



Sacramento Insight Meditation

FINAL

Sacramento Insight Meditation Board Meeting Minutes, April 20, 2020

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6 pm on Monday, April 20, 2020, via videoconferencing.

In Attendance

President	Cathy Vigran-	Member-At-Large	Alice Carney
Vice President	Jerry Simkins	Member-At-Large	Jon Siiteri
Treasurer	Sara Denzler	Faculty Rep	Diane Wilde
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 March 23, 2020, and interim meeting minutes for March 28, 2020, were revised and approved by the Board and will be available in the SIM library.

1.0. Fiscal

1.1. March 2020 Financial Reports

Total Liabilities and Equity: \$105,372.64

Activity:

TOTAL Column:

Net Revenue for Jan – March: - \$5,506.43

As approved by the Board at the March 23, 2020, Board meeting (Section 1.3), Vance Pryor was paid a \$500 subsidy for cancellation of the Senior Teacher Weekend due to the Covid-19 pandemic.

1.2. Status of Finances During Covid-19 Pandemic/Online Dana

The Treasurer, Sara Denzler, reported that attendance at the Thursday night events has been good and subsidies paid out to teachers to meet the “guaranteed dana” has not changed significantly since events have gone online. Eight hundred dollars was received in dana the Thursday night that John Travis taught and donations to Vance Pryor equaled \$240 in spite of his event being cancelled.

1.3. Purchase of SIM Computer

Sabitre Rodriguez has a donated computer for SIM use and will send more information regarding its capacities and specs so the Board can determine whether it will meet our projected needs.

Bob Jenne is meeting with the audio committee to determine what needs to be done to ensure that the WiFi signal will reach the sanctuary as all sanghas are wanting to continue to offer online videoconferencing after the “shelter-in-place” is removed. Currently, the teacher can interact with the audience and the audience can interact with other audience members. There is an alternative “broadcast” option where there is no teacher/audience interaction.

Sabitre Rodriguez is assessing whether the SIM office printer can transmit documents by email, so that the FAX function can be eliminated to reduce costs.

2.0. Community Outreach

2.1. Scheduling and Guidelines for Zoom Use

The Secretary, Barb Briscoe, has sent out a Doodle poll to create a schedule of volunteer Zoom Hosts for Thursday evening sittings/talks for the months of May and June. The Board agreed that there should be both an “Announcer” and a “Host” for each Zoom event. The final schedule will be available in the SIM library under *SIM Main Folders>Board>Schedules* **and** *SIM Main Folder>Practice Events>Thursday Night Materials*.

Sara Denzler reported on the use of Zoom video conferencing for the Thursday evening sittings/talks specifically related to outside disruptions/hackings. The Board decided that attendees can freely enter the Zoom space prior to announcements and during the break only. During the “sit” attendees can enter the “waiting room” and will be allowed-in by the host at break time. These changes will be announced to the attendees in future weeks.

Note: SIM Guidance for Zoom Hosts was updated and is available in the SIM library under *SIM Main Folder>Practice Events>Zoom Guidance 04 22 2020*.

Jerry Simkins recommends that the Board provide an additional group, Zoom training.

2.2. Status of Community Support/Volunteer Committee and Liability Concerns

Diane Wilde reported that she has not received any requests for assistance from the ENews announcement. Therefore, the Community Support/Volunteer Committee will be suspended

until further notice. The written resources will remain available in the ENews for the remainder of the Covid-19 pandemic.

Bob Jenne read the SIM Church and Casualty Liability Insurance and outlined the coverage specifically for volunteers. In general, the SIM policy provides very good coverage for volunteers. The policy and his report are available in the SIM library under *SIM Main Folder>Insurance*.

2.3. Website - Home Page Listing of Events

Sara reported that the SIM webpage automatically lists the next three calendar events on the front page which means the next Thursday night sit/talk is not listed. The Board agreed that the Thursday night sit/talk is a high priority and should be noted on the front page. Sabitre will be asked to add it each week. The Board agreed that a fundamental re-design of the webpage is in order and will be taken up in the future.

