



Sacramento Insight Meditation

Sacramento Insight Meditation Board Meeting Minutes July 8, 2024

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

Attendance

President	Amy Kovak
Vice-President	Vacant
Treasurer	Carmen Pereira - Absent
Secretary	Karen Tercho
Member-At-Large and Recorder	Margaret Buss
Member-At-Large	Katie Stonebraker
Faculty Rep	Rich Howard
Sacramento Dharma Center Rep	Diana Cassady
Young Persons Sangha Rep	Idris Ahmed

Beginnings

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

Minutes

Review and Approval of Board Minutes June 10, 2024 - The minutes were approved unanimously by consensus.

1.0. Fiscal

1.1 Financial Reports (Carmen/Amy)

Financial Summary as of June 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 June 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 June 30, 2024: \$97,259.85
(previous total \$97,708.05)

Statement of Activity

Net Revenue through June 30, 2024: \$ (24,340.12) (previous total \$-23,503.96)

For the full report including notes, see [Financial Summary through June 2024.docx](#)

1.2 Bank of America Account Access for Treasurer (Amy)

The group voted unanimously to approve Bank of America access for Treasurer Carmen Pereira.

2.0 Board-Faculty Communication

2.1 Faculty Report (Rich)

Dennis and Rich are focused on Legacy agreements for 2025. They are proposing that the terms be five years beginning in January 2025, but the program will be assessed annually in terms of financial support for the program. Rebranding from "Legacy teachers" to "SIM faculty," assuming that teachers are still in agreement. There will be six SIM faculty (Dennis, Diane, Rich) and the three now-Legacy teachers (Walt, Vance, Diana). Community dharma development will be a focus. Quarterly faculty meetings will be held to plan curriculum, special events, and annual retreat. Other teachers will be considered visiting teachers.

In terms of teaching commitment – this year it's four Thursdays, a daylong, and YPS visit(s). It is proposed that this will be increased to five Thursdays and two daylongs, including a long weekend (Wednesday YPS option, Thursday SIM sangha, Friday community gathering, Saturday daylong). Every other year each teacher will offer a four-to-six week course. The teachers will be encouraged to teach in person as much as possible. During year 1, they will be asked to attend a SIM Board meeting with one of the current faculty. In year 2, they would become part of the rotation. It is proposed that we keep the stipend as it is now (11K/year stipend) and revise the dana structure to 75% of the dana with the balance going to SIM. This 75/25% split is? proposed across the board for all visiting teachers (except for - senior teachers and monastics).

Fundraising to fund this program will begin in earnest in 2025.

Dennis and Rich are also making plans for the July 27 daylong / community day. Karen will lead 15 minutes of movement . Katie is taking the lead organizing the potluck. There is a draft schedule in the works.

3.0. Community Outreach

3.1 YPS Update (Idris)

Things are going well. Meetings will be peer-led through the summer, then Walt will teach for YPS in September. There was a good turnout of YPS folks for Walt's daylong in June. There has been consistent attendance. Space is now shared with the Recovery Sangha. YPS is meeting in the Library and Recovery is in the Board Room – they are working out noise considerations.

Discussion about the July 27 daylong ensued, and an invitation to YPS will be extended.

Sho will coordinate the scheduling of the new SIM faculty (former Legacy teachers) for visiting YPS in 2025, as part of TLC.

3.2 Social Media (Katie)

Instagram is going well and building followers – currently 308. Katie is posting weekly, and we are gathering new visitors to SIM thanks to the IG account.. This is how folks (especially younger ones) find us. Katie is considering taking photos of gatherings and will ask people for permission to use photos (if it happens).

3.3 SIM Community Outreach Team (Katie)

No new update for this month.

4.0 Operations Issues

4.1 Operations Manager (Amy)

The OM contract was revised to fewer hours at a higher rate 30–35 hours per month. The OM will take over many of the administrative TLC duties – reaching out to teachers for topics and descriptions, for example. Karen and Rich will communicate about the transition of duties.

Related to the OM pay increase was a proposal and discussion to raise the web manager's hourly rate to coincide with the OM pay rate. The four board members present voted and agreed to increase the web manager's hourly rate.

There was discussion around the bookkeeping contract and whether there would be cost-savings in an independent bookkeeper.

4.2 Teacher Liaison Crew Update (Karen)

The July daylong with Walt was wonderful, with about 20 attendees. Sho was teacher liaison to Walt, and Karen and Katie helped out the day of the daylong.

