January 22, 2018 meeting which will be available on the SIM website.

## Executive Session

The Board entered into Executive Session at 7:50pm. Executive Session concluded at 8:40pm. Documentation related to the Executive Session will be placed in a confidential file.

### 1.0 Fiscal

#### 1.1 January Financial Reports

The Treasurer pointed out details from the reports resulting in revenue and expenditure totals noted below. Deposits for the September 2018 residential retreat with Steve Armstrong, account for the large revenue of \$ 16,575.00.

##### January 2018

	General	Residential Retreat	Total
Total Revenue	\$10,083.75	\$16,575.00	\$26,658.75
Total Expenditures	\$6,176.91	\$4,389.00	\$10,565.91
<b>Net Revenue</b>	<b>\$3,906.84</b>	<b>\$12,186.00</b>	<b>\$16,092.84</b>

#### 1.2 IRS Penalty

The Treasurer reported that the IRS was contacted about their decision to waive the penalty for failure to file in 2015. The IRS confirmed that the request to waive the penalty was received but a decision has not as yet been made. Because of the addition and change in Board members, Form SI -100 that is usually filed every two years must be filed with the Secretary of State again this year.

#### 1.3 Report on meetings with Accounting Firm - Tate Associates

The Treasurer, current and past Presidents, (Cathy Vigran and Dennis Warren) and Sabitre Rodriguez met with Donna Parker, from Tate Associates for introductions and to establish a working relationships as new Board members. Tate Associates will file Sim's tax return due May, 2018.

#### 1.4 Fraud Attempt

The Treasurer reported that she was contacted by someone claiming to be Dennis Warren and was asked to make a payment. No money was lost and the transaction was properly noted in QuikBooks. Since Board members are profiled on the SIM website, we are exposed and vulnerable to identity theft, especially the Finance Committee members. *Smart Contacts* email application should be turned off. The

Treasurer reiterated that all payments greater than \$350 will be approved by the Finance Committee.

## **2.0 Board and Senior Faculty Retreat/February 5, 2018**

The notes from the February 5th Board and Senior Faculty Retreat are available in the digital library under a new heading Board/Faculty. All Board members are asked to check the action items generated that day and to note when the item was completed or would be completed.

## **3.0 Community Meeting/Thursday, March 1, 2018**

The President asked for changes and/or additions to the proposed community meeting agenda scheduled Thursday, March 1, 2018. The existing proposal was approved without changes. The Secretary, Barbara Briscoe, will not be able to attend. She suggested that the notes from the retreat of February 5 could be used to determine what may be presented to the community. The President emphasized the importance of feedback from the community.

Dennis Warren suggested that Jerry Simkin, as an elder at SIM, briefly address the community. Jerry agreed to participate in the community meeting in whatever way was helpful.

## **4.0 Retreat Updates & Issues**

### **4.1 2018 – September Residential**

A committee was established to discuss scholarship requests to attend the residential retreat September 7-14, 2018 with Steve Armstrong. The committee will also discuss how to handle the list of people who have registered and paid their deposits (which exceeds the maximum number of people allotted for the retreat), when final payment will be due and the necessary correspondence to the registrants. The President, Treasurer and Secretary have agreed to be on the committee, with Rich Howard, SIM Mentor, participating in an advisory role.

### **4.2 2019 – Daylong Retreat with Kamala Masters**

The President reported that Kamala Masters has a conflict in her schedule and needs to change the date of her Thursday night and Daylong retreat to Thursday, March 21 and Saturday March 23, 2019. The Board agreed to these changes.

Prior to the 2019 retreats with Kamala Masters, the Board will evaluate the protocol used for the 2018 daylong and residential retreat with Steve Armstrong, whereby retreatants at the daylong retreat had first priority to register for the residential retreat.

### **4.3. 2019 –September Residential**

The Board discussed how many of the 35 - 40 beds we should reserve for retreatants at Mercy Center Auburn and how soon the decision needs to be made. The Treasurer is waiting to hear back from Robin at Mercy Center Auburn and plans to follow-up with her again about the timing for signing a contract and paying a deposit. Both will likely not happen until Summer 2018, though Robin has sent SIM a draft contract and has SIM listed for the desired dates in September.

At the next faculty meeting, Dennis Warren will determine who will be the faculty liaison for the Board.

## **5.0 Operations Issues**

### **5.1 Practice Insurance for Sabitre Rodriguez**

Member-at-Large, Barbara Colton updated the Board regarding her inquiries with Church and Casualty Insurance Agency ([www.churchandcasualty.com](http://www.churchandcasualty.com)) regarding insurance coverage for Sabitre Rodriguez during her Tai Chi course. Kristan Galvan, account manager, responded stating, "The intent would be to cover the center and not the professionals completing the classes/training of the activities" and asked for additional qualifications of the professionals providing the courses. Barbara Colton agreed to send her an email asking for clarification of their request, provide them with Sabitre's qualifications and whether they felt it necessary for her to carry her own personal coverage in addition to coverage available through SIM's insurance policy, if any. Sabitre's Tai Chi course begins Thursday, March 1, 2018, therefore if we do not get a final decision stating that Sabitre is fully covered, she should be advised to obtain a personal insurance policy and SIM would reimburse her for the amount paid.

### **5.2 Record Retention**

To be discussed at next Board meeting on March 19, 2018.

### **5.3 Concurrent Use of Space Request**

Linda Dekker sent out a request asking if SIM will allow the SBMG Refuge Recovery Group to use the small meeting room on Thursday nights from 6-7pm. The Board unanimously agreed.

### **5.4 Potential Addition to *Guidelines for Board Participation as Dharma Practice***

The President read the proposed addition to the guidelines (See Attachment). The Board agreed unanimously to include the additional item in the *Guidelines for Board Participation as Dharma Practice* for six months and then to re-assess. The *Action Items* will be helpful in determining when someone is unable to meet existing expectations so that modifications can be made.

## **5.5 January 22 Board Meeting Action Items**

All Board members were asked to review and to indicate completion of items or a date when item will be completed.

## **6.0 Sacramento Dharma Center (SDC)**

### **6.1 SDC Board**

Barbara Colton provided the Board with a summary of the SDC Board meeting on February 14, 2018 which is available as an attachment.

### **6.2 Building Report/Remodel**

Bob Jenne provided the Board with the building report which is available as an attachment.

### **6.3 Art & Design Committee**

SIM needs to identify two members to participate in the A&D Committee. In the meantime, Bob Jenne, committee member, will report to the Board when important decisions warrant Board input. The Vice-President suggested that we inform SDC that we are interested in representation though we do not have an interested member at this time. The Board decided to ask Sabitre to list the opportunity to serve on this committee in the ENews.

## **7.0 Next Board Meeting**

Third Monday, March 19, 2018. Time to be determined.

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Respectfully Submitted  
Barbara Briscoe