



Sacramento Insight Meditation

FINAL

Sacramento Insight Meditation Board Meeting Minutes, December 16, 2019

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6 pm on Monday, December 16, 2019, at the home of Bob Jenne.

In Attendance

President	Cathy Vigran-	Member-At-Large	Alice Carney - Absent
Vice President	Jerry Simkins	Member-At-Large	Jon Siiteri
Treasurer	Sara Denzler	Faculty Rep	Dennis Warren
Secretary	Barbara Briscoe	SDC Rep	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 November 25, 2019, was revised and approved by the Board and will be available in the SIM library.

1.0. Fiscal

1.1. Financial Summary as of November 30, 2019

Total Liabilities and Equity: \$97,130.53

Activity:

TOTAL Column:

Net Revenue for Jan – Sept: - \$1,550.32 (-36,467.93)

Net Revenue for Jan – Oct: \$1,614.30 (+3,164.62)

Net Revenue for Jan – Nov: \$1,075.87 (-538.43)

General Column:

Net Revenue for Jan – Sept w/o the Annual Retreat: \$1,918.06 (-6,098.95)

Net Revenue for Jan – Oct w/o the Annual Retreat: \$3,613.43 (+1,695.37)

Net Revenue for Jan - Nov w/o the Annual Retreat: \$3,620.90 (+7.47)

Notes:

Retreat Net Revenue (-\$2,545.03) reflects the activity under the Residential Retreat Class as of Nov 30, 2019, but not the total assets SIM has to work with – it does not reflect \$970 in direct-ed scholarships (from 2018), the \$4,000 subsidy (from past years) or \$700 from Teaching Initiative (under General Class). It also does not yet include the expenses for 2nd dana payment for retreat (\$2,650).

Additionally, \$2,000 in additional retreat teacher dana approved by Board in Sept will be paid under the Teaching Initiative using General Funds.

Total Equity:

- Includes Past Annual Retreats
- o \$5,000 remaining credit from Angela Center 2017
- o ~\$5,800 in registration fees/deposits 2018

Finally, IRS 1099's are due to be sent to vendors by the end of January. Last year, Tate Associates completed the forms. This year Sabitre Rodriguez will try to complete them early in the month or they will be completed by Tate Associates. Tax letters to donors will also be sent by January 31.

1.2. 2019 Budget Analysis (through 12/15/2019) and 2020 Budget

The Treasurer reported that, so far, the actual 2019 budget is in the black by ~\$1,000 which is close to our budget projection for the year and only slightly behind our 2018 actual budget.

She anticipates that the projected budget for 2020 will be very similar to 2019 with a few exceptions. The amount allotted for "Presenter Dana" will be increased to \$18K from \$15K. The St John budget will be decreased by \$700; Valley Streams Zen Center (VSZC) is now donating \$300 per quarter to this program. The final projected budget for 2020 will likely be \$73,150, two thousand more than the expected total costs for 2019.

1.3. Authorization for Year-End Sr Teacher and Faculty Dana

The Board voted unanimously to give a year-end gift of gratitude in the amount of \$1,000 to each member of the SIM Faculty (Dennis Warren, Rich Howard, Diane Wilde) and Senior Teachers (Kamala Masters, Steve Armstrong and John Travis) for a total of \$6,000.

2.0. Retreat and Class Updates and Issues

2.1. Opening Registration for 2020 Classes

Beginning Meditation Class (BMC) opened December, 15, 2019.

"Living and Practicing on the Other Side of Suffering" will open Friday, December 20, 2019.

"A Year to Live" has ten registrants; eighteen people will confirm after dates and times are confirmed.

2.2. Update on 2021 Residential Retreat

Steve Armstrong will be the primary teacher for the 2021 residential retreat with Kamala Masters as supporting teacher. In the event that Steve is not able to teach, Kamala will be the primary teacher with Vance Pryor as supporting teacher.

SIM has a tentative hold at Auburn Mercy Retreat Center for September 3 - 10, 2021.

3.0. Board-Faculty Communication

3.1. Faculty Report

Dennis Warren and Rich Howard met to discuss implementing a training program for prospective new teachers though a candidate has not as yet been identified due to sensitive vetting. They are projecting that establishing a new SIM teacher may take up to five years since a SIM candidate would likely attend Spirit Rock's Community Dharma Leaders Program (CDL) which began in November 2019 and is only offered every three years.

Rich Howard is putting together the costs for the training program so the budget can reflect these costs in our succession planning.

The President, Cathy Vigran, encouraged the faculty to identify more than one candidate and to be somewhat liberal in their vetting process with the understanding that a chosen candidate may not ultimately be asked to join the SIM faculty.

A line-item for "Teacher Training" will be added to the 2020 projected budget.

3.2. Thank You to Greg Scharf

In appreciation for Greg's teaching, a card was circulated for board members' signatures.

4.0. Community Outreach

4.1. Year End Fundraising Letter

The Treasurer reported that \$500 has been donated since the fundraising letter was sent.

4.2. Outreach to Individual Donors

The Vice-President, Jerry Simkins, is asking for names and phone numbers of individuals he can contact to request donations, excluding monthly donors.

4.3. Safety Committee

Committee lead, Jon Siiteri, attended the Sacramento Dharma Center (SDC) board meeting presentation regarding safety issues. Concerns were raised about legal liability when assisting someone with the automated external defibrillator (AED) devices. Jon raised the Good Samaritan law and other ways to address these concerns including training at Sacramento State University and the Heart Association. Further discussion will be deferred until our next board meeting.

5.0. Volunteer Update

5.1. Thank You to Jaana and Sabitre

Jaana Ilana, long time volunteer with deposits and check-writing, is stepping down due to family responsibilities. In appreciation for her service the Board and Faculty would like to thank her and a gift card will be given as a gesture of gratitude.

The Board and Faculty also donated funds to purchase a gift of gratitude for Sabitre Rodriguez due to her longstanding support of SIM.

6.0. SDC

6.1. Building Report

The Building Report is available in the “Meeting Materials” for December 16, 2019. The topics included in the report:

New flat roof
Minor roof leak
Seats on our raised garden beds
Redwood panels
New cellular shades for the Library and Large Meeting Room

6.2. Policy Issues, Decisions, Developments

Deferred.

7.0. Operations Issues

7.1. 2020 Board Meeting Dates and Venues

Board meeting dates were confirmed and Bob Jenne agreed to have us meet at his home in January and February 2020 since the SDC is no longer available on the third Mondays of the month.

7.2. Protocols

A fourth protocol for “Registrar” was added to the list of protocols to be developed in an effort to improve “work flow” in the following areas. Individuals who volunteered to create a “draft” protocol for circulation to all board members is noted below.

7.21. Event Flyers - Alice Carney and Barbara Briscoe

7.22. Audio Dharma - Jerry Simkins and Bob Jenne

7.23. Webpage/ENews/Facebook - ???

7.24 Registrar - Sara Denzler

The need for more audio volunteers was also discussed.

8.0. Executive Session

The Board entered an Executive Session at 8:23 pm which ended at 8:28 pm.

9.0. Next Board Meeting

The next Board Meeting will be held on Monday, January 20, 2019, at 6pm - 8:30pm in the home of Bob Jenne.

Respectfully Submitted
Barbara Briscoe
SIM Board, Secretary