

Dhamma Modana Vipassana Foundation Trust Meeting

Date: September 15, 2017

Place: Dhamma Modana and via Skype (possible)

Commence Meeting with 3 Minutes of Meditation

Attendance and Introductions

Trustees Present: Robert Baker (Treasurer), Robert Weaver, Carl Wolford, Harry Mensink (President) , Lynn Tonkin (secretary);

Quorum Present: 5 of 5 Quorum

Teachers and ATs:

Friends of Trust: Steven Armstrong, Keith Tetlow

A. Corrections and Approval of Previous Minutes; August 26, 2017

Email will be sent out for approval

B. Announcements

- Lynn is moving to Duncan as of October 4, 2017
- Evie was removed as a member for the Vancouver Island Foundation

C. Approvals and Email Approvals

- 2 Tents were purchased \$500
- Children's Course Date accepted for June 9, 2017
- Lynn Tonkin to have signing authority for issuing tax receipts

D. Agenda Review and Additions to the Agenda

1. Building Summary from Greg Lund's Report
2. Volunteer Organizing, Work Periods, Day Sits
3. Development Plans - BRING FORWARD
4. CVRD - Waiting for Occupancy to be completed prior to meeting with the CVRD - BRING FORWARD
5. Loan Repayment
6. Wood & Food Permits - BRING FORWARD

Read Aloud the Process Decision Making

COMMITTEE REPORTS AND DISCUSSION

Finance Committee Report submitted by Robert Baker:

VIVA TREASURER'S FINANCIAL REPORT
September 21, 2017

VanCity Balances (September 21, 2017)

| | |
|-------------------|-------------|
| Membership shares | \$73.08 |
| Chequing acct - | \$20,781.27 |
| Savings account - | \$15,031.79 |
| Cash on Hand: | \$345.00 |

Outstanding Cheques

\$11,766.57

Loan Interest - \$4,050.10

Day/Group Sitting/Monthly dana

\$830.00

One-time dana

\$0.00

Current Monthly Dana Totals as at September 21, 2017

| # of Old Students | Total Monthly Dana |
|-------------------|--------------------|
| ? Visa/Mc | ? |
| ? Auto Debit | ? |
| ? Canada Helps | ? |
| ? Students | ? |

Monthly Dana Totals as at (previous Trust meeting)

| # of Old Students | Total Monthly Dana |
|--------------------|--------------------|
| 10 Visa/Mc | 850.00 |
| 33 Auto Debit | 1,364.00 |
| 4 Canada Helps | 110.02 |
| 47 Students | 2,324.02 |

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

Discussion: Talked about a 10,000 dana loan repayment plan, either in one lump sum or installments, or interest only. There is a contract for payments to start paying back in November 2017. Talked about where the plans are for developing are, this ties into the next steps with completing the Work Shop and then finishing the house for occupancy. Also, discussed wanting to keep a base of roughly 10,000 in the bank at any given time. There is month dana of over 2,000 month. Decision that Robert will take this feedback back to the finance committee for further review and will email a recommendation to the trust.

Registration and Outreach Committee submitted by Robert Weaver:

- 3 students at the work party on September 15th & 16th
- 16 old students attended the day sit on September 17, 2017
- October 13 & 14th and a day sit on the 15 is the next work party, there are 6 old students that have signed up. Still messaging that old students need to be applying online, this will also access the ride share board.
- Nanaimo Group sits, about 8 people are coming regularly.
- Duncan Group sits are on hold,
- Victoria Group sits the start times have changed to 7:45pm, Tue & Thurs. 3-12 old students attend.
- As far as who is coming to the center, who is staying, all information will be shared with ATs Robert, Edith and Center Teachers, Bob and Jenny.
- Planning for the Work Party, Robert Weaver bring a big pot of food for the servers. However, we need a task list created for the servers that show up. Robert will set up an in-between work period application process. Also, the more people that sign-up online will be added to the ride share.
- Every 3rd Sunday there will be a day sit. Lynn will take on organizing day sits at Dhamma Modana starting in November.