Given the contract renewal for the operations manager (OM), much of the administrative TLC tasks will be transitioned to the OM. Karen will work with Rich, Sho, Jennifer, and David to figure out the transition.

Thursday, December 5 is still open – Karen proposed asking Seth Castleman. Karen will ask David to reach out to Seth re: December 5.

Soon, TLC will begin work on the 2025 teacher schedule. The process will begin with Rich, Dennis, Diane, Walt, Vance, and Diana choosing dates.

4.3 Fundraising Committee Report (Amy)

Amy and Dennis have been in communication regarding fundraising. Dennis along with Amy will come up with the core narrative that will be used for 2025 fundraising. The committee will reconvene in early August to lay out the steps that will be taken for fundraising early next year. A monthly-giving pledge drive will happen this year in September.

More messaging will be shared around this (for example the difference between teacher dana and SIM giving). Once new teacher contracts are established, new teacher integration into the core faculty will be a big component of fundraising. Rich hopes to have new teacher contracts settled by September, which will be important to kick off fundraising and share information with the SIM community.

4.4 July Daylong/Community Event (Katie/Margaret)

This will be a special and unique day for SIM – the theme is spiritual friendship and building community. Set-up volunteers have been determined, and more help can be available if needed. Decisions need to be made about additional set-up volunteers.

4.5 Refund Policy (Amy)

The Board discussed and asked questions. Because of the refund cut-off date, we may get some later registrations due to the policy, the trade-off being more transparency on our policies. The Board unanimously approved the refund policy. Amy will coordinate with the OM and web manager to get this up on the website.

4.6 Audio for In-Person Daylongs

This comes up for in-person-only daylongs, when the teacher is teaching in-person and all participants are in-person (no Zoom option). The OM asked for a decision on how to deal with this – recruit a volunteer each time? Pay an A/V tech? We could pay Dirk a smaller amount to come in and set up (and leave), but we would need someone to put away the mic, turn off the sound system (this could be the backup plan). The Board agreed to keep this a volunteer task. Katie and Amy volunteered to learn this system. Karen is also a volunteer. We need to find out if Simon would be willing to volunteer for audio-only daylongs. Amy will coordinate these changes with David, and ask him to update 1-sheet written instructions for audio-only.

Karen will coordinate training Amy and Katie on the audio-only system.

5.0. Volunteer Updates (7:45 - 7:50)

5.1 Volunteer Update (Amy)

Website work: Amy met with Elizabeth. Elizabeth is willing to take on the SIM News revision (aesthetic updates) plus website updates, as a volunteer. Other questions for Elizabeth include events disappearing from the main page events stream on the day of the event. Going forward, the OM will be the coordinator for website updates and maintain a list.

Audio dharma tagged by topics: This task is in need of a volunteer. Possibly John M. (Rich has his email).

Fundraising: When the time for the fundraising campaign comes, a call for volunteers can go out for help with specific tasks with a timeline.

6.0 Annual Retreat

6.1 2026 Teacher/s (Amy)

SIM senior faculty let us know that they would like to invite Vance, Diana, and Walt to teach the 2026 annual retreat and permanently move the SIM retreat to the spring. The Board agreed to this plan. Rich says that he will try to reserve the same window for 2026, or close to it, with the teachers and the Mercy Center.

7.0 SIM Board

7.1 New Board Member Suggestions (Amy)

No new ideas at this time. For now, we will remain a five-person board.

8.0. SDC

8.1 SDC Updates (Diana)

Diana received background on how SDC rent has been calculated in the past and how it works – this has been shared with Amy (see below). SDC Grounds volunteers are now meeting on the third Sunday of the month, 10:00 am to 12:00 pm. SDC is planning a donor appreciation event for August 24. The Library event was great fun and very productive.. The Labyrinth project is still being discussed and negotiated. Insurance costs have gone up.

8.2 Rent Negotiation (Amy)

Rent negotiation meeting will happen next Sunday; Carmen will attend. Amy will share with the Board the SDC rent background info mentioned above (8.1).

9.0 New Business (8:15 - 8:25)

9.1 Open Discussion

9.2 Daylong Announcer/Dana/Bell Ringer (next board meeting) – A more systematic approach is needed to determine the various roles we need to fill at daylongs, including the possibility of asking the OM to determine these roles. Further discussion is tabled until the August meeting.

10.0 Next Board Meeting

August 12, 2024 6:00-8:30 PM

**Respectfully submitted,
Karen Tercho, Recorder**