



Sacramento Insight Meditation

CONTINUING SUPPORT FOR THOSE
PRACTICING IN THE INSIGHT / VIPASSANA TRADITION

FINAL Minutes

Board of Directors Meeting Monday, September 24, 2018

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6:00 PM on Monday, September 24, 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	Rich Howard

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 August 27, 2018, meeting which will be available on the SIM website.

1.0 Fiscal

1.1. August Financial Reports

The Treasurer reviewed the August 2018 Financial Reports highlighting the points below:

Total Liabilities and Equity: \$95,493.60

The above “*Total Liabilities and Equity*” amount is down from July 2018 Financial Reports by \$7,555 due to retreat expenditures that were paid in August which is also reflected in a change in “*Net Revenue*” for the same time periods. **

Net Revenue:

Jan-July: \$33,322.52

Jan - Aug: \$25,727.84 (- \$7,594.68)**

Net Revenue without Annual Retreat:

Jan-July: \$9,470.42

Jan - Aug: \$11,229.99 (+\$1,759.57)

The slight increase in revenue is due to increases in “Event Contributions” and “Registration Fees” and indicates that revenue continues to exceed expenses.

General Fund Contributions:

Jan-July: \$2,359.57/mo

Jan - Aug: \$2,333.13/mo

The monthly averages from the *General Fund Contributions* remain stable with only slight decreases over time. The Treasurer will consider possible causes for the change and report back to the Board. The new monthly donors will be identified and personally acknowledged by the President.

January- August

	General	Residential	Total
Total Revenue	\$50,071.48	\$30,445.00	\$80,516.48
Total Expenditures	\$38,841.49	• \$15,947.15	\$54,788.64
Net Revenue	\$11,229.99 \$1,403.75/month	\$14,497.85	\$25,727.84

1.2. Mindfulness Based Stress Reduction (MBSR) Course

There are seven people enrolled in the eight week MBSR Course that began September 12, 2018, from 9:30 AM to 12 noon. Since the teacher, Matt Russell, is paid

from registration fees and not dana, it was agreed that he would be paid now and not at the end of the course as is done with the Beginning Meditation Class which is supported by dana.

The current course was offered on a weekday in the morning, on a trial basis. Matt Russell would like to offer the course again in the spring when it may be offered at a time when more people are available.

1.3 Discussion of Budgetary Reserve Fund

The President reported that a six to nine month reserve is being considered.

1.4. Teacher Support and Development Fund (TS&DF)

The Treasurer presented a draft "*Teachers Support and Development Fund Estimates*" to address costs to SIM Board to continue to provide annual dana, to guarantee a minimum dana to teachers of \$200 for Thursday nights and \$500 for Saturday retreats and to reimburse for mileage and other expenses. Using past data to project future costs, in the worst case scenario (no dana collected from the community for the teachers), the total cost to SIM Board would be \$21,938 (note: this number was subsequently corrected to \$24,788 to include maximum mileage costs). The expected budget range was noted to be \$12,380. These figures do not include costs for teacher training support or other development aspirations.

With these figures in mind, a six to nine month reserve fund would be in addition to a TS&DF of \$10,000 - \$15,000.

2.0. Retreat and Class Updates & Issues

Rich Howard, 2018 residential retreat manager, stated that the retreat was a success. He listed both the positives and negatives of the retreat location, *Community of the Great Commission*, in Foresthill, CA. Although the natural beauty was appreciated by many, the negatives included lack of voice coverage, long walking distances and distance to the nearest hospital and other amenities being too far.

2.1. September Residential Retreat Review

All expenses for the residential retreat have been allocated. Negotiations after the retreat resulted in a decrease from the original agreement costs by \$1,274. The final facility payment (\$226) and food/cooking payment (\$580) are scheduled to be paid today.

The final funding situation looks very good and the Board decided that the profits from this year will be held to offset expenses for future retreats.

John Travis will receive \$9,505 in dana payments (which may increase if a pending check is received) and does not include the \$1,000 that will be given to him from Board monies determined at last month's board meeting.

The cook, Michelle Reynolds, will receive a dana check of \$2,020, which is in addition to her stipend.

2.2. Retreat Refunds for Financial Circumstances, Review and Discussion

The Board thoroughly discussed whether or not to offer retreat refunds for financial circumstances and significant life events. The Board chose to following the guidelines that were decided upon at the Board meeting last month.

The Board thoroughly discussed the options regarding refunds for the retreatants who cancelled after the July 15 cut-off. The Board decided that because some registrants cancelled between June 5 - July 15 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. (Board Meeting Minutes, August 24, 2018)

The Board agreed that for the 2019 residential retreat, the Board may be able to lower the deposit amount and adopt a less stringent refund policy. The 2018 policies were made when the viability of the retreat was threatened by location and teacher challenges.

3.0. Community Outreach

3.1. Plans for Year-End Fundraising Drive

The Treasurer and President are working on the end-of-year fundraising letter that will be sent to SIM participants for whom we have an email address. Hard copies will not be sent this year as the process is time-consuming. The Treasurer expects to send the draft letter to Board members for review prior to the next Board meeting. Once the Board approves the letter it will be sent to Webmaster, Sabitre Rodriguez, who will be responsible for distribution in early November.

