

The Vancouver Island Vipassana Association

Trust Meeting

Date: Sunday, April 1, 2017 **Location:** Dhamma Modana Dhamma House

The meeting immediately followed a one hour meditation session.

Meeting Time : 11:40

Attendees:

Facilitator:	Harry	Secretary:	Kim Weaver	
Speakers' List:	Marie		Timekeeper:	Emory
Task List:	Kim			
Trust Members Present Kim Weaver Janet Beck Carl Wolford Carsten Hunter Harry Mensink	Trustee/AT Regrets Robert Baker Jesse Pafford Robert Strand Edith Strand Rob Weaver	AT's Present Steven Armstrong Evie Chauncey Greg Lundh Elyena Lundh	Friends of Trust Maria Vanderham Emony Nicholls Cameron Hok	Trust Members Attending Remotely

Quorum: 5 of 8 of trust members in attendance

COMMITTEE	COORDINATOR	MEMBERS	A.T. ADVISOR
Planning		Carsten, Rosie, Keith T	Steven
Operations		Carsten, Cameron, Steven, Rosie	Greg
Building		Carsten, Carl	Steven
Finance	Robert	Tristan	Evie
Outreach		Rob W., Janet	Doug Cooper
Registration	Rob W		Edith
Courses		Janet, Rosie	Robert S
Landscape	Rob W	Stephanie, Anas, Kim, Emony	Evie
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 – Omitted from this meeting due to time constraints.

1. Announcements:

- a) Steven Armstrong, who has been "the AT to support the area teacher for Dhamma Modana" is now the Area Teacher for the Dhamma Modana Center.
- b) Clarification – When are Criminal Record Checks required/children at the Centre? The rules are very clear. Any age can volunteer or work for the organization and other volunteers or staff are not required to have CRCs even if some are "children". CRCs are only required by all volunteers and staff when a child/teen is receiving a service. In our case that means taking a course we offer. Volunteering for a service period may benefit the volunteer but it does not count as us providing a service. (per Keren Freed)
- c) Harry Mensink has joined the trust.
- d) Evie's address has been the home mailing for Dhamma Modana – it will now shift to Robert Baker's home address.

2. Corrections and approval of past minutes: Minutes of September and November 2016 Minutes approved without corrections, to be posted to Dhamma Modana website.

3. Last Meeting's Tasks:

Steven - to contact Carsten to ask his friend if they didn't get the thank you letter and tax receipt last year.	Completed.
Edith to speak to Jim Swift to see if the link for virtual sittings can be added to the Dhamma Modana website.	Completed
Robert S. to put together wording for a sign informing of Centre behavioural guidelines for volunteers and Centre workers working on site and forward to Rosie for production.	Completed
Rosie to check costs to print sign.	Completed
Steven to check specifics of accepting donations of any type from non-meditators.	Ongoing.
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
Greg to speak to Jim Swift about Dhamma Modana New Student page and why there is no schedule page linked to Dhamma.org to show children courses, work periods, blog, etc.	Ongoing (to Kim)
Carsten to speak to Jeff about the cost of installing a Heat Pump in the Dhamma House.	Completed
Maria - to speak to our insurer to ask how installing a wood stove as a secondary heat source would affect our rates.	Completed, see Insurance
Rosie to check with Evie around liability of having children on site, and if waivers are necessary.	Completed

Carl, Peter & Carsten to price out finishing the Dhamma House to lock-up for the next Trust Meeting.	Completed
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4. Decisions of the Trust made between meetings: None this month.

