



Sacramento Insight Meditation

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Board Meeting Minutes May 13, 2024

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6:00 PM on Monday, May 13, 2024 via Zoom

Attendance

President	Amy Kovak
Vice-President	Vacant
Treasurer	Carmen Pereira
Secretary and Recorder	Karen Tercho
Member-At-Large	Margaret Buss - Absent
Member-At-Large	Jon Siiteri - Absent
Member-At-Large	Katie Stonebraker
Faculty Rep	Dennis Warren
Sacramento Dharma Center Rep	Diana Cassady
Young Persons Sangha Rep	Beth Hart

Beginnings

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

Meeting Minutes

Review and Approval of Board Minutes April 8, 2024 - The minutes were approved unanimously and by consensus.

1.0. Fiscal

1.1 Financial Reports (Carmen)

Financial Summary as of April 30, 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 April 30, 2024. Those reports are provided in the Meeting Materials.

SIM's finances stand as follows:

Statement of Financial Position

Total Liabilities and Equity through April 30, 2024: \$95,625.91 (previous total \$105,386.87)

Statement of Activity

Net Revenue through April 30, 2024: \$ (24,955.36) (previous total \$-13,833.14)

Notes:

There is no evidence that raising fees for daylong retreats had a negative impact on revenue.

Expenses have almost doubled comparing 2023 with 2024, including presenter fees for Legacy project teachers, increased rent, and professional services (A/V, operations manager, and bookkeeping). The revenue situation is fluid with contributions and dana. We are currently falling behind expected revenues. There is an urgency to both increasing revenue and cutting expenses when possible in order for SIM to be sustainable.

Next month, Carmen will talk about ideas for cutting expenses.

Dennis suggests that attendance at Thursday evenings is going up, but our dana is not increasing. What are we doing or not doing to talk about and encourage dana?

1.2 Church & Casualty Insurance Renewal (Carmen)

Liability insurance: our policy renewal is due on June 1. Board approves to renew the insurance policy.

2.0 Board-Faculty Communication

2.1 Faculty Report (Dennis)

Rich and Dennis are planning talks with each of the Legacy teachers. They would like to up the level of participation by the Legacy teachers if possible. Special offerings - courses, 1-day retreats, book groups, are the goal. These meetings will be completed prior to the June faculty-board meeting. The goal is to sustain SIM's current programming model with these or other teachers.

The original idea for SIM's future was to identify people in the current organization and develop them to become mentors, then teachers for the SIM community – this way we wouldn't need to rely on teachers from the Bay Area. No one has been identified for this role as of now. Dennis is

supporting a young person for the Community Dharma Leader program who could be a possible new teacher.

Mini-retreat in November – Diane will be asked to talk about the Brahmaviharas. November 14 - Diane Wilde, 11/15 evening - Kamala Masters presenting on Zoom; a senior teacher evening, 11/15 & 11/16 daylongs presented by Rich and Dennis in cooperation.

Adam Stonebreaker will teach on September 12 – has new perspectives, eco-dharma, etc. Would like to have Adam as a returning teacher.

Dennis is on the Mountain Stream Teacher's Council. They have very ambitious fundraising goals. Dennis is also helping look at and plan for the financial future of the Sanctuary in Maui (Steve and Kamala), as Kamala is now the primary teacher. There are deep, long-term national and international relationships with donors. SIM has a very different donor base.

Dennis is teaching three daylong retreats between now and the end of the year. May, September, December daylongs. *Anicca* (impermanence) and *anatta* (no-self) will be central themes of these daylongs.

Notes on pronouns and misgendering – suggestion that SIM Board and Faculty meet to talk about gender and pronouns. Agendize for June faculty-board meeting; Karen offers to facilitate the discussion.

3.0. Community Outreach

3.1 YPS Update (Beth)

YPS has had higher participation lately which is exciting. Peer-led format is working well. Invitation for board members to visit YPS.

3.2 Social Media (Katie)

Instagram is going well and still building followers.

3.3 SIM Community Outreach Team (Katie)

Attendance is being tracked consistently. Katie can work on building a system in Google Sheets where inputs are made, rather than sending Excel files back and forth.

Katie will follow up with Marc about SCOT request to see lists – Board will want to hear what the goal is for seeing lists and who we are reaching.

Board requests to approve fliers and outreach materials before they are sent out.

4.0 Operations Issues

4.1 Operations Manager (Amy)

Meeting with website manager and bookkeeper about allotted hours dedicated to website changes and bookkeeping. The contracts for bookkeeper and website service are being reviewed and changes in fee rates and/or total monthly hours are anticipated for each contract. A proposed contract for each service area has been presented reflecting the same fee rate but higher allotted total monthly hours for the bookkeeping contract only. We are waiting for a response.

