



Sacramento Insight Meditation

FINAL Minutes Board of Directors Meeting Monday, April 23, 2018

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6 pm on Monday, April 23, 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
Mentor	Diane Wilde
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*.

Meeting Minutes

The Board approved the minutes of the March 19, 2018 meeting which will be available on the SIM website.

1.0 Fiscal

1.1. March Financial Reports

The Treasurer reviewed the January - March reports showing revenue and expenditure totals noted below. The *Net Revenue* total reflected a \$5K refund from The Angela Center, the deposit for the 2017 residential retreat that was cancelled. The total

Expenditures reflected a larger than usual payment to Sabitre Rodriguez for professional services that covered January and February 2018, as well as back payments from March, October and December 2017 which were all paid in March 2018.

The *Net Revenue* as of February 28 was noted to be \$7,539.54/month; whereas the *Net Revenue* as of March 31 was noted to be lower at \$6,359.58/month. The Treasurer noted that to-date our monthly revenues do not cover expenses.

The *General Fund Contributions*, at the end of March totaled \$2,331/month; whereas the total at the end of February was \$2,238/month. Of note, there has been a decrease in monthly donations by approximately \$200. The SIM overall financial picture however remains healthy with a reserve of \$88,804.52.

January - March 2018

	General	Residential Retreat	Total
Total Revenue	\$20,565.25	\$19,370.00	\$39,935.25
Total Expenditures	\$21,073.36	\$216.87	\$20,856.49
Net Revenue	\$-508.11	\$19,586.87	\$19,078.76

1.2. Refund Updates

The IRS penalty refund of \$3,977 (including interest earned) was received, which will be posted to the account on April 1.

As noted above, The Angela Center refunded the \$5K deposit for the 2017 residential retreat that was cancelled.

1.3. Posting of Financial Information on the Webpage

The Board decided that the *Statement of Activity - Summary* report will be posted on the webpage along with a narrative explanation of the SIM financial position.

1.4. Hiring of Office Help

The Treasurer and the President met with Alicia Patrice who has been hired on an as-needed basis to help with office projects (record retention), deposits and other administrative tasks. An existing service agreement is being modified for signature. Alicia will be paid \$20/hour.

1.5. Contributions to Steve Armstrong and Angela Center

Instead of waiting until the end of the year when SIM usually sends a check to the Senior Teachers in gratitude for their continued support of SIM and the dharma, the Board unanimously agreed to send Steve a \$1K check in support of the challenges he faces related to his medical diagnosis.

Member-at-large, Barbara Colton has agreed to look into the financial challenges facing the Angela Center after the destruction of the North Bay Wildfires. She will report back at our next Board meeting in May.

2.0. Residential Retreat Updates and Issues - 2018

The Board addressed whether to proceed with the residential retreat with John Travis (Steve Armstrong has retired) and how much to subsidize the retreat if necessary.

Reports from retreat manager, Rich Howard, indicate the following expenses:

Lodging:	\$17,556
Food:	\$ 5,320
TOTAL:	\$22,876

To cover these expenses we need to register thirty-three (33) people at the non-donor level (\$23,100). So far, thirty (30) people have registered with an additional person covered due to the numbers (11) of people who have paid at the donor level (\$70 x 11 = \$770). Therefore, if two more people register we will meet the retreat expenses.

The Board unanimously agreed that SIM would pay the second deposit installment of \$4,389 due the middle of May, \$878 (20%) of which is non-refundable. The final day for registered people to ask for a full refund is June 5. Therefore, by June 5th we should have a clear enough picture of the financial prospects to decide whether or not to proceed with the retreat. If SIM cancels the retreat and terminates its agreement with UCCR prior to June 9, it could get a refund of 80% of the two deposit installments back. After June 9, SIM is liable for the total retreat facility amount (\$17,556). The Board agreed that it would subsidize the retreat up to but not more than \$5,000 (equal to 7 retreatants) and is optimistic that this support will be sufficient for the retreat to move forward.

3.0. Community Outreach

3.1. Monthly Donor Acknowledgements

Barbara Colton will be sending thank you notes to monthly donors with whom she has a personal relationship. The President will send thank you notes to the remaining donors.