5. AT Report – None this month.

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

a) Children's Committee – Greg & Elyena – Looking for more members for the committee. Course planned for June 10th for 8-15 year olds, conducted live (no recorded content), in the Dhamma Modana dhamma hall. Elyena has put out a request for group sitting emails to include a note about the course for meditators to pass the word, looking for servers, who all need to have Criminal Record Checks (CRC). Evie asked if people have had a CRC in past 6 months, do they need to have another one? Greg said we're running this course through Dhamma Surabhi registration, which uses the Justice System for CRCs. All people who register to serve a Children's course through that site are linked to the Justin system's CRC site. So if a person has a paper CRC from another time, they still do need to do the on-line, CRC check through the Justice System. Elyena said they like to meet with the parents of children who are interested in the course in advance. We tried to run a children's course 2 years ago but only had 2 registrants. We need to go out and get students, putting up posters, let people know at group sits, etc. Summer courses at Dhamma Surabhi fill up quickly as people are aware of them and looking for them each year, but for Dhamma Modana, we need to do a lot more outreach. Greg & Elyena are away until almost the time of the course and are wondering if someone can take on setting up the course in their absence. Evie has agreed to organize volunteers for the course, and the rest of the Trust will receive posters from Greg & Elyena to post in their own communities. Cameron and Carsten will set up tents in advance. Dhamma Surabhi site has links to Q&A about children's courses, and YouTube also has videos. Instruction for children will be for Ana Pana only, not Vipassana.

b) Treasurer's Report – Evie read Robert's report (attached below). We received a one-time cash donation of \$6000.00, monthly dana, \$2300. Expenses approx. \$1800, surplus \$500 each month operating expenses.

c) Financial Report – Evie – Robert tracks the money each month, and Evie has taken on the task of tracking what we have/are/will spend on the house & workshop each month (report attached). Spent on house & workshop to date is \$219,410. \$5784.00 of approved \$6000.00 to finish bathrooms. John Waters has billed us for only 50% of his time, and has donated the rest. Additional work was required, plumbing changes, wood replacement, etc. and proposal made to approve additional \$4000 to complete both bathrooms. Proposal tabled to discuss in broader discussion later in meeting of other financial considerations.

Cameron Hok was asked to step out of the meeting for following discussion.

Discussion around Cameron's contribution to the project; he has been very good with sticking to budget. Finance Committee proposed to pay Cameron for his time. Our current insurance covers volunteers, but not paid workers. Proposal to pay Cameron Hok \$400 per month (\$100 per day for 4 days) and that he is responsible for insurance coverage for his 4 paid days. Further discussion.

Greg stated we currently have \$500 monthly dana room, but what happens if monthly dana goes down? Steven said he sees the monthly amount paid to Cameron would come out of the overall building budget, not out of the monthly dana/expenses.

Proposal to hire Cameron Hok for 4 days at \$400, below, approved unanimously.

d) Expanding the Rezoned Area (Steven) – Planning C'ttee spoke to Bill Simoes during investigating septic field, and discussion arose around possible rezoning Dhamma Modana property. Bill suggested we put forward an application to extend the boundaries of the current rezoned area, which would be a simpler process than lot-line adjustment at this time. Steven will discuss further the process with Bill. Evie & Steven are hoping Bill will spearhead this project.

e) Lake Town Ranch - Greg said there are 3 music events planned for the year – May Long Weekend being the next event (oldies rock weekend). It was suggested we should speak to Greg Adams about the dates for his events before scheduling any courses.

f) Start Times for Meetings – Evie - to avoid confusion around start time for sits prior to meetings that we make a commitment to start at 10 am, in the Dhamma Hall, whether everyone is present or not. Request for agenda items should go out 2 weeks in advance of the meeting.

Break for Lunch at 12:45, resume at 13:20.

One Minute Meditation.

g) Fire Protection & Insurance Report – Evie (reports attached). Maria asked if the insurance would change if we installed a wood stove? Yes, increase by approx. 25% (\$600 per year) as long as it is WET certified and inspected.

h) Update Committee Lists/Agenda Revision? – Evie & Steven – we used to do Committee reports prior to Agenda items, and now committee reports get mixed in with New Business. How do we want to proceed? After discussion, it was agreed committees will continue to give their reports during the first part of the meeting, and then if they need a decision or more time for discussion, the committee representative can request this to be a specific agenda item to occur later in the meeting.

- **Planning Committee** – Looking after designing/laying out the Centre, deciding what/when to build and brings budget proposals to the Trust for discussion and decisions.
- **Building Committee** – any new projects that are taken on, like the house & workshop. The committee doesn't choose what to build, but help to make decisions around how it progresses.
- **Operations Committee** – someone who is on site as caretaker/manager position is under this committee to maintain the whole centre, as well as working as part of the building committee to funnel volunteers into whatever positions they are working/liaising with hired crews.
- **Outreach Committee** – off centre activities, group sits, 1 day courses & notices about work parties. Also collect info and track volunteers/database.

