



Sacramento Insight Meditation

CONTINUING SUPPORT FOR THOSE
PRACTICING IN THE INSIGHT / VIPASSANA TRADITION

FINAL

Sacramento Insight Meditation Board Meeting Minutes, December 17, 2018

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 1 PM on Monday, December 17, 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
Faculty Representative	Rich Howard
Building Manager	Bob Jenne

Beginnings

The meeting was called to order by The President, Cathy Vigran, at 1:00 pm. She led the group in a brief period of meditation followed by a reading of the *Guidelines: Board Participation as Dharma Practice*.

Meeting

November 26, 2018, meeting minutes will be amended and sent to Sara Denzler for initial approval. The Board-Faculty retreat meeting minutes were approved and will be available on the SIM library.

1.0 Fiscal

1.1. November Financial Reports

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

Total Liabilities and Equity: \$89,947.38

Net Revenue:

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

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

Jan - Nov: \$20,207.37 (-\$2,665.68)

Net Revenue without Annual Retreat:

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

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

Jan - Nov: \$8,459.73 (-\$665.68)

General Fund Contributions:

Jan - Sept: \$2,312/mo

Jan - Oct: \$2,293/mo

Jan - Nov: \$2,314/mo

Net Revenue showed a decline due to the end-of-year checks (\$1,000 each) sent to Kamala Masters, John Travis, Dennis Warren, Rich Howard and Diane Wilde in addition to the change in percent dana given to presenters. (Steve Armstrong's check was sent earlier in the year.)

1.2 Teaching and Development Initiative

In order to encourage more visiting teachers to come to SIM and to show gratitude to our in-house teachers, the President proposed that after the appropriate dana breakdowns are determined, <https://drive.google.com/drive/u/0/folders/1DQEKTvK017awxznsqQfshAN7fqzuqO-r>, SIM will subsidize dana to equal the amounts below, when necessary:

Thursday night sits for:

Visiting teachers - \$200

In-House Teachers - \$200

Daylong Retreats for:

Visiting Teachers - \$500

In-House Teachers - \$250

The Board voted to adopt the proposal. The proposed amounts will be re-assessed in six months along with a re-evaluation of 2019 budget projections. An increase in dana to in-house teachers for daylong retreats can then be re-considered.

1.3. 2019 Budget Presentation

The Treasurer, Sara Denzler, presented the Finance Committee's budget projections for year 2019 which total \$71,350 (without residential retreat). This amount is \$18,000 more than the year-to-date total for 2018 but close to the 2018 amounts when the annual gifts (\$5,000) to teachers are removed. The 2019 projected increase is due to a \$5,000 increase in professional expenses with the hiring of Alicia Patrice as office support and the increase in dana to teachers from the general fund. The Treasurer is optimistic about our financial position given there is a current reserve of \$89,947.38 which covers over one year of expenses.

The *Proposed 2019 Budget* is available:

https://drive.google.com/drive/u/0/folders/1rAzbpqPbPIE74utN5-yeYVWme_uw5vAC

2.0. Retreat and Class Updates and Issues

2.1. Registrar Update

The Treasurer, Rich Howard and Alicia Patrice met to discuss Alicia's new responsibilities as registrar for the Beginning Meditation Class (BMC). Rich provided her with current enrollment information. Webmaster, Sabitre Rodrigues, will be informed of Alicia's new role to be noted on the webpage.

Rich agreed to write-up a procedure document for the BMC registrar and to post it on the SIM library.

Jerry Simkins volunteered to work on a procedural manual for retreat managers for both the Senior Teacher Weekend and the residential retreat with a draft available for the February Board meeting.

2.2. Development of Protocol for SIM Classes

The President is asking that all Board members review the document drafted to address a protocol for SIM Classes (available from 11 26 2018 Meeting Materials).

<https://docs.google.com/document/d/1WS8iRs76j5cCwPIf8LzkwwWCkgfRzAfhHHE0Lpj7fIE/edit>

This topic will be addressed at our next Board meeting in January.

2.3. Planning/Publicity for March Senior Teacher Daylong

Rich Howard, manager for Vance Pryor weekend, will be working on a flyer once Vance provides topic information by the end of December. It is not known as yet whether Vance prefers to stay in the home of a community member or a hotel. Vance will not be offering an event on Friday. Rich will not attend another SIM Board meeting until March, and will therefore update the Board regarding publicity and other issues by email.

3.0. Community Outreach

3.1. Year-End Fundraising

The President reported that as of this morning, ~\$3000 had been donated toward the year-end fundraising efforts. A reminder email will be sent to the community the last week in December. She will be sending thank-you notes to the donors. Sabitre Rodriguez is now sending monthly updates to her on new donors so that thank-you notes can be sent on a regular basis.

The Treasurer raised the concern of how to track donations that are specific to the TD&I Fund which she will discuss with Sabitre Rodrigues.

