



Sacramento Insight Meditation

FINAL

Board Meeting Minutes December 11, 2023

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6:00 PM on Tuesday, December 11, 2023 via teleconferencing.

Attendance

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

*Arrived at 7:30 pm.

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 November 21, 2023 were reviewed and approved unanimously.

1.0. Fiscal

1.1 Financial Reports

Financial Summary as of November 30, 2023

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

SIM's finances stand as follows:

Statement of Financial Position

Total Liabilities and Equity through November 30, 2023: \$99,321.53: (previous total \$123,022.52)

Statement of Activity

Net Revenue through November 30, 2023: \$-19,030.41 (previous total \$-2,045.80)

Notes:

The November financial Statements include the revenue and expenses for the SIM Residential Retreat and indicate continued declines in both net revenue as well as total liabilities and equity.

Additional issues were discussed: 1) David will assume the task of depositing dana once he has obtained access to SIM's bank accounts and 2) approximately \$16,000 has been received in the end-of-year campaign.

2.0. Board-Faculty Communication

2.1 Faculty Report

Dennis Warren provided the Faculty Report, noting that the Faculty are excited about a 10-week series they are preparing on the Paramis, involving the SIM Faculty, Legacy Project Teachers, JD Doyle, and Seth Castleman.. Given that the next seven-day residential retreat will not occur until March, 2025, Dennis suggested that the SIM Board

consider approving a shorter, three-day (e.g., Friday-Sunday) residential retreat during 2024. The Board supported the idea which Dennis will explore with other faculty members to identify a teacher, location, and timeframe. As an alternative to a residential retreat if that proves not to be feasible, Amy suggested a “householder” or “commuter” retreat held at SDC with participants returning home at the end of each day.

3.0. Operations Issues

3.1 Website Committee Update

Amy reported ongoing activity involving plug-ins. She noted that Sabitre has assured her that registrations for various SIM events will not be hampered by this work.

3.2 Operations Manager

Amy reported that the contract between SIM and David Guerrieri has been signed. David met with Amy and Sabitre recently for eight hours to discuss his duties and responsibilities. Banking issues are being addressed.

3.3 Teacher Liaison Crew Update

Karen noted that Rich, Jennifer, Sho and she are in regular communication regarding the scheduling of teachers for SIM events. There are 13 open Thursdays in 2024, starting in June. Seth Castleman will be asked if he is available to take one. Dennis agreed to help identify and reach out to teachers, noting that receiving a request from one of SIM’s Faculty members might be helpful in this process. He proposed a meeting of the Faculty and the TLC early in 2024 to develop a plan. Karen will set up this meeting.

Greg inquired about how far out SIM Thursday night sessions are scheduled—usually six months to a year. Dennis noted that the demand for teachers remains higher than their availability, especially for SIM’s the three Legacy Project teachers and that contacting teachers very early has become mandatory for most sanghas, including SIM.

3.4 Action Item List Update

Jon discussed the following items from his Action Item List:

- Cathy Vigran informed Jon about two volunteers she has identified for potential tasks.
- The Faculty-Board retreat has been scheduled for January 15, 2024. It will involve both practice and planning activities. He noted that this is an important transitional time for the Board with Amy taking over as President.

- Amy added that one potential volunteer, Elizabeth H., who lives in Twain Harte, has taken an interest in SIM and could work remotely to help revamp the eNews and update content of web pages.
- Later in the Board meeting, Amy reported that Marc Ely has expressed interest in sangha development, which will involve reaching out to wider community (e.g., college students or other groups). Katie will collaborate with Marc to develop these strategies. Whatever plans they make will be presented to the Board for approval.

3.5 Fundraising Committee Report

Amy reported that this committee met on December 5. The end-of-year appeal letter has been distributed. A second email will come out on December 18, thanking contributors and reminding everyone who has not yet donated that there is still time to do so. In January, the committee will focus on signing up new monthly donors—to increase their numbers and donation amounts. Dennis and Rich will mention the importance of dana to the SIM sangha when they teach.

The committee will meet again on December 27, particularly to discuss the Big Day of Giving (BDG) and strategy for the spring. Rich did preliminary research and thinks that SIM qualifies to participate. Sign up for the event ends January 19. Greg raised a concern about financial documents that he was told must be submitted to BDG well in advance of the sign-up date. It is unclear if this policy remains in place and, if so, what the requirements might be. Amy will clarify with the BDG event staff.

Regarding end-of-year donations, hand-written thank you notes will be sent to all donors and, in some cases, telephone calls will be made to express appreciation on behalf of the SIM community. Amy will be writing the thank you notes and making phone calls. Other members of the fundraising committee may be assisting with this effort.

3.6 Board Succession

List of SIM Board member terms has been uploaded to the Google drive. Jon noted that most Board members serve for two years, but can serve up to three two-year terms. Greg will end his service in April, 2024. A Board Treasurer will need to be identified. Several individuals are already under consideration and will be contacted. Dennis suggested that the SIM Board consider following a typical Board process of appointing a Vice-President who would move into the President's position. He also asked for clarification regarding how far in advance a Board member must notify the

Board of his/her intention of resigning. Current by-laws indicate that notice must be given in writing three months in advance.

4.0. Community Outreach

4.1 YPS Update

Diana Clark, Legacy teacher, will teach at YPS on Wednesday, December 13 via Zoom.

5.0. Retreat and Class Updates

5.1 2024 Class Schedule Update

Thursday night teachers have been scheduled through May, 2024 with a couple already scheduled in June. Several options for filling these openings were discussed, including reserving occasional nights for special holiday-related events. The Thursday, July 4 sit will be canceled.

The Beginning Meditation course is filling rapidly with 19 people already registered. It may be possible to increase class size if interest continues to grow. Two courses that Dennis will teach—Discovering Balance in Spring, 2024 and The Other Side of Suffering for Fall, 2024—are in the planning stages with dates not yet determined.

6.0. Volunteer Updates

6.1 Volunteer Update (written report from Margaret Buss)

Margaret continues to report that there is a steady crew of sangha members who show up and complete set-up and clean-up tasks at events. There will be a relatively simple set-up for the holiday celebration. Robin Primavera is taking the lead to arrange refreshments for the event.

The Board discussed the possibility of restoring the holiday potluck event (suspended during the COVID pandemic) next year, an idea which was met with much enthusiasm. The Board scheduled the 2024 Holiday Event for December 5.

7.0. SDC

7.1 Update from Greg

Greg and Diana Cassady (new SDC representative from SIM) joined the meeting to discuss primary SDC-related issues. Greg has sent Diana drafts of the year-end financial documents for SDC. He expressed his gratitude for her willingness to become

involved. She, in turn, voiced her appreciation for Greg's efforts to ensure a smooth transition.

7.2 SDC Board Member from SIM as Director-At- Large

A second SDC Board position, SIM Director-At-Large, was discussed. Barbara Colton has indicated that she will step down from the SDC Board, leaving this position open. The Board will find a replacement for her.

8.0. Next Board Meeting

Tuesday, January 9, 2024 6:00-8:30 PM

9.0 Bank of America Account Changes

Amended board minutes via email to add David Guerrieri and Amy Kovak to the SIM Bank of America Business Advantage Account. Greg Gollihur remains on the bank account as the SIM Treasurer. Diana Cassady, Sara Denzler, and any other individuals currently on the account will be removed. The SIM Board of Directors unanimously approves Greg Gollihur, David Guerrieri, and Amy Kovak access to the SIM Bank of America Business Advantage Account.

Respectfully Submitted,
Alice Carney, Secretary
Christine Bitonti, Recorder