

The Vancouver Island Vipassana Association

Trust Meeting

Date: Sunday, March 6, 2017 **Location:** Dhamma Modana Dhamma House

The meeting immediately followed a one hour meditation session.

Meeting Time :

Attendees:

Facilitator: Rob Weaver **Secretary:** Kim Weaver

Speakers' List: Anas **Timekeeper:** Anas

Task List: Kim

Trust Members Present Rob Weaver Kim Weaver Janet Beck Carl Wolford	Trustee/AT Regrets Robert Baker Jesse Pafford Evie Chauncey	AT's Present Steven Armstrong Greg Lundh Robert Strand Edith Strand	Friends of Trust Stephanie Enevoldsen Carsten Hunter Rosie Dauk Maria Tristan Joslin Anas Alsalah	Trust Members Attending Remotely
--	---	--	--	---

Quorum: 4 of 6 of trust members in attendance

COMMITTEE	COORDINATOR	MEMBERS	A.T. ADVISOR
Operations	Carl	Harry, Deb, Carsten, Kyle, Don, Doug C, Ken, Will	Steven
Outreach	Rob W	Harry, Doug Cooper, Robert, Deb	Steven
Building	Carl	Deb, Keith, Kyle, Rob, Will,	Steven
Septic	Bill Simoes	Kyle, Keith	Steven
Finance	Robert	Hope	Evie
Website	Robert	Jim, Steven, Evie	Selina
Water	Carsten	Kyle, Carl, Bill	Steven
Registration	Jim Swift	Judy, Linda Armstrong	Doug Cooper
3-Day Committee	Steven	Harry, Evie, Keith, Robert, Don, Kim, Deb, Hope, Jamie, Rob W.	Steven
Children's Committee	Elyena & Greg	Kim	Elyena & Greg

COMMITTEE	COORDINATOR	MEMBERS	A.T. ADVISOR
Landscaping Committee	Rob W	Don, Doug Cooper	Steven

Opening Formalities

- Round of introductions/Attendance – Completed.
- Review the agenda, add any needed items & prioritize – Completed.
- Set time for meeting & agenda items - Completed.
- Read trust meeting guidelines – Completed.
-

1. Announcements:

a) Edith spoke about the Virtual Meditation Sittings. Send Edith an email for the link to register through a hosting site.

2. Corrections and approval of past minutes: None to review this meeting.

3. Last Meeting's Tasks:

Steven - to contact Carsten to ask his friend if they didn't get the thank you letter and tax receipt last year.	Ongoing
Robert to add monthly expenses tracking to monthly Finance Report.	Completed
Steven to check if water lines have been inspected prior to burying.	Completed
Steven to check with Keith to ask what is required to get the house from current zoning to P2A, Public Assembly, to allow for new student courses in the house & workshop.	Completed
Steven and Greg will work together to monitor tasks & costs to the end of Phase 2 (Lockup).	Completed
Deb and Edith to work on budget for furnishings.	Ongoing
Evie to contact CVRD to apply to change "Barn" to "Accessory Building" on building permit.	Completed
Evie to check to see if Meat/eggs are okay for consumption at the lower level/caretaker.	Completed
Robert S. to find out if mattresses & bedding can be used for dual genders.	Completed
ATs to have a look at the committees list to see if they'd like to take on AT adviser role for any.	Completed

4. Decisions of the Trust made between meetings:

- * Proposal 1 - to approve that Robert sticks within the total of \$25,246, which we approved, but does not have to stick specifically to the individual amounts. (carried)
- * Proposal 2 - to approve expenditure \$700 for the permit for the accessory building, and \$500 for previous wages owed to Carsten-\$1200 in total. This would be a new additional approval of funds, and is still within the amount of money that we have. (carried)
- * Proposal 3 - to offer Cameron \$400 to oversee and or help with various projects over the following few weeks. This will also include organizing all volunteers on site (carried).
- * Proposal 4 - to hire John Waters to oversee the installation of flooring, drywall, sound/fire rated insulation and paint for both upstairs bathrooms and then a full installation of a toilet,

shower, sink, fan and baseboard heater for the AT Suite bathroom at a cost not to exceed \$6000.00 (carried)

5. **AT Report** – None this month.

