



Sacramento Insight Meditation

FINAL

Sacramento Insight Meditation Board Meeting Minutes, August 24, 2020

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6:00 pm on Monday, August 24, 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 6:00 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 July 27, 2020, was revised and approved by the Board and will be available in the SIM library.

The July 27, 2020, *Action Items* were reviewed.

1.0. Fiscal

1.1. June 2020 Financial Reports

Total Liabilities and Equity: \$114,929.38

Activity:

TOTAL Column:

Net Revenue through May: \$16,744.13 (+\$6,747.94)

Net Revenue through June: \$13,817.25 (-\$2,926.88)

Net Revenue through July: \$14,686.72 (+\$869.47)

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.

The Treasurer reported that the July income includes \$3,450 in Residential Retreat registration fees.

1.2. Taxes

The Treasurer, Sara Denzler, reported that Tate Associates has prepared SIM taxes which she will be review and submit this week.

1.3. Purchase of SIM Computer

We are waiting to hear from Sabitre about the specs of a donated computer. If the computer is not sufficient to meet our needs, we will proceed to purchase the computer recommended by Jon Siiteri, the Dell Inspiron 14" 5000.

1.4. Year-end Fundraising 2020

Sara Denzler and Alice Carney will be working on the year-end fundraising letter to the community. A draft will be available for review and approval at the October board meeting, with the plan to send the letter out to the community in early November.

2.0. Community Outreach

2.1. Diversity Subcommittee Report

Committee Members:

SIM Vice-President - Jerry Simkins

SIM Secretary - Barbara Briscoe

Senior Faculty Members - Dennis Warren, Diane Wilde and Rich Howard

Pertinent Documents:

SIM Main Folder>Board>Meeting Materials>7.27.2020>Inclusivity-Recommendations to the SIM Board

SIM Main Folder>Board>Meeting Materials>7.27.2020>Draft Diversity/Equity/Inclusion Statement from SIM Senior Faculty

The committee met on August 17, 2020, and made some progress on the first three items of the recommendations from Senior Faculty as noted below (1-3).

1). Develop and place a short, clear, comprehensive statement on SIM's homepage in support of people's effort for justice and equity

Rich Howard presented his research of diversity/inclusion statements from US Dharma groups in the Insight/Vipassana Tradition. The Faculty provided a draft statement and would like Board input.

Everyone interested in the teachings of the Historical Buddha is welcome at our events. We support the efforts of all people seeking equity and justice in American life.

Common Ground has been working on diversity/inclusion issues since 2005 and Rich suggested that the chronology of their process may be useful in our understanding of the slow and careful nature of this process.

<https://commongroundmeditation.org/engaging-community/unraveling-oppression/chronology/>

2). Make voluntary on-line and/or in person training available for Senior Faculty, Board Members and key volunteers;

Each member of the committee chose a book to read related to race in America and will make a brief report back to the committee at our next meeting on September 21, 2020.

3). Provide SIM members and the public with recommendations for reading, videos, on-line resources and trustworthy organizations on its website

Dennis Warren agreed to begin collecting resources for the SIM website.

2.2. Opportunities for Social Connections

The Board discussed the quality of social connections in light of our new online platform and opportunities to foster greater connections via internet or in-person contact outdoors. Several suggestions were considered including more break-out rooms on Thursday evenings.

Jon Siiteri, member of the Re-opening Committee, will provide a report of their meeting scheduled for August 25, 2020. Board members are asked to review the report and bring thoughts/suggestions for remote socializing to our next meeting in September. (See Re-opening Committee below 6.3.)

2.3. Member Outreach

The President, Cathy Vigran, noted that the Thursday evening attendance has decreased over the time of the pandemic and raised the issue of outreach to members. Board members agreed to review the list of people that have not attended for a while and to informally reach-out by phone or email, especially to longterm members.

3.0. Retreat and Class Updates and Issues

3.1. Online Residential Retreat 2020

Jerry Simkins, of the Residential Retreat Committee, reported that only 1/2 of attendees have returned their questionnaires which were due August 21, 2020. There are otherwise no issues to report. Jerry expressed the need for a Zoom Retreat Registrar Manual and a Zoom Retreat Manager Manual.

