



Sacramento Insight Meditation

CONTINUING SUPPORT FOR THOSE
PRACTICING IN THE INSIGHT / VIPASSANA TRADITION

FINAL **Board of Directors'** **Meeting Minutes** **November 26, 2018**

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6:00 PM on Monday, November 26, 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
Faculty Representative	Rich Howard
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 October 29, 2018, meeting which will be available on the SIM website.

1.0 Fiscal

1.1. October Financial Reports

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

Total Liabilities and Equity: \$92,613.06

Net Revenue:

Jan - Aug: \$25,727.84

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

Jan - Oct: \$22,873.05 (-2,018.39)

Net Revenue without Annual Retreat:

Jan - Aug: \$11,229.99

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

Jan - Oct: \$9,125.41 (-\$1,959.11)

General Fund Contributions:

Jan - Aug: \$2,333/mo

Jan - Sept: \$2,312/mo

Jan - Oct: \$2,293/mo

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

Net Revenue is down approximately \$2,000 due to a payment to Matt Russell in the amount of \$1,500 for the MBSR class and an insurance invoice that was also paid in October.

January - October 2018

	General	Residential	Total
Total Revenue	\$60,456.96	\$40,250.00	\$100,706.96
Total Expenditures	\$51,331.55	• \$26,502.36	\$77,833.91
Net Revenue	\$9,125.41 \$912.54/month	\$13,747.64	\$22,873.05

1.2. Budget 2019

The Finance Committee will meet in the next two weeks to create a 2019 budget to be presented at the December board meeting.

1.3. Purchase of Shoji Screens for the SIM Office

Valley Streams has decided to keep the shoji screens that were purchased as a “trial” in the meditation hall for their office. The screens are currently on sale and the cost for the SIM office would be \$150 including tax and shipping. Besides the aesthetic effect the screens will provide privacy from the outside especially important when money is being counted in the office. Member-at-large, Barbara Colton, made a motion to purchase the shoji screens for the SIM office with unanimous agreement from the Board. Building manager, Bob Jenne, will order the screens.

1.4 Teaching and Development Initiative (T&DI)

Faculty representative, Rich Howard, is recommending a \$200 guaranteed teacher dana for Thursday evening events. This was voted on and approved by the Board. A \$500 guaranteed dana for Saturday daylong retreats is being considered, along with the question of whether this will be for visiting teachers only or include SIM faculty. The President has a scheduled phone call for herself and the Treasurer with Dennis Warren on Tuesday (12/4) to obtain his input, and specifically discuss the guaranteed amount and whether or not SIM Faculty would be included along with visiting teachers for Saturday one day retreats. The President has asked all Board members and Faculty to consider whether the guaranteed dana should be extended to SIM Faculty as well as visiting teachers for Saturday one day retreats and will be on the agenda for a vote at the next Board meeting in December. The Finance Committee will consider the financial impact of these changes for 2019 budgeting purposes.

The President proposed that registration fees for the SIM residential retreat be waived for SIM Faculty as part of teachers’ support under the T&DI. The Board also agreed that the equivalent amount could also be used to attend another similar retreat of choice.

The President also proposed that annual gifts to Senior and Faculty Teachers be given now instead of waiting until the end of the year. The Board agreed and checks will be sent to John Travis, Kamala Masters, Dennis Warren, Rich Howard and Diane Wilde along with a thank-you note from the President. A check was sent previously to Steve Armstrong.

1.5. Valley Streams Zen Center (VSZC) Donation to St John’s Project

VSZC has offered to donate \$100/month to the St John’s Project. The Treasurer will check with clerical staff, Alicia Patrice, to find out if SIM is receiving the funds.

2.0. Retreat and Class Updates & Issues

2.1. Changes to Daylong Retreat Registration

Secretary, Barbara Briscoe, reported that the changes to registration for Saturday daylong retreats, including separating dana from registration fees and a sliding scale, have been implemented. Community member, Greg Gollihur, was acting registrar and indicated that the changes went well. He did recommend however that the changes be announced at SIM Thursday night events.

2.2. Development of Protocol for SIM Classes

A preliminary draft protocol for development of SIM classes was shared in the meeting materials. All Board members were asked to review this document and make suggestions in writing to the President, so that the document can be finalized at our next meeting.