6. **Committee Reports:** (Some of the following reports can viewed at the end of the Minutes)

a) Building/Operations & Maintenance – Rosie read Evie's Fire Protection Report and Maintenance Reports, attached.

Discussion – Carsten said he would be able to do maintenance on the truck (oil changes, etc). with costs only for the materials.

Rosie asked if the generator could be hooked up to the house to take over when the power goes out, to be discussed later in meeting. Carsten expressed concern around language used by some volunteers/contractors and Robert S. spoke about guidelines he has seen posted at other Centres for volunteers and workers, and will get a picture and prepare text to sent to Rosie for production of a similar sign for Dhamma Modana.

We received a donation of drywall from Slegg Lumber in the amount of approximately \$800, and Robert S. asked if it was acceptable to receive donations from non-meditators; Steven said Evie thought it was acceptable, but will check further.

Building Committee – Steven - Report Attached.

b) Outreach/Inreach – **Steven** – No Committee report this month. Discussion Report for later in meeting attached.

c) Finance Report – Kim read Robert's report, attached.

Discussion: We received a \$1000 anonymous Dana donation from an old student, allocated to building materials.

Hydro bill came in at \$770 for 2 months. Greg said his monthly averaged bill at his residence is \$118, and his hydro monthly actual bill is similar to the Centre's bill (\$770 for the last 2 months).

Question asked about installing a heat exchange/pump system. Carsten said his friend opined we could cut our heating costs to ¼ of current hydro, and although initially expensive to purchase and install, rebates are available. Gregg said ceramic baseboard heaters are also a consideration for much lower heating costs, which can be explored for wiring requirements and purchase cost vs. basic baseboard heaters.

d) Web Site – **Steven** – No report this month.

e) Septic – No report this month.

f) Children's C'ttee – **Greg** – Dhamma Modana has been approval to hold a children's course on June 10th, 2017 either at the Dhamma House or up at the Dhamma Hall. Zoning might be an issue and so up top is probably best. Greg said it will be a "live" course (no recorded instructions or discourses). Two courses will also be held in July and October at Po Lam in Chilliwack, and teenage courses in the summer at Dhamma Surabhi. Registration should be available on the website now. Servers must complete Criminal Record Check application on-line when they register to serve.

Break for Lunch at 1:00 pm, Reconvened at 1:45 pm.

g) Landscape Committee – **Rob** – Stephanie and Anas have experience with landscaping and want to join the committee. They will walk the land, make some suggestions on how to move forward. Discussion around what to do with the big piles of trees/stumps on the site or push it over the bank. Carsten agreed to join the committee, and ask his cousin to check out the standing water exploration situation and how to deal with it. Steven suggested the

committee take photos now to show where water is pooling. For future exploration by the committee.

h) Registration – Nothing this month.

i) 10/3 day Courses Committee – Are we planning any courses this year? Is it too soon to plan courses as the Dhamma House isn't complete yet? Steven said in order to run courses we need a lot of people to commit to working on and holding courses, people volunteering to actually help run the course. Are we considering tenting courses on the upper site or holding courses in the Dhamma House? If so, the house and workshop would both have to be finished. Steven said that right now, talking about courses seems premature.

Off-site courses: If there is energy to do so, a committee can investigate off-site locations to hold courses. Carl said years ago servers seemed to be plentiful, but not now.

Carsten said he feels dual gender courses would be preferential, to ensure more available servers as our last 3 day men's course had only 2 students.

Edith said that it's really important to get people sitting on the land as soon as the building is approved to occupancy. Even without furniture we need to start sitting here.

Carsten – it seems there are more and more people becoming aware of Dhamma Modana, and although we can base our planning on past experience (too few volunteers), he thinks there are many people now willing to help. We had problems filling the men's 3 day course and therefore volunteer hours were "wasted" but if we do gender neutral courses, we eliminate this problem and pool our volunteer resources.

Robert S – the reason we are developing Dhamma Modana, building the Dhamma House and workshop, is to put on courses, and the goals need to be set sooner than later.

Certainly it will be challenging. A way to start would be with 3 day old student courses which would help us figure out the logistics to hold longer courses. Robert said that is how he'd like to use his energy – he would like courses to happen. A lot of people are doing a lot of work at the Dhamma Modana site, but the goal is to hold courses.

