

The Vancouver Island Vipassana Association

Trust Meeting

Date: Sunday, July 9, 2017 **Location:** Dhamma Modana Dhamma House

The meeting followed a one hour meditation session.

Meeting Time : 11:36 am

Attendees:

Facilitator: Rob

Secretary: Kim

Speakers' List: Maria

Timekeeper:

Task List: Kim

Trust Members Present

Rob Weaver

Kim Weaver

Carl Wolford

Robert Baker

Harry Mensink

Trustee/AT Regrets

AT's Present

Greg Lundh

Edith Strand

Robert Strand

Elyena Lundh

Jenny Jeffs

Bob Jeffs (late arrival)

Friends of Trust

Steven Armstrong

Lynn Tonkin

Del Challenger

Trust Members Attending Remotely

Quorum: 5 of 5 of trust members in attendance

AGM Portion:

- 1) To approve the previous year's AGM minutes; approved.
- 2) To receive, examine and recommend to the Members that they approve the financial report for the fiscal year ending December 31, 2016; (copy attached and circulated at the meeting). Approved.
- 3) To recommend to the Members that they approve the auditor for 2017 to be Accutax (a cost of \$500 per year); Approved.
- 4) To receive the report of the Directors of the Members (minutes of the Board of Directors AGM);
- 5) To examine all business that may be submitted to the Assembly.

Proposal - To approve and forward the above recommendations to the members. (Approved)

Trust Meeting Portion:

COMMITTEE	COORDINATOR	MEMBERS	A.T. ADVISOR
Planning		Carsten, Rosie, Keith T	
Operations		Carsten, Cameron, Steven, Rosie	Greg
Building	Steven	Carsten, Carl	Greg
Finance	Robert	Tristan Joslin, Ryan Schumm	Jenny Jeffs
Outreach		Rob W.	Doug Cooper
Registration	Rob W	Jim Swift	Edith
Courses		Janet, Rosie	Robert S
Landscape	Rob W	Stephanie, Anas, Kim	
Children's Committee	Elyena & Greg	Kim	Elyena & Greg

Opening Formalities

- Round of introductions/Attendance – Completed.
- Review the agenda, add any needed items & prioritize – Completed.
- Set time for meeting & agenda items – Completed.
- Read trust meeting guidelines – Completed.

1. Announcements:

- a) Emony Nicholls has resigned from the Trust.
- b) Carsten Hunter has resigned from the Trust.
- c) Evie Chauncey has retired as an AT and from the VIVA Trust.
- d) Steven Armstrong announced he has stepped away from conducting courses and being the AT for Dhamma Modana due to his change in relationship status, per Vipassana guidelines. Bob & Jennie Jeffs have agreed to assist with ongoing running with the Dhamma Modana Trust. He will remain as an Old Student volunteering with the Building Committee. Steve gave a brief historical overview of the period April 2016 (Visioning Session) to present and the development of the Dhamma House.

2. Corrections and approval of past minutes: Minutes of February and May 2017 approved without corrections, to be posted to Dhamma Modana website.

3. Last Meeting's Tasks:

Kim to send April Minutes to Jim Swift for posting to Dhamma Modana Website.	Completed
Deb and Edith to work on budget for furnishings.	Ongoing
Carsten to speak with his cousin about the possibilities of dealing with the tree scrub and grading the property for water drainage.	Ongoing

Cameron to contact Laura at Dhamma Karuna regarding posters for Children's Course.	Completed
Kim to send Minutes of February to Evie to review for approval by Trust.	Completed
Rob to ask Jim Swift to investigate linkage from Volunteer link for Childrens Course to CRC site.	Completed
Greg to ensure links exist on D. Modana site for volunteers to the CRC site.	Completed
Evie to put RCMP file # in Drop Box for future reference	Completed
Carsten/Cameron to look into renting a utility trailer to move remainder of donations from Michael to DM.	Completed
Deb Harding to pass name of man with a utility trailer to Cameron.	Completed
Cameron to email septic report to Kim for minutes.	Completed
Steven to talk to Tim to ask about welding a gate for the bridge.	Ongoing
Maria to email Building Committee report to complete the upper floor to Kim for Minutes.	Completed

4. Decisions of the Trust made between meetings:

- a) To approve an additional \$3300 to finish the upper floor bathrooms in the Dhamma house. Approved.
- b) To approve removal of Evie Chauncey from signing authority for the Trust as she is stepping down as an AT and as VIVA Trust member. Approved.

