



Insight Meditation Circle of Cape Cod

IMC of Cape Cod Guiding Counsel 07 January 2023

Meeting Minutes

IMC of Cape Cod Guiding Counsel 05 November 2022

Meeting Minutes

Attended: Deborah Ennis, Jim Hild, Rachel Crosby, Sean T. Moroney, Tom Farkas

Facilitator: Deborah Ennis

0. Review of previous GC Meeting's minutes

- [Approved](#)

1. Elections: Status of current GC members, facilitating Elections for 2023 GC members

- [Rachel's term ends this year; has decided not to run. Rachel offered to stay on as Treasurer only if no one picks up that position. Clarified that the Treasurer does not need to be a member of the GC](#)
- [Tom's term ends this year; has decided to run for re-election.](#)
- [Election process will start Dec. 1 and end two weeks later \(Dec. 14\).](#)
- [Candidates \(nominated by self or others with permission\) will submit short bio's with reason for running.](#)
- [The election will be carried out online via Survey Monkey when bios are received. An email with the link and bios will go out to the Sangha. Voting will be open until Dec. 14th. The results will be published via follow-up email after that date and before the end of the term.](#)

2. Review the Fall Retreat. Plan another retreat for the spring?

- [All agreed the Fall retreat was a success.](#)
- [Decided to hold a Spring day long retreat with date in April or May TBD.](#)
- [Deborah will review venue availability and begin planning process. Jim suggested Lama Gursam may be available in that timeframe as he will be back in the US.](#)

3. Guiding Teachers and Dana

- [Dana](#): the Sangha must be encouraged to contribute more to guiding/visiting teachers. Feedback from them is that it is inconsistent. Ask for Dana at the 1st Tuesday in-person meetings.
- [Guiding Teacher](#): With Chas leaving the Sangha as guiding teacher, we will need to decide on and seek out a replacement. We will make a list of possible candidates to reach out to and review whether to continue with Friday night monthly visits or fold those into the Tuesday meetings. Will also review the necessity of a single guiding teacher versus a rotation of a few. Deborah will

approach IMS. Zoom will be the venue for a new teacher. Decided the Sangha should recognize Chas' service to our community.

4. Review Tuesday night monthly schedule, how is it working?

- First Tuesday in-person meetings are well received and will continue. Balance of meetings continue online with Zoom.

- Tom needs to review second factor authentication on Zoom (try to get around it). Need to convert email user name to host@imcofcapecod.org

5. Treasurer's report

- Rachel will formulate a Budget for 2023; current accounts are adequate for all activities – see Treasury spread sheet.

- Transition to new Treasurer if Rachel does not continue.

6. Website update

- No update – running smooth

- Sean will submit renewal costs to budget

- Sean will separate docs on the archival page

7. Jim H. proposes a course on "Buddhism in a nutshell"

- Agreed to move forward

- Jim will put a curriculum together and coordinate

- Not to be run on a Tuesday; prefer in-person meeting but could be on Zoom

8. GC's approval is requested to use some of IMC's surplus room reservations at the Harwich Community Center. The reservations would be for the monthly meetings of the women's Buddhist book study group that Carol DiAnna started three or so years.

- Approved. Anyone wanting to use the time reserved will coordinate scheduling through Deborah (primary contact with HCC).

9. Next meeting scheduled for Saturday, January 14, 2023, 10-12pm

Follow up on old business as time allows: (these items are from the September agenda):

Formalize mission statement status.

Review draft sent to the GC before the September meeting.

- GC Mission Statement draft submitted for review by GC members.

Clarification of our Buddhist Tradition affinity. Finalize Poll to Sangha. Suggested poll question: Do you believe the IMC of CC should be aligned with a particular Buddhist Tradition? If so, which one (Theravada and/or Early Buddhist, Mahayana general, Tibetan, Zen, All equally, Secular, Nominally one but allowing others, none)? Why?

- Discussion abandoned at this time. No one is pointing to this as an issue so the GC will table it indefinitely unless a GC receives a request from a member. We will continue the way we have been.

Carry over for Nov meeting: The Long Term brick and mortar plan. Ongoing discussion on possible options. Defer to a quality time in person for brainstorming, with snacks

- Ongoing: tabled to next years meeting(s)

Review this decision: All agreed it would make sense to set up some bylaws to clarify these terms. Jim will take that on. This item was tabled until the next meeting. It was noted that the By-laws, along with any policies & procedures be identified and written to adequately satisfy current ways the Sangha and Council conduct business, as well as, needed for any possible effort to make IMC a 501c3. It was also noted that our Council meeting include the "accepting of the last meeting's minutes" if there were no changes discussed.

