

Vancouver Island Vipassana Association

Trust Meeting

Date: Sunday July 19th, 2015 **Location:** Dhamma Modana

The meeting immediately followed a one hour meditation session.

Meeting Time: 11 am.

Attendees:

Facilitator: Robert Baker **Secretary:** Kim Weaver

Speakers' List: None **Timekeeper:** None

Task List: Kim Weaver

Trust Members Present	Trustee Regrets	AT's Present	Friends of Trust	Trust Members Attending Remotely
Robert Baker Rob Weaver Kim Weaver Carsten Hunter	Hope Funk Doug Cooper	Steven Armstrong	Rose Dauk Don Williams	None

Quorum: 4 of 7 of trust members in attendance

COMMITTEE	COORDINATOR	MEMBERS	A.T. ADVISOR
Operations	Steven	Arnis, Harry, Deb, Carl, Carsten, Kyle, Daniel, Don, Doug C & Doug C	Daniel
Outreach	Rob W	Harry, Doug, Robert	Steven
Finance	Hope		Evie
Website	Robert	Jim	Selina
Water	Carsten	Kyle, Carl, Arnis, Bill	Steven

COMMITTEE	COORDINATOR	MEMBERS	A.T. ADVISOR
Registration	Jim Swift	Judy	Daniel
3-Day Committee	Steven	Harry, Evie, Keith, Robert, Don, Kim, Deb, Hope, Jamie, Rob W.	Steven
Children's Committee	Elyena & Greg	Kim	Elyena & Greg
Landscaping Committee	Rob W	Don, Doug Cooper	Steven

Opening Formalities

- Round of introductions/Attendance – Introduction of Rose Dauk from Nanaimo.
- Review the agenda, add any needed items & prioritize – Completed.
- Set time for meeting & agenda items (more informal process today)
- Read trust meeting guidelines – completed.

1. Announcements:

- Harry Mensink is stepping down from the Trust. He will be asked to become a Friend of the Trust.
- We want to encourage new members, to increase the Friends of the Trust.

2. Corrections and approval of past minutes: Completed.

3. Last Meeting's Tasks:

- Deb – look for local suppliers of roofing materials. (ongoing)
- Carsten – check with Evie to see if pump test for well is scheduled (ongoing).
- Robert – send Gord's email contact information to Carsten and Steven (ongoing).

4. E-mail decisions made between meetings: None.

5. AT Report – None this month.

6. Annual General Meeting

Notice of AGM sent to Trust and Friends of Trust of VIVA July 6, 2015. Notice ready by Robert.

*ANNUAL MEETING OF BOARD OF DIRECTORS OF VANCOUVER ISLAND VIPASSANA ASSOCIATION
8293 Youbou Road (British Columbia), on the 19th of July Two Thousand and Fifteen (2015)*

PRESENT: Sufficient numbers of the members forming a quorum being present, the president declares the meeting validly constituted.

PRESIDENT AND SECRETARY OF THE MEETING will act respectively as president and secretary of the meeting.

MINUTES of the previous AGM

IT IS UNANIMOUSLY RESOLVED to approve that the minutes of the last Annual General meeting of the Board of Directors of the Society.

FINANCIAL REPORT

It is unanimously resolved to recommend to the Members that they approve the financial report for the fiscal year ending December 31, 2014.

It is unanimously resolved to recommend to the Members that they approve the auditor for 2015 to be Accutax.

7. Committee Reports: (Some of the following reports can viewed as attachments)

a) Finance Report – Hope – Report attached.

b) Three-day course – Steven - Report attached.

Lunch – 12:30 pm. Reconvened at 1:15. Three minute meditation.

Committee Reports (cont'd):

c) Outreach/Inreach – Rob – spoke about how emails are not as effective as in the past due to volumes we all receive. Dhamma Kunja has a budget for creating a video, which would be more interesting to receive, and suggested that although we don't have the budget to create a video, perhaps photos would increase interest. Steven stated a Newsletter has been discussed and could go out soon which could include photos. Steven suggested tweaking the day sit invites to include a photo or two to reignite people's interest.

d) Water – Carsten – Wellmaster (Victoria) recommending 8 hrs test at cost of \$80 per hour, should be adequate to check the flow rate. Could be arranged in a very short time period. Carsten spoke with Electrician about getting electricity to surface well by gravel pit and confirmed to be quite expensive, possibly more than initially anticipated. Carsten asked Wellmaster about Solar pump set-up, which would be \$8000 plus batteries if water needed 24 hours. Wellmaster suggested short term, a generator and a pump system with above-ground lines. Wellmaster also quoted price of a 3000 gallon cistern: \$2000 with taxes, and possibly another \$100 delivery from Victoria.

e) Web Site – Steven – Nothing to report.

f) Children's C'ttee – Kim – Cancelled due to low numbers. The Committee came together for one meeting prior to the cancellation of the course, to discuss activities, crafts, games and snacks, and how the day would unfold. In addition, we planned for registration, Dana, and first aid stations, and much enthusiasm was shown by all. The course was to be the 1st Live (taught by live instructors, not recorded teachings) in Canada! We are all looking forward to participating in a Children's Course in the near future, and are well prepared for that day.

g) Landscape Committee – thought of planning alder trees between tent sites to provide additional shade. They can be transplanted in the fall or spring from down near the bridge.

h) Operations – Steven – Report Attached.