- **Registration Committee** – speaks for itself, related to courses (Rob, Jim, Linda, Emony)
- **Course Committee** – oversite and organization of 3 day & 10 day courses.
- **Landscaping Committee** – self explanatory.
- **Children's Course** – self explanatory.

i) Break in to Dhamma Hall – Cameron came up to light the fire this morning and the men's entrance door to the Dhamma Hall had been kicked in/dead bolt was kicked out. Nothing appears to have been taken. Steven also noted items in the container had been moved, the container was unlocked, and the pump house was unlocked. Cameron to check with Jon and Rose to see if they had moved items. Steven said in the early days of the Centre, there had been a wooden gate over the front of the bridge that was smashed. Rather than go this route again, we may want to gradually inform local people who wander around the land and are used to having access historically that this is private property, and eventually we will be holding classes here and access will be limited. Emony spoke about similar issues they experienced in Alberta when they first bought and started to use the Centre – consistent use and presence was the key to stop people wandering around a formerly unoccupied area. Firm boundaries, but be friendly. Steven said we have signs, we should post them as a first step.

Evie asked if we should report the break-in to the police – discussion around pros and cons. **Decision made to report the break-in to the police.** Cameron agreed to call to report to Lake Cowichan detachment.

j) Outreach Committee – No report this month.

k) Landscape Committee – Email has been received from Stephanie and Anas saying they would like to walk the land to discuss landscaping needs and wants with the Committee. This will be arranged when Rob W returns from his course mid April. Steven walked around and took pictures of the standing water on the property for future reference. Ongoing task to Carsten to check with his cousin about grading the land and creating a general slope to allow ongoing drainage.

l) Donated Equipment – Steven – (Report attached). Discussion around donated truck, which is insured for us to use for 3 months. At the end of 3 months, the new truck (4x4) will be donated to us. Should we keep the old truck as insured, under Harry's insurance, or take the insurance off our old truck and insure the new truck only? We need the new truck for winter driving at the Centre (old truck not useful for winter). Steven suggested we keep the old truck insured, and make a decision in three months on how to insure the new truck.

m) Septic Field Evaluation - Steven – (Report attached). Cameron reported on steps that have been taken so far, trying to get a machine operator out to dig test holes. Window is short while ground is wet to drill test holes, Bob Simpson is available. Task to Cameron to contact Bob Simpson.

n) Cameron read update on what he's done since coming to Centre since October 2016 as Caretaker (exterior trim/caulking, insulating and vapour barriers inside, handling donations from Michael, new truck repairs, maintenance and servicing research on tractor, drywall in dining hall).

o) Steven & Carl – Progress to date on the house and decisions around what to do next: (Building Committee & Carl's Reports attached)

If we finish the upper floor to lock-up, we can effectively hold small 3 day courses in the upper level soon.

Carl spoke about a special promotion with Home Depot credit card purchases will spread payments over 12 or 18 months without interest applied, allow us to purchase materials over time, interest free. Carl's report estimates cost is approx. \$15,000.00 in materials to complete drywall and insulation in lower level of house (to standards allowing public assembly usage in house) & workshop. Public assembly grade finishing would allow us to use the Dhamma House for new student courses if and when we are able to rezone the lower level of the land for public assembly use, which we are hoping to be able to do.

Steven spoke again in favour of finishing the upper level to allow us to hold courses in the upper level of the house for old students, or have students staying in the house and walking up the hill to sit in the hall. Approximate cost to finish drywalling the house is \$4000.00 (drywall, mud and screws only). Resbar adds approximately \$150, and \$2223.00 for Safe & Sound (both for fire and noise protection, required for public assembly/new student usage).

Steven suggested purchasing drywall to complete the upstairs and other small jobs over the next month, and prepare various financial models for moving forward.

7. DECISIONS OF THE TRUST –

Proposal - to approve additional funds (\$4000) to complete both the AT and main bathrooms on the main floor of the Dhamma House. (Unanimous approval)

Proposal – We pay Cameron Hok \$400 per month, with a signed contract stating that he designate monthly, ahead of time, which days he is working, as a trial for 3 months. (Unanimous approval).