- Ongoing: tabled to next years meeting(s)

Distribution of Buddhist books, etc. by the Guiding Council to all sangha members Need to do an inventory of Dharma books, materials etc. and advertise what's available.

- Ongoing: tabled to next years meeting(s)

IMC of Cape Cod Guiding Counsel September 17th, 2022

Meeting Minutes

Jim Hild Meeting Clerk

GMC members attending:

- Deborah Ennis (Meeting Leader)
- Rachal Crosby Treasurer)
- Tom Farkas
- Sean Thomas Moroney
- Jim Hild (Clerk)

1. Tuesday night meetings - virtual, hybrid or in person? Facilitators and host schedule through end of year. Can we convert HCC reservations to Saturday Sutta Group and/or GC meetings or special events if we stay virtual. Review alternative proposals including a 3 Tuesdays online and 1 Tuesday In-Person schedule.

The GCM temporarily suspended the "Hybrid" meeting option, because of too many technical difficulties and frequent communication problems at the Harwich Community Center (HCC). The GCM's's discussed and adopted a new schedule for the Tuesday evening meetings. It was decided to do an "in-person" meeting the first Tuesday of the month starting in October. The remaining Tuesday evening meetings wil be by zoom. This will be broadcasted to Sangha members asap.

There was input from members for our consideration:

- They ask that small groups be mixed gender. *The recommends that "breakout rooms" be as Male/female as possible.*
- They prefer a standard opening and closing routine. *It is recommended that the facilitator be make allounces for the reading of the introductory statement and closing statement at the beginning and ending , respectfully.*
- They aren't in favor of "check-ins" i.e. going around the room at the start of meetings. *The GCM discussed this request and decided to not recommend this as it tends to take away from discussion / presentation topic time.*
- IMS Movie showing - time/date/logistics. *Date (?) ******

2. Zoom License Issues – The Sangha license was not useable for the designated host a few weeks ago. We are using a new one. There need to be guidelines for hosts. *This was discussed and yes, a new procedure to have the Host log in has been developed and a Host guideline will be written and given to all hosts.*

3. Autumn Retreat Status, date, place, cost, number of people limit, volunteers and jobs, itinerary. *A considerable amount of time was given to discuss the details of the up and coming Sangha retreat to be held 22 October 2022.*

- *A theme was established for the retreat – “Impermanence.”*

- *A registration form was discussed and will be available for all Sangha members on 1 October. It will be “first-come-first-served” with a maximum of 25 participants plus 5 GCM’s. A waiting list will be establish if more than 25 people apply.*

- *Dana will taken at the door; a \$ 5 donation is suggested.*

- *A schedule will be available to all participants before we meet on 22 October 2022.*

- *A Buddha, bell, and flowers are requested – Jim, Sean and Tom volunteered to supply same.*

4. Guiding Council Elections this fall – Confirm who’s term is ending and begin election cycle planning. *A brief discussion was held and a list of GC members and their term of office will be sent to each GC member for validation prior to an informal process of email among GC members to establish which members will retire and how many positions are to be nominated for election this Fall.*

5. Formalize mission statement status. *A draft was presented and briefly discussed. The GCM decided to continue a review of the draft via email and table it until until the next GMC meeting.*

6. Clarification of our Buddhist Tradition affinity. Finalize Poll to Sangha. Suggested poll question: Do you believe the *IMC* of CC should be aligned with a particular Buddhist Tradition? If so, which one (Theravada and/or Early Buddhist, Mahayana general, Tibetan, Zen, All equally, Secular, Nominally one but allowing others, none)? Why? *Tabled for next meeting due to allotted time ran out.*

7. Website Status - uploading appropriate files for sangha access, posting schedules for meetings. *Completed*

8. Treasurers report. *Quickly reviewed and only on comment made. Assign a period of time for Chas’s monthly teachings on the budged \$ line of the report.*

9. The Long Term brick and mortar plan. Ongoing discussion on possible options. *Tabled for next meeting due to allotted time ran out.*

10. All agreed it would make sense to set up some bylaws to clarify these terms. Jim will take that on. This item was tabled until the next meeting. It was noted that the By-laws, along with any policies &

procedures be identified and written to adequately satisfy current ways the Sangha and Council conduct business, as well as, needed for any possible effort to make IMC a 501c3. It was also noted that our Council meeting include the “accepting of the last meeting’s minutes” if there were no changes discussed. Tabled for next meeting due to allotted time ran out.

