

SSC Meeting Agenda (Draft)

Date: Feb 19, 2026, 4-5:30pm

- Attendees:
- Facilitator: *Tuyen, Shuying*
- Notetaker:

Preparation

- Bring **proposed Wednesday cadence preference** (weekly/monthly/hybrid) + availability to facilitate.
- Come with **1-2 dana recipient suggestions** + rationale aligned to community values.
- Review any existing **minutes/financial reports** stored on MPC drive so decisions are informed.

1) Opening & Check-In (5 min)

- Arrival + grounding.
- Quick updates on morning meditation, Wednesday evening sessions, and Saturday programs.
- Reports from MPC representative (Melissa, Wendy) and caretaker (Linda).

2) Wednesday Evenings – Cadence, Coverage & Sustainability (20 min)

- Current gaps: Feb 11 & 18 still open; [sign-up sheet](#) was empty for several upcoming weeks.
- Discussion points:
 - Choose cadence: weekly vs monthly (e.g., 3rd Wednesday) vs hybrid.
 - Clarify minimum facilitator capacity and how to recruit new facilitators.
 - Decide how to manage empty weeks (cancel early, rotate, consolidate, or pause).

Outcome: agreed frequency + coverage plan + communication rhythm.

3) Dana Disbursements & Year-End Funds (10 min)

- Confirm year-end policy: reserve 4 months' expenses, then release dana.

- Decide how to allocate leftover 2025 funds and set criteria for recipients.
Outcome: decision or timeline + responsible lead(s).

4) Day of Mindfulness – April 11 (20 min)

- Event: Apr 11, 9:30am–3:30pm.
- Form organizing team; define major tasks (logistics, comms, facilitation, roles, timeline):
 - invitation email: Tuyen
 - Announcement in sangha sessions
 - Arranging the room for DoM
 - Lunch and clean up
 - 3 dharma sharing facilitators

5) Lotus Bud as Communications / Announcement Platform (10 min)

- Clarify intended purpose (announcements only? organizing? archive?)
- Decide sequencing of implementation and who will configure/manage it.

6) Deferred Admin & Governance Items (20 min)

- **Policies & Procedures Subcommittee** (with Linda & Melissa). Scope and deliverables.
- **Organizing Documents:** inconsistent formats (Google Docs, PDF, Word). Standardization + storage in MPC drive.
- **CRA Registration** – brief update.

7) Wrap-Up (5 min)

- Confirm decisions, action items, owners, and deadlines.
- Confirm communications to the sangha (invite and agenda planning noted in thread).