

The Vancouver Island Vipassana Association

Trust Meeting

Date: Sunday, May 7, 2017 **Location:** Dhamma Modana Dhamma House

The meeting immediately followed a one hour meditation session.

Meeting Time : 11:10 am

Attendees:

Facilitator: Rob **Secretary:** Kim

Speakers' List: Maria **Timekeeper:**

Task List: Kim

Trust Members Present	Trustee/AT Regrets	AT's Present	Friends of Trust	Trust Members Attending Remotely
Rob Weaver	Jesse Pafford	Evie Chauncey	Cameron Hok	
Kim Weaver	Robert Strand		Deb Harding	
Carl Wolford	Edith Strand		Maria Van	
Carsten Hunter	Steven Armstrong			
Robert Baker	Harry Mensink			
	Emony Nicholls			

Quorum: 5 of 8 of trust members in attendance

COMMITTEE	COORDINATOR	MEMBERS	A.T. ADVISOR
Planning		Carsten, Rosie, Keith T	Steven
Operations		Carsten, Cameron, Steven, Rosie	Greg
Building		Carsten, Carl	Steven
Finance	Robert	Tristan	Evie
Outreach		Rob W.	Doug Cooper
Registration	Rob W	Jim Swift	Edith
Courses		Janet, Rosie	Robert S
Landscape	Rob W	Stephanie, Anas, Kim, Emony	Evie
Children's Committee	Elyena & Greg	Kim	Elyena & Greg

Opening Formalities

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

1. Announcements:

- a) Emony Nicholls has joined the Trust.
- b) Janet Beck has stepped down from the Trust.
- c) Rob Weaver has completed the Registration training with Jim Swift.
- d) Signs for Children Course – Evie is still trying to get the signs.

2. Corrections and approval of past minutes: Minutes of April 2017 approved without corrections, to be posted to Dhamma Modana website.

3. Last Meeting's Tasks:

Steven to check specifics of accepting donations of any type from non-meditators.	Completed
Deb and Edith to work on budget for furnishings.	Ongoing
Carsten to speak with his cousin about the possibilities of dealing with the tree scrub and grading the property for water drainage.	Ongoing
Kim to speak to Jim Swift about New Student page on D. Modana website and why there is no schedule page linked to Dhamma.org to show children courses, work periods, blog, etc.	Completed
Kim to email approved minutes to Jim Swift to post on Modana Website.	Completed
Evie to contact Jim Swift to create a link from D. Surabhi site to children's course info on D. Modana site for ease of registration and information.	Completed
Greg to ensure links exist on D. Modana site for volunteers to the CRC site.	Ongoing
Steven to speak to Bill Simoes to begin further investigation around expanding rezoned area or rezoning both areas.	Completed
Evie to email Kim information on effect on insurance coverage if wood stove installed.	Completed
Cameron to check with Jon & Rose to see if they had moved items in the storage container/pump house.	Completed
Cameron to report break in to Dhamma hall to the Lake Cowichan RCMP.	Completed
Steven to talk to Tim to ask about welding a gate for the bridge.	Ongoing
Carl/Cameron to see about repairing the Dhamma Hall door.	Completed
Cameron to check with Michael (donor) around moving items, possibly Easter Weekend and ongoing to move donated items from farm to Centre, and communicate to Kim to call for volunteers to assist.	Completed
Cameron to hire Bob Simpson to dig test holes ASAP for further exploration of septic system possibilities.	Completed

4. Decisions of the Trust made between meetings:

- a) To approve contract between Dhamma Modana and Cameron Hok. Approved.

5. AT Report – None this month.

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

a) Planning Committee - Carsten – none this month.

b) Operations Committee – Cameron – Rosie and Derek have done numerous dump runs to clean up the grounds, and cut holes in the outhouse for light. Cameron is working on putting up new Dhamma Modana sign at front gate.

Purchased 2 water tanks, in the process of sourcing new hoses.