Steven asked if that meant organizing off centre courses, and Robert S. said no, on the land. Start with 3 day courses on the land first.

Greg really thinks we should be doing courses here, not expending our energies outwards. It will be much easier to fill a course having in-door accommodation, and has seen much interest from old students, looking forward to Dhamma Modana becoming a fully functioning centre. We could use the Dhamma House for accommodation and walk up the hill to the Dhamma Hall for sits. Greg hopes we can start discussing how we can make it happen. The momentum and interest is building – we don't want people to lose interest.

Maria – We have \$5000 left in the bank to finish this project. This is not enough to do so.

Are we planning to borrow money to complete this project?

Steven – we need firm financial numbers, a firm budget to complete the Dhamma House to occupancy.

Greg – the number is approximately \$50,000 (his guestimate at the high end). \$50,000 Line-of-credit payments can be as low as \$250 per month, which we can do out of our current monthly dana. Or we can ask 10 Old Students to offer \$25 monthly dana to make the payment.

Rose said she thinks we need to pick a date for courses and move toward it.

Rob – who wants to hold a 10 day course, who wants to hold a 3 day course? Steven said we need to start with a 3 day course to work out the bugs and move towards a 10 day course. Septic is built for the house, not a centre. If we hold 10 day course we will have to bring in port-a-potties.

Edith – In Israel before the centre was finished, they held 10 day "self-course" for old students to work out the bugs.

Tristan said he thinks the centre should be finished first. Make a clear appeal to old students, if you commit to \$25 per month that allows us to borrow \$50,000 to finish the Centre. Steven said that information is out there, but we could put it out again in reference to finishing the Centre, and to start holding courses. The final push.

Steven – outreach committee to put a proposal together and put it out to the community in a subtle way so that we're not communicating only to solicit funds.

Robert S – keep in mind it doesn't matter how many people come to a course. What is important is to generate energy on the land. Once we start having courses, it will continue, but we have to start.

Steven – we can run 3 day courses on the top level while we continue to work on the Dhamma House.

Edith and Robert S are available all summer for courses on the land.

Carsten said if we have \$50,000, if we call out for help to the Dhamma community, we can be ready for the summer.

Steven said we've learned we need a project manager to manage the budget and sub trades, and we need a Centre manager on site at all time as well to liaise with outreach and volunteers for oversight.

Rob W. said he would volunteer to organize the volunteers.

Steven – we want to create a database of servers, and Rob W said we have them now. We have about 70 people that we can communicate with.

Jobs have to be costed out and volunteers managed to be on site as required.

Carsten – Cameron will be helpful in this process, organizing labour and trades on site. He has done so already on this project, works well with people. We need a project manager to pull it all together. Rosie is coming back in April and is willing to spend time here, Carsten and Cameron too, along with the list of volunteers. It can be done, but it essentially needs a lot of organization. Steven has been doing so for the last couple of years, but he can't continue to do so.

Edith – Dhamma Surabhi has a registration on-line to apply to volunteer and we could utilize a similar system, registration to volunteer.

j) Water Committee - Steven – nothing this month.

6. DISCUSSIONS AND NEW BUSINESS

a) Steven presented a **Review of Committees** documents (attached) showing committees and tasks associated.

Greg – Registration page on Dhamma Modana website is difficult for new students as there is nothing to click on. Why can't we set it up to show a message stating "New Courses Coming Soon" but we don't even have a link to click for courses. Could Jim set up a link on the new student page to show "Courses coming soon" and upcoming work periods for old students only. Greg to speak to Jim Swift about this and to link the blog to New Student page to allow everyone to see the progress of the Centre.

Planning: AT Steven, Carsten, Rosie, Keith T.

Building: AT Steven, Carsten, Carl

Operations: AT Greg, Carsten, Cameron, Steven, Rosie

Landscaping: AT Evie, Rob & Kim, Anas & Stephanie

Outreach: AT Doug Cooper, Rob W & Janet

Finance: AT Evie, Coordinator Robert Baker, Tristan J

Registration: AT Edith, Coordinator Rob W.

