

Dhamma Modana Vipassana Foundation Trust Meeting

Date: December 16, 2017 11:30 am

Place: Dhamma Modana and via Skype

Commence Meeting with 3 Minutes of Meditation

Attendance and Introductions

Trustees Present: Harry Mensink (President) , Lynn Tonkin (Secretary); Robert Weaver,

Skype: Robert Baker (Treasurer)

Absent: Carl Wolford, Rosie Dauk

Quorum Present: 4 of 6 Quorum

Teachers and ATs: Steven Armstrong, Greg Lundh

Friends of Trust: Steve Bruce and Sophia Endras, Casrten Hunter, Deborah Harding

A. Corrections and Approval of Previous Minutes; October 21, 2017 APPROVED

B. Announcements

- Steven Armstrong has been re-appointed as area teacher.

C. Approvals and Email Approvals

- Approval for the purchase of 10 mattresses

D. Agenda Review and Additions to the Agenda

1. Building Committee Overview - Dhamma House - Development Plans - BRING FORWARD
2. CVRD - Waiting for Occupancy to be completed prior to meeting with the CVRD PLANNING - BRING FORWARD
3. Water & Food Permits - BRING FORWARD

Read Aloud the Process Decision Making

COMMITTEE REPORTS AND DISCUSSION

Operations-Building Committee Report submitted by Steven Armstrong:

Leading up to an onsite meeting with a representative from VIHA, applications were submitted for water and food service. Although the house is not zoned for public assembly, VIHA considers volunteers as employees which means we are held to a higher set of standards for both water and food in the Dhamma House..

The meeting took place on Tuesday Dec 5th and lasted approximately two hours. Several suggestions for additions to meet the requirements for food service in the house we given, and some practical advice for how to serve food for courses held on the rezoned area of the property. Improvements in the house include allocating a handwashing sink (this could be one of the two existing sinks) and adding three sinks for handling dishes (we've already planned and plumbed an area specifically for this). The agent was very pleased with the cleanliness and quality of the kitchen area and the house itself.

The food service in the rezoned area is problematic because we don't have a proper functioning septic system (grey water (dish water, bathwater) is considered septic waste and needs a proper field.

The pump house food service area was acceptable other than the lack of proper septic. It was suggested that this might become a “Commissary Kitchen” (a food service area) and all dishes gathered and returned to the Dhamma House to be cleaned. Another option would be to purchase a holding tank. We viewed the water treatment system and the surface well for the house and both are in the process of being reviewed. We may need to make additions depending upon the results.

The water system in place in the pump house was acceptable and we’ll be able to refill the totes from the house once that system application has been given the okay.

Both the drilled and surface wells require a “Ground Water application” and that needs to be undertaken immediately due to charges being attached to applications from Feb 2018. A contact person was shared but this application has not yet been filled out.

The representative from VIHA was extremely helpful and very positive about what we have in place. A budget will be shared with the Trust to bring the house kitchen up to food service standards.

Work Periods:

Trailer- The support structure for the trailer has been completed and the next stage will be to redo the interior parts of the interior and eventually have the kitchen and bathroom fully functional. However the trailer is available for accommodation once a proper access has been built. That should happen before the New Year.

Dhamma House update: Concrete pouring in the front and back of the house, interior railings secured, cupboard storage drywalled, painting, caulking, securing squeaking stairs, ongoing work on the siding of the workshop, plastic covers over the single pane windows, ongoing work on the siding of the workshop.
3rd Work Period Update: cleaning up in and around the house, sorting through storage, signage for gender areas, and cleaning/organizing the house.

Outreach Committee by Lynn Tonkin:

Daysit in Victoria, 8 students in total. Daysit in Nanaimo attended by 9 people.

Outreach is active and the next meeting is being organized. Outreach will also have the list-serve start up again.

Pursuing 6 more beds frames for the remaining 6 mattresses. There are 10 mattresses.