Plumbing & electrical - Jon has had electrician and plumber at Dhamma Modana this month, coming back next week. Also working in putting a new thermostat for the hot water heater.

Shane looked at septic and had some really good ideas about where to place the system and how to move forward (report attached). Carsten asked about maximum capacity, and Cameron said he ballparked 100 users. The initial discussion was surface level, and requires decisions meshed with planning and design committee going forward. Septic Committee to move forward with planning the septic system. Maria spoke with Jon Waters today who wanted mentioned a cold air return near the front stairs, and he thought it would be a good idea to keep one cold air return between upstairs and downstairs, but possibly move it. Cameron said it might affect fire safety and separation of upper and lower floors.

Jon also told Maria that Gary the electrician will be here on Tuesday (May 9th) and if the Trust has any questions we could leave a list for his visit. Carl said there is a thermostat in the wall behind where the fridge is to be placed. Carl also said we may want to address where circuits are to be placed. Cameron will mention these items to Gary.

c) Building Committee – Carl (report attached).

Evie said 2 questions are interwoven into Carl's question (in the report): What is involved with Public Assembly, and what would it cost. Evie said Bill Simoes is organizing the investigation into rezoning, and thinks we should hire someone to do so. Bill will be back in June and this process will begin in June.

Evie has sent a question to the Insurance company to ask can we hold courses with 20 people in this location, and we are waiting for the answer to that. If the answer is No, what will the building committee do then? If they say Yes, what would the building committee do? It would only answer what we could do, not what we would do. The Building Committee would then decide which direction we'd head.

Those who may be willing to give Dana to Dhamma Modana may want to know how much it will cost to finish off the house, and it would be good to have those answers. Cameron said Keith, Steven and Cameron did a walk-through in the Winter and said he has an idea and list of the areas that would need to be changed to use the house for public assembly. Keith said he would have to check the costs of each of the items, but he was confident of the items themselves, and Cameron didn't think Keith would charge a lot of money to help us to get to this point. Perhaps a building inspector would be a good resource for this question.

Deb said it is important to know the insurance company's answer before moving forward, even if we don't have the zoning in place. She spoke in favour of bringing the house to public assembly standards regardless of the insurance company's answer.

Rob said we had already established that people can stay in the building/house while it is being renovated, which leads to how many people can stay in the building? Can we have a 10 day course for old students?

Evie – sequence seems important – if the insurance company says yes to old students, we move ahead there. In answer to Rob's question, we can have servers staying here while under construction, in the preparation of a residential house but may look at the business of holding courses in a different light.

Returning to the cost of bringing the house to “public assembly” standards, what will that cost? If it is a vast difference between old student use and “public assembly” use, that would affect her decision on how to move forward.

Cameron said he had the impression bringing the sound and fire rating to public assembly standards would be a good thing anyway for old students. He said if we can’t get the zoning for Public Assembly, there’s no point in investigating it.

Carl said Public Assembly is more extensive than fire and sound rating – it deals with everything from porches to door knobs to wheel chair accessible bathrooms. If we don’t go for the public assembly rating, even if we just go for residential rating, we do the best we can for fire and noise.

Deb spoke again to the importance of insurance for liability, and that is her primary concern.

Deb said that the cost of making the Dhamma House “public assembly” is very high. What if we take apart Carl’s question: Can we do 2 things: Finish the house AND ask Bill Simoes to carry on with investigating rezoning and public assembly. If the Insurance company says they will NOT cover old students staying in the house, will we still finish the house?

Cameron said we actually don’t know what the cost will be to bring the house to public assembly standards, and making the decision without this information is difficult. How do we get to this decision? It seems that over the winter we’ve shifted from a focus on public assembly to residential use. Can we form a committee to investigate these possibilities on the costs to bring a house to public assembly usage? Deb has offered to sit on the committee.

Carl said right now we’re spending, time and energy and we want to be doing that towards a real goal and completion. As questions arise, sometimes we have to shift our focus and take a new direction.