Operations Committee Report Submitted by Steven Armstrong:

- 1st tent has been set up for the Kabota storage
- 2nd tent is ready to be used for moving the contents from the Work Shop
- Jeff Mitchell is currently staying at the center and has offered to stay on for the next project will be finishing the Work Shop.
- The Dhamma hall, the front doors on both the male and female sides are sticking a bit. There may be a bit some shifting, as there are some signs that the roof-line may be dropping. Carl will put together a proposal for actions that can be taken.

Building Committee Report Submitted by Greg Lund:

All actuals are under the estimate amounts except for the contractors budget of \$11,200. It will be over budget (after allowing for the 20% contingency) by \$4507.50. This is mostly due to paying an additional \$6060.00 in contractor fees to Guy of D&G Interiors for installing all doors and door trim, installing all the window casings and trim, all the baseboards, all miscellaneous trim (ie the ledge in the basement that goes all the way around the perimeter of the house), designing and installing all the deck and stair railings, designing and installing the shoe rack/railing at the top of the interior stairs, finishing the interior stairs (installing the risers and treads).

Initially we thought we would have the time and manpower to complete these tasks with volunteers but this is no longer practical. Because Guy turned out to be an excellent worker and can do all aspects of house finishing, and because of his availability, we decided to hire him without getting further quotes.

Overall, unless we are surprised, we will be about \$10,000 under budget. Essentially, we didn't spend the contingency budget. Jeff and Peter finished installing the kitchen deck stairs which must be completed before Guy can install it's railing.

The only remaining jobs for us to complete for occupancy are installing hand rails for the interior stairs (Carl?) and the pouring of the small slab at the basement entry door. We may also have to provide some kind of ramp/transition for the dining room doors.

If someone can call Surespan in Duncan and find out if they can provide about 0.5 of a cubic meter on the tail end of another load and we can provide a concrete finisher when they arrive, then the back door slab pour shouldn't cost too much. (Jeff agree to do this)

Garry Miller, the electrician, still has a couple of finishing touches to the electrical and he may have to be reminded if he hasn't come by, say, Sept. 20. His final invoice has been submitted so there will be no extra cost for that.

Rona's door shop (Lucy or Zach) needs to be contacted to see if the last door (for the utility room) is ready. Should be about \$70. Guy will install this door, so we need to get it asap. Lucy's extension is 320 or she hangs out at the paint counter. 250-743-7573

Guy, from D&G, will submit his invoices directly to Ryan for payment.

The materials for the interior stairs and the shoe rack/railing need to be purchased. This list has been sent to Steve and Carl. The door handles for 13 doors need to be installed. I purchased 5 lever style handles from ReStore including one with privacy

lock for a bathroom. So, 8 more need to be acquired. Highly recommend ReStore for this as we could save about \$200.

I recommend installing 3 of the lever types on the interior dining room doors and on the utility room door. They are in a box in the kitchen. Some small amounts that were not in the occupancy budget (ie. Materials for the 4 beds) were included in this spreadsheet because it wasn't worth separating them out.

The job of adding the insulation to the attic space is not required for occupancy but \$1000 was quoted for the job by Insolex in Cobble Hill and is in the budget. This should be scheduled by the end of September if possible. (250) 733-2877

When the jobs which are needed for occupancy are completed, someone will need to call Ian MacDonald from the CVRD to come for the final inspection. Permit # is 1-270-16 and his phone is 250-746-2606.

After we have occupancy, work parties and/or centre manager(s) can finish the caulking and painting of the interior trim.

Thanks to all. Elyena and I will be leaving on Tuesday, Sept 12 and will return around mid-November. I'll be available by phone most of the time over the next two months. 250-815-6236

Good luck.

With metta, Greg

Discussion: The report was read aloud. A tour of the house was performed. All were happy.

Development Plans: Discussion

A general discussion was had regarding the next phase for the center. It was agreed that more information is going to be gathered for further discussion.

