



Sacramento Insight Meditation

Sacramento Insight Meditation Board Meeting Minutes April 8, 2024

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM)
Board of Directors was convened at 6:00 PM on Monday, April 8, 2024
via Zoom

Attendance

President	Amy Kovak	Member-At-Large	Carmen Pereira
Vice President	Vacant	Member-At-Large	Margaret Buss
Treasurer	Greg Gollihur	Faculty Rep	Dennis Warren
Secretary	Karen Tercho	SDC Rep	Diana Cassady Absent
Member-At-Large	Katie Stonebraker	YPS Rep	Idris Ahmed
Member-At-Large	Jon Siiteri	Recorder	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 March 11, 2024 were reviewed and approved unanimously.

1.0. Fiscal

1.1 Financial Reports

Financial Summary as of March 31, 2024

Monthly Report:

Prior to this meeting, the Treasurer briefly reviewed SIM's Statement of Financial Position and Statement of Activity Reports for January 1, 2024, through March 31, 2024. Those reports are provided in the Meeting Materials.

SIM's finances stand as follows:

Statement of Financial Position

Total Liabilities and Equity through March 31, 2024: \$105,386.87 (previous total \$104,442.5)

Statement of Activity

Net Revenue through March 31, 2024: \$ -12,504.81 (previous total \$-13,833.14)

Notes: A comparison of SIM's current financial position with the same period (January thru March) of 2023 provides the following information:

- SIM's financial position remains weakened due to the expenses of the Legacy Project, year-end teacher Dana distribution and substantially increased professional services costs all of which contribute to the continued negative net revenue position.
- On a more positive note, total revenues jumped from \$19,895 to \$29,497 -- a 67% increase. Revenue increases were particularly strong in event and general fund contributions.

Outgoing Treasurer, Greg, reported that Carmen will meet with the tax preparer to review the 2023 tax returns. He also stated that SIM revenue has increased by \$10,000 at this point compared to last year.

1.2 Elect Carmen Pereira as Treasurer

Carmen Pereira was elected unanimously by the Board as the new SIM Treasurer.

2.0 Board-Faculty Communication

2.1 Faculty Report

Dennis Warren shared a number of issues regarding the Legacy Project with the Board, including the cost of the program and expectations of teacher participation. He proposed a half-day meeting with Faculty and Board members to more fully explore options for this program going forward. Each Legacy teacher will be evaluated, and Rich

and Dennis will share these evaluations with the Board. They also plan to send several questions to the teachers to assess their interest in a long-term relationship with SIM.

Additional Faculty issues can be found in Dennis' report in Meeting Materials.

Diane sent a brief report by email. She is enjoying the Year to Live class, reporting that participants are connecting well with one another and appear to be getting a lot out of the experience. She continues to work with inmates at the correctional facility in Vacaville, among other activities during her sabbatical.

3.0. Community Outreach

3.1 YPS Update

Idris reported that he, Sho, and Beth are meeting consistently to do most of the planning for YPS. Attendance has been good with 15 people at each session. The group is currently meeting every other week. Several teachers are scheduled for upcoming meetings, including Dennis and Seth Castleman, along with peer leaders from YPS.

3.2 Social Media

Katie reported that there are 289 followers on Instagram. Occasionally, she answers questions from interested people concerning SIM and its activities. "Stories" (a particular type of Instagram post) seems to get the most attention.

3.3 SIM Community Outreach Team

Katie reported that she, Jennifer, and Marc are involved in a number of outreach activities aimed at increasing SIM's visibility in the community. She and Jennifer are currently developing a SIM flier to distribute broadly (particularly on community bulletin boards at coffee houses, bookstores, etc.). Marc created a draft of a chart and spreadsheet showing weekly SIM Thursday night attendance. The Board discussed ways to utilize this data and made suggestions for enhancements in data collection and presentation.

4.0 Operations Issues

4.1 Operations Manager

Amy reported that she, Carmen, and David met to review some issues David is experiencing in his role as Operations Manager, including his hourly rate. The Board heard a number of concerns and offered suggestions for improving communications, eliminating duplication of efforts, and equalizing pay rates for contract staff. Changes in these areas could potentially increase operational efficiency and reduce stress for staff and Board members involved.

