



# Sacramento Insight Meditation

## FINAL

### Sacramento Insight Meditation

#### Board Meeting Minutes, October 11, 2021

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6:00 PM on Monday, October 11, 2021 via teleconferencing

#### In Attendance

<b>President</b>	Cathy Vigran	<b>Member-At-Large</b>	Tony Pruitt
<b>Vice President</b>	Jon Siiteri	<b>Member-At-Large</b>	Amy Kovak
<b>Treasurer</b>	Sara Denzler	<b>Faculty Rep</b>	Diane Wilde
<b>Secretary</b>	Absent	<b>SDC Rep</b>	Absent
<b>Recorder</b>	Christine Bitonti	<b>YPS Rep</b>	Karen Tercho

#### Beginnings

The meeting was called to order by President Catherine 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**

Review and Approval of September Meeting Minutes - Sara Denzler is collecting further information about the protocol regarding Introduction to Meditation. After she has clarified these details she will revise the September minutes as appropriate and send them to the Board for approval by email.

Review Action Items—all have been addressed except for changing the Webpage banner that currently states there are no in-person events taking place. This will be replaced with a statement about hybrid meetings. (Sara to address)

### **1.0. Fiscal**

#### 1.1. September Financial Reports

#### Financial Summary as of Sept 30, 2021

Prior to this meeting, the Treasurer reviewed SIM's Statement of Financial Position and Statement of Activity Reports for January – September, 2021. Those reports are provided in the Meeting Materials.

SIM's finances stand as follows:

Total Liabilities and Equity: \$125,717.29

Activity (TOTAL Column):

Net Revenue through June: \$7,908.41 ( +\$390.71))

Net Revenue through July: \$9,949.52 (+\$2,041.11)

Net Revenue through August: \$10,904.02 (+\$954.50)

Net Revenue through Sept: \$8,383.58 (-\$2,520.44)

Notes:

Net Revenue through September includes \$6,591.44 in Annual Retreat related income and expenses.

### **2.0. Community Outreach**

## 2.1 Reopening update

### Attendance, audiovisual and set-up news

Cathy Vigran reported that attendance at SIM's Thursday night meditation sessions has been stable with about 50/50 remote/in-person, justifying the decision to stay open for in-person participation. Set-up has been going well per message from Margaret Buss, Volunteer Coordinator. Additional security steps have been put into place due to a recent attempted break-in at SDC.

Jerry Simkins had recently expressed reservations about in-person attendance at daylong events due to technical glitches in the system. These have since been resolved and Jerry believes that hybrid sessions are now feasible.

Dirk, who has been working events, has stated he is fine with the \$200 fee even if he works a little overtime. He is willing to step in on Thursday evenings, if needed, for \$100 per event.

Karen Tercho reported that she has created a Google Group to facilitate communication among technical staff/volunteers at SDC with at least one representative from each sangha.

## 2.2 YPS Update

Karen reported that YPS planners have decided to have meetings on the first, second, and fourth Tuesdays of each month with the fourth Tuesday meeting as an in-person event only. She received approval from SDC scheduling committee for room use for the necessary dates for the remainder of 2021.

## 2.3 Update from Diversity/Inclusivity Committee

Alice Carney, Rich Howard, and Amy Kovak met and crafted a statement of Land Acknowledgement and are awaiting input from the Faculty. They hope to bring the statement to the Board in November for approval. They are still discussing where to place the Diversity/Inclusivity statement, as well as the Land Acknowledgment on the SIM webpage. A discussion ensued regarding some of the challenges of the web site, which is due to be updated once a contractor can be chosen. One possibility is to have a separate page for diversity/inclusivity issues.

## 2.4 Caring Council

Cathy has spent considerable time researching how other sanghas handle reconciliation and grievance procedures. She and Barbara Briscoe will be developing a potential model for SIM and will share their efforts with the Board in the future.

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

#### 3.1 Residential Retreat 2021 Wrap-up

Financial follow-up

Income/Registration fees: \$7,385.00 (not including \$1,315 in scholarships)

Expenses:

- PayPal Fees - \$372
- Registrar - \$400 (+ \$60 expected)
- Website & Bookkeeping – est. \$500
- Total est.: \$1,332

Net Admin revenue: \$6,053 - \$422 (extra dana to VMF) = \$5,631

Retreat dana: \$9,578.00 (+ \$422 from SIM Board) = \$10,000 paid to VMF

A recorded message from retreat teachers, Kamala and Steve, was played for the Board. In it, they expressed their appreciation for the generous dana provided by SIM after the retreat.

