



# Sacramento Insight Meditation

CONTINUING SUPPORT FOR THOSE  
PRACTICING IN THE INSIGHT / VIPASSANA TRADITION

## FINAL

### Sacramento Insight Meditation Board Meeting Minutes, October 28, 2019

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6 pm on Monday, October 28, 2019, at the Sacramento Dharma Center (SDC), 3111 Wissemann Drive, Sacramento, CA 95826.

#### In Attendance

<b>President</b>	Cathy Vigran-	<b>Member-At-Large</b>	Alice Carney
<b>Vice President</b>	Absent	<b>Member-At-Large</b>	Jon Siiteri
<b>Treasurer</b>	Sara Denzler	<b>Faculty Rep</b>	Absent
<b>Secretary</b>	Barbara Briscoe	<b>SDC Rep</b>	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 member check-in.

#### Minutes

The draft of the Board of Directors' meeting minutes for September 23, 2019, was revised and approved by the Board and will be available in the SIM library.

#### 1.0. Fiscal

##### 1.1. September Financial Reports

The September financial reports were available for review, however, due to the Treasurer's post-surgery recovery, a discussion of the reports will be postponed until the November board meeting.

## **1.2. Dana - Vance Pryor Daylong, October 26, 2019**

Vance is designated as a "Teacher in Training" based on SIM's dana breakdown designations. However, in March 2019, he was paid as a "Senior Teacher" since he was filling-in for Steve Armstrong for our "Senior Teacher Weekend." Vance was the teacher for the SIM daylong retreat on October 26, 2019. The Board decided to confer with the Faculty regarding whether his breakdown should remain at 100% (Senior Teacher) or be reduced to 75% (Teacher in Training).

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

### **2.1. Beginning Meditation Class (BMC) Update**

The Fall BMC course had 29 paid enrollees with only two enrollees who dropped out.

Two administrative changes were suggested:

- Open registration earlier
- Eliminate waiting-list

The Spring BMC course is scheduled for February 25 - March 31, 2020.

### **2.2. Greg Scharf's Visit (December 5, 2019) - Publicity**

Sabitre Rodriguez has expressed a desire to make flyers when time permits. Rich Howard has apparently sent her the information and photo needed to create a flyer for Greg Scharf. Member-at-large, Alice Carney, will step-in to complete a flyer if Sabitre cannot meet the necessary deadline.

Our Treasurer, Sara Denzler, will work with Sabitre Rodriguez on the finances for Greg's visit.

The Board discussed how best to announce Greg's visit at SBMG as well as the Benicia, Davis and Rocklin sanghas.

## **3.0. Board-Faculty Communication**

A faculty representative was not available to attend tonight's meeting, however, Rich Howard provided a preliminary schedule for the Board-Faculty retreat to be held from 12 noon on Saturday, November 16 to 12 noon on Sunday, November 17, 2019. The Board agreed enthusiastically with his topic suggestions.

## **4.0. Community Outreach**

### **4.1. Year End Fundraising Letter**

Cathy Vigran and Alice Carney are working on the fundraising letter. They are interested in Board suggestions for the letter's focus.

## **4.2. Announcement Script - Revisions**

Cathy Vigran and Alice Carney have made changes to the announcement script which is now available for use.

## **4.3. Safety Committee**

Member-at-large, Jon Siiteri, will head the Safety Committee with Bob Jenne's involvement. Jon is researching CPR courses for board members and possibly interested community members.

Jon Siiteri researched AED devices, Cathy reviewed his suggestions, and a recommendation has been sent to the SDC President, Barbara Colton.

## **4.4. HART Program**

The Board discussed Jerry Simkin's proposal for SIM to participate in the HART Program. There were a number of questions raised including scheduling conflicts. Board members will send their questions directly to Jerry by email. Due to the complexity of providing this service in collaboration with the other SDC sanghas, it was proposed that year 2021 may be a more realistic goal.

## **5.0. Volunteer Update**

### **5.1. Holiday Potluck**

The Board is grateful to Barbara Colton for volunteering to organize the SIM 2019 Holiday Party to be held on December 12, 2019.

### **5.2. St John's Christmas Project**

In 2018, Vicki Ruben solicited donations for the St John's, Adopt A Family Program, which provides Christmas presents for a designated family/families and she is requesting our participation again this year. The Board agreed to announce the program at Thursday evening events on November 7, 14, 21 and December 5. Vicki will provide a script for the announcement and a bowl to collect the cash donations. SIM will not be involved in the financial aspects of the donations and therefore will not provide receipts for tax purposes.

## **6.0. SDC**

### **6.1. Building Report**

Bob Jenne (Building Manager) provided an extensive report (October 2019) which outlined finished projects including shoe benches and "default" cushions for the Meditation Hall. The SDC Board is being asked to consider several future projects including shades for the Library and Board Meeting Room, redwood panels for the iron fence to block light from cars and installation of new roofs and solar panels.

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

SDC President, Barbara Colton, reported through the SIM President that there are several future fundraising campaigns which will require volunteer assistance. Details will follow.

## **7.0. Operations Issues**

### **7.1. Hiring Update - Jay Patel**

Jay Patel, member of the Young Persons Sangha (YPS), was offered and accepted the contract position left open by Alicia Patrice's departure.

### **7.2. Sabitre Rodriguez' (Bookkeeper/Webpage Manager) Contract Renewal**

Sabitre Rodriguez' (bookkeeper and webpage manager) contract was renewed for a two year period (December 1, 2019, to December 1, 2020). She requested an increase in her hours (from 8 to 9 hours/month) to better cover her QuickBooks responsibilities which was approved.

### **7.3. Minute-Taking Responsibility**

Secretary, Barbara Briscoe, is interested in having a Board member volunteer to take-over minute-taking responsibilities. Though no board members are interested at this time, it was decided that future board members will be recruited with this task in mind.

### **7.4. Audio Issues**

Bob Jenne reported that the audio concerns have been resolved. He noted the need for additional SD cards which he will order.

### **7.5. December Board Meeting - Date Change**

Due to holiday dates, the December Board Meeting has been changed from December 23 to December 16, 2019, at 6 pm.

## **8.0. Executive Session**

The Board entered an Executive Session at 8:20 pm.

## **9.0. Next Board Meeting**

Monday, November 25, 2019 @ 6:00 PM - 8:30 PM

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Respectfully Submitted  
Barbara Briscoe  
SIM Board, Secretary

