



Sacramento Insight Meditation

Minutes Board of Directors Meeting Monday, March 19, 2018

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 9:30am on Monday, March 19, 2018 at the Sacramento Dharma Center (SDC), 3111 Wissemann Drive, Sacramento, CA 95826.

In Attendance

| | |
|---------------------|-----------------|
| Presiding President | Cathy Vigran |
| Vice President | Jerry Simkins |
| Treasurer | Sara Denzler |
| Secretary | Barbara Briscoe |
| Member-At-Large | Barbara Colton |
| Rich Howard | Mentor |
| Building Manager | Bob Jenne |

Beginnings

The President, Cathy Vigran, led the group in a brief period of meditation followed by a reading of the *Guidelines Board Participation as Dharma Practice*. The meeting convened at approximately 9:50 am and the following items were addressed.

Meeting Minutes

The Board approved the minutes of the February 26, 2018 meeting which will be available on the SIM website.

1.0 Fiscal

1.1 January Financial Reports

The Treasurer pointed out details from the reports resulting in revenue and expenditure totals noted below. The “General/Net Revenue” of **-681.91** is due to a large payment to mentors and Senior Teachers (\$5,000), in addition to regular event dana, that was approved by the Board in 2017 to offset the decrease in dana (possibly due to other ways of donating to SIM) and to express appreciation for supporting SIM. Also of note, the registration fees and dana received for the daylong in January with Steve Armstrong was paid out in February.

January - February 2018

| | General | Residential Retreat | Total |
|--------------------|----------------|--------------------------------|--------------|
| Total Revenue | \$14,483.75 | \$20,150.00 | \$34,633.75 |
| Total Expenditures | \$15,165.66 | \$4,389.00 | \$19,554.66 |
| Net Revenue | -681.91 | \$15,761.00 | \$15,079.09 |

1.2 PayPal Fees

PayPal bank fees accrued from payments for the residential retreat (September 7-14, 2018) were significant (\$583). Five hundred and thirty seven of the 583 will be refunded if the money is returned to registrants in the case of cancelling the retreat.

1.3. Bank of America - Change in Signatories

The Board considered and unanimously approved a change in the signatories on its Bank of America account in light of the change of officers and membership of the Board of Directors of the corporation as follows:

Catherine Ingraham Vigran, the new President, will remain as a signatory;

Jerald Lester Simkins, the new Vice President, will be added as a signatory;

Sara Elisabeth Denzler, the new Treasurer, will remain as a signatory;

Dennis Warren, Past-President, to be deleted as a signatory; and

Jaana Susanna Elina, Financial Coordinator, to remain as a signatory.

1.4. Practice Insurance - Sabitre Rodriquez

Member-At-Large, Barbara Colton, reported that SIM's existing insurance coverage, Church and Casualty Insurance Agency, does not cover Sabitre Rodriguez as an individual nor do they offer individual coverage through their company. The Board unanimously agreed to reimburse Sabitre Rodriguez for the cost of her individual insurance. Rich Howard will contact her to discuss this matter as he carries an insurance that specifically states that it covers yoga teachers and may be appropriate for Sabitre.

1.5. Donation for Steve Armstrong and Kamala Masters

The President reported that emails were sent to SIM members to explain Steve Armstrong's medical emergency, to ask for help and to explain how to give support. The Board considered whether or not a donation of support would be sent to him from the SIM community.

The Treasurer, Sara Denzler, explained that there had been a decrease in monthly giving of \$150 - \$200 due to changes in monthly donations by about five people. Given our current financial picture, a donation to Steve would have to come from reserves. She also inquired if Angela Center (site of cancelled 2017 retreat) had returned the \$5,000 deposit that they had indicated they would return prior to the fire that left them inoperable as a retreat center. Barbara Colton agreed to follow-up with Angela Center.

The Board unanimously agreed that since this decision was directly related to the financial impact of the September residential retreat we would postpone the decision for now. SIM may opt to give Steve Armstrong a donation to offset his losses if the retreat is cancelled and SIM does not incur a significant loss from non-refundable payments to the retreat facility.

1.6. Hiring Office Help

The Treasurer, Sara Denzler, explained the need for help with routine office work and projects. Sabitre Rodriguez has been doing some of this work causing her to exceed the numbers of agreed upon hours and there is not an obvious volunteer to assist at this time. Sara proposed that we hire a person she knows, Alicia Patrice, who was once a librarian and trained in library science. Although she does not attend SIM events, Alicia is an on-going donor to the SDC. There was unanimous approval from the Board to move forward which will involve getting approval from the Finance Committee. The

Treasurer will write-up a list of tasks/projects that Alicia could work on and proposed an hourly wage of \$20/hour. Concerns were raised about the financial commitment

however the Treasurer stated that Alicia's help could mean fewer payments to Sabitre. Barbara Colton expressed an interest in taking on some of the tasks and will review the list when it is available.

2.0. Retreat Updates and Issues

2.1. 2018 - Residential Retreat (September 7-14, 2018)

The Board and Faculty representative, Rich Howard, discussed the implications of Steve Armstrong's health issues on the residential retreat, the decreasing number of registrants especially as it relates to the uncertainty of his health and the timing and cost to cancel the facility reservation. Rich Howard indicated that Steve Armstrong would be responsible, not the SIM Faculty, to find a teacher to replace him if he is not able to attend and that Steve had expressed a "commitment" to make arrangements, if necessary. The possibility of having Steve teach for several days (non-residential) is also an option to consider.

