



Sacramento Insight Meditation

CONTINUING SUPPORT FOR THOSE
PRACTICING IN THE INSIGHT / VIPASSANA TRADITION

FINAL

Minutes

Board of Directors Meeting

Monday, August 27, 2018

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6:20 PM on Monday, August 27, 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 - by phone
Mentor	Not Present

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 July 16, 2018, meeting which will be available on the SIM website.

1.0 Fiscal

1.1. July Financial Reports

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

Total Liabilities and Equity: \$103,048.28

Net Revenue:

Jan - May: \$26,600.69

Jan - June: \$31,046.78

Jan-July: \$33,322.52 (+ \$2,275.74)

Net Revenue without Annual Retreat:

Jan - May: \$5,868.89

Jan - June: \$8,660.18 (+ \$2,791.29)

Jan-July: \$9,470.42 (+ \$810.24)

The slight increase is the result of Event Contributions and Registration Fees.

The *Net Revenue* (\$9,470.42) shows that revenues now exceed expenses.

General Fund Contributions:

Jan - May: \$2,412/mo

Jan - June: \$2,401/mo

Jan-July: \$2,359.57/mo

The monthly averages from the *General Fund Contributions* have decreased slightly.

January - July

	General	Residential	Total
Total Revenue	\$43,560	\$28,170.00	\$71,730.48
Total Expenditures	\$34,090.06	• \$4,317.90	\$38,407.96
Net Revenue	\$9,470.42 \$1,352.92/month	\$23,852.10	\$33,332.52

1.2 Budget Update and Forecast for 2018

In addition to the above noted changes, the Treasurer presented an analysis of SIM's 2018 Budget against actual and expected expenditures for the year 2018 excluding the residential retreat (*SIM 2018 Budget vs. Expenditures*).

Expenditures

Actual Jan - June: \$26,447

Expected July - December: \$31,614

Total Expected year 2018: \$58,061 (\$26,447 + \$31,614 = \$58,061)

Total Expected amount is increased over Budgeted amount: \$2,261 (\$58,061 - \$55,800 = \$2,261)

Income

Actual Income Jan - June: \$37,557

Anticipated Income July - December: \$35,950

Actual + Anticipated Annual Income 2018: \$73,507

Income over Expenditures Excluding Residential Retreat

\$73,507 - \$58,061 = \$15,446

The Treasurer reported that SIM's Budget, projected from last Fall, is close to actual expenditures through June and projected expenditures through December 2018. She provided some explanations for the difference (\$2,661) including hiring Alicia Patrice to work on E-News, deposits and record retention which was not reflected in the Professional Services section of the Budget in Fall 2017. In addition, monthly contributions are down from \$2,400 to \$2,100 though Event Contributions have increased as noted above.

1.3 Budget Planning for a "Teaching and Development (T&D) Fund"

The Treasurer will consider what monthly amount to budget as income and what expenditures will be made to the T&D Fund and will work with Webmaster, Sabitre Rodriguez to determine how best to track the debits and credits made to that account.

1.4 Posting of Financial Information on the Webpage

The Treasurer and Webmaster, Sabitre Rodriguez, are postponing this discussion until after decisions are made about budget and dana distributions.

The Board unanimously agreed to reimburse teachers coming from out-of-town, for mileage expenses in the amount of 52 cents/mile with a cap of \$150. The Treasurer and Webmaster, Sabitre Rodriquez, will develop a form to submit for mileage reimbursement. It was also unanimously agreed, that Lori Wong receive retroactive mileage reimbursement for the July 28, Daylong Retreat.

2.0 Retreat and Class Updates & Issues

2.1. September Residential Retreat (2018) Update

The Board discussed the options regarding refunds for the retreatants who cancelled after the July 15 cut-off. The Board decided that because some registrants cancelled in April and lost their \$400 deposit, there should not be a refund of the \$400 dollar deposit regardless of reason. For individuals with financial hardship, who also cancelled after July 15, a refund will be considered of up to \$300 or \$370 depending upon whether they paid a total of \$700 or \$770.

The Board also discussed what to do with the probable \$7,000 surplus expected from the residential retreat. It was unanimously agreed that what remains after distribution of \$2,000 in additional dana to our Senior teachers will be held as a credit in the Residential Retreat account to be used for financial support of future retreats.

The Board unanimously agreed to give John Travis, teacher for the residential retreat, a \$1,000 dana separate from the dana he will receive from retreatants, in appreciation for his offer to be the teacher after Steve Armstrong was not able. The President will send a note to John expressing our gratitude. The Board also approved giving \$1,000 in dana to Steve Armstrong in recognition of his past support and financial loss from not teaching the retreat as planned. The Vice-President will send a note to both Steve Armstrong and Kamala Masters to express our gratitude and support.