3.2. Announcement Duties

The President reminded the Board announcers that the number of attendees and dana amounts for Thursday night events need to be entered into the digital library.

SIM Main Folder > Practice Events > Thursday Night Materials > Thursday Tracking

<https://docs.google.com/spreadsheets/d/19ZfS4rtxrEMes2pYkrZeDGcc2wzBlkKe9wNmQbMvL5Y/edit#gid=1469125879>

In order to have more transparency regarding the percentage of dana that goes to the teacher as opposed to the organization, a laminated card will be placed by the dana bowl showing the breakdown. The announcer for the evening will be responsible for having the correct card displayed.

Barb Briscoe and Barbara Colton will work on the announcement script that needs to be updated with a greater emphasis on gratitude for the volunteers and donors.

3.3. Bulletin Board

The President will work with the building manager, Bob Jenne, to find a bulletin board for the community to display announcements as needed/desired. The usefulness of the board will be reassessed in the coming months.

3.4. Proposed Support Group for Sexually Abused Females

Susan Orr sent a request for help in identifying therapists in the SIM community to assist with a support group for sexually abused females and/or a workshop about safety in the sangha. The Board was not able to identify an individual to suggest but Board members will spread the word.

4.0. Board-Faculty Communication

4.1. Mentor Report

Diane Wilde, faculty mentor, was interested in feedback from the Thursday night sit with Walt Opie. The consensus was that although the presentation was somewhat disorganized, the content was appreciated. The Board supports him being invited back. Diane is interested in recruiting other teachers-in-training from the East Bay Meditation Group which the Board supports. The importance of constructive community feedback was discussed and the need for the faculty to devise a system to capture feedback from the community was emphasized.

4.2. Dana Committee Update

The President, the Treasurer and faculty mentor, Rich Howard met to discuss the decrease in dana for teachers in 2017 compared to prior years. Rich presented a historical background of policies and changes. The group identified two possible issues, 1) Does the decrease in dana threaten the possibility of recruiting new teachers? and 2) The effects of decreased dana as an expression of gratitude and support to the core faculty. The committee decided that the first issue was not a factor and will focus on the impact to the core faculty. The plan is to meet again to discuss how to resolve the impact of this issue on our core faculty.

5.0. Volunteer Update

Sabitre Rodriguez is willing to continue to send out the E News but no longer wants to gather the information to be sent. Barbara Colton expressed a desire to share the E News responsibilities with Sabitre and will be in contact her to discuss this division of labor.

6.0. SDC

6.1. RSO Policy Development Discussion and Approval

Bob Jenne presented the following reports drafted from the committee to develop policy for registered sex offenders.

Sacramento Dharma Center Policy for Registered Sex Offenders

Approach to Confidentiality in the SDC Policy for Registered Sex Offenders

Examples of Conditional Attendance Agreements for Registered Sex Offenders

Sacramento Insight Meditation Policy for Registered Sex Offenders

The Board unanimously agreed to adopt the *Sacramento Insight Meditation Policy for Registered Sex Offenders*. Vice-President, Jerry Simkins agreed to be the SIM representative whose role is clearly delineated in the policy.

6.2. Building Report, Art and Design Committee Report

Building manager, Bob Jenne, reported that the building remodel may begin this week; they are waiting for the building permit. Bob will send emails to update the Board on details when more is known.

6.3. Policy Issues, Decision, Developments

The meeting minutes for the SDC were available for review.

6.4. Permanent Altar Committee

The committee met on Sunday, April 22nd. Susan Orr was present to provide the background from the first committee (a new committee has been formed to include more diversity). The current committee discussed the need to be more communicative with the sangha communities and to discuss financial commitments with the Boards. The current focus will be on the altar and window coverings.

7.0. Operations Issues

7.1. Review Action Items - March 19 Board Meeting

Action Items were reviewed with no items pending.

7.2. Record Retention

The Treasurer will be working with Alicia Patrice to address the retention of records.

8.0 Next Board Meeting

May 28, 2018 at 6 pm to 8:30 pm.

Respectfully Submitted

Barbara Briscoe

SIM Secretary