Proposal – To conclude phase 3 expenditures today, with all future expenditures approved by the Trust with new proposals (current available funds approximately \$9,000). (Unanimous approval)

Proposal – The Building Committee spend up to \$2000 to finish projects as they see fit. (Unanimous approval).

Proposal – Building/Planning Committee prepare detailed proposals of various projects and projected costs for “Phase 4” for next Trust meeting.

8. TASK LIST

- * Kim to email approved minutes to Jim Swift to post on Dhamma Modana Website.
- * Evie to contact Jim Swift to create a link from Dhamma Surhabi site to children's course info on Dhamma Modana site for ease of registration and information.
- * Greg to ensure links exist on Dhamma Modana site for volunteers to the CRC site.
- * Steven to speak to Bill Simoes to spearhead further investigation around expanding rezoned area or rezoning both areas.
- * Evie to email information on affect on insurance coverage if wood stove installed to Kim.
- * Cameron to check with Jon & Rose to see if they had moved items in the storage container/pump house.
- * Cameron to report break in to Dhamma hall to the Lake Cowichan RCMP.
- * Steven to talk to Tim to ask about welding a gate for the bridge.

- * Cameron to put up Private Property sign at the gate.
- * Carl/Cameron to see about repairing the Dhamma Hall door.
- * Cameron to check with Michael (donor) around moving items, possibly Easter Weekend and ongoing to move donated items from farm to Centre, and communicate to Kim to call for volunteers to assist.
- * Cameron to hire Bob Simpson to dig test holes ASAP for further exploration of septic system possibilities.

9. Review New Tasks – Completed.

10. Evaluation of Meeting – Completed.

11. Future Meeting: Saturday May 13th, 10am sit, 11 am meeting at Dhamma Modana.

12. Meditation (3 minutes)

Meeting adjourned at 3:40 pm

Metta.

VIVA TREASURER'S FINANCIAL REPORT **April 1, 2017**

VanCity Balances (April 1, 2017)

Membership shares	\$70.78
Chequing acct -	\$6735.12
Savings account -	\$8974.95
Total – chequing & savings -	\$15,710.07

Outstanding Cheques -	\$258.50
Cash on Hand -	\$15,451.57

Loan Interest - \$900.50

Day/Group Sitting/Monthly dana	\$75.00
One-time dana	\$6,000.00

Current Monthly Dana Totals as at April 1, 2017

# of Old Students	Total Monthly Dana
9 Visa/Mc	840.00

27 Auto Debit	1,389.00
4 Canada Helps	95.55
40 Students	2324.55

Monthly Dana Totals as at February 26, 2017 (previous Trust meeting)

# of Old Students	Total Monthly Dana
9 Visa/Mc	840.00
27 Auto Debit	1,389.00
4 Canada Helps	42.00
40 Students	\$1,995.00

- **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 - \$1,868.**

Summary of Spending and Financial Proposals (Evie's Report)

Total spent on the house/workshop: \$219,410.

March 6, 2017 "Proposal 1 - to approve that Robert sticks within the total of \$25,246 which we approved November 6, 2016, but does not have to stick specifically to the individual amounts. (carried)"

March 6, 2017 "Proposal 4 - to hire John Waters to oversee the installation of flooring, drywall, sound/fire rated insulation and paint for both upstairs bathrooms and then a full installation of a toilet, shower, sink, fan and baseboard heater for the AT Suite bathroom at a cost not to exceed \$6000.00 (carried)."

We have spent \$5,784, as of March 30, 2017, on the bathrooms.

It is our understanding that the \$6000 approved for the bathroom budget March 6, 2017, was in addition to the phase 3 budget of \$25,246 which was approved November 6, 2016.

Given that the \$6000 was separate from the phase 3 budget, at this point, we have spent \$19,332 of the phase 3 budget.

There were very pragmatic and logical changes that happened while the bathroom was being renovated. It made sense to drywall them both simultaneously which is not been included in the original budget. What was in the original budget was the full installation of one bathroom.

During this project, there were a number of unexpected surprises, which made the job much longer than proposed. John discovered that there were rotten 2 by 4's behind the old bathtub, so this was removed and replaced. There was also floor rot, which was chiseled out and

replaced with plywood. He also considered there would be 4 servers in the house, so he did another rough in for a 2nd sink in the servers bathroom. He purchased the flooring at Hourigans bargain-basement.

