



# Sacramento Insight Meditation

## FINAL

### Sacramento Insight Meditation

### Board Meeting Minutes November 21, 2023

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6:00 PM on Tuesday, November 21, 2023 via teleconferencing.

#### Attendance

<b>President</b>	Jon Siiteri	<b>Member-At-Large</b>	Amy Kovak
<b>Vice President</b>		<b>YPS Rep</b>	Absent
<b>Treasurer</b>	Greg Gollihur	<b>Faculty Rep</b>	Dennis Warren
<b>Secretary</b>	Alice Carney	<b>SDC Rep</b>	Absent
<b>Member-At-Large</b>	Katie Stonebraker	<b>Member-At-Large</b>	Karen Tercho
<b>Recorder</b>	Christine Bitonti		

#### Beginnings

The meeting began with a five-minute sitting, reading of the Board Participation Guidelines, and a personal check-in.

#### Meeting Minutes

The Board Minutes for October 9, 2023 were reviewed and approved unanimously.

## **1.0. Fiscal**

### 1. Financial Reports

#### **Financial Summary as of October 31, 2023**

##### Monthly Report:

Prior to this meeting, the Treasurer briefly reviewed SIM's Statement of Financial Position and Statement of Activity Reports for January-October 2023. Those reports are provided in the Meeting Materials.

SIM's finances stand as follows:

##### Statement of Financial Position

Total Liabilities and Equity: \$114,901.67: (previous total \$123,022.52)

##### Statement of Activity

Net Revenue through October 31, 2023: \$-2,045.80 (previous total \$6,276.76)

##### Notes:

While the yearly decline in net revenue and total Financial Position continues to be reflective of the increased expenditures for presenters, particularly in Legacy Project costs, as well as professional services including on-going website costs and other professional services. The year-end financial position will be impacted by the imbalance between net revenues and increased cost of offering programs and services.

## **2.0. Board-Faculty Communication**

### 2.1 Faculty Report

Dennis Warren reported on faculty activities, including Diane Wilde's sabbatical.

Legacy teacher, Diana Clark, has proposed a 10-week coordinated series on the 10 Paramis in 2024. Dennis described a new retreat facility located in the Sierra foothills and connected to the Mountain Stream sangha. He noted that it is a possible location for a shorter retreat next year (2024, perhaps early summer—not too close to the next seven-day retreat in March, 2025). Dennis, Amy, David G., and Jennifer P. spent time at Mountain Stream where Adam Stonebraker may become the guiding teacher. Dennis is hopeful that a stronger relationship with coordinated activities can be developed with Mountain Stream.

### **3.0. Operations Issues**

#### **3.1 Website Committee Update**

Amy reported that there is one last plug-in update to be completed by the website contractor. This update should occur in the next week or two.

#### **3.2 Approval of Operations Manager Agreement**

Jon reported on how the manager agreement was developed with his involvement along with Amy and Greg and guidance from the Faculty. Greg recommended one revision in the wording which Jon will include in the final draft along with a suggestion from Dennis to add the following phrase: “by mutual agreement of the parties” if changes are to be made in any of the specifics of the content. The Board unanimously approved the Agreement (with proposed changes).

#### **3.3 Teacher Liaison Crew Update**

Karen provided a brief update: TLC is now working on the schedule for the last half of 2024 having completed scheduling for the first half of the year. Greg Scharf has agreed to teach a daylong retreat on July 27 and has been asked to teach on the Thursday night prior to this event (his response is pending). Karen noted that teachers are needed for the daylong in August and for some Thursday evenings.