5. AT Report – see 1.d above.

6. Committee Reports & New Business: (Some of the following reports can viewed at the end of the Minutes)

a) Planning Committee - Carsten – None this month.

b) Operations Committee – Steven (Report attached).

c) Building Committee – See Building Budget Item, New Business below.

(d) Finance Committee – (Robert) (Annual and monthly reports attached). Robert announced Tristan Joslin & Ryan Schum are joining the Finance Committee to assist with specific tasks. Monthly bank reconciliation and overall budget monitoring will be performed by Ryan, and Tristan will look after Dana. Jenny asked if we need Trust approval to have authority to sign cheques, yes, proposal made and approved to give Ryan cheque signing authorization. A donation was made last month for \$60,000 from an old student on the Island, and we will be receiving an additional donation of \$15,000 later this month.

(e) Outreach/Registration Committee – (Rob) – an email was sent out to announce the next 1 day sit for July, and Rob has added a work party section to Dhamma Modana registration webpage.

(f) Landscape – (Rob) – nothing organized this month apart from those undertaken by work parties.

(g) Children's Courses (Greg & Elyena) – (report attached) Our first Live Children's course was held June 10th at Dhamma Modana. Four children attended, 4 servers

(including Edith and Robert who observed). This was also the first live course in North America (without recorded materials) and it went very well.

Break for Lunch at 12:35, resume at 1:05 pm

3 Minute Meditation.

7. New Business:

a) Truck Insurance & Use of Truck – (Greg) Michael Dykstra, donor of new truck, offered to buy the insurance as Dana for the next year, although he still owns it, and the truck is now in use. As for the use of the truck, drivers of the truck MUST hold a valid BC Driver's license so that any infractions can be charged against the driver's license, rather than the owner of the truck. Rob recommended that a note be put onto the dash board of the truck to state driver of truck must hold a valid BC Driver's license. The old Centre truck is still insured until October 2017. Robert wondered how use of the truck is determined, who gives permission for the truck to be used. Steven and Carl spoke about where the trucks are located, stating Carl had the old truck as he was generally doing the purchasing and procuring for the building project, but this left no truck on site, which ended up being a problem. Now that Greg is looking at being the project manager to complete the Dhamma House, he can keep track of the trucks and ensuring they are only used for Centre business. There will be a log kept in each truck for use of trucks, recording start and end mileage. Carsten is the designated driver of the new truck for insurance purposes, but this can be changed throughout the year. Also suggested that the person charged with keeping track of the truck is responsible for ensuring the driver has a valid BC Driver's license

b) Tractor – (Steven) The tractor runs best with consistent use, ideally one main driver. Bo has digested and rewritten the Kubota manual and should be the main driver. Greg also said Bob Simpson, neighbour, is very familiar with Kobota tractors and will ensure Greg is trained to operate the tractor. Edith said she recommends that a policy be developed aimed at ensuring all operators of dangerous equipment are trained safely to do so. Steven said the building committee does have procedures in place for use of all current equipment.

Elyena asked if there was a procedure for first aid, and contacting help in case of emergency. There is a sign, but should be moved to above a phone. Do we have a first aid kit? We need to ensure there is a full kit on site. Task to Rose/Carsten to ensure this is in place.

c) Hiring a Caretaker – Carsten is interested in coming to the Centre and helping out. We need somebody on site in the Caretaker position that has the skills Carsten does, and can assess and organize volunteers, but he can't "volunteer" for the whole summer as he requires some paid work. The Building Committee is proposing that Carsten be hired at \$20 an hour as an on-site builder and caretaker for 2 months. He will be paid by the hour to a maximum of 40 hours per week. Robert Strand asked about Carsten's meditation experience and qualities, and Steven replied. Robert Baker stated we draft and sign a contract with all workers, outlining expectations and remuneration. Discussion around how Dhamma Surabhi hires employees. As we get established, we need to have a more formal process in place. Robert S. asked if that entire amount is embedded in the building completion budget (see later in Minutes), or is some of it to be covered outside of this budget by the Trust? Robert B said it's important to decide this for budgeting. Steven said he'd spoken to Carsten about being on site as a builder and he agreed to perform caretaker duties. Lynn said we wouldn't be paying a caretaker \$20 per hour.