- ✓ Questions and Discussion if Necessary- Round-Table
- ✓ Task Review and New Tasks- ✓DONE
- ✓ Items to Bring Forward to the Next Meeting- ✓DONE
- ✓ Evaluation of Meeting- ✓DONE
- ✓ Next Trust Meeting Dates: **October 21, 2017 - 10am Group Sit**

Close Meeting with 3 Minutes of Meditation

Appendix

1. TASK LIST

- * Kim to send Minutes of July 9th to post to the DM website. ✓DONE
- * Greg to combine volunteers and trades spreadsheets/ongoing list for future reference ✓DONE
- * Steven to add Lynn to the Trust listserve. ✓DONE
- * Lyn to send Dhamma Surabhi “Binder” to all Trust members and Deb Harding. ✓DONE
- * Steven to talk to Don and Robert regarding organizing monthly day sits at Dhamma Modana throughout the year. ✓DONE
- * Rob to add note to monthly day sit announcements stating registration is required for access to the Rideshare board. Rob also to add an “In consideration of others, please avoid use of scented products” to notice as well. ✓DONE
- * Elyena to provide potential dates for Children’s Courses for 2018. ✓DONE – New Task - Elyena and Greg will contact Jenny and Bob regarding process for coordinating children’s courses.
- * Lyn to contact Jenny regarding insurance coverage for children’s courses and one day sits. ○PENDING
- * Rob Weaver to look into VOIP for Dhamma Modana. ○ONGOING
- * Rob to contact Jenny to get Deb access to Dhamma Reg for volunteer coordination and tracking. ○PENDING

September 23, 2017 NEW TASK LIST

- Robert Baker to change the announcement posting for day-sits and work periods to Preferred – Not Required for registering online.
- Task to Robert Baker to make Lynn a signing authority.
- Task to Jeff in overseeing ceiling insulation completion before he leaves on Friday.
- Task - Elyena and Greg will contact Jenny and Bob regarding process for coordinating children’s courses to be added to the calendar.

2. EXPENSE TRACKING

Link to Excel spreadsheet:

https://docs.google.com/spreadsheets/d/13K8hk4676IdH6EgXN6NFyQqp_cTeQSK2M-8LBnNnxLA/edit?usp=sharing

