

## **Vancouver Island Vipassana Association AGM & Trust Meeting**

**Date:** Monday July 22, 2013 **Location:** Dhamma Modana

**Meeting Time:** 09:45 am.

**1. Meditation:** 10:00 - 11:15 am.

### **2. Opening Formalities**

- 3 min. meditation
- Round of introductions
- Attendance
- Review the agenda, add any needed items & prioritize
- Set time for meeting & agenda items
- Read trust meeting guidelines

**Facilitator:** Harry

**Secretary:** Robert

**Speakers:**

Don

**Timekeeper:** Don

**Task List:**

Hope

<b>Trust Members Present</b>	<b>Trustee Regrets</b>	<b>AT's Present</b>	<b>Friends of Trust</b>	<b>Trust Members Attending Remotely</b>
Harry Mensink	Linda	Evie	Guy	
Robert Baker	Armstrong	Chauncey	Counsell	
Hope Funk	Carl Wolford	Daniel Gomez	Don	
Ken Sommerville	Doug Cooper	Jenny Jeffs	Williams	
		Greg Lund	Arnie	
			Damburgs	

**Quorum:** 4 of 7 trust members in attendance

**3. Announcements:** none

**4. E-mail decisions made between meetings:** none

**5. Corrections and approval of past minutes:**

Completed

**6. Review of task minutes from previous meeting:**

Dylan – setup for DM Facebook account. **Ongoing**

**COMMITTEE REPORTS**

COMMITTEE	COORDINATOR	MEMBERS	A.T. ADVISOR
Operations	Steve	Tim, Carl, Harry,	Bob
Outreach	Robert	Harry, Bob, Jenny, Linda	Evie
Design	Michael	Evie, John, Steve, Keith	Jenny
Finance	Hope		Evie
Website	Steve	Robert, Evie	Jenny
Non Centre	Harry		Jenny
Children's	Linda		Jenny
3-Day Committee	Carl	Harry, Dave, Dylan, Sonya, Keith, Hope, Linda, Steve	Evie

The following reports can be viewed as attachments:

**7. AT/Executive: none**

**NOTICE OF Annual General Meeting of the Board of Directors and Annual General Meeting for the Members of the Vancouver Island Vipassana Association**

TAKE NOTICE that the Annual General Meeting of the Board of Directors and Members Vancouver Island Vipassana Association (British Columbia) will be held on the 22th of July, Two Thousand and Thirteen (2013) for the following matters

- 1) To approve the previous year's AGM minutes;
- 2) To examine all the acts performed by the trustees;
- 3) To examine all business that may be submitted to the Assembly.

This notice is given by order of the Board of Trustees and Members.

Given at Victoria, British Columbia, this 8th day of July, 2013

**ANNUAL MEETING OF BOARD OF DIRECTORS OF VANCOUVER ISLAND VIPASSANA ASSOCIATION**

8293 Youbou Road (British Columbia), on the 22<sup>nd</sup> of July, 2013 (Two Thousand and Thirteen)

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.

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, 2012.

It is unanimously resolved to recommend to the Members that they approve the auditor for 2013 to be Accutax.

## **DISCUSSIONS AND NEW BUSINESS**

### **8. VIVA Financial Report**

#### **July 22, 2013 VIVA TREASURER'S FINANCIAL REPORT**

#### **VanCity Balances – June 22, 2013**

• Membership shares	63.69
• Community Service Account 00001/2	<u>53,589.19</u>
• <b>Current Bank Total</b>	<b>53,652.88</b>

#### **2013 Year to Date Revenue/Expenses (June 30, 2013)**

▪ Total Revenue	8,994
▪ Total Expenses	<u>14,784</u>
○ <b>2013 Net Income</b>	-5,790

#### **Main Expenses Paid Since June 17/13 Trust Meeting**

Nanaimo 10-Day Rental	4,204.00
Web Design/Maintenance	354.00
Accutax for 2012 Financial Statements, etc (Savings of \$2,187 over last year)	525.00
Truck Insurance/Bridge Paint/Garbage Disposal (paid to Harry Mensink)	923.00

