



Sacramento Insight Meditation

CONTINUING SUPPORT FOR THOSE
PRACTICING IN THE INSIGHT / VIPASSANA TRADITION

FINAL

Sacramento Insight Meditation Board Meeting Minutes, February 18, 2019

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6pm on Monday, February 18, 2019, 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	Dennis Warren - Absent
Building Manager	Bob Jenne

Beginnings

The meeting was called to order by The President, Cathy Vigran, at 6 pm. She led the group in a brief period of meditation followed by a reading of the *Guidelines: Board Participation as Dharma Practice*.

Meeting

The meeting minutes for January 28, 2019 were approved and will be available on the SIM website.

1.0 Fiscal

1.1. January Financial Reports

The Treasurer provided the January 2019 Financial Reports highlighting the points below:

Total Liabilities and Equity: \$97,778.03

Net Revenue for January : \$2,323.37

Net Revenue for January w/o the Annual Retreat: \$2,323.37

The Treasurer explained that several 2018 year-end contributions were included in the net revenue. The net revenue also reflects several dana payments/subsidies that were received in November and December 2018.

The total equity includes existing Annual Retreat funds not shown specifically in January reports, including a \$5,000 credit from Angela Center for reimbursement of deposit in 2017 and approximately \$5,800 in registration fees/deposits from the 2018 residential retreat (total = \$10,800).

General Fund Contributions:

January - \$2,533.00

2.0. Retreat and Class Updates and Issues

2.1. 2019 Residential Retreat: Fees and Refund Deadlines

The Treasurer reported on the costs for the 2019 residential retreat at Mercy Center Auburn.

Food, Lodging (including lodging for Vance Pryor) = \$27,646.

35 retreatants = \$789/person to cover costs

Using the Annual Retreat account balance of \$10,800 noted above, the Treasurer suggested two sample scenarios based on different levels of subsidy by the Board for Board members to consider.

The contract with the Mercy Auburn Center states cancellation fees based on time of cancellation. If SIM were to cancel the contract 16 weeks or more prior to the reserved date (before May 14), SIM would forfeit only the 10% deposit (\$2,659). If SIM had to cancel the retreat later, it would owe more.

The current scholarship fund contains \$970, equal to approximately three scholarships covering approximately 50% of the retreat cost.

The Treasurer proposed that a committee be formed to decide registration amounts, payment deadlines, a refund policy and criteria for scholarships. The committee should be prepared to report back for Board approval at the March meeting so that registration can open in early April. The members of the committee will include the retreat manager, Michael Paddy, and the Finance Committee (the President, Cathy Vigran, the Vice-President, Jerry Simkins, and the Treasurer, Sara Denzler) with Rich Howard present as an advisor. Sara will send an email with a meeting date.

2.2. Registrar Updates

The Secretary reported that Greg Golihur and Diana Cassady have volunteered to be semi-regular registrars for the **Saturday Daylong Retreats**. They have both been registrars on more than one prior Daylong Retreat. The Secretary will ask if they can try to make a commitment three months in advance so that Alicia Patrice can plan ahead to be back-up. The Secretary will also send both Greg and Diana written thank you notes for their commitments to serve.

The Treasurer questioned whether the Dana depositors were regularly scheduled to serve for the Daylong Retreats as Sabitre Rodriguez would like to receive the registration financials earlier, if possible. The plan was to clarify this with Margaret and for the Vice-President to initiate depositor involvement for the Daylong Retreats.

The Secretary also indicated that both Greg Golihur and Diana Cassady have committed to serving as registrars for Saturday, March 30, **Annual Weekend Senior Teacher Retreat** with Vance Pryor.

2.3 Financial Proposal for Spring MBSR Course

The Treasurer submitted the final policy, *SIM spring 2019 MBSR Class Financial Details, Policy* for approval by the Board which was unanimously approved and can be found in the *Policy and Procedures* folder in the SIM library.

<https://drive.google.com/drive/u/0/folders/1Z3y33gvQnnncu93LR4tqIKqs92twS8lay>

2.4 Updating Registrar Procedures

The Vice-President, Jerry Simkins, has been working on updating the *Manual for Residential Retreat Registrar*. He plans to continue re-organizing the current manual and to have it ready in March to meet with Alicia Patrice, residential registrar for the 2019 retreat.

During this discussion, the Treasurer suggested that an “overall” *Residential Retreat Manual* be developed which would include sections for both the retreat manager and retreat registrar with a timeline indicating who would do what when.