Courses: AT Robert S., Janet, Rosie

b) **Insurance Report** prepared by Evie and read by Kim (attached).

c) **Fireplace** – Carl researched fireplaces – cost is approx. \$3500 to purchase and install a wood burning fireplace. Greg reminded us that insurance costs would rise if we use wood heat (it would be secondary as we have baseboard heaters in place) and more importantly as we are a volunteer run place, many people do not understand wood stove and the importance of cleaning chimneys, etc. Greg feels it is too big of a risk unless we use an outdoor stove situation. Robert S. agreed wood stove is too big of a risk. Maria spoke in favour of wood heat, the benefit that it provides is much greater than any danger.

Greg spoke in favour of solar. Robert Baker shared an opinion with Steven, who spoke out against wood heat due to inexperienced users.

First step – speak to the insurer (Maria agreed to do so).

Steven said to install 1 fireplace is the same cost as baseboard for the whole house. Carsten will speak to Jeff about the cost of a heat pump for future consideration.

Rose asked what our secondary source of heat would be if we don't install wood stove? Steven and Greg both use portable propane heaters that are formulated for indoor use in case of power outage, and could be purchased for the Centre.

d) **Future Development** – Steven – we have money to finish the AT bathroom, drywall and plumbing. At that point we need to look at what we do after that.

We are going to hold courses soon we need to have a plan soon.

Carl agreed to take on the task of creating an overall plan and the cost to get us to “occupancy” for holding courses but would like someone to work with him. Steven suggested Peter, and Carsten will also help, and Steven will advise. Rob asked when could that information available, and Carl said by the next Trust meeting. We need an accurate, standard price to complete the project to holding courses on site and then the Finance Committee can do its thing.

e) **Children on Site/staying overnight** - Rosie – is it allowed? Can old students bring their children and tent onsite? Greg offered his yard if it is a problem for anyone. Rosie spoke in favour of allowing children on site. Do they need to sign a waiver? It might be a good idea for all volunteers to sign a waiver as they do at other Centres. Rosie to check with Evie around liability. Tristan said he didn't think a waiver has any strength, and Robert S. said that if parents were asked to sign a waiver, they would at least be made aware that there are hazards on site. Steven – Centre Manager Role & Stipend – We paid Cameron a \$400 wage and he understood that he was responsible for his own accident insurance when he was paid rather than volunteering. Centre Manager position is volunteer and so they are covered by our volunteer insurance coverage.

f) **Centre Manager** - Robert S. asked if we are exploring a full-time Centre Manager position? Steven said Cameron is interested, and Rosie is also interested but cannot commit to long time periods.

Robert S. asked if Cameron was monitoring volunteer behaviour, etc while he was here? Steven said Cameron wasn't specifically being called the Centre Manager while he was here. Steven wanted to see the Trust's interest in ensuring that there is somebody on site at Dhamma Modana as much as possible to help facilitate the completion of the Centre, and whether we'd offer them a monthly stipend to do so. And at our current monthly Dana income, a Centre Manager paid \$400 per month would max out our budget, which is something else to consider. Lots of good points to consider, and setting precedent by paying a stipend may put us in a difficult position down the road. More discussion required.

Outreach – Tabled until next meeting.

g) **Donated Items Stored at Maria's place** – Maria's neighbour donated appliances (fridge, stove, washer and dryer), windows and cabinets from their kitchen which are currently stored in Maria's garage and need to be brought to Dhamma Modana. The plan is to rent a truck on the weekend (Sunday March 12th), pick up in Victoria and unload at Dhamma Modana, need

volunteers to assist with load and unload. Steven and Maria to make arrangements and let volunteers know.

7. DECISIONS OF THE TRUST –

Proposal – to approve \$250 to purchase and install a 2nd fan in upstairs bathrooms. Approved.