#### **Project Expenditures**

<b><u>Name</u></b>	<b><u>2012</u></b>	<b><u>2013 Year to Date</u></b>
3 Day Course	2,359.82	
GST Appeal	305.76	1,656.51
Hydro	30,454.89	105.51
Pump House	8,654.44	
Road	18,468.80	
Website	3,586.08	

Well	19,550.87
Nanaimo 10-Day	<u>.</u>
<b>Totals</b>	<b>83,380.66</b>

	4,204.00
	<b>5,955.02</b>

<b>CURRENT MONTHLY DANA TOTALS</b>	
<b># of Old Students</b>	<b>Total Monthly Dana</b>
6 Visa	295.00
12 Auto debit	703.00
2 Canada Helps	30.00
<b>TOTAL</b>	<b>\$1,028.00</b>

## **9. 10-Day Course**

Ken - organization is going well. Steve is handling electronics, vestibule tents being set up. John W and Kyle coming to set up dividers, back rest, barriers as needed. There are no outside lights so lights are needed. Hope suggested we provide headlamps for student use inside cabins and servers and solar powered lights. Don mentioned we need floor lamps (7 in total). Various trust members and o/s have offered to provide the needed lamps. Cushion requirements have been met. Evie suggested that we pay Robert Strand his Ferry fare as he has offered to bring over the cushions. Kitchen – Dylan and Sonja have done an excellent job pertaining to the kitchen needs, mainly identifying what is needed as we have limited storage. Arrangements have been made so that set up people can stay overnight if they have been approved.

## **10. Water Committee Report**

Arnie – Carl sent a site plan to VIHA in Duncan – response was that plan is accurate Construction Waiver Form – As our system is quite small and we do not need an Engineer. At this time we will be digging a hole to see if the proposed location is suitable for a well. Arnie will contact the health inspector in Duncan; Arnie will review the ground water protection regulations and complete all of the necessary forms. He will meet with well-ring supplier (Dan's precast) and discuss our requirements with them.

Arnie will meet with Tuck to discuss contracting him to dig the well; he will clarify with Tuck that the machine bucket be clean!

Evie request that we have a paper trail from any meetings with VIHA. There needs to be health inspection approval at project completion.

## **11.Operations Committee Report**

The work period started immediately following a very pleasant day sit spent under sunny skies but with a cool refreshing breeze keeping the indoor temperatures at their summery best. With the pump house recently wired in and containing a full size fridge and stove, we were ready to begin.

The job list completed included:

- Painting the Dhamma Hall
- Clearing all the wood and extra building materials out from under the Hall
- Uncover the outside stump foundations and build wood rain covers
- Caulk the interior of the Hall
- Hang the remaining curtains
- Repair and paint the outhouses
- Clean the pump house fridge
- Scrape, clean and paint the bridge
- Sort and store usable wood and remove any other materials to the dump , including piping removed from the Ananda Creek area (other materials collected from around the property were also removed, requiring two trips to the dump
- Build a wood/firewood storage "shed"
- Begin to cleanup dead falls in the forest on the south side of the Dhamma Hall. This material can be bucked up for firewood and the remainder collected for a burn pile to be disposed of in the fall.

We had a solid group of meditators over the two evenings and two and a half days. The Dhamma Hall was cleaned up (a lot of green growth around the Hall cut down, everything pulled out from underneath the Hall, the foundation stumps de-plasticized and the fridge cleaned on the first evening. This group included Don, Guy, Carsten and Steven.

John Waters arrived with all the painting supplies after the 8-9am group sit, and we set up a 10 x 10 tent to keep all the painting supplies out of the direct sun. It worked like a charm, as did all the volunteers.

John, Don, Daniel, Guy, Carsten, Doug, Steven were there for the full day and were joined by Ben towards the end. We had a break around 12:15 for lunch and had the group sit from 1 – 2pm. The Dhamma Hall indoor caulking was completed, the painting completed, the bridge scraped, cleaned and prepped for painting, the male outhouse repaired and painted and the wood shed construction was started. A long day as we finished meditating a little later than planned and those that stayed on the land finally got to bed around 12 pm.

