



Sacramento Insight Meditation

CONTINUING SUPPORT FOR THOSE
PRACTICING IN THE INSIGHT / VIPASSANA TRADITION

FINAL Minutes Board of Directors Meeting Monday, May 28, 2018

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6 pm on Monday, May 28, 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 - Absent
Teacher	Dennis Warren

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 April 23, 2018 meeting which will be available on the SIM website.

1.0 FISCAL

1.1. April Financial Reports

The Treasurer reviewed the April 2018 financial reports highlighting the points below:

Total Liabilities and Equity: \$95,143.72

Net Revenue:

Jan - Mar: \$19,078.76

Jan - Apr: \$25,417.96 (up \$6,339.20)

Net Revenue without Annual Retreat:

Jan - Apr: \$3,760.61

The *Net Revenue* total from January through April, reflected an increase of \$6,339.20 as compared to the *Net Revenue* total from January through March. One factor affecting this change, is a one-time income tax penalty refund that was received in April (\$3,817).

The *Net Revenue excluding the annual retreat* (\$3,760.61) shows that revenues are now exceeding expenses.

January - April

	General	Residential	Total
Total Revenue	\$26,467.56	\$21,470.00	\$47,937.56
Total Expenditures	\$22,706.95	- \$187.35	\$22,519.60
Net Revenue	\$3,760.61	\$21,657.35	\$25,417.96

1.2 2018 Budget

Professional Services, based on the amount paid in the first four months of 2018 (\$4,800), will likely exceed the budgeted amount of \$10,400 for the entire year 2018 and will need to be re-evaluated after June 30th.

1.3 Posting of Financial Information on The Webpage

The Treasurer and Webmaster, Sabitre Rodriguez, are discussing how to best convey the financial information on the SIM webpage.

2.0. RETREAT UPDATES AND ISSUES - 2018

2.1 2018 Residential Retreat Finances and Logistics

Rich Howard provided a written report, *SIM Residential Retreat Status Report* summarized below and available in SIM Library, Meeting Materials:

As of May 22, 2018 the retreat is full (35) with no wait list.

Twenty-eight (28) of thirty-five (35) people have paid in full. Fifteen (15) of twenty-eight (28) have paid at donor level \$775 (\$1,170).

The seven (7) that have not paid in full have been contacted and are fully committed to paying the remaining balance and attending the retreat.

Four SIM participants have donated \$970 for retreat scholarships.

There have been two (2) approved scholarship recipients asking for assistance totaling \$650.

Participants now have until July 15th to cancel, and SIM will retain a \$400 deposit. A cancellation after July 15th will result in no refund.

Detailed logistical information is available in the report.

Considering the above information, the Board unanimously agreed to move forward with the residential retreat with a continued commitment to subsidize the retreat, up to but not more than \$5000, if additional funds are needed for participants that drop out by July 15.

In the case of cancellations, the Board will consider the limited space at the dharma hall before adding additional participants.

2.2 Scholarship Donor Acknowledgments

Email acknowledgements of gratitude were sent by the President to all scholarship donors.

3.0. COMMUNITY OUTREACH

3.1. Veteran Women's Voices

Secretary, Barbara Briscoe, presented a proposal from the volunteer organization, Veterans Women Voices (VWV) which is available in the SIM Library, Meeting Materials. VWV is seeking a non-profit, non-church affiliated organization to be fiscal sponsors for future grant money. While the mission of VWV seemed in many ways to

be consistent with the mission of SIM, there were concerns that there was not sufficient SIM involvement (ie teachers, participants) and that the increase in workload was unclear. The Board decided to postpone a decision until there was time to discuss a decision-making process that would be helpful in this and future proposal decisions.

3.2. Thank-You Note Completion

Barbara Colton reported by email that she will write and send notes on her list of donors before she leaves on vacation, including a note to the Angela Center.

The President sent acknowledgements of gratitude to several of our monthly donors and that list was saved in a document in the digital library under Financial/Fundraising/Contributors.

3.3. Bulletin Board/Possible SIM Roster

The President reported that with the help of SIM member Renee Kunz the bulletin board is ready to use. The bulletin board will be placed in the south foyer and its use will be evaluated over time.

3.4. Proposed Support Group for Sexually Abused Females

The President and Secretary attended a meeting today (May 28, 2018) with Doralee Katonah and Susan Orr. The discussion included issues surrounding the RSO policy and the possible ways that the sanghas can support women who have experienced sexual abuse. They discussed the benefits/limitations of providing support to this population of women. They also discussed what level support would be appropriate in the SDC setting, the challenge of maintaining appropriate boundaries and the issue of limited time to develop a thoughtful program. On-going communication regarding these and other topics of mutual interest was beneficial and additional meetings will be scheduled.