8. DISCUSSIONS AND NEW BUSINESS

a) Building Community – discussion around different possibilities for contacting and encouraging old students to participate as members/friends of the trust and participating on

committees. Possibly “Old Student Day” to show off the property and give visual idea of work that has been and what needs to be done. “Open House” event to increase interest, possibly later this year or early next year. Rose also likes idea of phone tree, personal invite.

b) Future - 3 Day Courses – Rob suggested to hold next set of 3 day courses next year (not later this summer or early this fall). Last year we had male & female 3 day course, this year we had same, and planned to hold children’s course. We continue to move forward. We’ll need to plan early in the New Year to have someone tasked with oversight of the 3 day courses to make sure all of the planning areas come together, as this overall coordination was missing from this year’s courses. The possibility of holding a self-course next year in addition to 3 days and children’s course was suggested, this seemed to be something many of those present supported. Steven will check what the guidelines are for self courses at the Center.

9. DECISIONS OF THE TRUST – None.

10. TASK LIST

- * Steve to talk to Jim regarding posting our courses to Dhamma Surahbi’s website more visibly.
- * Don – to price out shade cloth and an auger.
- * Robert – to send Rob W. the Dhamma Modana passwords
- * Rob W. – to create next announce posting for the Dhamma Modana Day Sit
- * Carsten to call Wellmaster to discuss all our options and the possible price difference between a well at 65 feet & a well at 500 feet.
- * Rose to email Steven regarding creating a new sign for the front gate/entrance to Dhamma Modana.
- * Steven to explore the idea and requirements of holding a 3 day self-course at Dhamma Modana.

11. Review New Tasks – Completed.

12. Evaluation of Meeting: Completed.

13. Future Meeting: Next Trust meeting Sunday, September 20th – 9:45 am, meeting at 11 am.

14. Meditation (3 minutes)

Meeting adjourned at 2:45 pm.

Metta.

VIVA TREASURER'S FINANCIAL REPORT
July 19, 2015

VanCity Balances (July 17, 2015)

Membership shares	68.55
Community Service Accounts 1 & 2	<u>62,954.20</u>
Current Bank Total	\$63,022.75

Year to Date Revenue (July 19, 2015)

3-Day Course Dana	4,682.00
All Other Dana	<u>\$16,409.00</u>
(Day Sitting/Between Course/Monthly)	
Total Dana	\$21,091.00

Major Expenses since June 7, 2015 Trust Meeting

Building Materials (outhouses, decking, etc.)	2,404.00
Gravel	402.00
Accutax 2014 Financial Statements and Charitable Tax Return	525.00
3-Day Groceries	1,251.00

Monthly Dana Totals as at June 5, 2015 (previous Trust meeting)

# of Old Students	Total Monthly Dana
9 Visa	485.00
23 Auto Debit	1005.00
2 Canada Helps	258.00
34 Students	\$1,728.00

Current Monthly Dana Totals as at July 19, 2015

# of Old Students	Total Monthly Dana
10 Visa	510.00
24 Auto Debit	1043.00
2 Canada Helps	258.00
36 Students	\$1,791.00

Operations Report July 19, 2015

A small but steady flow of volunteers made possible the completion of the majority of the task list remaining, leading up to the start of the two 3 Day Courses. All volunteers to a person, mentioned how much they enjoyed their time helping out at the Center, and changes over the past two months made a difference both visually and for comfort.

Projects completed include:

- Two new outhouses
- Two porches and rooves for the pump house
- Rooves and doors for the showers
- Re-plumbing and installing the “bathroom” sinks and cabinets
- Walking paths
- Clean up and laying down gravel in the dinning and server areas

There are a couple of tasks that would be best to complete before the end of September, and some ongoing jobs that need attention, but are not as pressing.

Jobs to complete before the end of Sept:

- Roofing the meditation hall
- Roofing the back porch on the pump house
- Painting the showers
- Replacing meditation hall windows/taking down and storing sunshades
- Building two private property signs

Ongoing tasks:

- Maintain walking paths/spreading wood chips
- Upgrade tenting areas
- Cleaning up the road – removing rocks and filling holes – removing alders near the bridge
- Planting grasses and flowers (seeds)

3 Day Course Report July 19, 2015

While both the women's and men's 3 Day Courses went well, there were some organizational lessons learned that should both improve and streamline future courses.

Pre-course set up was sparsely attended for both courses.

The men's course attendance, running from June 25th – 28th, was low. Four students, two fulltime servers, two part time servers and an AT participated. However both the student and server feedback was very positive, and moving forward, it showed the benefit of holding courses even with very small student participation.

A trailer or RV wasn't available for the AT and the tent setup, while large enough, didn't offer enough protection from the heat to be satisfactory. This will need to be addressed in future courses.

The Women's course had 16 students, four fulltime servers and an AT participate. Through a misunderstanding with registration one fulltime server was left on the waiting list and three applicants were not processed. We've taken measures to insure this situation doesn't repeat itself in the future. It was suggested that five full time servers would be more appropriate for a course running close to capacity. A course of 20 students would be comfortable in the hall, although it's possible to add a few extra students.

Recommendations for future courses:

- Post courses as early as possible for both students and AT's
- Best to target early to mid-June and September to avoid the heat, although shaded areas for tenting would make a difference in this regard
- The importance of having a person oversee the 3 Day courses can't be stressed enough. The position would cover connecting and keeping up to date with volunteers in the following areas:
 - Set up and take down / water (possibly) \