8. TASK LIST

- * Edith to speak to Jim Swift to see if the link for virtual sittings can be added to the Dhamma Modana website.
- * Robert S. to put together wording for a sign informing of Centre behavioural guidelines for volunteers and Centre workers working on site and forward to Rosie for production.
- * Rosie to check costs to print sign.
- * Steven to check specifics of accepting donations of any type from non-meditators.
- * Carsten to speak with his cousin about the possibilities of dealing with the tree scrub and grading the property for water drainage.
- * Greg to speak to Jim Swift about Dhamma Modana New Student page and why there is no schedule page linked to Dhamma.org to show children courses, work periods, blog, etc.
- * Carsten to speak to Jeff about the cost of installing a Heat Pump in the Dhamma House.
- * Maria - to speak to our insurer to ask how installing a wood stove as a secondary heat source would affect our rates.
- * Rosie to check with Evie around liability of having children on site, and if waivers are necessary.
- * Carl, Peter & Carsten to price out finishing the Dhamma House to lock-up for the next Trust Meeting.

9. Review New Tasks – Completed.

10. Evaluation of Meeting – Completed.

11. Future Meeting: Sunday, April 2nd, 10am sit, 11 am meeting at Dhamma Modana.

12. Meditation (3 minutes)

Meeting adjourned at 4:35 pm.

Metta.

Committee Reports

Building/Operations Committee:

Fire protection

Our application went to the Electoral Area Services Committee early December and passed, and then to the regular **CVRD** board meeting on December 14, again passing.

The bylaws are being changed now and Jason De Jong and his committee are updating the maps. It goes to the Town of Lake Cowichan board in March.

It's a slow process, but it seems to be moving forward steadily. I email Jason at least twice a month. Especially since we had applied in 2006 and were told it was a requirement of our rezoning application and then it was dropped. They are aware of this in the CVRD.

Insurance

June 2, 2017 I requested construction insurance and actual building insurance. I told them that the Trust had committed funds for the upgrade the house and barn for our \$112,000, approximately split \$50,000 for the workshop and \$72,000 for the house and barn. So on June 21, we were covered at a combined 'Actual Cash Value settlement' of \$112,000 with Sewer back up coverage.

Construction insurance was also added:

Permission is hereby granted:

(A) To make additions, alterations, renovations or repairs;

(B) To do such work and to keep and use such articles, materials and supplies in such quantities as are usual or necessary to the Insured's business.

In early December, I wrote the insurance company again, when we had spent over \$200,000 on the project, asking to increase our insurance. There are 2 ways of calculating insurance. The 1st is Actual Cash Value, which means that we decide the value. It has to be a reasonable value in the eyes of the insurer. This was the method we had used when we 1st placed the shell of the house and workshop on the land.

The 2nd method is Replacement Value, which is calculated by a formula in which the square footage, the bathrooms, etc. etc. is input, and the assessor decides on the value. This is the normal method that is used to calculate insurance values. However, this method calculated a replacement value of \$480,000 for the house, which we knew was too high, so after much discussion between Steve, Robert and myself, we agreed on a replacement value of \$400,000 for the house, and \$50,000 for the workshop. At 1st, we were leaning towards insuring the house for \$350,000, but they have to include hauling away debris, which in our case, was calculated to be \$35,000, so we finally decided on \$400,000 for the house, as well as \$50,000 for the workshop. There still is construction insurance in place.

Maintenance Committee Report

YARD

2 dump runs for construction garbage, \$37.80 & \$33.60, recycling & compost

2 small bonfires of lumber. John suggests we transfer any unpainted/untreated wood up the hill for Dhamma Hall stove, and burn all other woods. I suggest we pay \$120/tonne for painted wood, particle board, and plywood disposal and enjoy a nice off-the-driveway, and haul stove-length unpainted pieces up the hill. Randy suggests we hire a big excavator for a 2 day burn of it, including all tree stumps. I'm sure everyone has varying ideas :-)

Snow plowed twice by Randy (2nd time gratis, when the power went out)
Snow shovel was a great purchase. I enjoyed that task :-)

Randy dug a hole for old drywall (marked on site map) 12' deep, packed and covered it (Unclear if this was meant to be in the report. Are reports public, on-line, like at Dhamma Kunja?) We also threw in the toilets, less their seats and hardware for possible outhouses. Kept the bathroom sink also.

WORKSHOP

Steve and I ascertained smell is boards from cement work and not rodents. No droppings found. Lifting boards to aerate is on the Task List board.

TRUCK

Fill: Gas \$80 (and still not full!)