3.0. Community Outreach

3.1. Year-End Fundraising

The Treasurer reported that the year-end fundraising letter went out to the community today. A follow-up email will go out the last week in December. SIM year-end fundraising efforts will also be featured on the SIM blog, Facebook, E-News and webpage. An announcement will also be made during Thursday night event announcements.

Jerry Simkins has agreed to contact some individuals by phone to solicit end-of-year donations.

3.2. Holiday Potluck

Barbara Colton reported that the December Holiday Potluck planning is progressing as expected.

3.3. Sponsorship Request for Use of SDC Room

Dennis Warren requested Board sponsorship for a one day mindfulness course offered to an organization called Rock Steady Boxing. The Board agreed to the request and the course was held at the SDC.

4.0. Board-Faculty Communication

4.1. Faculty Report

Rich Howard reported that the schedule for 2019 has been difficult to fill.

The Faculty recommends developing a policy along with the Board for sponsorship of outside people in response to SBMG requests. In addition, we need to jointly develop a policy on what kind of events we will publicize in the eNews, on the website, on Facebook, and in Thursday night announcements.

4.2. Scheduling Beginning Meditation and MBSR Courses

The dates for both classes have not yet been determined. Rich Howard will continue to work on establishing dates for both.

4.3. Franz Moekl

SIM will not be co-sponsoring (with SBMG) an event with Franz Moekl as previously discussed.

5.0. Volunteer Updates

5.1. Coordinator for March Senior Teacher weekend & 2019 Residential Retreat Manager

Rich Howard volunteered to be the coordinator for the March Senior Teacher weekend with Vance Pryor. The Board was asked to consider possible community members that could be approached to serve as the 2019 residential retreat manager.

5.2. Volunteer Request to Work on Board Projects

Sheri Pescatore sent an online inquiry to serve on a Board project. The Board agreed that there is nothing to offer her at this time. Barbara Briscoe agreed to contact her and to also provide her contact information to Vice-President, Jerry Simkins, who is needing SDC volunteer assistance.

6.0. SDC

6.1. RSO Policy Update and Implementation

The Board went into an executive session. *Executive Session* report dated November 26, 2018.

6.2. Building Report & Outside Planning Update

Building manager, Bob Jenne, provided a written update on shoji screens, carpet installation, tree removal and tool storage. Please read his report for further details under "Meeting Materials," "November 26, 2018".

6.3. Policy Issues, Decisions, Developments

Barbara Colton has been elected as new SDC Board President. Please note her written update in the SIM digital library under “Meeting Materials” “November 26, 2018.”

6.4. Altar Committee

Barbara Briscoe reported that the Altar Committee is interviewing two woodworkers to design and build the altar. The overall price could vary considerably depending on what is specifically selected. The Board voted to contribute \$2,500 toward the Altar Committee.

6.5. Susan Orr Memorial Fund

The Board voted unanimously to contribute \$2,500 to the Susan Orr Memorial Fund with the possibility of donating more as the project becomes more defined.

7.0. Operations Issues

7.1. Review of September Board Meeting Action Items

Completed

7.2 Board Meeting Dates/Times for 2019

Board of Directors' Meeting Dates January - June 2019

Date	Monday	Faculty Attendance	in
January 28 @ 12 noon	4th	Diane Wilde	
February 18 @ 6pm	3rd	Dennis Warren	
March 25 @ 6pm	4th	Rich Howard	
April 22 @ 6pm	4th	Diane Wilde	
May 13 @ 6pm	2nd	Dennis Warren	
June 17 @ 6pm	3rd	Rich Howard	

7.3. Board/Faculty Retreat Date

There are two possible dates being considered for the Board/Faculty Retreat with preference for the Monday date:

Saturday, April 6, 2019 from 12 noon to 2:30pm

Monday, April 8, 2019 from 12 noon to 2:30pm

A decision is pending input from Dennis Warren.

8.0. Next Board Meeting

Monday, December 17, 2018, from 12 noon to 2:30pm (subsequently changed to 1 - 3:30 PM).

Respectfully Submitted

Barbara Briscoe

SIM Board, Secretary