Discussion: Agreed that we will make 6 more frames as opposed to buying metal bunk beds. Bedding and pillows will be purchased as part of the bed-bug prevention plan.

Finance Committee submitted by Robert Baker & Ryan Schum:

Please note that starting with the last Financial report, we have modified our reporting period to show a calendar month instead of the period between trust meetings. This was done to ensure a uniform time period is represented on each report. This will give the Trust reports which are comparable to each other since each report covers the same period of time. However, this change means that the Trust will only

ever be presented with the previous month's numbers. This is usually the minimum time delay in most financial reporting scenarios so I don't anticipate the Trust having any issue with this, but thought it should be stated for clarity.

If you require any modifications to the report's presentation, please let me know.

Thank you, Ryan

VIVA TREASURER'S FINANCIAL REPORT

November 30th, 2017

VanCity Balances (November 30th, 2017)

| | | |
|--------------------------------------|---------------------------|----------|
| Membership shares | \$73.08 | |
| Chequing account - | \$14,677.81 | |
| <u>Savings accounts -</u> | <u>\$5,051.15</u> | |
| Total Cash - | \$19,728.96 | |
| Outstanding Cheques - | | \$600.00 |
| <u>Total Available Funds:</u> | <u>\$19,128.96</u> | |

| | |
|---|-----------------|
| Victoria Monthly Day Sit Rental (incl. in Outstanding Cheques) | \$100.00 |
| Day/Group Sitting/Monthly dana | \$195.00 |
| One-time dana | \$0.00 |

Current Monthly Dana Totals for November, 2017

| # of Old Students | Total Monthly Dana |
|--------------------------|---------------------------|
| 10 Visa/MC | \$850.00 |
| 32 Auto Debit | \$1,264.00 |
| 5 Canada Helps | \$254.77 |
| 47 Students | \$2,368.77 |

Monthly Dana Totals for October 2017

| # of Old Students | Total Monthly Dana |
|--------------------|--------------------|
| 10 Visa/MC | \$850.00 |
| 31 Auto Debit | \$1,254.00 |
| 5 Canada Helps | \$351.27 |
| 46 Students | \$2,455.27 |

Note: We now have a petty cash fund of \$300.00 available for small purchases. This fund will be kept at Dhamma Modana

Planning Committee submitted by Lynn Tonkin:

First meeting took place at the Dhamma House. Discussion and a review of the functions and roles of the planning community. Base Camp 2, web-based project planner, was initiated. New task lists were developed. A sub-committee for the front entrance of the house was created.

- ✓ Questions and Discussion if Necessary- Round-Table
- ✓ Task Review and New Tasks-
- ✓ Items to Bring Forward to the Next Meeting-
- ✓ **Evaluation of Meeting-**
- ✓ Next Trust Meeting Dates: **February 17, 2018 - 10am Group Sit, 11:30am Meeting Start Time**

Close Meeting with 3 Minutes of Meditation

Appendix

1. TASK LIST

December 16, 2017 NEW TASK LIST

- Operations, Greg to look into bed bug prevention
- Operations, Greg to look into VOIP, voice over internet phone.
- Children's Committee, Greg will look into determining an annual date for holding children/teen courses.
- Outreach, Rob Weaver to update the information regarding the daysits for Duncan
- Outreach, Robert Baker to update the website regarding the Victoria group sits
- Operations, Carston will look into pricing for replacing the Dhamma House single pane windows.
- Planning committee, to look at solar panelling for the Dhamma House and for future projects.
- Operations, Kieran, Steve and Robert B. to remove the dirt around the foundation of house and

workshop

- Operations, Steve Bruce to look into costing and purchasing out fire extinguishers.
- Executive, Steven to bring the discussion of a caretaker forward.
- Outreach, Robert to send out the listserv email for signing up
- Operations, Carston and Steve Bruce will organize building 6 more beds..