Cameron feels like we are at a fork in the road, and we don’t have enough info to decide which fork to take.

Evie said if we are waiting for the Insurance company’s response, and for Deb’s investigation of the cost to complete the house to public assembly, are there things the building committee can continue to do in the mean time?

Carl said the information about public assembly usage colours many of our decisions.

Cameron said collecting information will take some time. They can begin work on the exterior of the shop – there are still many tasks to complete.

Maria would like to form a focus group to investigate what it will involve to bring the house to public assembly and/or residential standards, and move ahead after that.

Maria clarified – if the Insurance company says Yes to old students at the Dhamma House, we finish the house for this use. If the Insurance company says No, we finish the house as a caretaker house.

Maria made a proposal to form a focus group to answer two questions: What are the costs to complete the Dhamma House to residential standards and public assembly. Discussion ensued.

Rob said he feels we started the project with a mind to holding old student courses in the Dhamma House and now it has morphed to public assembly and holding new student courses at the house.

Evie said the idea of public assembly was never considered when the Dhamma House project was begun. She supports the idea of a focus group to explore the questions.

Carl spoke strongly to have a solid plan in place for financial planning and retaining volunteers who have generously donated their time and skills. Decision to delay any further exploration of public assembly until we get an answer from the insurance company on holding old student courses in the Dhamma House.

Break for Lunch at 1:25, resume at 2:05.

Three Minute Meditation.

Proposal made to halt work on the Dhamma House until we hear from the Insurance Company read, discussion ensued.

Rob spoke against this proposal so as not to halt the energy of forward momentum and sending a message to the community that we don't want to send.

Deb spoke against the proposal as we want to move forward with the residential house regardless of the Insurance company's answer.

Carl spoke against the proposal as we have an agreement with Jon Waters to complete both bathrooms and we also have planned to enclose the stairwell with 5/8 drywall anyway, which would be well within residential code, and keep the continuity of the energy moving forward.

Cameron spoke against the proposal as we have two volunteers coming from Dhamma Surabhi next week and there are jobs to be done on site, including the outside of the workshop, to keep people busy and he'd like to move ahead with them.

Proposal called – To halt work on the Dhamma House except for finishing one bathroom until we receive an answer from the Insurance company on their requirements to hold old student residential courses. (Defeated unanimously).

Evie summarized that she sees the group as much less focused on public assembly and refocused on finishing the Dhamma House to residential standards (and hold Epic Group Sits in the Dhamma Hall).

Evie said she saw an email from the Building Committee saying the estimate to finish the upper floor above what already budgeted would be \$4,000.00 (report attached) excluding flooring. The Building Committee confirmed this amount.

Is the Building Committee working on a budget to finish the lower floor? Carl has begun work on these numbers and will meet with the Building Committee to provide a total number to complete the lower floor for the next Trust meeting.

Deb Harding left the meeting at 2:30 pm.

Finance Committee – (Robert and Evie) (reports attached)

Outreach/Registration Committee – (Rob)

Rob is trained on the Registration portion of the website, and is hoping to implement the Work Party component of the website. Robert said in his experience with making volunteering available by registration only, some people is intimidating to some people. He doesn't think it should be registration only, but thinks it would be great in combination with our email component.

Cameron said he prefers not to be the coordinator for weekend work parties. He is happy to arrange accommodations, but would like someone else to coordinate.

Rob said the process to organize a work party via the website is structured and he would like to begin to organize Dhamma Modana work parties this way with Cameron's input for tasks.

Discussion around work parties vs volunteers. Cameron says he sees lots of volunteers coming and going, and sees work parties and other volunteers working concurrently.

Cameron also asked if we could promote volunteering and work parties at the Day Sits, and sometimes coordinate work parties with day sits throughout the summer. (3rd Sunday of every month through to the end of October)
Cameron, Carl and Rob to coordinate work party dates over the summer, possibly in conjunction with the monthly day sits.
Proposal to plan monthly work party and post to DM website.