11. Distribution of Buddhist books, etc. by the Guiding Council to all sangha members Need to do an inventory of Dharma books, materials etc. and advertise what’s available. Tabled for next meeting due to allotted time ran out.

12. Next meeting set for November 5, 2022, at 3:00 pm.

13. New Business. None

14. Meeting adjourned. 11:20 am

IMC of Cape Cod Guiding Counsel July 16th, 2022

Meeting Minutes

Council Attendees:

Rachel Crosby (Treasurer)

Deborah Ennis

Tom Farkas

Jim Hild (Scribe)

Sean Thomas Moroney (Meeting Leader)

Paul Schlansky (Guest)

Meeting Started: 10:10 am

Two-minute Meditation

1. Guest Addresses the Council (15 minutes allotted)

Paul Schlansky made several suggestions to the council:

- 2. Suggested the Council make Sangha attendees review the preparation material sent out with the advertised Tuesday Sangha meeting date and time.*
- 3. Given the Sangha's hybrid format for the Tuesday evening meetings (both in-person & Zoom), people attending live, should be announced to the Zoom audience before at the beginning of the meeting.*
- 4. If break-out rooms are use in the meeting, that a minimum of 3 or 4 people be assigned to the rooms.*
- 5. That the Tuesday evening Sangha meetings be recorded to allow future viewing by Sangha members.*

6. Usual & Old Business:

- Treasurer's Report

Rachel Crosby gave the treasurer's Report, and a brief discussion of its contents was conducted. After a few minor clarifications on the report a suggestion was made to add a line item to the report showing current donations. (From Rachel – I'm not too clear about this suggestion – "current donations" needs to be defined. Is it donations since the last GC meeting?)

- Website report

Sean Thomas Moroney gave an update on the status of the Sangha's Website development along with possible future capabilities. [Much acknowledgement – Buddhist Merit - to Sean] It was mentioned that, if possible, the Council meetings, Chas's monthly teachings and select Tuesday Evening meetings be recorded and stored on our website. More work needs to be done to see if this is achievable. A system (possibly Google-Docs or Google Drive) be set up to handle Council communications & information.

- Retreat in-Autumn 2022

A discussion of when and where was conducted. Suggested dates of late Fall 2022 and Spring 2023 were brought up. The Yarmouth Friends and Yarmouth Senior Center(?) sites were discussed. A suggestion was made to possibly do a "peer" Retreat. Also, local Buddhist teachers' names were suggested. Deborah Ennis will follow up on this and report back at the next meeting. Thereby reducing "email" communications to process Council business.

7. Actionable Items to be revisited from 05.07.22:

- Agreed that a mission statement for the Guiding Council should be developed. Sub-Committee of Jim and Rachel will report.

Jim and Rachel reported they needed more time to finish a draft statement. They will provide a less complicated draft to the Council members via email and finish with a statement for the Council to accept at the next meeting' Additionally a draft Sangha mission statement will also be presented at the same time. < Not sure we agreed upon this. I thought we were going to consult and/or poll the sangha first

- All agreed it would make sense to set up some bylaws to clarify these terms. Jim will take that on.

This item was tabled until the next meeting. It was noted that the By-laws, along with any policies & procedures be identified and written to adequately satisfy current ways the Sangha and Council conduct business, as well as, needed for any possible effort to make IMC a 501c3. It was also noted that our Council meeting include the "accepting of the last meeting's minutes" if there were no changes discussed.

Original Note: Add previous meeting notes and agendas to the webpage ? Or in a file that can be accessed by current and future GC members, Sangha members... a “historical record” as such Agreed.

- Distribution of Buddhist books, etc. by the Guiding Council to all sangha members Need to do an inventory of Dharma books, materials etc. and advertise what’s available.

A task Team of sangha members should be established to inventory available books and magazines and create a process to make available this information to the Sangha. Jim Hild will contact Marietta Nilson to ask her to help on this.

- Agreed that a clarification of what particular Buddhist tradition our Sangha follows is i.e., our primary form and identity, should be included in our mission statement –to be further developed. A brief discussion of this subject was conducted and then tabled until the next meeting. It was suggested that this is a discussion that needs Sangha member’s input to establish a consensus.