Carl wondered if 40 hours per week at \$20 per hour for building is a lot of money, and wondered if there is enough work. Greg spoke to how much work there is still to be done. Hiring Carsten allows Carsten to be on site, to organize volunteers, and to work.

d) Volunteers Roles & People Staying at Centre – we need to develop guidelines around who can stay at the centre, segregation, and applications for longer term servers. Discussion around a server who was essentially living on the Dhamma Modana site and travelling to work nearby; this was due to a lack of information and communication with the Trust. Robert and Edith agreed to develop such a process. Edith also suggested a daily sitting schedule for all servers to sit at set times each day. Greg spoke to the impracticality until very recently due to temperature in the Hall, and the construction zone in the house. Robert S. said it's very important to set a schedule for daily meditation. Edith suggested having weekly day sits, every weekend, however it was agreed that currently we don't have the volunteers to set up the room, ensure servers are available, etc. Robert S said we need to start seeing this as an operating meditation centre – let's meditate.

e) Zoning & Insurance – Steven summarized zoning, with the upper level of the property being zoned for public assembly, and the lower area with the Dhamma House is zoned for family residence (up to 5 people living permanently in the residence). Robert Strand spoke to the current bylaws and the strict adherence required for our insurance to be valid, which only allows us to have a few people staying at the house at a time. Elyena said she has much experience with operating businesses, and we can apply for a variance to the bylaw to allow us to have meditators staying in the house for courses. Steven said as we're not charging people to stay here, we aren't contravening any bylaws. Robert said there is no proof, only "what ifs" that says we can hold courses, and Steven said there is no proof either way. Bill Simoes is looking at varying the zoning and asked us not to explore further until he has completed his process. Carl said it's time to take our questions to the CVRD and get clear answers to our questions. Examples from Dhamma Surabhi or other Centres aren't useful to us as the questions are specific to our area. Robert S feels we should get these answers prior to even finishing the house as if it turns out we can ONLY use the house as a house, we should NOT finish the house prior to having this information. Jenny said the decision to finish the house is a decision the Trust has already made, and we'd have to revisit the decision to change direction. Carl said the house IS of use even if we can't have people staying here. We can use the house to SUPPORT courses, not only hold courses. This place would work well for that. Harry spoke to how the house has pulled the community together, has increased volunteers and Dana, because something beautiful is happening here. Robert S said we must be clear about how we can legally use the house, other wise we're working outside of our insurance, the bylaws, and sila. Bill S is starting in July on the rezoning question. Edith wondered if we could wait to finish the house until we get Bill's answer to rezoning as that would require different finishing on the house. Steven said we would not change the construction on the house if rezoning is possible. Who is going to speak to CVRD? Greg said he has a relationship with the CVRD but is hesitant to add something else to his already full task list. He'd prefer not to go to the CVRD. Carl said he has been going to the CVRD, planning and inspection people over the years, he feels he know who to speak to and if the Trust wants to prepare a list, he feels confident he can speak to the CVRD with the answers we need moving forward. There has been much stress created over the past few months with not knowing what we were building and what it would be used for, and it has hindered volunteers from staying on for longer term service. At this point in time, we need to figure out definitively what we can use the Dhamma House for. Steven said he thinks is too much of a task for one person to take on solely: it needs to involve more than one person. Let's articulate our list of what we want answered, and move forward. Del spoke

to his experience that finding the correct person in any organization who can act as an ally is crucial. Steven agreed, saying let's take the time to create a comprehensive list of what we need answered, as a group. Then we can someone who is an ally that wants to help us make this happen. Robert S. said he was under the impression that the answers had been obtained and those answers would allow us to hold old student courses in this house, but he has since discovered this is not the case. Rob W. said our goal from the beginning is to hold old student Three Day courses at the house.

f) Budget for House – (attached). Greg spoke to the Building Committee's proposed budget which would bring the house to occupancy standards, and slightly beyond. The noise standards and insulation proposed are beyond that required for single family zoning. Occupancy requires water proofing at entrance doors and bathrooms, doors and paint in place, decks completed, etc. and this budget covers all of that with a healthy contingency of 20%. Total proposed budget is \$62,061.60. Proposal.