4.0. BOARD-FACULTY COMMUNICATION

4.1. Mentor Report

The Dana Committee reported last month that they will primarily focus on correcting a decrease of dana to presenters from 2016 amounts, thought to be due to the introduction of monthly donor contributions. In response, Dennis Warren, faculty representative, presented three different calculation methods designed to equalize 2017 dana payments to presenters, consistent with 2016 payment levels. The calculation results from each of the three models are noted below:

a. Actual Amount Paid In 2016 Compared to Amount Paid in 2017

Discrepancy in amount paid to presenters based on the actual amount paid in 2016: **\$4,613.90**

b. Revenue Model (based on same % of dana paid to Total Revenue in 2016)

Discrepancy in amount paid to presenters based on the same % of Dana paid to Total Revenue in 2016: **\$4,818.66**

c. Expenditure Model (based on same % of dana paid to Total Expenditures in 2016)

Discrepancy in amount paid to presenters based on the same % of Dana paid to Total Expenditures in 2016: **\$5,939.75**

Dennis prefers that we use the Revenue Model as a basis for considering modifications in the dana policy because it highlights differences that may be the result of monthly donations going to the general fund that might otherwise have been received during events and therefore shared with presenters. The model excludes income from year-end contributions, the residential retreat, morning sittings, registration fees, affinity groups and in-kind contributions. Dennis also suggested two ways to change the distribution of dana, either by adjusting the split of dana to presenters versus dana to general fund or by giving an end-of-year “gift” that adjusts for the deficit in dana to presenters given throughout the year. Finally, he suggested that the chosen model should have the flexibility to allow for payment of expenditures as a priority.

Dennis’s calculations did not include \$4,000 in year end dana to presenters from the Board that included checks approved in 2017 that did not clear the bank until 2018.

4.2 Beginning Meditation Class

The Faculty is working on expanding follow-up for the Beginning Meditation Classes. Webmaster, Sabitre Rodriguez, is creating a separate website for the class. The eNews is being forwarded to each participant with an invitation to sign-up to receive eNews on an ongoing basis. The most recent class is invited to an optional follow-up evening the month after the class has been completed. The President offered to have Alicia Patrice help with this expansion, which will be discussed at the next Faculty meeting.

5.0. VOLUNTEER UPDATE

Barbara Colton reported by email that she and Sabitre are working on a timeline to coordinate the gathering, formatting and publishing of information to eNews. Barbara will set-up a list of sources and gather the information; Sabitre will format and publish the information.

6.0. SDC

6.1. RSO Policy Update

Jerry Simkins, Vice President, reported that the next committee meeting will be held on June 10th and agreed to send-out the final policy before our next Board meeting on June 18th. He expects that Valley Streams will make minor changes to the RSO policy adopted by SIM. The President expressed a need to move forward in implementing the SIM policy so that the registered sex offender who applied for scholarship support for the SIM residential retreat can be informed regarding the status of his application.

6.2. Building Report, Art and Design Committee Report

A summary of the report indicates that the demolition phase of the West Lobby Remodel is complete. Some minor work needs to be done before the bamboo flooring can be installed, tentatively scheduled for the week of June 4. A permit will be needed to build the support structure for the moveable wall in the old teller area and possibly a second permit to assure that there is no asbestos or hazardous waste released into the air during the job.

The landscaping for the south side of the building has been completed. Members have already commented on Lynelle and Steve McNeil's east and north area designs and a final design will be presented to sangha Boards for approval. We will need to raise money to complete any additional landscaping work as the SDC discretionary funds will have been depleted once the West Lobby Remodel is complete.

6.3. Policy Issues, Decision, Developments

The meeting minutes for the SDC were available for review.

6.4. Permanent Altar Committee

The committee has completed the prototype altar and window screens and is in the process of scheduling their next meeting.

7.0. OPERATIONS ISSUES

7.1. Review Action Items - March 19 Board Meeting

Action Items were reviewed with items pending to be forwarded to the May Action Items list.

7.2. Record Retention

The Treasurer continues to work with Alicia Patrice to address the retention of records.

8.0 NEXT BOARD MEETING

June 18, 2018 at 1:30pm to 4pm.

Respectfully Submitted

Barbara Briscoe

SIM Secretary