Landscape – (Rob) Stephanie and Anas were to meet for a walk around the site but were unable to come today. Carl said he'd like to see a designated parking spot up at the Dhamma Hall.

Children's Courses (Evie) – one child registered only to date. Evie said let's try to get some posters, but if we can't get some posters, we may need to cancel. Greg and Elyena will be back from course June 2nd and will leave the decision around whether to hold the course to them.

7. DECISIONS OF THE TRUST

* To plan and post to DM website a monthly work party for Friday and Saturday in conjunction with the Day Sits throughout the summer. (Approved)

8. TASK LIST

- * Kim to send April Minutes to Jim Swift for posting to Dhamma Modana Website.
- * Cameron to contact Laura at Dhamma Karuna regarding posters for Children's Course.
- * Kim to send Minutes of February to Evie to review for approval by Trust.
- * Rob to ask Jim Swift to investigate linkage from Volunteer link for Childrens Course to CRC site.
- * Evie to put RCMP file # in Drop Box for future reference.
- * Carsten/Cameron to look into renting a utility trailer to move remainder of donations from Michael to DH.
- * Deb Harding to pass name of man with a utility trailer to Cameron.
- * Cameron to email septic report to Kim for minutes.
- * Maria to email Building Committee report to complete the upper floor to Kim for Minutes.

9. Review New Tasks – Completed.

10. Evaluation of Meeting – Completed.

11. Future Meeting:, June 4th 10am sit, 11 am meeting at Dhamma Modana.

12. Meditation (3 minutes)

Meeting adjourned at 3:25 pm

Metta.

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Building Committee Report

HOUSE' UPSTAIRS

- Drywall work was completed in dining room
- Work in bathroom is progressing
- living room rug removed revealing an area of lino with underlay containing asbestos. We are talking about the situation and have ideas how to deal with the situation
- we decided to install 5/8" Fire Guard in stairwell. Have purchased matl and work will begin soon

OTHER:

We have had a searching discussion this past month involving Evie, Deb, Maria and Carl, about holding 10 day courses in the house/workshop as soon as is possible.

Questions that we want to resolve concern:

- (1) what Bldg Code, "Public Assembly" or "Residential", must we have in order to legally have the ability to do these courses and have insurance coverage for all involved in them.
- (2) Knowing the answers to #1, we can decide the direction we take in finishing the house and workshop and the costs of each option, and then carry on with confidence.

TO THAT END, we have more context and a Proposal before the Trust:

In (our) opinion there are 2 questions to be answered in order to move forward with the completion of the house.

The questions are about usage designation - RESIDENTIAL or PUBLIC ASSEMBLY, and ZONING.

1) What will it take to finish the house to the specifications of PUBLIC ASSEMBLY(P.A)

2) How big a deal is it to change the current zoning of the lower area from RESIDENTIAL to PUBLIC ASSEMBLY?

And who will research this?

3) Is the Trust willing to pay \$___ thousand dollars to hire someone (Keith?) to answer those 2 questions?

Information Needed to answer these questions:

- 1) - codes for all aspects of construction for a P.A building/house
 - assess current structure in relation to those codes
 - discern what needs to be changed to bring the current structure up to P.A
 - tally the cost of those upgrades
- 2) - will CRD (?) extend the zoning up top to include the house as P.A land
 - if not, what is involved to rezone the lower land to P.A - time and money

If the Trust choses to NOT explore the 2 questions, we move ahead and finish the top floor and the lower floor to RESIDENTIAL standards, and leave the ZONING as is.

