



# Sacramento Insight Meditation

CONTINUING SUPPORT FOR THOSE  
PRACTICING IN THE INSIGHT / VIPASSANA TRADITION

## **FINAL Minutes Board of Directors Meeting Monday, October 29, 2018**

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6:00 PM on Monday, October 29, 2018, at the Sacramento Dharma Center (SDC), 3111 Wissemann Drive, Sacramento, CA 95826.

### **In Attendance**

Presiding President	Cathy Vigran
Vice President	Jerry Simkins
Treasurer	Absent
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 September 24, 2018, meeting which will be available on the SIM website.

#### **1.0 Fiscal**

##### **1.1. September Financial Reports**

The Treasurer provided the September 2018 Financial Reports highlighting the points below:

Total Liabilities and Equity: \$94,617.20

The above "*Total Liabilities and Equity*" amount is down slightly from August 2018 Financial Reports by \$876.40.

Net Revenue:

Jan - July: \$33,322.52

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

Jan - Sept: \$24,891.44 (-\$836.40)

Net Revenue without Annual Retreat:

Jan - July: \$9,470.42

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

Jan - Sept: \$11,084.52 (-\$145.47)

General Fund Contributions:

Jan - July: \$2,359/mo

Jan - Aug: \$2,333/mo

Jan - Sept: \$2,312/mo

*General Fund Contributions* monthly averages, show very slight decline over three months. Contributions to the general fund are a part of our end of year fundraising efforts.

### January - August

	General	Residential	Total
Total Revenue	\$55,469.32	\$40,250.00	\$95,719.32
Total Expenditures	\$44,384.80	• \$26,443.08	\$70,827.88

<b>Net Revenue</b>	\$11,084.52 \$1,231.61/month	\$13,806.92	\$24,891.44
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## **1.2 Replace SIM Office Carpet**

The Board voted unanimously to replace the carpet in the SIM office which will cost approximately \$850. The carpet will be uniform with what is in the adjoining Main Hall.

## **1.3 Administrative Support for Registrar and Retreat Manager Functions**

The Board voted unanimously to institute the following changes to the registrar and retreat registrar functions for daylong retreats, Beginning Meditation Course and annual residential retreat.

- a. Alicia Patrice will be asked to provide administrative support for registrar functions for the monthly daylong retreats, the Beginning Meditation Course and the annual residential retreat at the rate of \$20/hour.
- b. The fee for the Beginning Meditation Course will be increased from \$35 to \$50 to offset administrative costs associated with the course.

The Board will consider SIM community members that would be good candidates for the residential retreat manager role and report back to the Board at our next meeting, November 26. The retreat manager will interface with Alicia to complete functions beyond clerical such as evaluating applications for the residential retreat.

## **1.4. Teaching and Development Initiative Update**

The President requested a document to clarify the specific items that have been approved to be budgeted under the T&DI including organizational support for dana, mileage for visiting teachers (lodging costs when necessary), annual dana to faculty, and financial support for faculty to attend the annual residential retreat.

The President emphasized the need for faculty input regarding the amount of organizational dana support used by other sanghas and the definition of “faculty” for the purpose of distributing annual dana and residential retreat support.

## **2.0. Retreat and Class Updates & Issues**

### **2.1. Daylong Retreat Registrar Modifications**

The Board agreed to make the following changes to the on-site Daylong Registration process.

- a). The registration fee will be a sliding scale from \$15 to \$35 instead of the current \$15 or \$25 or \$35.
- b). The registration fee will be separated from dana.
- c). The registration will be set-up as “self check-in” when there is no volunteer to serve as registrar. In these circumstances, registrants will need to have the exact change or pay by check.

These changes will simplify the registration process and may encourage new volunteers.

## **2.2. 2019 Senior Teacher Weekend and Residential Retreat**

Vance Pryor has been confirmed as teacher for the Senior Teacher Weekend in March and will co-teach with Kamala Masters at the annual residential retreat (September 3-10, 2019).

## **2.3 SBMG and SIM Co-Sponsored Retreats**

The proposed co-sponsored (SBMG) retreat with DaRa Williams scheduled for February 23 will not take place.

Of note, Franz Moekl is scheduled for a daylong retreat at SBMG on May 19. It was not clear if SIM is co-sponsoring this event.

## **3.0. Community Outreach**

### **3.1. Teaching and Development Initiative**

The President will announce the SIM Board’s pivot from the 2018 emphasis on community outreach to the 2019 emphasis on teacher support and development, Thursday evening, November 8. She read a draft of her comments which received positive responses from the Board; one suggestion was to expand upon the support for future teachers.