The discussion also included the appropriate wording, “Registration” versus “Application” to allow for and suggest that there is a discernment process in accepting applicants into the retreat.

A Retreat Planning Committee will be formed with the hopes of including Rich Howard (pending), Cathy Vigran, Sara Denzler and Jerry Simkins. Jerry will coordinate a meeting time once he knows whether or not Rich Howard is willing to participate. This meeting may be combined with the meeting on retreat registration fees and deadlines in Section 2.1 above.

2.5. Development of Protocol for SIM Classes

This project was postponed until some time after the March meeting to allow more time for agenda items that are more pressing.

2.6. Planning/Publicity for March Senior Teacher Daylong Retreat

The President reported, on behalf of Rich Howard, that the Senior Teacher Daylong with Vance Pryor is now being publicized. Vance may stay with Rich and will therefore not require transportation assistance from the Board. Rich will let us know when this is finalized. Vance is not planning to provide a practice talk on Friday but a dinner with the Board is planned for Friday night.

3.0. Community Outreach

3.1. Honoring Barbara Colton's Retirement from the SIM Board

The President proposed that we use the community dinner on March 14 as a time to honor Barbara's service to the Board with cake served during the break. The Board agreed to this proposal.

3.2. Board Recruitment Process

The Treasurer has been reading the book Board Recruitment and Orientation about the process of recruiting Board members. She provided a starting list of potential criteria for selecting members and asked for Board input. The Secretary agreed to contact Mountain Streams and Spirit Rock to ask for the criteria they consider from a dharma standpoint. The President, the Treasurer and the Secretary will meet in March to discuss a process that will support the recruitment of members to the SIM Board with a job description available for review at the March Board meeting.

3.3. Caring Council Research

The Secretary has postponed her research of other sanghas' use of a *Caring Council* until the March meeting.

3.4. Young Person's Group

The President reported that Diane Wilde has completed the flyer announcing the possibility of forming a dharma group for younger adults. Idris Ahmed has volunteered to be the contact person.

4.0. Board-Faculty Communication

No report. Faculty representative, Dennis Warren, was not present.

5.0 Volunteer Update

The Vice-President confirmed that Michael Paddy has agreed to be the 2019 Residential Retreat Manager.

6.0. SDC

6.1. Building Report

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

<https://drive.google.com/drive/u/0/folders/1UxEzbNI1J5N7YOAjk-5ypfHslyuuAyTe>

6.2. 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/1UxEzbNI1J5N7YOAjk-5ypfHslyuuAyTe>

The suggestion presented in the report of having cleaning of the SDC building incorporated into SIM's monthly daylong retreats was discussed. The Board will defer to the Faculty in making this decision after further details regarding the request become available.

6.3. Possible SIM Coordinator for SDC Scheduling

Member-at-large, Barbara Colton, and now new President of the SDC, discussed problems with confirming SDC scheduling requests in a timely manner. The President did not support the idea of having a single person assigned to all SIM scheduling requests and asked that Barbara work out a solution with the SDC Board regarding a reasonable and consistent turn-around time. Barbara will report back to the Board at our March meeting.

6.4. Permanent Altar Committee

The Secretary and member of the Altar Committee, Barb Briscoe, reported that recommendations were made in a memo to the SDC and available for review in the meeting materials. The proposed master woodworker, Robert Beauchamp, had provided sketches that are being considered and are also available for review. On February 13, the SDC Board approved the Altar Committee recommendation-memo and agreed to be the fiscal sponsor and contractor for Robert Beauchamp as well as for the shoji screen aspect of the project. Bob Jenne suggested that we begin to inform the community about the Altar Committee plans, including the emphasis on sangha collaboration/cooperation and financial breakdown. Barb agreed to address this issue during announcements starting March 7.

7.0. Operations Issues

7.1. 2019 Project and Task Tracking Spreadsheet

The Treasurer, Sara Denzler, presented a project and task-tracking spreadsheet for ease of review, distinguishing between projects, and tracking longer term items the Board is not currently working on. The Board will continue to discuss how the spreadsheet can be used and updated.

7.2. Review of January Board Meeting Action Items

January Action Items were reviewed. The incomplete items will be transferred to *February Action Items*.

8.0. Next Board Meeting

The next Board Meeting is scheduled for Monday, March 25 at 6pm.

Respectfully Submitted
Barbara Briscoe
SIM Board, Secretary