Robert S. asked about a finish date, which is 8 weeks from budget approval to occupancy. Robert S. asked how confident Greg is in the numbers of the proposed budget, as the house has cost much more to date than originally projected. Greg said there was little oversight to the project prior to Benjamin coming on board for the previous phase, but since Benjamin came onto the project, the budgets have been fairly accurate and close. Greg said he can't guarantee the budget but is fairly confident we can get to occupancy within the proposed numbers.

g) Oil Camp – Greg saw an add for a 30 person camp (6 trailers, individual rooms with bathrooms in each one plus one trailer for kitchen/dining) for \$85,000 for sale on the internet, which would require an additional \$125,000 for septic/water development and \$60,000 for transport of camp, but which would allow us to run courses. Greg called the CVRD to ask if we could do this. He was told to bring an architect and set up an appointment with CVRD Planning to explore the possibilities within Dhamma Modana zoning. Greg wonders if he should explore the possibility? Is it feasible? Trust to gestate on this, an idea to mull. Robert S spoke in support of looking at anything that will move us towards holding courses. To be revisited again next meeting.

8. DECISIONS OF THE TRUST

- * Proposal to approve cheque signing authority for Ryan Schum. Approved.
- * Proposal to hire Carsten for 2 months for a maximum of 40 hours per week at a wage of \$20 per hour to act as on-site builder. Approved.
- * Proposal to approve the overall budget of \$62,061.60 to complete the Dhamma House to occupancy. Approved.
- * Proposal to approve up to \$750.00 to get power to the main panel for the workshop and "light it up". Approved.

9. TASK LIST

- * Kim to send approved minutes to Jim Swift for posting to DM website.
- * Robert B. to send Financial Reports to Kim for Minutes.
- * Lynn to send a copy of Dhamma Surabhi's use of vehicle guidelines to Robert B.

- * Carsten to create a truck log similar to the tractor log, and to put a note in the truck that only people licensed with a BC Driver's license can drive the truck.
- *.Rose/Carsten to ensure there is a full first aid kit on site.
- * Robert B will have Carsten sign contract for services.
- * Robert S & Edith to develop protocol for volunteers staying on site.

10. Review New Tasks – Completed.

11. Evaluation of Meeting – Completed.

12. Future Meeting: Saturday August 19, 10am sit, 11 am meeting at Dhamma Modana.

13. Meditation (3 minutes)

Meeting adjourned at 3:45 pm

Metta.

Operations Report

July 9/2017

The week preceding the Trust Meeting saw the following jobs completed:

- Installing backing for the drywall in the basement walls and center beam
- Fitting/installing sound insulation in the ceiling of the basement
- Removed the lower staircase to adjust the width to accommodate drywall, then reinstalled the staircase
- A service manual was created for the Kubota Tractor, the fluid levels checked and topped up and Bo gave a Carsten an orientation
- Site clean up on the lower property
- The pot holes in the road were filled from the highway to the Dhamma Hall
- Wood chips spread over walking paths
- Bo working on straightening out the big gate.

Bo sent an update of his Dana by email:

Driving in I noticed a perky sign on a very sad droopy gate that said "I'm just not happening." Dodging the usual potholes gave me the resolve to fill them. Little did I know that a gift Kubota was waiting for me to just do that... 28 scoops into pickup, raked out by one excellent assistant named Jeremy Rozenhart, rendered a preliminary fill of the overall drive that upgrades "rut road" to "pathway with personality."

The gate is still in recovery but an inexpensive plan is brewing. On my last day of discovery, I realized that the cement-imbedded post sticks up only about 4 inches. What a rude awakening that was. Anyway, leave it to me. I am not that far away from

an appropriate solution. A wheel will also be welded onto the tongue to give it a final touch.

