

Dhamma Modana Vipassana Foundation Trust Meeting

Date: October 21, 2017 11:30 am

Place: Dhamma Modana and via Skype (possible)

Commence Meeting with 3 Minutes of Meditation

Attendance and Introductions

Trustees Present: Robert Baker (Treasurer), , Harry Mensink (President) , Lynn Tonkin (secretary); Rosie Dauk

Absent: Robert Weaver, Carl Wolford

Quorum Present: 4 of 6 Quorum

Teachers and ATs: Bob and Jenny Jeffs

Friends of Trust: Steven Armstrong, Sebastian, Wanda, Steve and Sophia

A. Corrections and Approval of Previous Minutes; September 15, 2017 & August 26, 2017

B. Announcements

- Rosie joined the trust. Welcome Rosie.

C. Approvals and Email Approvals

- Lynn Tonkin to have signing authority for issuing tax receipts
- Trust to repay the loan back in full, this was discussed in more detail in the last trust meeting. See notes below for more details.

D. Agenda Review and Additions to the Agenda

1. Building Committee Overview - Dhamma House - Development Plans - BRING FORWARD
2. Truck Insurance (x2) - Robert
3. Use of Center Phone - Robert
4. Building Roof end of Workshop
5. Center Planning - Bob
6. Outreach Topics
4. CVRD - Waiting for Occupancy to be completed prior to meeting with the CVRD - BRING FORWARD
5. Loan Repayment
6. Water & Food Permits - BRING FORWARD

Read Aloud the Process Decision Making

COMMITTEE REPORTS AND DISCUSSION

Operations Committee Report submitted by Rosie Dauk:

Lots of check marks on the weekend task list. Great gathering of servers new to Dh Modana. Rob is opening a Friday/Saturday work period for the day sit wknd in November too. Let's get those mattresses! Am getting a written quote from Nanaimo for 6" firm foam w cover and w bedbug cover. We are no longer a construction zone at the house. Bring indoor shoes for gatherings.

Carl suggests jacking up the Dhamma hall to level sticky entrance doors. The new roof weight has caused this issue. He can be reached in France at (01133)2-54-88-12-38 until returning in March. Email not the

best option.

We have 3 outdated fire extinguishers. Perhaps we can take 15 minutes at a trust meeting to practice a fire drill and try them.

Jeff was project manager when Greg departed. He worked with Guy, the local contractor, to see baseboards/door trim and both indoor and outdoor stairs completed, and had a yard of concrete poured by the back entrance prior to his departure.

Wayne served with new-to-centre Maya. They moved the tool/supply shelves to the basement utility room and started the house cleanup. Carsten returned to sweep house, cut firewood and rounds for the Kubota tent, and help Peter w/workshop siding, Rosie returned to organize work party weekend.

Sophia and Steve, Heather, Johnnie, Quinn, Carsten and Rose served the October work period wknd. See last photos for tasks completed. Prime and paint tone continued at the November work party/day sit wknd.

Harry, Del, Jim, Steve, Deb, Carsten, Bo, Sebastian and Rosie are slated to move the estate dana from Cobble Hill this Wednesday. Revise this to include more than picking up a ride'em lawn mower, dining table and chairs, mattresses and 22' lengths of wood. We will also help Michael take surplus to the Salvation Army.

Discussion: Next work party is November 14th and 15th.

Additions to the Operations report: The box outside, it is a monitor for the float tanks, yesterday there was beeping inside the house.. in the end, the box was unplugged and replugged and then the beeping stopped. New Task: Rosie or Carston to clean the filter, there is a reset button on the box, however there is an alarm in the house. We need to figure this out.

The laminate floors, DIY floor cleaner can be made:

Recipe for homemade laminate floor cleaner that works a treat, especially for cleaning high gloss laminate flooring leaving it completely streak free:

1. 3 parts water to 1 part vinegar.
1. 1 squirt of liquid dish detergent.
2. put it all in a spray bottle and you're good to go!

Fires Extinguishers: fire drill possibly today.

Dhamma Hall: there is a slight warp in the floor. This is on the task list for Operations.

Agenda Item 3. Use of Center Phone - Robert will look into a phone plan?

Jenny added that servers that are coming for longer term that there are no restrictions for phone use as those servers may need to maintain contact with the outside. However, for visiting servers and short term servers that it is recommended that they limit their contact with the outside.

Discussion: talked about picking up phone messages, servers identified as being in a management position at the Dhamma House are identified to pick up the phone messages, this is also done by Robert Weaver who is away for the month sitting a long course.

Dhamma Surahbi Operations Committee Functions: Functions/Responsibilities:

- *Ensure the Centre remains operational year round.*
- *Oversee the maintenance of the mechanical and electrical systems.*
- *Update and monitor the Replacement Fund Budget*
- *Coordinate the maintenance of the interior and exterior of buildings*
- *Monitor the health of equipment and machinery and propose upgrades when needed*
- *Coordinate with other committees when necessary*
- *Submit operations and maintenance budget*
- *Assess the need and hiring of professionals as needed*
- *Oversee the work periods*

Finance Committee submitted by Robert Baker:

Addition: Please add in the minutes: Financial report - It is the recommendation of the finance committee to pay the loan back in full.

If we get in a tight spot in the future we can always solicit another loan, but in the meantime we would not be paying interest payments.

New - Approved: Trust to repay the loan back in full.