3.2. October Community Meeting

The Board agreed to cancel the community meeting scheduled for October 25. The President and Rich Howard will find another date in which the President can give an extended announcement to include the recent change in dana policy and SIM's current

financial standing. In addition, Rich Howard will present the changes in the faculty's focus.

3.3. December Holiday Event

Member-at-large, Barbara Colton, agreed to plan and coordinate the December Holiday Event, scheduled for Thursday, December 13, which was a great success last year. Barbara will ask Linda Franklin and Renee Kunz, who provided instrumental assistance last year, to work with her again this year.

4.0. Board-Faculty Communication

4.1. Mentor's Report

Rich Howard, representing the SIM Faculty, indicated that faculty meeting minutes from that morning will be made available as soon as possible.

The teacher's calendar for Thursday nights is available through May 2019 and will be added to the SIM Digital Library under Practice Events>Schedules.

Vance Pryor is being considered as our Senior Teacher for the daylong retreat that is usually held in the winter months, January or February. Vance completed a portion of the teacher training program with Steve Armstrong and Kamala Masters. Subsequently, he entered the Insight Meditation Society (IMS) Teacher Training Program where he is now a student. He is considered to be a good presenter and a pleasant person. The SIM Faculty will ask if he can teach on Saturday, March 23, 2019, as the first choice for a daylong retreat and March 30, 2019, as the second choice. Dennis Warren is scheduled to talk with Vance this week.

SBMG has proposed that SIM co-sponsor a daylong retreat with DaRa Williams on the last Saturday in February (February 23, 2018) which is a date that has already been committed to Heather Sundberg. DaRa Williams is on faculty with Joseph Goldstein and Kamala Masters at IMS. Rich Howard will try to reschedule Heather to another date.

The SIM Faculty would also like to invite Gus Koehler to offer a half-day interpretation of the thangkas including an interpretation of personal thangkas that participants bring from home. Steve Gross, who has a non-profit organization in Nepal and contacts with a thangka painter, will also be invited to sell thangkas as a fundraising event with proceeds to be donated to SDC (1/2 to Steve, 1/2 to SDC). Registration fees will also be collected.

Finally, the SIM Faculty discussed the possibility of creating an Advisory Council to include teachers with “deep dharma practices” to provide guidance to SIM Faculty.

4.2. Teacher Designation Revisions

The below information was provided by Rich Howard.

This is a table summarizing decisions made at recent SIM Board and faculty meetings and retreat. The understanding is that within six months from now there will be a more comprehensive plan for the distribution of dana to all teachers.

Presenters	50%	75%	100%
Senior Teachers and Monastics¹			
John Travis			X
Steve Armstrong			X
Kamala Masters			X
Heather Sundberg			X
Monastics, e.g. Saranaloka nuns			X
Teachers²			
Tony Bernhard		X	
Dennis Warren		X	
Meg Gawler		X	
Rich Howard		X	
Diane Wilde		X	
Lori Wong		X	
Teachers In Training³			
Noliwe Alexander		X	
Andrea Castillo		X	
Walt Opie		X	
Presenters (later changed to Speakers to reduce confusion with overall category in QBO)			
Gus Koehler	X		

Laura Rosenthal	X		
Matt Russell	X		
Sue Taylor	X		

1 and others designated by the SIM Senior Faculty

2 graduate of IMS/SRMC or other recognized teacher training program, CDL, or designated by a recognized teacher

4.3. Board-Faculty Retreat

While the Board-Faculty retreat for 2019 was mentioned, no decisions were made regarding date or location. We have not as yet determined a date that is available for all board members and faculty.

5.0 Volunteer Update

5.1. Discussion of Wednesday Morning “Sits”

Not addressed this month.

6.0. SDC

6.1. RSO Policy update and implementation

RSO representatives, Jerry Simkins and Bob Jenne, presented the findings from the three working groups, outlined in “Registered Sex Offender Review” dated September 6, 2018. The Board unanimously agreed that the RSO’s participation in the SIM sangha events that occur on site at the SDC (Thursday evening sits, Saturday daylongs, etc) is welcomed. There was however concern expressed about his/her involvement in SIM sangha related events outside the SDC setting, specifically the yearly residential retreat and affinity group activities and how any restrictions might be communicated to the RSO. The Board decided to discuss these issues again at our next board meeting in October.

6.2. Building Report, Art and Design Committee Report

A complete report is included with the meeting materials. Topics include:

- Movable wall is complete
- HVAC in Break Room no longer working, replacement pending
- Compost bins are being built, volunteers welcome

- Backyard shed broken into, lock replaced

6.3. Policy Issues, Decisions, Developments

SDC Board Meeting minutes (September 12, 2018) are included with the meeting materials.

6.4. Permanent Altar Committee

The committee is considering several woodworkers to build the altar. Eventually, there will be a more formal way for the community to make comments on the altar and window screen prototypes with financial options as well.

6.5. Possible Contribution to Susan Orr Memorial Fund

Not addressed.

6.6. Possible Replacement of SIM Office Carpet

Not addressed.

7.0. Operations Issues

An "Action Items" list was not available this month.

8.0. Next Board Meeting

Monday, October 29, 2018 – 6:00 PM-8:30 PM

Respectfully Submitted
Barbara Briscoe
SIM Board, Secretary