Oil 1/2 litre of 10w30 (found outside with antifreeze, I assumed it was for the truck; later saw 5w30 was w/oil change in September)

Windshield wash fluid 3 litres, found inside truck

Due for an oil change 6983km ago

Transmission ok'd (Victoria) 34,000 km ago

Started a log book of truck service in sectioned scribbler by telephone

HOUSE

Internet functioning best when nothing else is plugged to its electrical outlet by front window. This circuit is shared with the west wall outlet in (former dining area) which houses a radiant heater and table lamp. Breakers have tripped many times with 5 heaters and John's generator... slowly indicating in pencil on the fuse boxes which breakers are which room.

Moving the generator from the workshop and installing it for the next power outage is on the Task List board.

House flies have laid eggs in the front window east edge. Two and 3x daily vacuuming for the past week is slowly arresting the abundance. They have migrated downstairs to the south facing windows too. Chaulking the picture window is suggested by John.

DHAMMA HALL & LAND

Storage shelf removed from male entry way, female side will also be moved to house or workshop.

Fir and Alder trees toppled on path/road and have been moved

Hall restocked with firewood and new disposable lighters

Outhouses are developing mold and on Task List for cleaning.

Add Septic report from Steven (email?)

The whiteboard presently has 22 tasks listed. Are we planning for a spring work party? We also need more 'what is vipassana med' pamphlets. I found none in the Metta Day box and John gave mine to an interested clerk at irly bird builders.

Building Committee Report

Installation of the vapour barrier started by Cameron was completed by Peter with help from John. The building Inspector was impressed by the quality of the job and we have the go ahead to put up drywall in the upstairs.

Given the move to complete some of the rough in plumbing for the upstairs bathrooms, we need a plumber to sign off on that work before we can drywall the basement ceiling. John, who is looking after that project, will make certain that happens.

Gordon'n'Gordon Interiors and Slegg Lumber very kindly donated the necessary drywall required to finish off the upstairs. This includes two bathrooms, the previous porch area of the house and the front entryway/ hallway to the house. Peter had approached them to see if we might get an installers rate for the house, and they stepped forward with the donation. It's possible we'll also get a discounted rate for future drywall purchases. Much gratitude to both these companies!

Peter, a retired local builder, has offered to oversee the installation of the drywall on Monday with a couple of other volunteers. The heavy lifting for the work on the ceiling should be completed on Monday and the rest will proceed after that, depending up volunteer availability. We suggest that an extra layer of drywall is hung over sound bars on the wall separating the two bedrooms, for sound proofing. We may have enough drywall on hand to do this job, but the sound bars will need to be purchased.

John has been at the Center for over two weeks now, covering a variety of jobs beyond what he's been hired to do. He's volunteered his time in that capacity.

Bathrooms

The plumbing is pretty much completed in both bathrooms and they are ready for drywall. Both John and Peter suggested we replace the existing fan in the original bathroom, as it's presently vented into the attic space. Getting a new fan will make it easier to connect both bathrooms together and vent out through the roof. The build of the rafters doesn't allow access into soffits to vent out in that manner. This would add \$250 to the existing budget.

Moving forward:

As money permits, we recommend to the Trust that once the drywall is mudded and taped, we proceed with painting all walls and removing the existing carpets. Following that, baseboard heaters be purchased and installed throughout the top floor of the house. This job may be done by volunteer labour, but would need to be inspected and passed by Miller Electric or another certified electrician. Miller Electric has offered to work with our volunteers at the Center. Hire Miller Electric to hook up the panel in the Work Shop. This will give us a proper building area outside the house.

Build the second counter in the kitchen and replace the present hardware on the cabinets with something easier to keep clean.

As for drywall for the basement of the house:

We spoke to Keith regarding what code differences there might be for a building of this size and use. We were told that using 5/8" fire rated drywall on all walls, with roxol safe and sound batting inside both the walls and ceiling, with two sheets of 5/8" drywall in the ceiling would suffice for the fire rating.

This is a more expensive route to go, however it has the added benefit of being much better for keeping sound transfer down as well as being safer. **The Committee recommends going this route, but this should be discussed with the Trust for their input.**

A more detailed list will be shared towards the end of March as the present jobs are completed. All of this work falls within the Phase 3 plan.