Carsten, Ben, Harry, James and Steven began the final day with a group sit from 8-9am. The bridge painting was completed, the female outhouse was repaired and the painting completed, the Hall had a few touch-ups, the clearing/ chainsaw work was started and the general area was cleaned up with two trips made to the dump.

After the first trip to the dump we had lunch followed by a group sit. The rest of the work was completed by 6pm and several of the volunteers made proper use of the lake.

The work period went off without a hitch. Food for every meal was shared; we had people sleep in tents, in vans and in the Dhamma hall. The fridge was very much appreciated and special thanks should be directed to John for organizing the painting aspect of the work period and thus allowing it to go so smoothly. Also would like to thank Becca and Kyle for colour matching the paint.

We ended up using two gallons of paint for the bridge (we might consider adding another coat next year as well), 4 gallons of a five gallon bucket for the Hall, and approx. 1 gallon out of a five gallon bucket for the outhouses. John picked up the outhouse bucket at a very reduced price and while slightly different than the hall, it matches up very well.

I think everyone involved is looking forward to the next work period and the wood/firewood shed should be completed sometime in the coming weeks.

**12. Free recycling** – Harry will apply for a free recycling permit for non-profits from the CVRD

**13. Truck Report** – Trucks has been placed back into regular insurance for one year

**14. Pump House Report** – Darwin completed the wiring in the pump house

**15. News letter** - Was mailed out since the last meeting. There were a large number of students who reported that had the newsletter had gone into their spam account. Evie asked Harry and Ken to check with their e-mail groups to see how many did not receive the newsletter

**16. Road upgrades** – Grey brought up the need to grade the road as it has deteriorated significantly over the last year. Greg will meet with Gord Tuck to discuss add topping and grade the road. Arnie suggested coordinating this work with the well project.

## **PROPOSALS**

1. To spend up to \$1200 for a Robot Coupe
2. To forgo any further exploration or research or cost regarding mineral claims

## **DECISIONS OF THE TRUST**

Trust approval was given for proposal 1 & 2

## **TASK LIST**

### **VIVA Trust Meeting – July 22, 2013 – Task List**

#### **▪ Evie**

- Email accountant re explanation of truck amortization on our 2012 financial statements.
- Deliver lamp to Bob and Jenny's for use at Nanaimo 10-Day.
- Determine price for more mats and covers.
- Provide Day 0 registration forms for Nanaimo 10-Day
- Contact Steve Armstrong re possibility of the need for a permit to build shed to store wood
- Send Newsletter to Ken and Harry with questionnaire re who did/didn't receive at the time of the bulk mail out
- Review Metta Day signs (with Jenny)
- Arrange for posting of 2012 Financial Statements on the website

#### **▪ Jenny**

- Email potential servers for 10-Day
- Review Metta Day signs (with Evie)

#### **▪ Hope**

- Make correction to Trust meeting financial report re 10-Day expenses to date
- Revise Trust list
- Deliver lamp to Bob and Jenny's for use at Nanaimo 10-Day
- Forward Generous Electrical invoice for hot water hookup to Greg prior to payment
- Purchase for Nanaimo 10-Day and leave in Bob and Jenny's basement:
  - Robot Coupe food processor
  - Cutting boards
  - Serving spoons
  - Salad tongs
  - Juice pitchers

#### **▪ Greg**

- Contact Gord Tuk re grading/gravelling road.
- Provide ring burner and propane tank for 10-Day.

#### **▪ Harry**

- Contact CVRD re permit for non-profit recycling

#### **▪ Ken/Evie/Robert**

- Send an Announce to 10-Day servers and set-up crew re arrival times, meal arrangements, accommodation, etc.

## **Review New Tasks**

## **Evaluation of Meeting**

### **Future Meeting:**

Monday September 30th, 2013

**Meditation** (3 minutes)