3.2. Fall Beginning Meditation Class (BMC)

Rich Howard reported that there are five people registered for the BMC which begins Tuesday, September 22, 2020.

3.3. Saturday Daylongs Online - Registrar Role

The Board had originally decided (June 22 meeting minutes 3.3) that there was not a role for a registrar due to online registration. Dennis Warren asked that we re-visit this decision as he would like to have the registrar send out the email with the Zoom link. The Board decided that a registrar will be identified as requested by teachers. Rich Howard will confirm with the Faculty their specific interests in registrar support.

4.0. Board/Faculty Communication

4.1. Faculty Report

Rich Howard reported that the most recent Senior Faculty Meeting Minutes are available for review in the library.

SiM Main Folder>Board/Faculty>Senior Faculty Meeting Minutes>06 08 2020

4.2. Dana Distribution for New Teachers

Rich Howard will discuss with Senior Faculty dana distributions for the following:

Gullu Singh
Seth Castleman
JD Doyle

4.3. Selection of Dharma Buddies

Rich Howard confirmed that the Senior Faculty does not need to approve the selection of Dharma Buddies except in unusual circumstances.

5.0. Volunteer Update

5.1. Planning for Holiday Event

The Board agreed to have a 2020 Holiday Event to be held on Thursday evening, December 10, 2020, via Zoom to include the usual member participation (talent sharing, poems, songs).

A request for a volunteer coordinator will be sent out to the community, members mentioned were Terri Townsend, Robin Primavera and Vicki Ruben.

5.2. St John's Christmas Project

Vick Ruben has agreed to lead the project again this year. Sara Denzler will coordinate online donations with Sabitre Rodriquez.

In addition, St. Johns School Board has created a fourth school, St. John Learning Center, which is an alternative high school for students that benefit from one-on-one support. The Board will consider a direct donation to the center.

6.0. SDC

6.1. Building Report

Building Manager, Bob Jenne, provided a report that is available in the digital library at:

SIM Main Folder>Board>Meeting Materials>Building Report

6.2. Policy Report

The President, Cathy Vigran, was in contact with SDC President, Barbara Colton. SDC has been focused on the solar project, resuming events outdoors and workdays.

The next SDC workday event is scheduled for Saturday, August 29, 2020, and will be cancelled if air quality is "unhealthy."

6.3. Re-opening SDC Committee

Jon Siiteri reported that their next meeting will be held tomorrow, August 25, 2020. SBMG and VSZC are planning to have outdoor meetings starting next month. Jon has continued to support following county guidelines with particular concerns for parking space and bathroom use. We will address this item again at the September meeting.

6.4. Key Card Follow-up

The list of key card numbers has been generated and will be sent to Linda Dekker at the SDC and available in the digital library.

7.0. Operations Issues

7.1. Webpage Improvement

A sub-committee was formed (Dennis Warren and Alice Carney) to research the re-design of the webpage. Alice will reach out to Sabitre Rodriquez (webpage manager) to assess her interest in being involved with the project.

7.2. Protocol Reviews: Current Relevance/Modifications for Online Functionality

The development of the following protocols was discussed. The drafts for incomplete protocols will be presented to the Board for review at our next board meeting.

Announcement Items List: Barbara Briscoe, will continue to maintain.

Flyers: Not pertinent at this time.

Recordings: Jerry Simkins will write-up the protocol.

Submitting Information for the eNews and webpage: Sara will draft a proposal for the October board meeting to include use of Convoy so reminders are sent.

Course Registrars: Sara Denzler has completed. It is available in the digital library:

SIM Main Folder>Organizational Docs>Policies and Procedures

Guest Teachers: Rich Howard has completed the “in-person” guest teacher protocol. The online guest teacher protocol is pending.

Class Liaison: Jon Siiteri has completed the “in-person” protocol. The online protocol is pending.

7.3. New SIM Zoom Account

The Board discussed whether or not the same ID and password should be used for each of the Thursday night events. The Board agreed to maximize security by having a new ID and password for each event that will be set-up by the Zoom Host for that evening.

8.0. Executive Session

The Board went into an executive session.

9.0. Next Board Meeting

Monday, September 28, 2020 @ 6:00 pm - 8:30 pm

Respectfully Submitted
Barbara Briscoe
SIM Board, Secretary