A proposal was made and unanimously passed to compensate the four people who served as Zoom hosts for recent online retreat by refunding the \$100 registration fee to them. Those interested will contact Sara individually to request this refund.

#### 3.2 Residential Retreat 2022, preview

Sara provided the Board with a preview of financial and practical preparations for SIM's 2022 Residential Retreat. She proposed lowering the number of rooms we commit to at the retreat venue due to possible continuing hesitancy about in-person attendance during the pandemic. This event will be in-person only. The estimated cost is \$27,000 for 36 retreatants and two teachers with a 10% deposit due in January. Cancellation fees of 25% kick in by May and go up to 100% by July. SIM has a total of \$12,400 in a designated retreat fund, left over from previous years, that will help to finance the 2022 retreat and minimize the risk of financial loss. A manager for the in-person retreat needs to be identified soon. A commitment from potential teachers should be secured before the down payment is made. The retreat will be a week-long event ending on the Sunday before Labor Day next September.

#### 3.3. SIM's monthly daylong retreats return to in-person/hybrid

The Board voted unanimously to approve an in-person/hybrid model for SIM's October daylong retreat with Rich Howard, allowing in-person attendance along with Zoom. Audiovisual and set-up support is currently in place. Additional details regarding hybrid registration will be finalized by Amy Kovac and Sara Denzler.

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

### 4.1. Faculty Report

Diane Wilde reported that the Faculty met on October 6 (full report on file) and decided to explore a number of issues that may affect SIM in the future. They plan to meet two additional times prior to finalizing their thoughts about moving forward. On behalf of the Faculty, Diane requested that the Board join them for a half-day retreat in January to discuss the six specific points already laid out in their report plus any other issues that may be important to consider.

Diane expressed the Faculty's concern that information about the Thursday night sessions (who is teaching, the topic, etc.) is not featured prominently on SIM's Home Page and expressed their desire to be kept up to date with progress on development of the new webpage. Further discussion ensued regarding cancellation of the Fall Beginning Meditation class and development of potential affinity groups that could be co-led by experienced sangha members using a book for structure. The Faculty is no longer planning to develop an Intermediate Class as follow up to the Beginning Meditation class.

## **5.0. Volunteer Updates**

### 5.1 Greeters

Tony feels that the greeter program is doing well. He will continue to organize and schedule greeters for Thursday nights.

## **6.0. SDC**

6.1. Building Report (Bob out of town, tabled until next month). Cathy did mention the new, more compact television that is more portable than the existing one. Information from Bob is included in the October Meeting Materials.

### 6.2. Policy Report

Cathy reported that none is available.

## **7.0. Operations Issues**

### **7.1. Webpage Committee Report.**

Jon reported having difficulty reaching two of the three potential web site contractors who both have six-month “cut-off” periods. It is unclear if they are still willing to work with SIM given that so much time has elapsed since they indicated interest. The group, 329, is ready to offer a presentation to the Board, most likely on a Saturday morning. Jon will work with Alice to identify a date and time. He will also research other local web site contractors who may wish to bid on the project, given the \$20,000 maximum budget.

### **7.2. Protocol Approval**

Hosting for monthly Introduction to Meditation -

Sara continues to work on this protocol. Dennis and Karen discussed Zoom link options to minimize being cut off if there is overlap with opening the regular Thursday night meeting. A question that remains is whether or not there should be separate tickets for those showing up in person versus those participating online. The finalized protocol will be presented to the Board in November.

Also, a new protocol for posting on e-news is under consideration. Cathy and Tony will engage Alice in a discussion of this topic and report back to the Board in the future.

### **7.3 Board news**

Cathy happily reported that Karen Tercho will be undertaking the process to become a full Board Member by December 2021 and that Jon Siiteri will succeed Cathy as the next SIM Board President, starting in January, 2022. Cathy will stay on the Board through February, 2022.

## **8.0 Next Board Meeting**

The next Board of Directors meeting will be held November 8, 2021 @ 6pm-8:30pm

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Respectfully Submitted,  
Catherine Vigran, President  
Christine Bitonti, Recorder