To finish off both the bathrooms, it will cost an additional \$1,130 to finish the AT bathroom, and \$2355 to finish the servers bathroom. This does not include the electrical.

So we're looking right now at a total of \$3,485 to finish up the bathrooms, excluding the electrical.

Proposal: to approve the spending of \$4000 to finish both bathrooms.

This would result in the total finishing of both bathrooms, including flooring installed, the installation of the acrylic whiteboard around the tub, purchase and installation of the toilets, installation of sinks , painting, and hopefully the electrical hookup.

New proposal:

It has been invaluable having Cameron on site. There is a definite need for a committed on-site skilled labourer to help perform and facilitate the many tasks that are needed while we continue developing DM. Cameron has demonstrated over the last 6 months that he is a reliable & conscientious worker who, to date, has volunteered his labour for a wide variety of projects and has been diligent in coming in at or under budget for those jobs he's been hired to complete.

We are suggesting paying him for 4 days a month at \$100 a day. This is in line with what we paid Carsten. So Cameron would receive \$400 per month.

Cameron has indicated that he will continue to volunteer the majority of his time at the Center, and the \$100 per week will help cover living expenses, rent, etc.

He is covered under our volunteer insurance for the days he is volunteering.

We suggest a contract which would say that we are paying him \$400 per month, for 4 days a month, as a contractor. We are not responsible for his insurance for those 4 days. When he submits his end of month invoice, he would designate the 4 days that he is working in the upcoming month, so we would be clear what days are covered by his insurance and what days are covered by our insurance policy.

Proposal 2: We pay Cameron \$400 per month, with a signed contract stating that he designate monthly, ahead of time, which days he is working. We would like to trial this for 3 months.

Fire protection Report

Fire protection: emails back and forth between Evie Chauncey and Jason de Jong, CVRD

From: Evie Chauncey [<mailto:evie.chauncey@gmail.com>]

Sent: Wednesday, March 29, 2017 8:38 PM

To: Jason de Jong

Subject: RE: fire protection both blocks

Hi Jason,

The LC Fire Chief came to visit us 2 days ago, on March 27. He told us that Lake Cowichan was holding the meeting at which approval would be made, last night, March 28. He said it's only a one meeting process for approval. He told us he saw nothing on the property that would indicate we should not receive approval. In fact he gave us a piece of paper for our insurance company indicating that we are covered and the paper acts as proof of being near a fire hydrant.

So have you heard anything?

Does it take some time to get it registered? Is there anything else that is done at the CVRD level?

I found the document that I'm attaching, which indicates that the RESIDENTIAL TAX RATE: 1.0489 COST PER \$100,000 HOUSEHOLD (PER \$1000 OF NET TAXABLE VALUE) is \$104.89.

So if we passed last night at LC, I assume that the CVRD would add this value onto our tax assessment.

Would we have coverage from April 1 on? If so, our combined assessed value is \$836,000, or both blocks, which would give us a tax assessment of \$876 for 2017, and if that is prorated for the 3 months that we didn't have coverage, that would be \$658 for the year. Is this how it is calculated?

Thanks so much for your patience with all of my questions.

All the very best, Evie

reply from :Jason de Jong March 30, 2017

I haven't heard anything yet.

Lake Cowichan needs to send us the signed copy of the amended contract before it is "official".

After we receive their signatures then our legislative services would send the new information to BC assessment for taxation purposes. I believe you would see the new addition (taxation) on your tax bill.

Jason

Insurance Report

We are still waiting for an invoice for the house insurance. We received a temporary invoice for \$802 until April 29, when all of our insurance comes due again. . So our insurance on the house will be approx.. \$2400 for the year.

I have had many discussions with Brandy Maxwell, our new insurance agent, because the previous agent left the file in a mess, and was almost impossible to communicate with. We are still with the same company, just with a new agent. We have done quite a bit of sorting out about the 2 property blocks and what we are insuring on each of those blocks, as well as insuring our 2 sittings sites in Victoria and Duncan.