#### **3.4 Action Item List Update**

The following Action Items were discussed and remain in progress:

- TLC and Cathy Vigran continue to identify sangha volunteers (to be completed by 12/11/23).
- Sabitre, Amy, and Jon are overseeing the new website migration (to be completed soon).
- Karen will check with Dirk regarding website backup and what he would charge to provide it.
- Greg, Amy, and Jon will develop the 2024 SIM Annual Budget by 1/31/24.
- Greg is working on a one-page spreadsheet for SIM Budget analysis and will consult with former Treasurer, Sara Denzler, on this project.
- Plans for fundraising are in early stages; the committee consists of Amy, Jennifer, and Carmen.

The following Action Item was completed:

- Katie Stonebraker is now an editor on SIM’s Facebook page.

### 3.5 Fundraising Committee Report

Amy reported that discussions have begun regarding both fundraising for the Legacy Project and for all activities of SIM. A web page is being developed to highlight the Legacy Project. Targeted donations can be made directly on the website. Also, a year-end fundraising letter will be distributed soon. Feedback by those who have seen the letter has been positive. The issue of utilizing a fundraising consultant for limited hours was mentioned and requires more exploration.

### 3.6 Board Succession

Board succession continues to be a major issue for the SIM Board of Directors. Discussion occurred regarding members who will be leaving early in 2024 and how to go about replacing them. Jon agreed to research the terms of current Board members and prepare a list to assist in decision-making.

## **4.0. Community Outreach**

### 4.1 YPS Update

Karen filled in for Idris and reported that YPS is scheduling teachers every few months. Sho joined the Teacher Liaison Crew in order to coordinate this YPS activity with the TLC's. Greg noted that he has been approached by YPS members for assistance with the group's finances. More discussion is needed on this issue to ensure that the activities of YPS remain consistent with the Board's intent in establishing it.

## **5.0. Retreat and Class Updates**

### 5.1 2024 Class Schedule

The Beginning Meditation course has been scheduled for 2024. Two other courses to be taught by Dennis have also been scheduled: "Discovering Balance" (Spring) and "The Other Side of Suffering" (Fall). The new Operations Manager will handle many of the tasks associated with offering these programs, particularly registration and scheduling of SDC spaces.

### 5.2 Next SIM Annual Residential Retreat

The retreat has been scheduled for March 30- April 6, 2025 at Mercy Center. It will feature the three Legacy Teachers.

## **6.0. Volunteer Updates**

### 6.1 Volunteer Update

Jon shared communication from Margaret Buss, Volunteer Coordinator. She reported that two sangha members have volunteered for the set-up crew and to be a greeter, respectively. Amy reported that Cathy Vigran has identified a person with technical skills who is interested in volunteering remotely from Twain Harte, CA.

## **7.0. SDC**

### 7.1 Update from Greg

Diana Cassidy will be the new representative from SIM to SDC. Sara O’Gara will take over as President of SDC when Barbara Colton’s term ends early next year. Barbara has been a designated representative of SIM, although she is not an active sangha member. Considerable discussion took place about how to address these changes to ensure that SIM is properly represented with two representatives moving forward. Greg suggested reviewing the SDC bylaws to ensure that they are followed properly.

### 7.2 Water Filter Replacing On-demand Hot Water

The proposed water filter will cost SIM approximately \$100/year and is necessary due to the age of the old equipment in place. The Board unanimously approved the removal of the on-demand hot water dispenser to be replaced by a water filter unit.

### 7.3 SDC Board Member from SIM as Director-at- Large

This issue was addressed in Section 7.1 above. Board members will search for (and interview) sangha member/s willing to replace Barbara Colton as a Director-At-Large on the SDC Board by the end of February, 2024.

## **8.0. Next Board Meeting**

### 8.1 Miscellaneous

Amy noted that a daylong Faculty/Board retreat involving practice and strategic planning will be developed for a weekend day in January. Following discussion of this upcoming event, Amy offered to send out a Doodle poll with possible dates.

### **8.2 Date and Time for Next Scheduled BOD Meeting: December 11, 2023 6:00-8:30 PM**

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**Respectfully Submitted,**

**Alice Carney, Secretary**  
**Christine Bitonti, Recorder**