VIVA TREASURER'S FINANCIAL REPORT

February 26, 2017

VanCity Balances (February 26, 2017)

Membership shares	\$70.78
Chequing acct -	\$4414.06
Savings account -	\$8974.95
Cash on Hand:	\$4099.25

Outstanding Cheques	\$289.74
----------------------------	-----------------

Loan Interest -	\$900.50
------------------------	-----------------

Day/Group Sitting/Monthly dana	\$75.00
---------------------------------------	----------------

One-time dana	\$1000.00
----------------------	------------------

Current Monthly Dana Totals as at February 26, 2017

# of Old Students	Total Monthly Dana
8 Visa/Mc	840.00 – chequing acct
27 Auto Debit	1389.00 – savings acct
4 Canada Helps	42.46 – chequing acct
39 Students	2271.46

Monthly Dana Totals as at October 6, 2016 (previous Trust meeting)

# of Old Students	Total Monthly Dana
9 Visa/Mc	840.00
27 Auto Debit	1,069.00
2 Canada Helps	86.00
38 Students	\$1,995.00

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

Building Project

\$215,505.60 total spent as February 21, 2017

Breakdown:

\$2,436.28 spent of \$6000 approved on January 28, 2017 for the bathroom projects

\$20,563.16 spent \$25,000 approved for phase 3 occupancy

\$103,338.95 spent for phase 2

89,167.21 spent; \$93,000 approved for phase 1

Operations Committee Report

Fire protection

Our application went to the Electoral Area Services Committee early December and passed, and then to the regular **CVRD** board meeting on December 14, again passing.

The bylaws are being changed now and Jason De Jong and his committee are updating the maps. It goes to the Town of Lake Cowichan board in March.

It's a slow process, but it seems to be moving forward steadily. I email Jason at least twice a month. Especially since we had applied in 2006 and were told it was a requirement of our rezoning application and then it was dropped. They are aware of this in the CVRD.

Maintenance Report

YARD

- 2 dump runs for construction garbage, \$37.80 & \$33.60, recycling & compost
- 1 small bonfire of lumber. John suggests we transfer any unpainted/untreated wood up the hill for Dhamma Hall stove, and burn all other woods. I suggest we pay \$120/tonne for painted wood, particle board, and plywood disposal and enjoy a nice off-the-driveway, and haul stove-length pieces up the hill. Randy suggests we hire a big excavator for a 2 day burn of it, including all tree stumps. I'm sure everyone has varying ideas :-)
- Snow plowed three times. Once by Bob and twice by Randy (2nd time gratis, when the power went out)
Snow shovel was a great purchase. I enjoyed that task :-)
- Randy dug a hole for old drywall (marked on site map) 12' deep, packed and covered it (Unclear if this was meant to be in the report. Are reports public, on-line, like at Dhamma Kunja?) We also threw in the toilets, less their seats and hardware for possible outhouses. Kept the bathroom sink also.

WORKSHOP

- Steve and I ascertained smell is wet boards from cement work and not rodents. No droppings found. Lifting boards to aerate is on the Task List board.

TRUCK

- Fill: Gas \$80 (and still not full!)
Oil 1/2 litre of 10w30 (found outside with antifreeze, I assumed it was for the truck; later saw 5w30 was w/oil change in September)
Windshield wash fluid 3 litres, found inside truck
- Due for an oil change 6983km ago (don't believe this is correct/Harry will know)
- Transmission ok'd (Victoria) 34,000 km ago
- Started a log book of truck service in sectioned scribbler by telephone

HOUSE

- The phone and internet were hooked up in December
- Greg installed several phone jacks throughout the house, where appropriate
- Internet functioning best when nothing else is plugged to its electrical outlet by front window. This circuit is shared with the west wall outlet in (former dining area) which houses a radiant heater and table lamp. Breakers have tripped many times with 5 heaters and John's generator... slowly indicating in pencil on the fuse boxes which breakers are which room
- Moving the generator from the workshop and installing it for the next power outage is on the Task List board. (this needs discussion)
- House flies have laid eggs in the front window east edge. Two and 3x daily vacuuming for the past week is slowly arresting the abundance. They have migrated downstairs to the south facing windows too. Chaulking the picture window was suggested by John as a way to stop them from returning.