Deborah Ennis, Tom Farkas, and Jim Hild volunteered to come up with a series of questions to go into a survey to be given the Sangha members for their thoughts on this subject. The team will report back to the Council at the next meeting with their draft survey for discussion by all the Council members

8. New Business

- Review changes to Facebook has made to Group pages

Rachel Crosby will look into what is needed to address Facebook’s revisions and draft a proposal to be reviewed by the Council members at our next meeting.

- Moving towards greater synergy: information and communication consolidation and centralization. (Sean’s)

See Item “B” above.

- Going brick and mortar –longer term visioning of a Cape Cod Dharma Center. (Sean’s)

This subject was tabled until the next meeting. (Ran out of time) However, Board members can at this point email some thoughts on this idea prior to our next meeting. Someone suggested renting a room at the Harwich Cultural Center

9. Other New Business:

The Host at the last few Tuesday evening meetings have experienced technical problems in establishing Harwich's internet connection resulting in meeting disruption. Sean Thomas Moroney and Tom Farkas will look into what can be done to correct this situation. It was also suggested that Procedures be written for both the Facilitator and Host to help in exercising their respective duties.

10. Next meeting date and time: *10 September 2022, 1:00 pm – 2:30 pm*

Meeting Adjourned: *12: 58 pm*

IMC of Cape Cod Guiding Counsel May 7th, 2022

Meeting Minutes

In Attendance

Rachel Crosby (GC – Treasurer & Rotating Chairperson)

Jim Hild (GC)

Sean Thomas Moroney (GC)

Deborah Ennis (GC)

Tom Farkas (GC - Secretary)

No Sangha members were present

Agenda Items – Carryover Issues

1. Tuesday Evening Meeting Modes

- a. Established that we can make Hybrid meetings work
- b. We'll monitor COVID rates prior to committing
- c. Rachel will send out a check to HCC to book the room, pay for second half when we commit to in-person meetings.
- d. Target May 24th as first date in-person/hybrid

2. Treasury Report

- a. Treasurer predicts we should have \$1500 balance by end of year.
- b. **Treasurer** asks if we thought we'd need to file a tax return in 2023. Discussion set aside as the income is **negligible**.

3. Review of Website efforts

- a. 95% complete. [Update: the imcofcapecod.org website is up and running.](https://imcofcapecod.org)

4. Review of Chas' Arrangement

- a. Chas receiving \$75 per session
- b. No plan to return in person, not interested in Tuesday meeting leads
- c. Rachel Jones will publish Chas' schedule. [Update: Chas monthly online schedule is 7/22, 8/26, 9/16, 10/14, 11/11, 12/16, and he is not available for a fall in-person retreat.](#)

Agenda Items – Carryover Issues

1. Tuesday Night Meeting Protocols

a. Discussed the need for a formal statement for the facilitator to use if someone wants to focus the discussion on their individual suffering, especially concerning mental health issues given recent Tuesday night incidents of attendees delving into deeply personal issues.

b. All agreed that some guidelines should be developed and included in the direction to facilitators.

Update: said persons have not returned to sangha and were directed by members privately to professionals; a proposed statement was borrowed from the NDF website as an example but not implemented:

“It is important to note that the Margha Program is a curriculum of meditation training and study. It is not, nor intended to be, a substitute for therapy, counseling, or medical treatment. If you are currently in therapy, we recommend that you consult your therapist about the appropriateness of engaging in the Margha Program and meditations. If mental health issues arise during the program, please consult your therapist.”

2. Mission/Vision Statement for GC

a. An example from another Sangha was reviewed.

b. Agreed that a statement should be developed long term and pull together a sub-committee to work out a draft. **Jim Hild and Rachel Crosby are the sub-committee**

3. Review of GC members' terms and the election cycle

a. Jim will serve a 3 year term.

b. Sean will serve a 3 year term.

c. All agreed it would make sense to set up some bylaws to clarify these terms. Jim will take that on.

4. Distribution of Buddhist books, etc. by the Guiding Council to all sangha members

a. Need to do an inventory and

b. advertise what's available.

Agenda Items – New Issues

1. Discussion about what particular Buddhist tradition our Sangha follows.

a. Our history is Theravadan but does not exclude discussion or topics from other traditions.

b. Agreed that a clarification of this and our identity should be included in our mission statement.

2. Next Meeting Schedule

a. The next Chairperson will be **Sean M.**

b. All agreed to set the next GC meeting date to **Saturday, July 16th at 11-12:30PM.**