Rich reported that the wait-list has gone from eleven to five people. While it is possible that some registrants have cancelled due to challenges related to the facility, at least one person explicitly stated that he/she is only interested in attending if Steve Armstrong is the teacher.

The financial concerns were delineated and discussed. The retreat center policy states that if the reservation is cancelled before June 9, 2018 "80%" will be refunded. It is not clear whether this means 80% of the \$4,389 that was paid in December 2017, or 80% of the \$4,389 paid both in December 2017 and \$4,389 due mid-May. After June 9, 2018, SIM would be committed to pay the full \$17,556 with no refunds. An additional concern involves whether the retreat center will allow for changes in the number of campers or will changes result in loss of one of the two camps, Claire or Bobbitt. Rich Howard agreed to contact the retreat center to clarify these two areas of uncertainty.

Rich Howard agreed to ask Dennis Warren to contact Steve Armstrong or Kamala Masters to find out if they can provide suggestions for a teacher to be available instead of Steve in the event that his health prevents him from participating.

Rich Howard confirmed that Michelle Reynolds is available as cook for the retreat and volunteered to give her a tour of the kitchen.

3.0. Community Outreach

3.1. Review of March 1 Community Meeting

The President reported that the March 1 Community Meeting went well though there was not as much time for community input as planned. The idea of an electronic bulletin board was well received and the President and Treasurer will meet with Webmaster, Sabitre Rodriguez to move the plan forward. The Board agreed to have an actual bulletin board available at Thursday night sittings and its usefulness will be re-assessed in six months.

3.2. Additional Community Meetings for 2018

October 25 was selected as the next community meeting for 2018.

3.3. Update on Thursday Night Dinners

The President reported that approximately 12-20 people are attending the dinners with a core group of people showing up each month. She recommends that the dinners continue on the second Thursday of the month with continued attention to clean-up so that an added burden is not placed on the Take-Down Team.

3.4. Monthly Donor Acknowledgements

The President emphasized the need to continue to acknowledge monthly donors, specifically asking that a message of gratitude be made publicly during Thursday evening announcements. Barbara Colton has agreed to take over writing the thank-you notes.

4.0. Board-Faculty Communication

4.1. Letter to Senior Teachers

The President has drafted a letter to the Senior Teachers to communicate ongoing connection, an update of SIM activities and progress and a desire to express our gratitude in the form of dana at year's end. The letter is available for Board review on the SIM digital library and will be sent out by the Secretary in early to mid-April.

4.2. Board-Faculty Retreat - Schedule

The Secretary agreed to send a doodle poll out to Board and Faculty members to determine an available date.

4.3. Beginning Meditation Class - Follow-Up With Participants

The Board discussed the possible benefits in reaching-out to participants of the Beginning Meditation Course as a way to welcome them to join in other SIM events. Rich Howard reported that participants are automatically added to the ENews list unless they indicate they are not interested. Additional faculty follow-up will be considered at future meetings and the Board will be informed if faculty provides further outreach.

5.0 Volunteer Update

5.1. E-news volunteer

The President explained that there is one potential volunteer who is interested in being more involved but remains a “maybe.” A second interested volunteer has decided to help with audio uploading instead.

6.0. SDC

6.1. Registered Sex Offender Policy Development Update

Bob Jenne reported that the RSO committee has made progress with additional changes still needed. He anticipates that, upon completion, the SDC policy may be changed slightly (“minor wording”) by the other sanghas but the basics will likely be the same for all four. Bob will provide updates at our next Board meeting on April 23rd.

6.2. Building Report, Art and Design Committee Report

6.21 Building Report

Bob Jenne reported on SDC building issues and progress. Please see *Building Report* dated March 17, 2018 which is attached.

6.22. Art and Design Committee Report

Bob Jenne reported that the committee is trying to decide on a color palette. He has deferred to others with artistic talents. No SIM volunteers have been identified to serve on this committee.

The audio consultant has suggested that the large speaker towers be replaced with smaller speakers that will be located in the upper corner of the room.

6.23. Policy Issues, Decisions, Developments

Julia Mullen is the new President of the SDC replacing Susan Orr.

6.24. Permanent Altar Committee

Barbara Briscoe reported that the Permanent Altar Committee had not as yet found a mutually agreed upon time to meet.

7.0 Operations Issues

7.1 Review of February 26 Board Meeting Action Items

The Board completed a review of the February 26 Action Items that are now available in the “Board” < “Archived Action Items” folder in the digital library.

7.2. Record Retention

As a responsible non-profit, SIM needs to organize and maintain its past and ongoing financial and organizational records. The Treasurer will review record retention requirements for non-profits and work with Alicia Patrice to set up an appropriate filing system that complements/builds on the online Board Library.

8.0. Next Board Meeting

The next SIM Board Meeting will be held at the SDC on Monday, April 23rd from 6pm - 8:30pm.

Respectfully Submitted
Barbara Briscoe
SIM Secretary