| A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|---|------------|-------------|-------------|------------|----------|----------|-------------|---|--|---------|--------|----------------|
| 1 | Expense tracking for Dhamma Modana house to occupancy | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | Budget amounts | \$6,000.00 | \$11,200.00 | \$30,318.00 | \$4,200.00 | | | | | Total Budget | | | |
| 4 | Date | Details | Wages | Contractors | Materials | GST | PST | Contingency | | Misc. expenses not in the occupancy budget | | | Budget details |
| 52 | ##### Dodds-drywall credit | | | | -\$116.16 | -\$5.81 | -\$8.13 | | | | | | |
| 53 | ##### LCHC-concrete, gate repair | | | | | | | | | \$58.40 | \$2.61 | | |
| 54 | ##### LCHC-concrete, gate repair | | | | | | | | | \$38.93 | \$1.74 | | |
| 55 | ##### LCHC-concrete mix (credit) | | | | | | | | | -\$19.47 | -\$0.87 | | |
| 56 | ##### DHH-Resbar, insulation credit | | | | -\$170.52 | -\$8.53 | -\$5.13 | | | | | | |
| 57 | ##### DHH-foam, bits credit | | | | -\$27.41 | -\$1.37 | -\$1.92 | | | | | | |
| 58 | ##### DHH-trim | | | | \$6.93 | \$0.35 | \$0.49 | | | | | | |
| 59 | ##### End of the Roll-glue | | | | \$19.99 | \$1.00 | \$1.40 | | | | | | |
| 60 | ##### Rona-flooring staples | | | | \$68.97 | \$3.45 | \$4.83 | | | | | | |
| 61 | ##### BG Fuels | | | | | | | | | | | | |
| 62 | ##### DHH-flooring plywood | | | | \$206.58 | \$10.33 | \$14.46 | | | \$35.02 | \$1.67 | | |
| 63 | ##### DHH-floor leveler | | | | \$35.98 | \$1.80 | \$2.52 | | | | | | |
| 64 | ##### DHH-leveling mix | | | | \$45.88 | \$2.29 | \$3.21 | | | | | | |
| 65 | ##### LCHH-saw blade | | | | \$8.99 | \$0.45 | \$0.63 | | | | | | |
| 66 | ##### DHH-flooring plywood credit | | | | -\$89.17 | -\$4.46 | -\$6.24 | | | | | | |
| 67 | ##### Dodds-flooring underlay | | | | \$24.19 | \$1.21 | \$1.69 | | | | | | |
| 68 | ##### Coop-gas Greg's car | | | | | | | | | \$37.00 | \$1.76 | | |
| 69 | ##### Gord Gustafson, plumbing | \$280.00 | | | | | | | | | | | |
| 70 | ##### Andrew Sheret-HWT pan | | | | \$37.43 | \$1.87 | \$2.62 | | | | | | |
| 71 | ##### LCHC-corner bead | | | | \$10.58 | \$0.53 | \$0.74 | | | | | | |
| 72 | ##### Windsor Plywood-flooring | | | | \$185.55 | \$9.28 | \$12.99 | | | | | | |
| 73 | ##### Rona-paint | | | | \$55.36 | \$2.77 | \$3.88 | | | | | | |
| 74 | ##### LCHC-early pmt credit | | | | -\$15.14 | -\$0.76 | -\$1.06 | | | | | | |
| 75 | ##### BG Fuels | | | | | | | | | \$66.72 | \$3.18 | | |
| 76 | ##### Rona-flooring, mud, paint, conf | | | | \$1,454.01 | \$72.70 | \$101.78 | | | | | | |
| 77 | ##### LCHC-mud | | | | \$80.97 | \$4.05 | \$5.67 | | | | | | |
| 78 | ##### Dodds-mud | | | | \$54.02 | \$2.70 | \$3.78 | | | | | | |
| 79 | ##### DHH-vacuum filters | | | | \$35.98 | \$1.80 | \$2.52 | | | | | | |
| 80 | ##### DHH-paint | | | | \$193.09 | \$9.65 | \$13.52 | | | | | | |
| 81 | ##### DHH-paint | | | | \$476.01 | \$23.80 | \$33.32 | | | | | | |
| 82 | ##### DHH-plywood and lumber | | | | \$53.65 | \$2.68 | \$3.76 | | | | | | |
| 83 | ##### LHH-paint | | | | \$254.28 | \$12.71 | \$17.80 | | | | | | |
| 84 | ##### BC ferries-travel expense | | | | | | | | | | \$72.75 | | |
| 85 | ##### LHH-paint | | | | \$164.28 | \$8.21 | \$11.50 | | | | | | |
| 86 | ##### Coop-diesel Greg's van | | | | | | | | | | \$54.00 | \$2.57 | |
| 87 | ##### Cloverdale paint-sanding discs | | | | \$13.16 | \$0.66 | \$0.92 | | | | | | |
| 88 | ##### LCHC-mud | | | | \$53.98 | \$2.70 | \$3.78 | | | | | | |
| 89 | ##### Guyle Cornett-final bill | \$3,220.00 | | | \$395.00 | \$355.00 | | | | | | | |
| 90 | ##### Dulux-paint | | | | \$287.00 | \$14.35 | \$20.09 | | | | | | |
| 91 | ##### Dulux-paint | | | | \$212.73 | \$10.64 | \$14.89 | | | | | | |
| 92 | ##### BC ferries-travel expense | | | | | | | | | | \$72.75 | | |
| 93 | ##### Randy Miles-dig hole for drywall | \$120.00 | | | \$12.01 | \$0.60 | \$0.84 | | | | | | |
| 94 | ##### LCHC-plumbing | | | | | | | | | | | | |
| 95 | ##### Gord Gustafson, plumbing | \$160.00 | | | | | | | | | | | |
| 96 | ##### Rona-flooring glue | | | | \$35.54 | \$1.78 | \$2.49 | | | | | | |
| 97 | ##### Rona-flooring | | | | \$1,785.50 | \$89.28 | \$124.99 | | | | | | |
| 98 | ##### Rona-flooring adjustment | | | | \$14.14 | \$0.71 | \$0.99 | | | | | | |