VIVA TREASURER'S FINANCIAL REPORT

October 21st, 2017

VanCity Balances (October 21, 2017)

Membership shares	\$73.08
Chequing account -	\$14,932.73
Savings accounts -	\$15,041.16
Total Cash -	\$30,046.97
Outstanding Cheques -	\$4,007.29
Total Available Funds:	\$26,039.68

Loan Interest \$0.00

Day/Group Sitting/Monthly dana	\$195.00
One-time dana	\$150.00

Current Monthly Dana Totals as at October 15th, 2017

(*two more Canada Helps donations might come in on the 20th and the 22nd totally \$23.16, as did last month)

# of Old Students	Total Monthly Dana
10 Visa/Mc	\$850.00
31 Auto Debit	\$1,254.00
2 Canada Helps	\$86.86

43 Students \$2,190.86

Monthly Dana Totals as at (previous Trust meeting on September 21st)
(*including one Canada Helps donation of \$3.86 that came in on September 22nd.)

# of Old Students	Total Monthly Dana
10 Visa/Mc	\$850.00
32 Auto Debit	\$1,264.00
4 Canada Helps	\$110.02
46 Students	\$2,224.02

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

Outreach Committee submitted by Robert Baker:

Daysits moved to the Dhamma House starting next week. Daysits in Victoria start next week. Discussion that we make work periods next to the Daysits. Rosie volunteered to work with Robert Weaver on organizing these days. Rosie is willing to commit to the work period organization moving forward except for December.

Lynn has taken on the Daysits at Dhamma Modana, the next sit is on November 19, 2017.

Building Committee submitted by Steven Armstrong:

The work is finished on the house to occupancy and the next step is to have the building inspector come out to approve. Carston is making the arrangements for this.

2. Agenda Item: Truck Insurance (x2) - Robert

The Chevy needs to be winterized and the truck will be put aside. New task to Carston to winterize the truck.

Agenda Item: 5. Center Planning - Bob

Bob discussed about the structure of committees and how decisions are made, this is a small group of students, trust and AT advisors, one of who is a coordinator for the committee who is a bit more responsible for overseeing and communicating between the committee and the trust. Within the committee ideas, new projects will be explored. The question was posed that it may be time get the planning committee going. See definition for the planning committee role and functions from *Dhamma Surahbi Planning Committee: Functions/Responsibilities:*

- *Develop and assess/reassess long range plans.*
- *Oversee Centre development.*
- *Prioritize building projects.*
- *Develop a budget for projects.*

- Works in conjunction with Grounds and Garden Committee to ensure that landscaping / tree plantings fit with long-range Centre plans.
- Act as a consultant to other committees undertaking projects that could impact long-term plans.

- ✓ 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: **December 9, 2017 - 10am Group Sit**

Close Meeting with 3 Minutes of Meditation

Appendix

1. TASK LIST

October 21, 2017 NEW TASK LIST

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

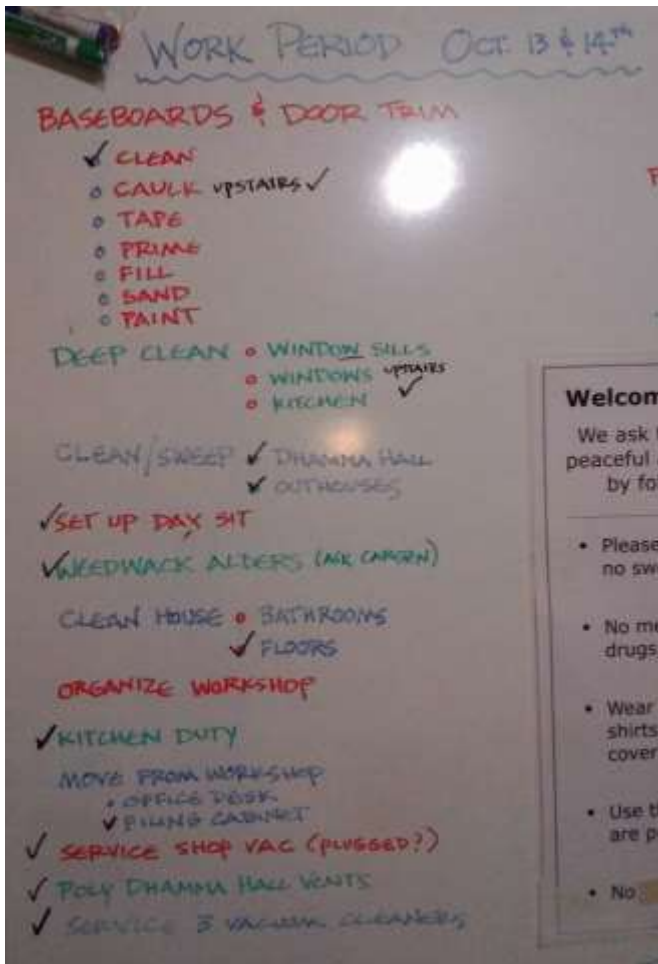
August 28, 2017

- Lynn to contact Jenny regarding insurance coverage for children's courses and one day sits. **ONGOING**
- Rob Weaver to look into VOIP for Dhamma Modana. **ONGOING**

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. **Done**
- Task to Robert Baker to make Lynn a signing authority. **Done**
- Task to Operations Coordinator in overseeing ceiling insulation completion before he leaves on Friday. **ONGOING**

- 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). **ONGOING**



2. EXPENSE TRACKING

Link to Excel spreadsheet:

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