VIVA TREASURER'S FINANCIAL REPORT

May 7, 2017

VanCity Balances (May 7, 2017)

Membership shares	\$70.78
Chequing acct -	\$9804.07
Savings account -	\$8983.95
Total – chequing & savings -	\$18,788.02
Outstanding Cheques -	\$293.44
Cash on Hand -	\$18,494.58
Loan Interest acct -	\$2252.39
Day/Group Sitting/Monthly dana	
One-time dana	\$3,600.00

Current Monthly Dana Totals as at May 7, 2017

# of Old Students	Total Monthly Dana
10 Visa/Mc	880.00
31 Auto Debit	1,309.00
5 Canada Helps	129.32
46 Students	2318.32

Monthly Dana Totals as at April 1, 2017 (previous Trust meeting)

# of Old Students	Total Monthly Dana
9 Visa/Mc	840.00
31 Auto Debit	1,389.00
5 Canada Helps	129.32
41 Students	\$2358.32

- **Note:** We now have a petty cash fund of \$300.00 available for small purchases. This fund is being kept at Dhamma Modana
- As a reminder, our current monthly operating expenses run approximately-\$1,868.

Evie's Financials Report:

As of May 5, we have spent a total of \$221,363 on the house. As of April 1 Trust Meeting, we had spent \$219,410. So we spent an additional \$1953 in the last month.

We approved 3 budgets at the last Trust meeting. The 1st was for John Waters for \$4000 to finish the bathrooms. Of the bathroom budget, \$717.50 has been spent, \$3282.50 remains. The 2nd was for \$2000 for the building committee to spend as they saw fit. There have been 3 purchases at Home Hardware, totaling \$425.56. So the remainder in that budget is \$1574.44. The 3rd approval was for Cameron HOK \$400 per month, and we have spent \$400 in the past month.

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Septic Committee Report

April 30, 2017

Cameron HOK

j.carcin@gmail.com

Hi all. What follows are some notes I took at each test hole. If anyone else cares to come look at the site I have numbered the holes (in my head, for now) to correspond with these notes. Overall, as mentioned before, Shane had said that based on his experience and based on looking at each hole, for things like soil structure, depth, root growth (roots growing at depth in the holes is a good sign) etc, that this site is a good one to look at seriously.

In all but the Hole One, (which is in a low lying area and we anticipated it to not be a good one) that soil was very well built of gravel, sand, and larger rock, and the clay was minimum four feet from the surface in all cases, deeper in some cases. Very promising.

Bottom single hole, closest to lower site/highway. Hole one - clay at two foot. Water seeping slowly, very dry day but recent heavy rain. Water in ditch along road. Didn't bother placing test pipe, filled hole back in.

Hole two, east of alder patch, nice and deep soil, gravel, sandy. At 4 feet, still haven't hit clay, still roots at depth, damp but no seepage. Looks like a great hole. Placed test pipe at four foot depth. Will check it next heavy rain. Hole was open 15 minutes and didn't show seep.

Hole three west of alders, next to road..

Hit clay at 42 inches. Hole open for 15 and some slight seep. Shane says it's a good hole. He also noted that usually would need 25 feet from a ditch as a breakout buffer (to prevent effluent from breaking through the ditch bank and becoming exposed) but that we could put inexpensive culvert in along the field and it would prevent that and it would pass. So the field could actual go quite close along the ditch on west side.

Hole four, middle east. The one with the old test pipe in, old pipe shown in pic. Four feet, no seep, good hole. Cleared and buried original pipe. It had a little root ball in bottom.

Hole five, middle west. Next to big stump by ditch. Four feet, no seep, some roots at depth. Good hole.

Hole six. Top east corner. Four feet, no seep, good hole. Chose not to bury pipe.

Hole seven, top west. Four feet to clay. Damp but not much seep. Good hole. Shane said we could put a relief trench full of drain rock uphill from intended field to divert a lot of water and 'dry out' the field some.

Pictures of these holes, as well as this report, can be found in Dropbox: 02 development; 03 infrastructure; 01 septic; septic upper block 2017.

The field looks very promising. We could even keep a lot of the trees when we punch in the pipe runs, as Shane said the septic line/runs would need ten foot 'strips' of trees and earth cleared to install the field, leaving ten foot 'strips' or runs of trees undisturbed.

Shane is available to discuss more about this site, now that he's seen it. I'm happy to answer more questions about it as well, but I have limited understanding of the details.