2.2 MBSR Course: Need for Registrar and Refund Policy

The Board developed a refund policy for Matt Russell's MBSR course which follows:

- 1). A refund will be offered if student withdraws by Thursday Sept 6.
- 2). No refund after Sept 6th. However, participants can apply to Matt for a credit for a future MBSR class if they have an emergency that keeps them from attending.

This policy was sent to Matt Russell for review and approval.

3.0) Community Outreach

3.1. Update on E-News transition and survey

The Treasurer, Webmaster, Sabitre Rodriguez, and Alicia Patrice have developed a survey ([surveymonkey.com](https://www.surveymonkey.com)) to get feedback from the community about the use and importance of the E-News.

3.2. Plans for Year-End Fundraising Drive

The President and the Treasurer will meet in the middle of September to develop a community letter to kick-off our year end fundraising drive. The letter will emphasize our new pivot toward support and expansion of our teachers. The President and the Treasurer will request input from Board members.

4.0. Board-Faculty Communication

4.1 Review of Board-Faculty Retreat and Approval of Any Action Items

We discussed the important interplay between the Board and the Faculty in meeting the goals of SIM's Mission and Vision requiring bi-directional communication. The Board unanimously agreed to the following:

- 1). Meeting minutes will be taken at both Board (monthly) and Faculty meetings (quarterly) and will be distributed to both Board and Faculty members.
- 2). Faculty members who attend Board meetings will have the authority to make decisions during the meeting on behalf of the Faculty as each deems appropriate

4.2. Report and recommendations from dana committee

The Dana Committee made several recommendations that were agreed upon at the Board-Faculty Retreat this morning. The Board unanimously agreed with those recommendations as follows:

1). Reimburse for Mileage:

There was unanimous agreement that SIM will pay mileage for travelling teachers. Rich Howard requested that Lori Wong receive mileage reimbursement retroactively for the July 28, Daylong Retreat. The Board officially approved these changes at the Board meeting this evening.

2). Adjust the Breakdown of Dana Given to Teachers Versus to the SIM General Fund

All attendees agreed that for the next six months the dana breakdown will be adjusted and take effect immediately. Teachers will now receive 100% instead of 75%, Mentors will receive 75% instead of 50% and percentages for Teachers-In-Training will remain the same.

The plan is that by six months from now there will be a more comprehensive change in the distribution of dana to all teachers.

Teachers	75%	100%
Tony Bernhard		X
Dennis Warren		X
Meg Gawler		X
Teachers In Training		
Noliwe Alexander	X	
Andrea Castillo	X	
Walt Opie	X	
Mentors		
Rich Howard	X	
Diane Wilde	X	
Lori Wong	X	
Matt Russell	X	

3). Additional Dana Support

In order to assure that dana is adequate to support all our teachers, including those who may be visiting from out of town, the Board may consider making an additional contribution to the dana that is collected during teaching events. This would allow those in attendance to offer dana freely in gratitude for the teachings, with SIM supplementing the total, when necessary, with monies from the general fund. Other sanghas have developed policies to supplement dana organizationally, and Rich and Diane agreed to investigate what other groups are doing and how this has worked.

5.0. Volunteer Issues

The Board unanimously agreed to waive registration fees for the daylong retreats for the following individuals due to their reliability and ability to be available on short notice when needed.

Phred Strickland

Margaret Buss

Jerry Simkins

Jerry Simkins was appreciative of the sentiment but declined the offer.

The Secretary agreed to contact Margaret and Phred regarding the Board's decision. Webmaster, Sabitre Rodriguez will also be informed.

6.0. SDC

6.1. RSO Policy update and implementation

Vice-President updated the Board regarding the progress regarding the current RSO's signing of the document allowing SIM representatives to talk to his/her parole officer. Rich Howard will be approached to write a letter to the RSO to inform him/her that he/she is not able to attend the residential retreat.

6.2. Building Report, Art and Design Committee Report

The remodel is complete.

6.3. Policy Issues, Decisions, Developments

No update this month.

6.4. Friday Morning Sit

Tom Hopkins has offered to provide a "sit" on Friday mornings at 8am. The Board agreed to support his use of the SDC facilities by sponsoring this as a SIM activity. The Board will also confer with the Faculty and consider whether or not to continue the SIM sponsored Wednesday morning "sit".

6.5. Permanent Altar Committee

The Altar Committee has a prototype altar and screens in the meditation hall. Eventually there will be a way for the community to officially provide feedback. The committee is soliciting woodworkers for bids.

6.6. Sanctuary sign at SDC

Though there seems to be consensus regarding the change in signage of “Sanctuary” to “Meditation Hall” SIM would like to officially state our position as favoring the use of the term “Meditation Hall.” Barbara Colton will make this known to the SDC Board at their next meeting.

7.0. Operations Issues

The June 18 Board Meeting Action Items were reviewed and revised.

8.0. Next Board Meeting

September 27, 2018, 6:00 PM - 8:30 PM.

Respectfully submitted,

Barbara Briscoe

SIM Secretary