



Sacramento Insight Meditation

FINAL

Sacramento Insight Meditation Board Meeting Minutes, January 20, 2020

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6 pm on Monday, January 20, 2020, at the home of Cathy Vigran.

In Attendance

President	Cathy Vigran-	Member-At-Large	Alice Carney
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 and Executive Session minutes from December 16, 2019, were revised and approved by the Board and will be available in the SIM library.

1.0. Fiscal

1.1. Financial Summary as of December 31, 2019

Total Liabilities and Equity: \$99,756.23

Activity:

TOTAL Column:

Net Revenue for Jan – Oct: \$1,614.30 (+3,164.62)
Net Revenue for Jan – Nov: \$1,075.87 (-538.43)
Net Revenue for Jan – Dec: - \$3,796.56 (+2,720.69)

General Column:

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)
Net Revenue for Jan – Dec w/o the Annual Retreat: \$10,991.59 (+7,370.69)

Residential Retreat Net Revenue noted In the *Statement of Activity - Summary* (-\$7,195.03) includes payment of \$2,000 in retreat teacher dana approved by the Board in September under the Teaching Initiative using General Funds. It does not, however, reflect the total assets SIM has to work with, including \$970 in directed scholarships (from 2018), the \$4,000 subsidy (from past years) or \$700 from Teaching Initiative (under General Class).

Total Equity includes \$1,000 remaining credit from Angela Center 2017 and \$5,800 in registration fees/deposits from 2018 residential retreat.

1.2. Year End Dana Update

Twenty-seven people donated to the year-end fundraising campaign with total contributions of \$11,690. The amounts donated were as follows:

\$1,000 - \$5,000: 2
\$500 - \$1,000: 6
< \$500: 12
< \$99: 7

Currently, there are 31 monthly donors.

1.3. Tax Donor Letters, 1099's and SIM Tax preparation

Sabitre Rodriguez is working on IRS 1099's to vendors and letters to donors which will be filed and sent by January 30, 2020.

1.4. 2020 Budget

The Treasurer reviewed the 2020 Budget which is available under *Financial* in the SIM library. The total projected budget not including residential retreat is \$75,150. The Board gave unanimous approval for the 2020 budget.

1.5. Authorization of Gift Fund

The Board agreed unanimously to use money from the *General Fund* to pay for the occasional gift of appreciation given on behalf of the SIM Board. The Secretary returned \$40 left over from a gift purchase for Sabitre Rodriguez.

2.0. Retreat and Class Updates & Issues

2.1. Report on Board Liaison Duties

As the liaison for Dennis Warren's class entitled, *Living and Practicing on the Other Side of Suffering*, member-at-Large, Jon Siiteri, provided an update with an emphasis on "helping the

teacher focus on teaching.” He will write-up a protocol for the class liaison role, also addressed below in section 8.2 *Development of Operations Protocols*.

2.2. Update on Registration for 2020 Classes

Beginning Meditation Class (BMC) - Two openings remaining

“Living and Practicing on the Other Side of Suffering” - Full with waiting list available

“A Year to Live” - Full with waiting list available

2.3. Scheduling Fall Classes and Rock Steady Events

Beginning Meditation Class (BMC) - The Faculty is working on specifics of Who? When?

Rock Steady Group - Dennis Warren is proposing an additional three sessions after June.

Living and Practicing on the Other Side of Suffering - Dennis Warren is proposing to repeat this course.

The Treasurer raised the concern that it had been challenging to have registration for three events occurring in December 2019. She asked that we consider the impact of registration in our future planning.

2.4. Planning for Vance Pryor’s Senior Teacher weekend in March

Liaison - Jerry Simkins

Lodging - Vance will be staying at Bob Jenne’s home.

Transportation - Bob Jenne offered to transport Vance to and from events that he will also be attending. Cathy Vigran will pick up from the airport.

Registrar - Greg Golihur or Diana Cassidy

2.5. Recruiting a Retreat Manager and Registration for 2020 Residential Retreat

The Board discussed possible retreat managers and each member committed to bring a suggestion to our next board meeting in February. In the next two weeks, Dennis Warren will send an email with ideas generated from the next faculty meeting.

Residential retreat registration has typically opened after the Sr. Teacher Weekend and therefore plans will proceed to open registration after Vance Pryor’s Daylong on March 28, 2020.

3.0. Board-Faculty Communication

3.1. Faculty Report

Dennis Warren reported that the teaching schedule is full through June with the exception of a few slots.

4.0. Community Outreach

4.1. Year End Fundraising Outreach Followup

Vice-President, Jerry Simkins, reported that his outreach efforts went well. Thank You, Jerry!

4.2. Diversity Inquiry and Follow-up

The President reported that SIM member, Amy Kovak, has been taking the White Awareness Insight Curriculum for Uprooting Privilege (WAIC UP!) which is a dharma and racism study program offered by Spirit Rock. The Board was interested in having Amy share her experience with the Board and she will be invited to our February meeting.

4.3. Safety Committee: Safety Training Volunteer

Committee leader, Jon Siiteri, reported that each sangha has decided to have their own approach to safety at SDC. He is working on prioritizing a safety plan emphasizing “general safety” and would like to invite, Mike Kerrick, ex-law enforcement to come and give a short presentation at SIM.

Barbara Colton is asking if each of the four sanghas (SIM, SBMG, VSZC and SDC) will share the cost of an automated external defibrillator (AED) which would be about \$400 per sangha. The SIM Board agreed unanimously with this request. Jon Siiteri will notify the SDC of our financial commitment and give information about which AED to purchase.

5.0. Volunteer Update

5.1. Acknowledgements to Year-End Donors

The President, Cathy Vigran is in the process of sending handwritten thank-you notes to all year-end donors.

The Board discussed the importance of having addresses and phone numbers for all registrants. The concern regarding privacy laws was raised. Bob Jenne agreed to check California laws and to report back.

5.2. Follow-up on Gifts to Jaana and Sabitre

The purchase and delivery of gifts to Jaana and Sabitre is in process.

6.0. SDC

6.1. Building Report

Bob Jenne's building report is available in the *Meeting Materials*.

6.2. Policy Issues, Decisions, Developments

Barbara Colton provided the January SDC Report which is available in the *Meeting Materials*.

7.0. Operations Issues

7.1. 2020 Meeting Dates and Venues

The Board reviewed our proposed meeting dates which are all scheduled on the 4th Mondays of each month at the SDC with the exception of February when we will meet at Bob Jenne's house on the 3rd Monday.

7.2. Development of Operations Protocols

The President proposed the following workflow protocols:

Development of online document to maintain a list of updated announcement items: The Secretary will post and maintain the *Announcement Requests* list in the library for adding announcement requests or to refer to when making announcements.

Protocol and timetable for preparing, printing and distributing flyers for SIM classes and events (Barb, Alice)

Protocol and timetable for recording talks, editing them, and posting them to the SIM website (Bob, Jerry)

Protocol and timetable for submission of information describing weekly Dharma talks, monthly day-longs and other SIM events to the SIM e-news and webpage (Sara, Sabitre)

Development of a protocol and checklist for course registrars (Sara, Rich)

Protocol/checklist for hosting guest teachers (*including having faculty present to introduce visiting teachers) (Dennis)

Protocol/checklist for the class liaison role (Jon)

Those responsible for working on the protocols will write-up a draft to distribute for review by the body at large.

8.0. Next Board Meeting

Monday, February 17, 2020 – 6:00 PM-8:30 PM at the home of Bob Jenne

Respectfully Submitted

Barbara Briscoe

SIM Board, Secretary