



# Sacramento Insight Meditation

## FINAL

### Sacramento Insight Meditation Board Meeting Minutes January 25, 2021

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6:00 pm on Monday, January 25, 2021, via videoconferencing.

#### In Attendance

<b>President</b>	Cathy Vigran	<b>Member-At-Large</b>	Alice Carney
<b>Vice President</b>	Jon Siiteri	<b>Member-At-Large</b>	Amy Kovak
<b>Treasurer</b>	Sara Denzler	<b>Faculty Rep</b>	Rich Howard
<b>Secretary</b>	Barbara Briscoe	<b>SDC Rep</b>	Bob Jenne
<b>Recorder</b>	Chris Bitonti	<b>YPS Rep</b>	Karen Tercho

#### 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 December 28, 2020, was revised and approved by the Board and will be available in the SIM library.

## **1.0. Fiscal**

### **1.1. December Financial Reports** (all reported by Sara)

Total Liabilities and Equity: \$110,863.25

Activity:

TOTAL Column:

Net Revenue through October: \$12,136.46 (-\$10,819.80)

Net Revenue through November: \$15,512.82 (+\$3,3376.36)

Net Revenue through December: \$10,450.59 (-\$5,062.23)

### **1.2 Update on year-end donations**

Total for year-end donations is \$5700; final budget on file in Google docs.

### **1.3 Update on tax related documents**

1099s have been sent to teachers; tax documents have been sent to donors.

### **1.4 Cost sharing proposal for YPS teachers**

Approved unanimously by BOD:

“The SIM Board will provide \$50 to match YPS's payment of \$50 per night for a YPS teacher once a month. This amount may be reconsidered after YPS begins to meet or have teachers in person.”

Karen Tercho noted that YPS leadership is being diligent about informing participants about dana and how to contribute in order to increase funding available in the future for teachers.

## **2.0. Community Outreach**

### **2.1 Update from Diversity/Inclusivity Committee**

No recent activity. Cathy reported that there will be a DEI workshop on February 7 at EBMC called “Living My Practice Wholeheartedly: Whiteness, Race, and the Bodhisattva Vow.”

### **2.2 Follow-up on community-building Zoom suggestions**

Cathy reported that breakout sessions at Thursday night sittings continue to be successful, providing an opportunity for meaningful interactions among sangha members. She noted that these sessions provide opportunities to connect with newcomers. She emphasized the need for regular welcome efforts by each night's announcer with a follow-up message in “Chat.”

### **2.3 YPS update**

Karen reported on a planning session held by YPS at which the group adopted a number of procedures, including their own version of the BOD's opening commitment statement and

formalization of the voting process. They are working on teacher invitations, a “meet-up” group on alternate weeks, and Instagram and Facebook pages. It was noted that YPS participation at SIM appears to be increasing. Sara suggested that the group coordinate with Rich regarding teacher invitations.

#### **2.4 Appreciations to year-end donors**

Cathy is working on a combination of written and telephone contacts to acknowledge and thank year-end donors.

### **3.0. Retreat and Class Updates**

#### **3.1. Residential Retreat 2020: Development of Managers’ Guidance**

This activity remains in progress.

#### **3.2. Status update - Other Side of Suffering and Beginning Meditation Classes**

Rich reported that there are 37 people interested in Dennis Warren’s course, “The Other Side of Suffering.” Rich will teach Beginning Meditation along with Sandra Sigrist, beginning Wednesday, May 12 for six weeks with a daylong retreat on June 12. He would like announcements about the course to begin on February 4.

#### **3.3 Board Liaison Volunteers and Registrars for Spring Classes**

Amy Kovak has agreed to be the Board Liaison to Beginning Meditation; John Siiteri, to The Other Side of Suffering. Registrars have not been assigned.

#### **3.4 Planning for Residential Retreat 2021**

Cathy led an extensive discussion about the 2021 residential retreat focusing on the pros and cons of conducting it in-person versus online. The Board unanimously approved a motion to conduct the retreat online for a five-day period within the window of September 3 to the 10th. Board members agreed that there are simply too many unknowns regarding risks and state requirements to be able to plan an in-person event.

### **4.0. Board-Faculty Communication**

#### **4.1. Faculty Report**

Rich led a discussion concerning who might teach the 2021 retreat. He will communicate with Kamala Masters regarding her availability for an online retreat. Vance Pryor was mentioned as a possible co-teacher as well as other recent graduates from the IMS teacher training program.

Both graduating cohorts from the IMS and Spirit Rock teacher training programs have accepted invitations to be introduced to the SIM community--Spirit Rock teachers on April 22 and IMS teachers on June 24.

Diane Wilde and Tom Vigran have eight people in their COVID support group. Diane sees 3-8 people in a one-to-one format; Rich sees 2-3 people occasionally. Dennis conducted a three-hour mindfulness workshop for the “Rock Steady” group for people with Parkinson’s.

## **5.0. Volunteer Updates**

### **5.1. Follow-up volunteer appreciation/gifts**

Cathy sent notes and gifts to those who conducted the Holiday Party; Barb sent gift cards to the daylong registrars.

## **6.0. SDC**

### **6.1. Building Report**

Bob Jenne's report is on file in Google Docs.

### **6.2. Policy Report**

Cathy received a policy report from Barbara Colton which she summarized and placed as a report on file in Meeting Materials, concerning a proposed SDC policy revision that would allow extension of a Board member's term if no one else was available to fill the position. The report also indicates that the SDC Board is reviewing its financial status and looking to recruit volunteers. "Legacy Giving" and/or a capital campaign have been proposed to help pay down the facility mortgage.

### **6.3. SDC Re-Opening Committee, Update**

Jon will keep the Board posted on the reopening plan based on state guidelines. Equipment is available now for online conferencing once SDC has reopened, but will require some instruction to operate.

## **7.0. Operations Issues**

### **7.1 Board Update: Officers, reassignment of responsibilities and recruitment planning**

Cathy acknowledged Barb Briscoe who will be leaving the Board when her term is up in February 2021. Her service in many different areas has been greatly appreciated. Alice was welcomed as the new Secretary, transitioning into the position over the next month. Amy's role in organizing daylong registrars was acknowledged along with her new role as scheduler for Thursday night announcers and Zoom hosts. Jon will take responsibility for Action Items in the minutes.

Cathy noted the need to add Board members now to prepare for other Board member departures when their terms have expired. She asked current Board members to provide her with names of individuals who might be good candidates for the Board. She will send an email detailing how she plans to proceed in reaching out to them. Cathy also wants to get the community more involved in SIM operations.

### **7.2. Webpage Committee Report**

Dennis has stepped off this committee. Jon and Amy have volunteered to work with Alice to continue the webpage development project. Board members were encouraged to make suggestions regarding additions or changes they would like to see in the web site. Alice will send a survey to solicit those ideas.

### **7.3. Protocol Update**

Remote Class Liaison Protocol--approved unanimously by Board.

Registrar Protocol (for daylong retreats)--provided to Board members in Meeting Materials. A discussion of a similar protocol for multi-week courses is needed.

### **8.0. Next Board Meeting**

**February 22, 2021 @ 6pm - 8:30pm**

---

Respectfully Submitted,  
Barbara Briscoe, Secretary  
Christine Bitonti, Recorder