DHAMMA HALL & LAND

- Storage shelves removed from male and female entry ways, to be used in the house for the time being.
- Fir and Alder trees toppled on path/road and have been moved
- Hall restocked with firewood and new bic lighters
- Outhouses are developing mold and on Task List for cleaning

Septic and Water Maintenance Records

The water UV Filter was fixed by mid January and is now functioning properly. The UV bulbs last one calendar year and then need to be replaced.

The Septic alarm went off early in the year due to the floats getting tangled in the second holding tank. Shane from Dig'n Haul came to the property and fixed the problem with no charge. There are two holding tanks, the first (closest to the house) is the larger and has two

compartments. The second has several floats for activating and shutting off the pump, as well as one acting as a safety measure to keep the pump from running the tank dry.

A small essay of photos will be entered into Drop box showing the layout of the field and how the system functions. That task is ongoing.

A file collection has been started in the kitchen which should be moved into an appropriate office area once the upstairs renovations are completed. These files will contain all the manuals and schedules for running, trouble shooting and maintaining the house systems. This is particularly important for the Septic System, as without proper maintenance, Lakeside Dig'n Haul will not cover any system failures. An online and physical calendar should be created so we can track these kinds of things from several different angles. This way, if we don't happen to have a Center Manager at an important time period, a person involved with the Operations Committee would be able to track this and make sure the job was covered from home.

Maintenance Committee Task List

March 5 / 2017

- Build signs – 2 x private property, post one beside bridge, highway side 1 Center sign
- Little roof cap for the electrical box for the septic system. It should protect the box from the elements, but keep it visible and accessible
- Fill pot holes with fill from gravel pit
- Lay wood chips over existing walking paths on the upper property
- Clean mold from outhouses
- Add frosted window to lower outhouse ... on the upper sides or back
- Put up matching profile tin roof on the rear of the pump house –over existing roll on roofing
- Purchase “new” 250 gallon water tank to replace the broken one
- Hookup the water pump to the pump house system when warmer weather permits
- Wash all cushion covers
- Set up dining tents in late spring
- Go through all sitting and sleeping blankets and material in the container and re-store in new bags
- Oil change for Center truck if necessary
- Start collecting / harvesting wood for timbers and firewood

Outreach

Face book posts

- notifying students of work periods
- need for volunteers for particular jobs
- offer for paid work?
- Events / Children's courses, etc
- Day Sits / Day Sits at all locations
- Committee meetings

Outreach Material

- Inventory, condense and update Metta Day Display materials (kept in the Container above the AT mattresses)
- Blog posts on the Website

Review of Committees

March 5 / 2017

OUTLINE

Planning Committee –

- Define the direction and scope of all building and development for the Center. Set Budgets for building projects in concert with Building Committee. Present recommendations to the Trust.

Building Committee –

- Act as Project manager/ oversee all building projects. Hire and deal with contractors, sub-trades, volunteer run projects, oversees budgets. Updates Trust as projects progress. Any substantial changes to plans would be vetted through the planning committee and then the Trust.

Operations Committee –

- Center manager liaises with workers on site and looks after the maintenance and running of the center. Connects with Outreach to help with volunteers and visitor to the Center.

Landscaping Committee

- Work in tandem with Planning Committee to design and maintain the property layout and development of trails, gardens, logging activities and possibly road maintenance.

Outreach Committee

- Act as a hub for all Dharma activities, on and off the Center
- Responsible for all off Center and Center group sits / Day sits
- Connecting and keeping track of Volunteers and their specific skills and availability through an updated data base – this information to be shared with the other appropriate Committees.
- Responsible for the collecting and forwarding Dana to the Finance Committee.
- Creating and maintaining all public information – Website / pamphlets / Metta Day display materials
- Maintain and update Facebook site
- Website Committee falls under this heading

Finance Committee

-

Registration Committee

- Look after Registration for courses and update information as needed on the Website

Course Committee

- Responsible for all multi day courses on and off the Center
- Course set up, take down (if necessary) –

- Food shopping
- Sufficient numbers of volunteers to set up and serve the courses – liaise with Outreach Registration, Center Manager/s and Operations.