



Sacramento Insight Meditation

CONTINUING SUPPORT FOR THOSE
PRACTICING IN THE INSIGHT / VIPASSANA TRADITION

FINAL

Sacramento Insight Meditation Board Meeting Minutes, January 28, 2019

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 12pm on Monday, January 28, 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
Member-At-Large	Barbara Colton
Faculty Representative	Diane Wilde
Building Manager	Bob Jenne

Beginnings

The meeting was called to order by The President, Cathy Vigran, at 12:00 pm. She led the group in a brief period of meditation followed by a reading of the *Guidelines: Board Participation as Dharma Practice*.

1.0 Fiscal

1.1. December Financial Reports

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

Total Liabilities and Equity: \$95,454.66

Net Revenue:

Jan - Oct: \$22,873.05

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

Jan - Dec: \$25,728.90 (+\$5,521.53)

Net Revenue without Annual Retreat:

Jan - Oct: \$9,125.41

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

Jan - Dec: \$13,981.26 (+\$5,521.53)

General Fund Contributions:

Jan - Oct: \$2,293/mo

Jan - Nov: \$2,314/mo

Jan - Dec: \$2,733.17/mo

1.2 Tax donor letters, 1099's and SIM Tax preparation (Sara)

All tax donor letters have been sent. 1099s are in progress and Tate Associates has been contacted to proceed with SIMs Tax preparation.

1.3 Updated mileage for presenters.

The Treasurer, Sara Denzler, proposed that SIM adopt the IRS business rate for mileage reimbursement for presenters. (The rate is currently \$.54.5 per mile.) It changes periodically. The Board voted to adopt the IRS business rate.

1.4 SIM Residential Retreat costs-with housing for a 2nd teacher.

The Treasurer reported the cost of housing for Vance Pryor for the residential retreat will be \$1580 per week. The Board approved this cost.

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 reported that Alicia has assumed Registrar duties for the Beginning Meditation Class and will act as Registrar for the the 2019 Residential Retreat. Who will take on Registrar duties for the monthly daylongs needs to be clarified, in case Alicia's help is needed. There is also a need to clarify roles and responsibilities related to Registrar, Website, eNews and other duties as more people help with these tasks.

As reported previously, Rich will develop a Beginning Class protocol. The registrar manual for retreats will be updated by Jerry, and the existing protocol documents for the daylongs will be reviewed and modified as necessary by The Secretary.

There was discussion regarding who makes scheduling requests and developing the e-news questionnaire. The Treasurer will continue to monitor.

2.2. Updated signage for one-day retreats

The President addressed a need to update the signage for daylong retreat registration fees and dana to provide yogis a better understanding of how the fees are used and to clarify that fees are not provided as dana to the teachers. The President and Diane Wilde will work on new text and presentation for the signage.

2.3 Updating Registrar procedures

(see 2.1 above) (by February Board meeting.)

2.4 Development of protocol for SIM Classes

Since she had not received feedback from Board or Faculty members regarding the protocol for development of SIM classes, the President will work with the Treasurer and Rich Howard to develop a draft to bring to the Board and Faculty for their approval.

2.5. Planning/Publicity for March Senior Teacher Daylong

As reported previously Rich Howard, manager for Vance Pryor weekend, will be working on a flyer once Vance provides topic information.

3.0. Community Outreach

3.1. Board recruitment, term limits

Barbara Colton, Board Member at Large, will leave the Board in March. The President proposed that recruiting new Board members be a goal for 2019. The Treasurer is doing research on the topic of Board recruitment generally, and will present information at the next meeting to help develop a protocol for recruiting new members to our Board. All Board members are to begin to consider names of possible new candidates.

SIM's Bylaws currently state that board member terms are 2 years. There are currently no terms limits. A proposal was made to continue 2 year terms and add language limiting tenures to 3 consecutive terms. Language will be added requiring a 3 month written notification when resigning for non-emergency reasons, as well as exceptions that might be made if new candidates are not available as old members term off. Bob

Jenne is working on revision of SIM's bylaws along with the President, and has agreed to come up with draft language for these changes as part of the revision process.

3.2. Year End fundraising, monthly donor update

The President reported that SIM received a total of \$5,961 in year-end donations for 2018 from 23 donors. For comparison, there were 33 year-end donors in 2017 who contributed a total of \$15,000. She sent thank-you notes to each of our donors and expressed sincere appreciation to everyone who made a contribution.

Additionally, she reported that we have four new monthly contributors, and that one of our regular monthly donors has increased their contribution. This will increase our SIM's monthly income by approximately \$350.

3.3. Possible Development of a "Caring Council"

Our Secretary, Barbara Briscoe, had volunteered to do preliminary research on establishing a Caring Council for SIM. Because she was unable to attend this meeting due to a family emergency, the topic was tabled until February.

3.4. Young Persons Group

Discussion took place regarding developing a young persons group within SIM. Diane Wilde has volunteered to investigate the possibility of starting such a group, and will provide the President with a report to the Board in February.

4.0. Board-Faculty Communication

4.1. Faculty Report

Diane reported 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. Also that the faculty will develop written criteria defining "teacher levels" for determining how dana is split.

4.2. MBSR Scheduling

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

5.0. Volunteer Update

Jerry reported that Michael Paddy is very likely to agree to be the Residential Retreat manager for SIM's 2019 retreat.

6.0. SDC

6.1. RSO Policy Update and Implementation

Jerry reported that he and Barb Briscoe met with the community member RSO on Monday January 7, 2019 to review the SIM approved RSO policy and obtained his

signature on the document. The conversation was short but pleasant. The Board requested that Jerry and Bob Jenne prepare a timeline documentation of the RSO policy development and implementation process for future reference if needed.

6.2. Building Report and Update on Outside Planning

Bob Jenne provided a written report which is available on the SIM Library.

Materials related to the SDC landscaping plan were sent to Board Members for review prior to the meeting. A vote was taken, with all present approving the SDC overall landscaping plan and proposed implementation priorities.

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

6.4 Permanent Altar Committee

Due to Secretary, Barb Briscoe's absence, this was tabled until the February Board meeting

7.0. Operations Issues

7.1 Project and task tracking Spreadsheet

Sara presented a plan to develop a task tracking spreadsheet for ease of review and discussion of issues as they develop. Follow up in February.

7.1. Review of December Board Meeting Action Items

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

8.0. Next Board Meeting

The next Board Meeting is scheduled for Monday, February 18 at 6pm.

9.0. 2018 Conclusions

The President, Cathy Vigran, concluded the meeting with hopes of recruiting new board members in 2019.

Respectfully Submitted

Jerry Simkins,

SIM Board, Vice President

