



Sacramento Insight Meditation

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Board Meeting Minutes for October 13, 2025

A regularly scheduled meeting of the Sacramento Insight Meditation (SIM) Board of Directors was convened at 6:00 PM on Monday, October 13, 2025 via Zoom.

Attendance

President	Amy Kovak
Vice-President	Vacant
Treasurer	Carmen Pereira
Secretary	Karen Tercho
Member-At-Large	Margaret Buss
Member-At-Large	Katie Stonebraker
Faculty Rep(s)	Absent
Sacramento Dharma Center Rep	Diana Cassady
YPS Rep	Absent
Recorder	Christine Bitonti

Beginnings

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

Minutes

The Board Minutes for September 8, 2025 were reviewed and approved unanimously.

1.0 Consent Agenda (No Discussion Items)

1.1 YPS

- 1.2 Social Media
- 1.3 Operations Manager/ Professional Services
- 1.4 Volunteers/Projects

2.0. Fiscal

2.1 Financial Reports

Financial Summary as of September 2025 Monthly Report: Prior to this meeting, the Treasurer briefly reviewed SIM's Statement of Financial Position and Statement of Activity by Class reports for January 1, 2025, through September 30, 2025. These reports are provided in the Meeting Materials.

SIM's finances stand as follows: Statement of Financial Position Total Liabilities and Equity through September 30, 2025: \$104,957.14 (Previous total \$101,280.28) Statement of Activity by Class Net Revenue through September 30, 2025: \$23,259.50 (Previous total \$19,507.34)

The treasurer detailed projections for shortfalls, matches, and surpluses in various budget categories for the year. She estimates that the grand total year-end surplus will be \$25,355.

2.2 Estate Donation

Amy reported that one SIM member has included Sacramento Insight Meditation in a will or trust. She indicated that there may be others who have done the same without the organization's knowledge. It may be useful to continue letting members know about this option for future giving.

2.3 Teacher Payment through Non-Profit

One teacher has requested to receive payment through their own nonprofit organization, which is a first for SIM. Amy clarified that while approving such a request would set a precedent, it would be handled with full transparency and would not involve payment to any unrelated third-party organization. No decision was made at this time, pending consultation with SIM's tax accountants to understand any potential tax implications.

3.0 Board-Faculty Communication

3.1 Faculty Report

Diane Wilde submitted notes from the October 1 Faculty Meeting, which are available on SIM Drive. Faculty members are reviewing open teaching slots on the calendar, considering a potential new visiting teacher for SIM, planning the upcoming mini-retreat, and discussing other topics, including the proposed Noble Eightfold Path talk series.

4.0 Operations Issues

4.1 Teacher Liaison Crew (TLC) Update

Karen reported that she and David, with the oversight of Rich, are working to fill the remaining open daylong and Thursday night teaching slots for 2026. The Board discussed the importance of keeping David better informed about the details of upcoming events and schedule changes that need to be updated on the website. Margaret suggested that when faculty members are away for an extended period, someone be designated to communicate with the TLC to maintain continuity. Karen proposed that David receive faculty meeting notes to help him stay up to date. The latter was approved and Karen will make this request from faculty.

4.2 New Teacher Evaluation Meeting

Amy led a discussion about scheduling and planning the upcoming teacher “Evaluation Meeting,” as outlined in the teaching contracts. Margaret suggested that the meeting be informal and centered on the teachers’ needs and their experiences teaching at SIM. It was agreed that at least two Board members, along with faculty representatives and the two contracted teachers, should attend.

4.3 Holiday Party — December 18

Board members shared positive feedback on last year’s event, recommending that the physical setup and format be repeated. They particularly appreciated the randomly assigned tables, potluck format, and conversation starters. Margaret agreed to take the lead in organizing the event and will recruit volunteers to assist.

4.4 St. John’s Adopt-A-Family Fundraiser

Vicki Ruben expressed interest in coordinating the project again this year. Amy noted that any funds collected beyond what is needed to purchase the gifts would be directed toward the monthly St. John’s meals.

4.5 End of Year Donation Letter

The Board decided that the Year-End Donation Letter should begin going out by November 7 and be sent as a separate SIM News item. Amy will draft the letter, using last year’s version as a template.

5.0 SIM Board

5.1 Board Recruitment

Amy stated that announcements for two volunteer opportunities should be made on Thursday nights and included in SIM News: one person to represent SIM on the SDC Board, and two individuals to join the SIM Board in preparation for eventually assuming the President and Secretary positions when those terms conclude.

6.0. SDC

6.1 SDC Updates

Diana asked Board members whether a professional photographer could take photos at SIM events to be added to the SDC website, particularly at the Christmas event on

December 18. No objections were raised. She also reported that a generous anonymous donation to SDC will help the Board to hire an executive director to handle many administrative tasks currently managed by Board members. Additionally, Diana reminded everyone to ensure that all kitchen appliances are turned off before leaving the building after events, noting that the oven was recently left on for an unknown period (unrelated to any SIM events), which caused significant concern.

6.2 SIM Rep to SDC

Diana will continue serving as SIM's representative on the SDC Board through December 2026, and members expressed their gratitude for her willingness to do so. The Board discussed the level of commitment required for this role so that prospective volunteers are aware of what is involved. It was noted that the SDC Board meets monthly on the second Wednesday from 6:30 to 8:30 PM via Zoom, and that members also participate in various administrative tasks.

7.0 New Business

7.1 Open Discussion

No new business was proposed.

Action Items:

Who is responsible	Task/s to be performed	Completion Date
Amy	Schedule the Teacher Evaluation meeting	October 22, 2025
Amy	Prepare End-of-Year Donation Letter and disseminate	November 7, 2025

8.0 Next Board Meeting

November 10, 2025, 6:00-8:00 PM

Respectfully submitted,
Christine Bitonti, Recorder
Karen Tercho, Secretary