



# Sacramento Insight Meditation

CONTINUING SUPPORT FOR THOSE  
PRACTICING IN THE INSIGHT / VIPASSANA TRADITION

## FINAL

### **Sacramento Insight Meditation Board Meeting Minutes, March 25, 2019**

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6pm on Monday, March 25, 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	Rich Howard
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* and a brief check-in of those present.

#### **Minutes**

The modified meeting minutes for February 18, 2019, were approved and will be available on the SIM website.

#### **1.0 Fiscal**

##### **1.1. February Financial Reports**

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

**Total Liabilities and Equity:** \$98,808.08

Net Revenue for January : \$2,323.37

Net Revenue for January - February: \$3,353.42 (+\$1,030.05)

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

Net Revenue for January - February w/o the Annual Retreat: \$3,353.42 (+\$1,030.05)

The Treasurer explained that the net revenue amounts include Beginning Meditation Class dana through the end of February and extra support above registration for the February Daylong Retreat.

The total equity includes existing Annual Retreat funds not shown specifically in February reports (since there is no retreat activity yet in year 2019), 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).

The Treasurer indicated that she will be looking at the General Fund Contributions for donor changes and will report to the Board at a future meeting.

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

### **2.1. Update on Sr. Teacher Daylong Retreat (March 30, 2019)**

Rich Howard, faculty representative, reported that nineteen people have signed up for the Daylong Retreat with Vance Pryor for Saturday, March 30, 2019. Traditionally, Board members have provided transportation for the Sr. Teacher as a way to spend one-on-one time with him/her and a sign-up sheet was available. Barbara Colton agreed to provide lunch for him on Saturday during his visit.

### **2.2 2019 SIM Residential Retreat: Proposal for Fees, Refunds and Scholarships**

The Treasurer submitted a proposal from the Finance Committee for fees, refunds and scholarships for the 2019 SIM Residential Retreat which is available on the SIM google library:

[https://docs.google.com/document/d/1Poc8FnNPKDaNJUwRFH92QScPA1nqG9K1\\_V72lc-5LA/edit](https://docs.google.com/document/d/1Poc8FnNPKDaNJUwRFH92QScPA1nqG9K1_V72lc-5LA/edit)

#### **Fees:**

The proposal recommends a basic cost of \$700/person and a donor cost of \$775/person for a registration fee. SIM will initially subsidize \$4,000 to reduce the overall cost of the retreat and keep registration fees consistent with past retreats. SIM may

additionally subsidize up to \$4,000 in the event that fewer than 25 paid retreatants attend.

#### Refunds:

The proposal recommends the following refund deadline policies:

Through May 24 - Full refund if requested by this date.

May 25th through June 30 - Deposit not refundable, balance is refundable.

On or after July 1 : Deposit not refundable. Balance refundable when spot filled.

SIM Board will consider full refunds in cases of financial hardship.

#### Scholarships:

SIM currently has \$970 available for scholarships (approx. 3 half scholarships) and will provide a mechanism for contributors to give additional scholarship money if desired. A Scholarship Committee will need to be established with two people from the Finance Committee and retreat manager, Michael Paddy.

The Board agreed with the financial breakdown in the proposal.

The retreat flyer will be dispersed on Saturday at Vance Pryor's Daylong Retreat and will include the language of "registration" instead of "application." The Board considered whether using "application" would better reflect the application review process that may lead to not allowing a retreatant to attend. It was decided that those special circumstances would be dealt with if/when they arise. If an applicant is not chosen to attend a full fee would be refunded.

The registration will be open by April 15, including a wait list, if necessary. A list of questions will be sent to applicants to address appropriateness/readiness of applicant for retreat experience. This set of questions will be sent early enough to address issues in a timely manner.

Alicia Patrice will be approached to be the registrar. Sabitre Rodriguez will set-up the web site information that will be approved by the registrar before it goes live.

### **2.3. Updating Residential Retreat Manual and Procedures:**

The Vice-President, Jerry Simkins, reported that the updated residential retreat manual is available in the digital library but changes are still being made. (Exhibit items have not been posted.)

[https://drive.google.com/drive/u/0/folders/1yc9\\_7Y5n43h9PBzE7VvtqZtB1C30ly3m](https://drive.google.com/drive/u/0/folders/1yc9_7Y5n43h9PBzE7VvtqZtB1C30ly3m)

Jerry is requesting feedback by phone or direct edits (using different color ink). He used red ink to alert the Board to his questions.

Jerry, Sara (Treasurer) and Michael Paddy (r2019 residential retreat manager) will meet to finalize the manual.

#### **2.4. Report on Spring Beginning Meditation; Update on Fall Plans**

Rich Howard reported that the Spring Beginning Meditation Class was a success. Enrollment was limited to 30 students, and both teachers (Rich Howard and Sandra Singrist) were able to attend all the classes. There was good continuing attendance, with minimal numbers of students dropping out before completion of the class. In some cases students have continued to attend SIM events on Thursday evenings and have remained connected by email. Dana also increased in comparison to the last time the course was offered.