4.2 Teacher Liaison Crew Update (Karen)

Two schedule-related items discussed at the April Board meeting were (1) A July 25 community night and (2) canceling the December 26 Thursday program. Both Dennis and Rich are good with these schedule updates.

Upcoming May 23 with Heather Sundberg - topic will be "Vesak: Honoring the Birth, Enlightenment and Death of the Buddha" – suggestion from Heather that we have a special snack during the break. Karen will ask board members and friends to bring cookies.

Karen shared the remaining 2024 open Thursdays that need to be filled with teachers: September 5, September 26, and December 5. Dennis has an invitation out to fill one of the September dates. Soon TLC will begin work on the 2025 SIM schedule.

David (operations manager) will be taking on some administrative and planning TLC duties. Karen will handle the transition; the work will amount to 1 or 2 hours per week for David. Monitoring the schedule and reaching out to teachers to gather talk topics will be some of David's duties. Earlier tonight it was noted that some teachers need to send us updated bios for the website. Karen will delegate this task to David.

In an earlier discussion, it was noted that fliers could be a way to promote upcoming events, especially Daylongs. Karen will follow up on this idea with Amy and Katie.

4.3 Fundraising Committee Report (Amy)

Big Day of Giving was on May 2. Total donations \$1855 from 18 donors plus the matching funds of \$1000 means that in total \$2855 was raised! Thank you to the Board for giving – 100% across the Board. The Fundraising Committee will assess whether this is something we can do next year with more energy dedicated to it.

Larger fundraising efforts – the organization Taproot. A volunteer said they were interested in helping out with SIM fundraising. May 27 interview with the potential volunteer. Discussion on when to make the larger effort in asking the sangha for more funds. Organized, and solid message, possibly for 2025. This means we will need to make smaller fundraising

efforts for this year – perhaps a push for monthly donors, and more strategies on how to talk about dana on Thursdays to hopefully keep dana in proportion to our increased attendance.

4.4 SIM Refund Policy (Amy)

The group reviewed and approved the draft refund policy. No changes were accepted.

4.5 CHIRP Fundraiser (Amy)

Tabled until the next meeting

5.0. Residential Retreat

5.1 Retreat Committee (Amy/Jon)

Jon agreed to take the lead on convening the committee based on past members. Update on Jon's work is pending. Committee should be convened in the fall. Karen offers to be the representative on the Retreat Committee.

6.0. Volunteer Updates

6.1 Volunteer Update (Amy)

New volunteers have stepped up and welcomed into set-up crew and/or St. John's.

Projects that need to be done: SIM News redesign; Tagging audio dharma by topic; Welcome video for the website (Dennis).

We still have an open position for one SDC representative.

Board members, please try and identify new board members and let Amy know of any candidates.

7.0. SDC

7.1 SDC Update (Diana)

The Labyrinth idea was approved by SIM Board at the April board meeting.

SDC is also facing a deficit and is trying to raise more money. Amount owed on mortgage is \$190K. Capital campaign will continue in the fall.

Inter-sangha potluck lunch is scheduled for June 22, 10:30 to 3:00. This will happen the same day as a library work day – Library committee will train folks to enter collections into the digital catalog.

7.2 SDC Website Updates (Amy)

SIM has updated our content on the SDC website.

7.3 SDC Key Cards (Amy)

Operations Manager is in the process of identifying who has key cards and physical keys. We are working on it and getting close to finishing this audit. Request to respond to email even if you do not have a key. Board members should request a key from Amy if they would like one.

7.3 Summary for the SDC (Amy)

Rental negotiations will start soon. In the past, the Treasurer participated in this process. SIM will need a board member to represent SIM. A rent increase is probably coming. Amy will follow up with Sarah (SDC Board) to get specifics on negotiations (timeline etc.).

Summer program solicitation – a person expressed interest in renting space at SDC for a youth program. SDC asked the sustaining sanghas to consider sponsoring this organization. SIM faculty said they needed more information. SIM did not get more information from the party in question. Request that SDC vet these solicitations thoroughly and consider changing the model of how these requests are handled at SDC – requiring a sponsoring sangha will probably result in loss of potential rental income.

8.0 New Business (8:20 - 8:30)

8.1 Open Discussion

Plans for the July 25 community night were discussed. The group agreed to keep it simple – the time frame will be the usual 7:00 to 9:00. A group sit of about 30 minutes will be followed by social time with tea and potluck snacks in the kitchen and patio. In our promotions, we'll suggest members bring a chair or beach towel if they'd like to sit outside.

The meeting was adjourned at 8:32 pm

9.0. Next Board Meeting

June 10, 2024 6:00-8:30 PM

**Respectfully submitted,
Karen Tercho, Secretary and Recorder**