



Sacramento Insight Meditation

FINAL **Sacramento Insight Meditation** **Board Meeting Minutes, May 25, 2020**

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6 pm on Monday, May 25, 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	Rich Howard
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 April 20, 2020, was revised and approved by the Board and will be available in the SIM library.

1.0. Fiscal

1.1. April 2020 Financial Reports

Total Liabilities and Equity: \$109,847.41

Activity:

TOTAL Column:

Net Revenue through Feb: \$6,146.68

Net Revenue through Mar: \$5,506.43

Net Revenue through Apr: \$9,996.19

The total equity amount includes a \$1,000 credit from the Angela Center for the 2017 retreat and \$5,800 in registration fees/deposits from the residential retreat in 2018.

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 been minimal, well below the amount budgeted. Heather Sundberg’s Thursday night dana totaled \$566.

Sara reported that monthly donations have decreased by ~ \$200/month leaving an overall total of ~ \$2,000 in monthly donations generated each month. There have been some individual donations made to SIM. The President, Cathy Vigran, continues to write thank-you notes to donors of all large/notable donations.

1.3. Purchase of SIM Computer

We continued the discussion about obtaining an office computer and whether or not the computer donated by Sabitre Rodriguez will meet our needs:

- Zoom capacity
- Recording
- Print Flyers
- On-line Registration

Sabitre Rodriguez will coordinate a time with Bob Jenne to assess 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. Further Questions Regarding Covid-19 Community Support

During a recent Thursday night “community share,” questions arose concerning possible support to members in financial need during the pandemic. The Board discussed the complexity of establishing and managing such a fund through, including questions of financial oversight and the decision-making involved in who and when to offer financial support. Alice Carney and Barbara Briscoe, members of the Community Support Committee, suggested that David Guerreri be approached to research financial supports that already exist in the community to add to our ENews resource page. The Board supported this decision. It was also stated that if an actual member is known to be in need of financial support, they can be informally paired with members that are expressing an interest in providing such support. Diane Wilde will continue to be in communication with the Board regarding calls she receives from sangha members who contact her with any type of concerns.

The Board agreed to add links for The Food Bank and St John’s to the ENews as suggestions for individual donations.

Tom Vigran is also considering offering a community support group related to the effects of the Covid-19 pandemic, pending investigation of potential liability and malpractice coverage.

2.2. Safety Committee, Safety Training Volunteer Update

Deferred to a later date.

2.3. Follow-Up of Diversity Presentation

Dennis Warren will address this topic at our next Board meeting in June.

3.0. Retreat and Class Updates and Issues

3.1. Decision Authorizing Online 2020 Residential Retreat

Cathy Vigran, Jerry Simkins and Sara Denzler met for a considerable discussion about whether or not SIM should go ahead with plans to have an in-person residential retreat. Their discussion points are available in the *Meeting Materials*. Upon their recommendation, The Board unanimously agreed to change the 2020 Residential Retreat from an in-person retreat to an online retreat format.

3.2. Community Survey Regarding Retreat Interests

A survey is being sent to members that are likely to be interested and solicits input on preferences regarding the number of days (5 or 7) and cost considerations. The survey results will be available for the June Board meeting when votes will be cast with consideration of community survey results. Although some fee will be required, the President would like the retreat cost to be minimal with the Retreat representing an offering of generosity from the Board to the community.

3.3. Retreat Committee

A Retreat Committee was formed to include Sara Denzler, Jerry Simkins, Alice Carney and Rich Howard. The committee will report back to the Board at our June meeting so that registration can be opened immediately thereafter. In the meantime, current announcements should include a “heads up.”

4.0. Board/Faculty Communication

4.1. Faculty Report

Faculty representative, Rich Howard, reported that the Faculty has not as yet met for a quarterly meeting.

4.2. Update on new teachers/relationship with Vance Pryor

Requests for mentors have increased in the last two weeks.

Neesha Patel will be teaching again in the future.

Seth Castleman from Davis is being considered awaiting Dennis Warren listening to a prior talk at Redwood City with Gil Fronsdal.

Greg Scharf is on sabbatical. Rich will continue contacts with him every 3-4 months.

Meg Gawler may also be approached to teach since, for now, zoom will accommodate her distance though time change will need to be considered.

Dennis Warren was given the name of two teachers from Kamala Masters who have not as yet been contacted.

4.3. Update on Quarterly Faculty Meetings and Minutes

The President, Cathy Vigran, discussed improvements for communication between the Board and Faculty. She reiterated the importance of Faculty meetings and minutes and follow-up from one Board meeting to the next regarding items pertaining to Faculty. In the interest of improving the continuity of communication the Secretary, Barbara Briscoe, will highlight Action Items that pertain to the Faculty and send under separate email.

5.0. Volunteer Update

Due to the Covid-19 virus, SIM's volunteer dinner service to St John's has been suspended. The Finance Committee is recommending that SIM continue to send \$275 to St John's to which the Board unanimously agreed. Valley Streams Zen Center (VSZC) has donated \$300/quarter to SIM for our dinner service to St John's. Cathy Vigran will contact VSZC President, Doralee, to ask if they would also like the money to be sent as a donation. A note will be added to the ENews with this change in donation format.

The Board also decided to add a link on the webpage for individuals who may wish to donate to St John's.

6.0. SDC

6.1. Building Report

Bob Jenne provided a written report that is available in the SIM library under *Board>Meeting Materials>05 25 2020*.

6.2. Summary of Sangha Presidents' meeting

Cathy Vigran provided a summary of the meeting available in the *Meeting Materials*. The topics included:

- Mortgage Refinance
- When to Re-open the SDC
- Video Technology Capability at SDC
- Response from Sanghas about adding an additional sangha to the SDC
- Feasibility of Solar Panels

6.3. SIM Representation to SDC Committees

Cathy Vigran expressed concern regarding a SIM member who was asked to be a SIM representative to a committee without Board approval. SDC President, Barbara Colton, will be asked to provide a list of all SIM representatives to SDC committees and an explanation of the process for assigning a member to an SDC committee.

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. This item is in process.

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.

The *Guest Teacher Protocol* was discussed. Rich Howard is working on the Guest Teacher Protocol which will address whether or not the Faculty will announce visiting teachers.

7.2. Possible Webpage Redesign

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. A document will be added to the SIM library for Board members to add their suggestions.

8.0. Executive Session

9.0. Next Board Meeting

Monday, June 20, 2020, at 6:00pm - 8:30pm

Respectfully Submitted
Barbara Briscoe
SIM Board, Secretary