2.4. Safety Committee, Safety Training Volunteer Update

Deferred to a later date.

2.5. Follow-Up of Diversity Presentation

The President, Cathy Vigran, agreed to ask Dennis Warren if he will bring something regarding this topic to our board meeting in June.

3.0. Retreat and Class Updates and Issues

3.1. Planning/Hosting for Future Daylongs

Attendees to Daylong retreats are currently being asked to register online and are then sent a Zoom link for access to the event, a plan that does not easily allow for attendees to “jump-in” on the day of the retreat. The Board will reassess after both the May and June retreats any changes that may need to be made and are asking the Faculty to discuss “jump-in” attendees, timeframe (1/2 day or full day) and if there is a required minimum number of attendees for the retreat to take place. Dennis Warren has planned a 1/2 day retreat in April and Heather Sundberg a full Daylong in May. Rich Howard has offered to be Zoom Host for Heather’s Daylong.

3.2. Timetable for Decision Making for 2020 Residential Retreat

The Board discussed the options for how to proceed with the John Travis residential retreat from September 11 - 18, 2020 in light of uncertain safety issues related to the Covid-19 pandemic. Since there are no financial deadlines before the May 25 board meeting, the Board decided to postpone any decisions until our May 25 board meeting. In May we may know more about:

- * John Travis’ opinion regarding multiple day retreats online
- * Mercy Auburn Retreat Center plans and a deposit date deadline

The Treasurer, Sara Denzler, suggested that in May we consider asking people to register online (without collecting fees) and to indicate if they are interested in an in-person or online retreat.

3.3. Update on Potential Residential Retreat Managers

Jerry Simkins reported that Geri Elkins was not interested in being the retreat manager for the 2020 Residential Retreat. At this point since we do not know if we will have the retreat at all or whether it will be in-person or online, the Board decided to wait until our May 25 meeting to solicit a manager. We will also need to discuss what the manager role would look like in the event of an online retreat.

4.0. Board/Faculty Communication

Faculty Representative, Diane Wilde, provided a written report which is available in the SIM library under *Faculty>Meeting Minutes* and covered the following topics:

Beginning Meditation Class
A Year to Live Class
Living and Practicing On The Other Side Of Suffering Class
Mentoring

5.0. Volunteer Update

Nothing to discuss at this time.

5.1. Zoom Hosting List

Discussed above in 2.1.

6.0. SDC

6.1. Building Report

Bob Jenne provided a written report that is available in the SIM library under *Board>Meeting Materials>04 20 2020*.

6.2. Update of Privacy Policy

In consideration of Bob Jenne's research indicating that our non-profit status does not require a public privacy statement, the Board agreed not to make a formal statement available at this time.

6.3. Policy Issues, Decisions, Developments

Barbara Colton provided the following information to Cathy Vigran:

SDC will suspend all in-person contact to the end of April and likely beyond.

A meeting of the Audio-Visual committee is scheduled for April 21, and will include discussing possible purchase of equipment necessary to maintain online access to events when we return to the SDC.

A mortgage evaluation is being completed with consideration of a re-finance.

Diamond Light Sangha has not provided further information regarding their scheduling needs to the SDC as requested, so any consideration of a possible move to the SDC in the future remains uncertain.

6.4. Key Card Follow-Up

Sara Denzler is creating a list of keys and key cards of SIM Board/Faculty and members which will also be sent to Linda Dekker at the SDC.

7.0. Operations Issues

7.1. Review of Operations Protocol Drafts

The President is interested in re-prioritizing the draft protocols to focus on those most pertinent during the suspension of in-person events at the SDC. Board members will review the protocols they were to have been involved in, and report at the next meeting which aspects continue to be relevant and worth pursuing while SIM operates remotely.

8.0. Next Board Meeting

Monday, May 25, 2020, at 6:00pm - 8:30pm

Respectfully Submitted
Barbara Briscoe
SIM Board, Secretary