3.2. Possible Development of a “Caring Council”

The President raised the possibility of SIM developing a “Caring Council” as a response to issues that have been raised while addressing the registered sex offender (RSO) policy. At present, SIM does not have an official way for community members to confidentially express concerns and to receive support in reaching resolution.

Secretary, Barbara Briscoe, has agreed to research models from other sanghas that have implemented a Caring Council or Ethics and Reconciliation Council and report back to the Board in January.

Rich Howard suggested that the Chaplaincy Brochure may be a useful resource. Diane Wilde, in the absence of Susan Orr, had been asked to re-invigorate the Caring Council for SDC and should also be consulted.

3.3. Valley Streams Zen Center (VSZC)’s Contribution to St. John’s Program

The Treasurer confirmed the first check from VSZC was received in the amount of \$300. VSZC will be contributing \$300 per quarter instead of \$100 per month.

3.4. Clarification on Sponsorship of Gus Koehler Thangka Event

Rich Howard updated the Board that the Gus Koehler event of interpreting thangkas would not be a co-sponsored SIM event but instead a SDC event due to the fact that it is not a part of the Theravadan tradition. Diane Wilde is working with the SDC Board regarding the event sponsorship and Dennis Warren has made an initial inquiry to Steve Gross who may come to sell thangkas with proceeds to support the SDC.

3.5. Holiday Potluck Review

The Board thanked Barbara Colton for her work in coordinating the Holiday Potluck. She noted that community member, Renee Kunz, “stepped-up.” Barbara suggested that in the past, a second community event in the summer helped to build community connection.

4.0. Board-Faculty Communication

4.1. Faculty Report

Rich Howard reported the above-mentioned Faculty recommendation to provide subsidized dana from the General Fund to guarantee a minimum of \$500 to visiting teachers for daylong retreats and \$250 for in-house teachers.

At community events, the faculty will begin to mention the possibility of deepening one's practice with the hopes of encouraging future teachers in the community.

The faculty will be developing criteria for co-hosting in-house events as well as public, non-SIM events and would like the Board to be a part of this process.

4.2. Scheduling

Rich Howard reviewed the possible teachers who are being invited for SIM events in 2019. He would like to invite Senior Teacher, Greg Scharf, to provide a Thursday/Saturday event on August 29 and August 31. Rich emailed but had not as yet heard back from him as he was in the three month IMS Retreat until recently.

Rich requested that the Thursday SIM event be cancelled on July 4, 2019. The Board supported his decision.

Rich suggested that the Holiday Potluck be scheduled for December 12, 2019. The Board supported his choice.

The Mindfulness Based Stress Reduction course has not been rescheduled. The teacher, Matthew Russell, prefers an evening time which is more challenging to schedule. No assistance from Board is necessary.

5.0. Volunteer Update

Robin Primavera and Michael Paddy were suggested as possible managers for the 2019 Residential Retreat. Jerry Simkins agreed to contact them to determine their interest/willingness.

6.0. SDC

6.1. RSO Policy Update and Implementation

As outlined by SIM's RSO policy, the community member RSO has been notified by email that SIM would like to meet to discuss our finished policy and to obtain his signature. He was invited to bring a person of his choosing to attend the meeting. Jerry Simkins and Barbara Briscoe will coordinate a time in 2019 to meet.

6.2. Building Report and Update on Outside Planning

Building manager, Bob Jenne, has provided a report of updates and plans. In the report he addresses removal of trees and stump, shoji screens, altar lighting, bookshelves and the January 6 outdoor planning date with Lynelle McNeil. The report is available in the "Meeting Materials" section of the SIM library.

https://drive.google.com/drive/u/0/folders/1rAzbpqPbPIE74utN5-yeYVWme_uw5vAC

6.3. Policy Issues, Decisions, Developments

Member-at-large, Barbara Colton, provided a written update of SDC issues which is available on the SIM library.

https://drive.google.com/drive/u/0/folders/1rAzbpqPbPIE74utN5-yeYVWme_uw5vAC

In the report she also mentions the meeting with Lynelle McNeil on Sunday, January 6 at 2pm-4pm and the hope that as many board members from the four sanghas are present to discuss the outdoor plan options.

6.4 Permanent Altar Committee

Barbara Briscoe reported that the committee has interviewed one woodworker and a second will be interviewed in January 2019.

7.0. Operations Issues

7.1. Review of November Board Meeting Action Items

Action Items that were not completed will be forwarded to December Action Items.

7.2. Review of Board Meeting Dates/Times

The Board approved the dates and time for 2019 Board Meetings. A request was made to change the times to daytime when possible.

8.0. Next Board Meeting

The next Board Meeting is scheduled for Monday, January 28 from 12 noon to 2:30 pm.

9.0. 2018 Conclusions

The President, Cathy Vigran, concluded the meeting with hopes of recruiting new board members in 2019. Bob Jenne agreed to review and update current bylaws.

Barbara Colton expressed thanks to Cathy for all her work for the SIM community.

Respectfully Submitted

Barbara Briscoe

SIM Board, Secretary