October 21, 2017 NEW TASK LIST

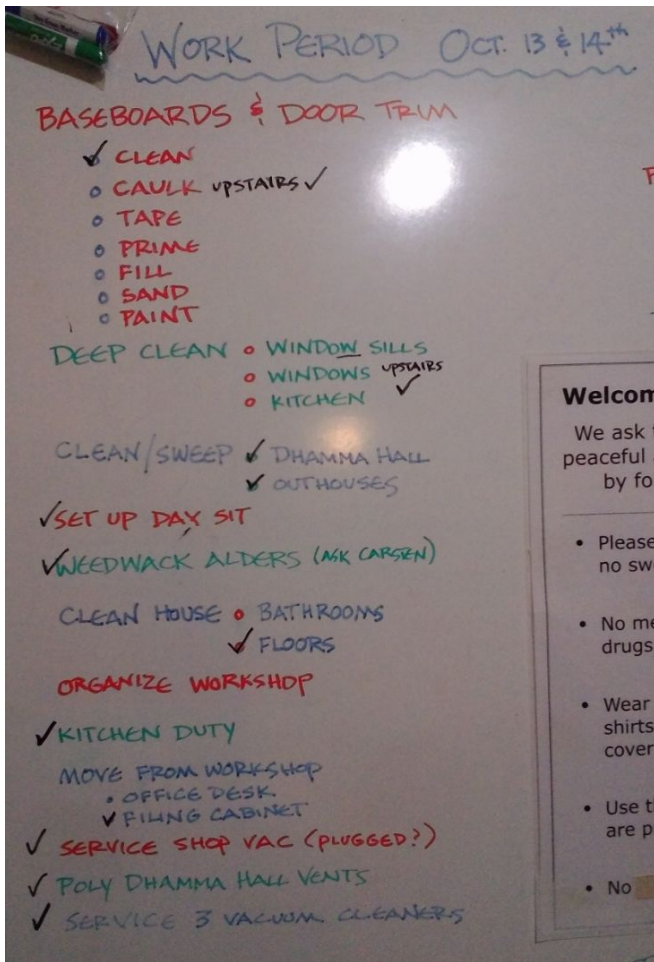
- Bob will look into foam mattresses. ☒ Done
- Carston to winterize the Chevy truck. ☒ Done
- Harry is going to get storage insurance on private property for the chevy truck, then send bill to o Ryan. ☒ Done
- Robert Baker will find out about the current long distance phone plan. ☒ Done
- Rosie to talk to Heather about joining the landscape committee. ☒ Done
- Robert, is the listserv owner, to send out a list of the listservs to the trust. Committees to review and update. ☒ Done
- Robert to update the website with the new location of the Daysits at the Dhamma House. ☒ Done
- Operations to add cutting back the branches around the street sign. ☒ Done
- Rosie to make a Dhamma House sign. ☒ Done
- Lynn to plan an Outreach meeting. ☒ Ongoing
- Lynn to create a contact, local ats, trustees, friends of the trust, committee members, active old students (email and cell numbers). ☒ Ongoing
- Rosie wants the VIQUA contact information. ☒ Done

August 28, 2017

- Lynn to contact Jenny regarding insurance coverage for children's courses and one day sits. ☒ Done

September 23, 2017 NEW TASK LIST

- Task to Operations Coordinator overseeing ceiling insulation completion before he leaves on Friday. ☒ Deferred
- Task - Elyena and Greg will contact Jenny and Bob regarding process for coordinating children's courses to be added to the calendar. (Amendment - Lynn will contact Jim). ☒ Done



2. EXPENSE TRACKING

Link to Excel spreadsheet:

https://docs.google.com/spreadsheets/d/13K8hk4676ldH6EgXN6NFyQqp_cTeQSK2M-8LBnNnxLA/edit?usp=sharing

3. Link to Photo of the Dhamma House Hall

https://drive.google.com/open?id=16EL_aPXOzFH1p4tFahVoGsNjZ39K0zfa