### **3.2 Review Year-End Fundraising Letter**

The Board approved the letter for distribution with suggestions that the letter be confined to the length of one page.

### **3.3. December Holiday Event**

Member-at-Large, Barbara Colton reported that she is collaborating with Sabitre Rodriguez and Renee Kunz both of whom were involved in prior holiday events. Linda

Franklin, who has previously coordinated the member “talent show” is not available. Barbara has been announcing the event on Thursday evenings.

### **3.4. Community Request to Use SDC Room**

A member of the Board (Barbara Colton) was approached by a community member with a request to use space at the SDC for an affinity book group. Development of a policy for SIM sponsorship of SDC room use was put on the agenda at that member’s request.

A policy was discussed and approved to process requests for use of space at the SDC by members of the SIM community. A community member who wishes to use space at the SDC may present a proposal to any member of the Senior Faculty for approval, in order to evaluate whether the group’s activity is consistent with SIM’s mission. If the faculty member endorses the request, the sangha member initiating the request may bring it to the Board for consideration. After Board approval the group may request space from the SDC scheduling committee, through the regular online process, noting SIM as the sponsoring sangha. A faculty member who provides such a recommendation will have no ongoing responsibilities for mentoring or supervising the activities of the requesting group.

Diane communicated to the Board her approval of Terri Townsend’s request for use of SDC space to conduct an affinity book group, and the request was approved by the Board. Diane will communicate our decision to Terri.

### **4.0. Board-Faculty Communication**

SIM and SBMG are co-sponsoring a workshop (1/2 day) with Gus Koehler who will provide interpretation of the thangkas hung on the walls at the SDC. No further information is available regarding the proposal to have Steve Gross sell thangkas that day.

The Thursday teaching schedule is available in the digital library through May 2019. Faculty representative, Diane Wilde, indicates that the faculty is reaching out to new teachers and getting good responses. Nowile Alexander is committed to two Thursday events in 2019.

Diane and Rich Howard are researching the levels of organizational dana support provided by other sanghas. There is conflicting information from SBMG, but the President received an email from Past President Maureen Paley that they offer a minimum of \$150 for an evening event and \$450 for a daylong retreat.

Diane Wilde will be on a six week sabbatical in January and February.

### **5.0. Volunteer Update**

#### **5.1. Wednesday Morning “Sit”**

The Board voted to discontinue the (7am) Wednesday morning “sit” which has been poorly attended and tomorrow will be the last day. SIM has sponsored Tom Hopkins to provide a later (8am) “sit” on Friday mornings. Bob Jenne asked if he could announce in the newsletter/E-news the Wednesday morning “sit” at Sierra 2. He will write up an announcement and submit to the President.

## **5.2. 2019 March Senior Teacher Weekend & Residential Retreat**

The Board will consider SIM community members that would be good candidates for the coordination of the March Senior Teacher Weekend and for the 2019 Residential Retreat manager and report back to the Board at our next meeting, November 26.

## **6.0. SDC**

### **6.1. RSO Policy Update and Implementation**

Deferred to November Board meeting.

### **6.2 Building Report and Update on Outside Planning**

Building manager, Bob Jenne, discussed the proposed Northside landscaping plans which will be the focus of the SDC fundraising. Some in attendance suggested that other outside areas would be preferable and they were encouraged to attend the next planning committee meeting.

### **6.3. Policy Issues, Decisions, Developments**

SDC Board representative, Barbara Colton, provided the SDC minutes for review which are available in the “Meeting Minutes” section of the SIM digital library.

### **6.4. Permanent Altar**

The committee is inviting three woodworkers to meet with its members. Valley Streams Zen Center has committed to donating \$5,000 and SBMG has committed to \$2,500 minimum. SIM was approached to match the \$2,500 amount and will defer a vote until next month.

The committee has purchased ready-made shoji screens to try out for appearance and for ability to block light from car headlights. Building manager, Bob Jenne, suggested that custom-made shoji screens would probably be recommended and the increased costs will likely be funded by private sources.

### **6.5 Susan Orr Memorial Fund**

The Board discussed contributing to the Susan Orr Memorial Fund which will be directed by the SDC. The proposed plan is to plant a garden with tables and chairs on the Northside of the building. The final amount and vote will be deferred until November when our Treasurer will be back from her leave.

## **7.0 Operations Issues**

The Board reviewed the September Board Meeting Action Items.

## **8.0. Next Board Meeting**

Monday, November 26, 2018, at 6:00 pm to 8:30 pm at the SDC.

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Respectfully Submitted

Barbara Briscoe

SIM Board, Secretary