Lots of little jobs got done too, like a temporary clothes line. I spent much time sorting the large gift in the work shop into same or similar products, to be given a proper home later. Some redundancy can be given away. We inherited 5 grease guns, which are all now working after considerable consternation on my part. I have 2 of the inherited group of chains on the gate. Four more are available to get the sufficient upward pull on the gate for the tongue to slide properly into the latch box when closed. We need a welder and machine to brace the wheel on the gate.

Metta,

Bo

Finance Report
VIVA TREASURER'S FINANCIAL REPORT
July 9, 2017

VanCity Balances (May 7, 2017)

Membership shares	\$73.08
Chequing acct -	\$5711.35
Savings account -	\$55,006.84
Total – chequing & savings -	\$60,718.18

Outstanding Cheques -	\$717.10
Cash on Hand -	\$18,494.58

Loan Interest acct -	\$3155.11
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Day/Group Sitting/Monthly dana	
One-time dana	\$60,000.00

Current Monthly Dana Totals as at July 9, 2017

# of Old Students	Total Monthly Dana
10 Visa/Mc	680.00
32 Auto Debit	1324.00
5 Canada Helps	129.32
Students	

Monthly Dana Totals as at May 7, 2017 (previous Trust meeting)

# of Old Students	Total Monthly Dana
10 Visa/Mc	880.00
31 Auto Debit	1,309.00
5 Canada Helps	129.32
46 Students	\$2318.32

- **Note:** We now have a petty cash fund of \$300.00 available for small purchases. This fund is being kept at Dhamma Modana
- As a reminder, our current monthly operating expenses run approximately-\$1,868.

Estimate to finish house to occupancy (safe and sound standards) July 5, 2017

Scope of the project

Finish upstairs (some drywalling, paint, flooring throughout, doors, trim, some cabinetry, kitchen, finish electrical, deck coverings, stairs and railings, add insulation to attic, redo soffits and venting, flooring)

Finish downstairs (install soundproofing in ceiling and utility room walls, drywall, tape, mud, and sand, paint, install wash tub in utility room, flooring throughout, finish two bathrooms with tubs, sinks, vanities, complete electrical, pour concrete in back entryway, finish stairs, flooring)

		<u>Materials</u>	<u>Wages</u>	<u>Contractor</u>
			\$6,000.00	electrician
Upstairs	trim	\$276.00	0	upstairs
				drywall
Upstairs	heaters	\$495.00	\$5,500.00	downstairs
Upstairs	doors	\$880.00	\$750.00	drywall stairwell
				electrician
Upstairs	paint	\$354.00	\$500.00	downstairs
				flooring
Upstairs	lighting	\$890.00	\$2,000.00	contractor
Upstairs	electrical	\$1,205.00	\$500.00	deck installer
	drywall			
Downstairs	etc	\$7,325.00	\$300.00	plumber
				insulation
Downstairs	bthrms	\$5,100.00	\$1,000.00	contractor
Downstairs	trim	\$344.00		for attic
Downstairs	heaters	\$614.00		
Downstairs	paint	\$670.00		
Downstairs	electrical	\$890.00		
Downstairs	doors	\$2,025.00		
Throughout	flooring	\$6,000.00		
	decks,			
Outside	stairs	\$2,000.00		
Outside	concrete	\$250.00		
	Misc.	\$1,000.00		
			<u>\$6,000.00</u>	
		<u>\$30,318.00</u>	<u>0</u>	<u>\$11,200.00</u>
	Subtotal	\$47,518.00		
	Tax	\$4,200.00		The tax is a guess and I think we get some of it back.
	Subtotal			
	2	\$51,718.00		
Contingency	20.00%	\$10,343.60		
	<u>Total</u>	<u>\$62,061.60</u>		

The wages are for things like installing trim, building stairs, anything the electrician will let us do, soffits, kitchen, concrete work, cleanup etc

Timeline

If we can line up all the contractors we should be able to complete this by the end of August. If we can't

find volunteers for painting and the myriad of other odd jobs, we could use the contingency for paid labour.

Keith has promised us 5 names of paid meditators. Deb Harding has tentatively agreed to be the volunteer

coordinator. I am available till the end of August only. If we are not finished by then we'll need to find another

project supervisor.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6 Week 7	Week 8
Insulate,drywall,mud,sand		bathrooms, painting, doors		electrical		floors,stairs,decks,concrete,cleanup