4.2 Teacher Liaison Crew Update

Karen reported that a number of Thursday evening dates remain unfilled (one in July, three in September, one in October, and two in December). She will speak with Rich and Dennis about this concern, given that the responsibilities inherent in her TLC role do not include finding new teachers. An extensive discussion ensued with Board members making suggestions for filling some dates, including “community events” (similar to the program format at the recent volunteer recognition day) and cancellation of December 26 session because of the Christmas holiday.

Karen would like the Faculty to consider setting a timeline for Legacy teachers to inform SIM of their topics for upcoming sessions (e.g., 2 weeks in advance for Thursday night programs, longer for day long events). This would help those putting together website information and could help increase attendance.

4.3 Fundraising Committee Report

Amy, Carmen, and Rich have sought assistance from Taproot, an organization that identifies successful fundraising professionals who volunteer to work with non-profit groups and matches them to needs in the community. So far, the proposal put forth by the committee (for help with a large fundraising campaign) has not received a response from Taproot.

The “Big Day of Giving” in Sacramento will occur on May 2. Everything is in place for SIM to participate. The event will be announced to the sangha at several Thursday night sessions and on Instagram prior to the occasion.

4.4 Labyrinth Proposal

Amy announced that an anonymous donor has committed \$10,000 to construct a labyrinth in the east yard. A discussion ensued regarding both the concept and the feasibility of the project. Board members had very favorable comments in support of this effort. Amy will let Bob Jenne know that the Board approves of the project, recognizing that many details including costs still need to be worked out.

4.5 SIM Refund Policy

SIM occasionally receives requests for a refund when a participant is unable to attend a daylong event or class for which s/he has registered. The Board discussed the need for clarification of the policy, which can only be found in an obscure location on the website. Issues raised included declaring a time frame for canceling, amount to be refunded (given administrative expenses), presenting the option to donate the fee to SIM, etc.

Board members were asked to consider options for wording and share their ideas with Amy.

4.5 CHIRP Fundraiser
Tabled for the present.

5.0. Residential Retreat

5.1 Retreat Committee

No action is required at present. Committee will need to be formed soon. Karen may be able to lead it.

6.0. Volunteer Updates

6.1 Volunteer Update

Volunteer coordinators, Marc and Susan, have no immediate concerns. They are fully scheduled for a while and things are going well. Cathy has not been as active in her outreach efforts, but will resume them when able to do so.

6.2 Volunteer Appreciation Event

Board members had positive comments about this event, declaring it to have been very successful. The structure of the practice period before lunch (with small group discussions on various topics) was helpful to participants. Board members discussed how this model could be applied to other SIM events with the entire sangha—for example, a two hour practice event and potluck.

6.3 Appreciation for Mary Howard

On April 25, Mary will be honored for her volunteer work and presented with a Kwan Yin statue.

7.0. SDC

7.1 SDC Update

Diana was unavailable for the Board meeting this evening. Amy reported that the SDC is looking to hire a new, paid staff person to oversee the SDC scheduling. The Library shelf changes are moving forward. YPS was told they could open the sliding wall or use a larger space. Kenny should be sending out the list of key card holders to the sanghas. In response to this, Margaret, as the former Volunteer Coordinator, mentioned that there are four members with set-up responsibilities who have physical keys to allow them access to the facility.

A summary of the SDC meeting minutes is in Meeting Materials.

7.2 Approve Valley Stream's Bell Proposal

Diana informed Amy that the main issue for SIM to address is the intention of Valley Streams sangha (with approval by the two other sanghas) to install a bell inside the South Hall to replace the one stolen outside. The Board approved this project unanimously.

7.3 Summary for the SDC

Amy will prepare a list of items for Diana to report to the SDC at their next meeting. These include telling them that Greg Gollihur has stepped off the SIM Board and Carmen Pereira is the new Treasurer. Diana will also let the SDC know about members having physical keys.

8.0 New Business

8.1 Open Discussion

No new issues were raised.

9.0 Greg Appreciation

9.1 Acknowledgment of Greg's Board Service

A gift and card were dropped off previously at Greg's home by Amy who voiced her appreciation for all that he has contributed to SIM and the Board. Carmen thanked him for generously sharing his time and wisdom as she stepped into her new role as Treasurer.

10.0. Next Board Meeting

May 13, 2024 6:00-8:30 PM

**Respectfully Submitted,
Karen Tercho, Secretary
Christine Bitonti, Recorder**