Donated Equipment Report:

In early March, a large amount of equipment was offered to the Center by an Old Student. Items such as a 2012 4x4 truck, a tractor with a front end loader and backhoe, shop equipment, water pump and fire hoses, electric fences, etc. We presently have use of the truck which was insured by the donor for three months after which we will be responsible for transferring the vehicle to the Center and insuring. The tractor was offered as a loaned vehicle in perpetuity. There remains a collection of farm equipment that we can sell to generate funds to put towards the building and maintaining the Center, but that should be taken on only if we have the ability/volunteers able to look after posting and selling the equipment. The donor did not want to burden the Center with the responsibility. Items such as the electric fence need to be taken down and brought to the Center.

There is also a full suite of kitchen table, furniture, beds and mattresses and kitchen items that can be picked up once the house is sold in the summer. These projects are ongoing, and Cameron will be the contact person. He will need volunteers to help out with various aspects of this continuing project.

Another donation of kitchen equipment was given through friends of local meditators in Victoria, so we are able to fill both kitchens we have on property.

Septic Field Evaluation Report

The Planning Committee decided last year to move forward with a more detailed evaluation of a possible septic field closer to the top of the property. To that end, five test holes will be dug and monitored for water levels and soil depth. After that piezometers will be placed in the holes and then the holes back filled. They will then be monitored periodically for standing water depth.

If this field is viable, it allows for a field close to where the Center will be built. We do have functional fields behind the house and workshop, but they are a long distance from the area presently rezone for public assembly.

Carl's Report:

- The amounts below include all tariffs and taxes, and are within a 10% error.
- These quotes are those from Home Depot which had, generally, lower prices compared to Slegg and Duncan Home Hardware (with HH contractor prices compared). The drywall prices below reflect some savings of a combined purchase for the house and workshop at HD.
- Compared supplier prices are available in another document.
- Suppliers, other than Home Depot, quoted below are named.
- Only fire rated 5/8" drywall, Resbar, and Safe and Sound are shown here for the house. Some flexibility of matls is possible for the workshop.

HOUSE, ground floor

FRR Drywall sq ft: 5326 : (Ceiling & walls)

5/8" Type X.....	\$ 2768.52
+ Assembly area dbl on basement ceiling.....	\$ 164.92.
..	<hr/> \$ 2932.92
	\$ 2932.00

RESBAR for gnd fl ceiling:

80 pcs 1 1/2" x 12ft.....	\$ 448.00.....	\$ 448.00
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SAFE AND SOUND insulation sq ft: 1392

(ceiling)	\$ 1198.00
(walls).....	\$ 1025.00
	<hr/> \$ 2223.00.....
	\$ 2223.00
	<hr/> Home Depot total...\$ 5603.00

DOORS (9) from Milgard

downstairs 32in PreHung :

Hollow core.....

\$ 117.00..	Solid
Core.....\$ 164.00(x9 doors)= \$ 1476.00	
Fire rated	
20min..\$ 390.00	
	<hr/> \$

7079.00 Total
included

all above with taxes

MISC:

Door handles....(9).....	\$250.00
Drywall mud and tape	\$500.00
Drywall / Resbar Screws.....	\$200.00

BATHROOMS (2) downstairs:

Tub/showers(2) one piece Gelcote from A. Sheret Ltd.....	\$748 ea.....	\$ 1496.00 tx incl fixtures
exhaust fans (2)....	\$65.00ea.....	\$ 130.00
toilets		
wash basins		
mirrors, shelves, flooring, lighting		

WORKSHOP: Ceiling area: 960 sq ft = (24) 4x10, wall areas: 1744 sq ft = (45) 4x10

Workshop:

Drywall	
ceiling (24) x 4 x 10 x 5/8" TypeX	\$493.00
walls (45) x 4 x 10 x 1/2" TypeX.....	\$690.00

Insulation

ceiling R40-24".....	\$1520.00
walls	
ext R12-16" 1350sq/ft.....	\$913.00
interior 720sq/ft, SAFE and SOUND. (if used).....	\$672.00

	\$4288.00
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Misc:

Screws.....	\$130.00
Tape and mud.....	\$300.00
Vapor barrier 6mil.....	\$130.00

	\$560.00
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Operations Committee Report – a

Building Task List

Exterior:

- Re staple tar paper where peeling on the east wall of the workshop
- Finish siding on workshop (adjust existing siding where spacing is incorrect – should be at 7")
- Finish stairs and decking (hand railings / seat railings – not in present budget)
- Finish house trim – above a couple of windows and doors and around basement door

When weather warms up:

- Finish caulking outside of house
- wash house walls
- paint caulking and trim

Interior:

- Hang drywall upstairs
- mud and tape
- paint
- remove carpets
- Kitchen counter with sink / cabinets / storage rack

House

- get final ok on a/t bath plumbing (discuss)
- stair rails front back and side
- " " inside house
- 2 bathrooms dnstairs complete toilets baths fans lights sinks mirrors
- elect circuits for toasters, extra frig, hot water
- exterior elect outlets
- drywall dnstairs
- 5/8" dw for int staircase
- finish upstairs dw
- inside painting
- install elect fixtures
- install all doors
- design make and paint 22 beds
- counter top/tables for prep and serving
- rear decks and stairs
- prepare walking areas and trails
- rear entry slope
- figure out a place for shoes

Workshop

- finish framing
- electrical hook up
- insulation in ceiling, walls
- finish elect
- drywall, mud tape paint
- finish electrical
- walkways between bldgs and walking trails
- paint or other on floor
- port-a-potties
- shelving and coat racks
- exterior finish

Operations Committee Report b

Setting up the dining tents (Carsten is familiar with this set up)

- There are three 24' wooden platforms (stored under the container around the back side) that the legs of the tents get screwed to. One platform for each outside wall and both tents share the middle platform. We place large rocks along these footings to keep the tent from moving/blowing away
- The ratcheting straps are used to secure the top rail just under the roof tarp to the logs on one side and are anchored to the container on the other. Be careful to secure the tents to each other in the middle, using a block of wood as a spacer (matching how far the feet are from one another, when the tents are placed side by side. (you may wish to purchase some more cording/rope to add additional anchor points.
- All the fasteners and instructions are in a small box close to the large boxes the tents are stored in. Please keep all boxes for future storage of the tents. You will need a ratchet set to set up the tent poles.

Installing the pump house outdoor pump

- The connection to the indoor feed line is simple, as it's a "sharkbite" connection. It simply slips into the fitting and secures itself. Google sharkbite if you're not familiar with the product.
- It's a simple rubber connector with a hose clamp to connect it to the storage tank. Before priming and turning on the pump, the sinks and showers will need to be hooked up under the house just to the right of the pump. You may want to attach those hoses first so you have more room. The hose fittings are the garden style and you'll probably want to use a pair of pliers to tighten up the fittings so they don't leak.
- Prime the pump by filling it with water from the top. Make sure the lever from the storage tank is turned on before plugging the pump in.
- Once the pump begins to draw, or even before, you can also turn the ball valve shut off between the pump and the house feed to the on position. Last year, the tiny amount of water that gets trapped in this valve caused it to crack when the weather dipped below freezing. You may want to check to make certain this didn't happen again.

Building Options for offering retreats

Given our goal to host courses as soon as possible, there are several ways to open to getting there, dependent upon the availability of funds and volunteers.

Option #1

House

With the top floor of the house completed, the Center has the ability to produce meals, offer a dining area, one on suite room and one dorm room with a public bathroom. The top floor of the house can be kept separate from the ground floor/basement of the house once the stairwell drywall and painting is completed.

House Decks

The material to finish off the stairs and both decks has been purchased, but no funds have been allocated for the railings. As suggestion has been made to incorporate bench seats as part of the railing system, and this style of railing may be purchased for assembly.

Trailer

The Center has the use of a 30' trailer that has beds for five, but might comfortably sleep four people. However, there has been a rodent visitor and the trailer needs some cleanup, primarily drying it out with heaters. If a vacuum is used, please remember to use a mask/respirator when cleaning up after rodents.

Presently there is an air purifier running as well as box that produces noise that claims to repel rodents.

Option #1 would allow us to hold weekend or possibly 3 Day retreats for a small group of students. Participants with their own accommodations would allow larger attendance.

Meditation would take place in the Dhamma Hall, so students would be required to walk a fair distance. Given the segregation difficulties, it might be better to have these as single gender retreats. This should be discussed. We would want to be careful not to have these interfere with any building projects taking place in the house.

Option #2

Continue discussion