Rich Howard, faculty representative, reported that the Fall Beginning Meditation Class has not yet been scheduled. Dennis Warren has agreed to teach the class but there is not, as yet, an identified co-teacher. September 24 or 25 dates are being considered as they coincide well with SDC calendar. Once Dennis has identified a co-teacher and secured room availability with SDC, Rich will contact the Board regarding the final details.

#### **2.5 2020 SIM Residential Retreat**

Senior Teacher, John Travis, has agreed to teach at SIM's 2020 Residential Retreat which has been approved by the Faculty. The retreat will be held from Friday, September 11 to Friday, September 18. The Treasurer has put a tentative hold at Auburn Mercy Center. A contract will be signed this summer and a deposit paid.

#### **2.6. Development of Protocol for SIM Classes**

Rich Howard will review the proposed protocol for SIM classes at the Board/Faculty retreat on April 8, 2019. The current draft proposal has not identified who will be responsible for each of the steps involved.

#### **2.7. Miscellaneous Classes**

Sabitre Rodriguez would like to offer another Thai Chi class to begin in May, 2019. She was asked to send a proposal, including dates, set-up needs, financial arrangements, etc which has not been received. If a proposal is received, The President will send it to board members via email for approval.

Wendy Algiers has expressed an interest in starting a support group for people with chronic illness and disabilities. She was asked to submit a proposal to the Board.

#### **3.0. Community Outreach**

##### **3.1. Board Recruitment Process and Update**

The Treasurer presented the draft, *SIM Board Member Job Description - 2019*, for discussion and approval which was approved by the Board. Secretary, Barbara

Briscoe, would like to incorporate “diversity awareness” training to the *Job Duties* section at some future point.

The President reported that she has approached community members Alice Carney and John Siiteri to assess their interest in being board members. Both Alice and John responded positively and the Board agreed to move forward with the recruitment process. Other community members are also being approached to evaluate their interest.

### **3.2. Caring Council Research**

The Board members agreed to postpone review of the Caring Council research to a future date.

### **3.3. Young-Persons’ Group**

The President asked that board members approach “young” attendees regarding the group and, when interested, give their contact information to Idris.

## **4.0. Board/Faculty Communication**

### **4.1. Board/Faculty Report**

Greg Scharf is a guiding teacher at Insight Meditation Society (IMS) in Barre Mass. He has agreed to teach on Thursday evening, December 5, 2019. Rich Howard also asked Greg about being the Senior Teacher for SIM’s 2020 Senior Teacher Weekend which he will consider though our usual Senior Teacher Weekend in January to March does not work for him.

### **4.2. Board/Faculty Retreat Agenda (April 8, 2019)**

The President asked that Board and Faculty members review the April 8, 2019, agenda and send suggestions/additions by April 1, 2019.

### **4.3. Review of Criteria for “Co-Hosting” Events**

Rich Howard will present his proposal of criteria for co-hosting events at the Board/Faculty Retreat on April 8, 2019.

## **5.0. Volunteer Updates**

### **5.1. Possible Volunteer Appreciation Event**

Member-At-Large, Barbara Colton, will consider options for a volunteer appreciation event and report back to the Board by email. Rich Howard commented that a Thursday night event does not work as it interferes with the dharma talk/sitting.

## **6.0. SDC**

### **6.1. Report on SDC Room Scheduling**

Barbara Colton reported that the SDC discussed the problem with room-use requests and slow approval turnaround times. A three to five day turnaround time was deemed reasonable by the SDC, and Rich agreed on behalf of the SIM Faculty that would work well.

### **6.2. Request from Valley Streams for SIM's signed RSO Agreement**

SDC Board representative, Bob Jenne, explained the request. The Board unanimously agreed to copy and send our final, signed copy to Valley Streams.

### **6.3. Recusal from RSO Decisions**

Secretary, Barbara Briscoe, explained that due to conflicts of interest, she will no longer be involved in registered sex offender (RSO) issues.

### **6.4. Update on RSO Documentation**

Jerry Simkins and Bob Jenne are compiling the documentation of contacts/conversations that support the steps taken in compliance with SIM's *RSO Proposal*. The Board agreed to execute a plan that would allow for storage of confidential records.

### **6.5. Building Report**

Bob Jenne reviewed his building report which is available at the below link:

<https://drive.google.com/drive/u/0/folders/1PKu3pPXS4EuWOz7EBPA8CmlU9pN4JFBz>

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

SDC representative, Barbara Colton, and member-at-large will make future SDC Board meeting minutes available for our meetings.

### **6.7. Permanent Altar Committee**

Barbara Briscoe reported that SBMG is requesting that the SDC reconsider its approval of the shoji screens for the windows in the meditation hall. Further progress in this area will be halted until further notice. The Altar Committee is meeting with the woodworker on May 19, 2019, to look at design options.

## **8.0. Operations Issues**

### **8.1. 2019 Project and Task Tracking Spreadsheet**

This item was not discussed.

### **8.2. SIM Bylaws**

Bob Jenne submitted his revisions of the SIM bylaws. The Board agreed to some changes and unanimously agreed to adopt as amended and revised.

### **8.3. Review of February Action Items**

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

### **Next Board Meeting**

The next Board meeting is scheduled for April 22, 2019, at 2 pm at the SDC.

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Respectfully Submitted  
Barbara Briscoe  
SIM Board, Secretary