

The Vancouver Island Vipassana Association

Trust Meeting

Date: Sunday, November 6, 2016 **Location:** Dhamma Modana

The meeting immediately followed a one hour meditation session.

Meeting Time 11:20:

Attendees:

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

Speakers' List: Robert Strand **Timekeeper:** Robert Strand

Task List: Kim

Trust Members Present

Robert Baker
Rob Weaver
Kim Weaver
Janet Beck
Jess Paffard

Trustee/AT Regrets

AT's Present

Steven Armstrong
Evie Chauncey
Greg Lundh
Elyena Lundh
Robert Strand
Edith Strand
Cathy Poland

Friends of Trust

Deb Harding
John Bish
Benjamin Bish

Trust Members Attending Remotely

Quorum: 5 of 5 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 | Steven, Evie | Selina |
| Water | Carsten | Kyle, Carl, Bill | Steven |
| Registration | Jim Swift | 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 |
| 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: None this month.

2. Corrections and approval of past minutes: August 2016 minutes approved. September Minutes ongoing.

3. Last Meeting's Tasks:

| | |
|---|------------|
| Steven to scan contract with Last House Standing to Dropbox. | Completed. |
| Steven to talk to Carston about posting the Dhamma Modana and Private Property signs as time permits. | Completed. |
| Rose to forward breakdown of all signs by email to Evie to put into Dropbox. | Completed. |
| Harry to email date change for November Duncan Daysit to Robert. | Completed. |
| Harry to send cheque from Duncan Daysits to Robert. | Completed. |
| Steven to speak to Benjamin regarding septic dump and water line into the trailer. | Completed. |
| Evie to scan Utilities map into Dropbox. | Completed. |
| Steven to inquire to what stage the house needs to be completed to get occupancy permit. | Completed. |
| Evie to talk to Benjamin to let the Telus worker know we want internet and phone connection to be hooked up when we get occupancy. | Completed. |
| Robert to print a petty-cash form and bring to the Centre. | Completed. |
| Evie & Robert - To investigate the availability of student loans from old students for future reference. | Completed. |
| Trust Joint Task - To put out a newsletter with pictures of the specific construction projects (ie. doors, windows, landscaping, landscape beautification, siding, etc) as targets for those wishing to donate. | Completed. |
| Rose to create small sign for interior of truck notifying all drivers of truck must have 10 years driving experience. | Completed. |
| Harry to discuss truck insurance with ICBC and Robert prior to deciding on annual insurance for truck. | Completed. |
| Steven to talk to Last House Standing to ask if they are able and willing to take on the extra work of workshop, decks and stairs, and front entrance. | Completed. |

4. Decisions of the Trust made between meetings:

- Proposal to arrange for installation of land line and internet to Dhamma Modana site ASAP. (approved).
- Proposal to authorize Evie Chauncey to sign the BC Hydro takeover agreement electrical forms. (approved)

5. **AT Report** - Steven attended AT meeting beginning October in California. Discussion occurred around figuring out how to proceed with maintaining and increasing transparency since Goenka-ji passed on. Center Teachers oversee each centre and train others to eventually take over/replace in case of injury or illness or choice, so there is a succession flow. ATs are seen to oversee and guide. Steven shared it was an open and convivial meeting, and a lot of open discussion was encouraged with all included. Very positive experience.

Greg asked who makes the appointment of a Centre AT, and Evie explained Centre ATs are approved by all teachers in North America. The coordinating area teachers act as a consultancy board.

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

a) Operations Committee - attached. - Committee hasn't been as active, as building project is under a different heading/committee. We have a new task lists we can post - 5 items need to be tackled: workshop roof needs to be cleaned (moss, etc scraped off); we need firewood for the Dhamma hall (dead fall branches and downed trees); garbage cleaned up from building site to take to dump & burn garbage once fire insurance is back in place; use weed whacker and take down sapling trees beside the road (alders); and put up new Centre Signs.

Evie - fire protection report - Benjamin discovered the Centre had no fire protection (as the property is outside of area of Lake Cowichan fire protection). In 2006, we met with fire chief, had zoning application approved, and we assumed we had protection. In 2009, Carl understood that all of 8000 block of Youbou Rd were covered. Evie contacted CVRD and discovered we had not been paying for fire protection on our taxes. We have reapplied for fire protection to make sure we are covered by Lake Cowichan fire department, as contracted by CVRD.

b) Outreach/Inreach – Rob - Some discussion through emails about offering “thanks” to those who give dana or donate to the centre. Possibly annual update? Evie stated we send a letter out with tax receipts every December with an annual update, stating what their donation contributed to. Edith said she received the letter last year and said it was a beautiful letter. Evie suggested an email to new donors with a link to the blog to show where their money is going and stay up to date if they choose to. Who will do this? Evie asked Robert if he would send out an email to the donor for new/monthly donators with link to blog, and he agreed.

c) Finance Report – Robert – Report Attached. Robert to update Trust with annual operating expenses for the Centre next meeting.

d) Web Site – Steven – Ride share board changed for North American website and they tested it out on ours as we're not holding any courses. There was a question about safety and security with having it open to everyone. Now you only get a link to the ride share board a few weeks in advance specific to the course for which you have registered. Unfortunately it doesn't work for day sits, although this is being looked into, and should be operational again for one day sits beginning in the Spring.

e) Septic - Steven - spoke to Bill Simoes regarding relocating/finding a best location for septic field. Bill will work on this in the Spring and get a quote in place for type II system.

f) Landscape Committee – None this month.

g) Children's C'ttee – Elyana & Greg - Greg said he'd like to hold a children's course here in the Spring (April/May). They'd like to set a date and advertise for it. 2 Questions - if the Trust will approve, and does the Trust feel it's necessary to put up a bear fence for a 6 hour/1 day children's course. June may be a better month to hold course. All we'd need to do is put the dining tents back up. Elyana said they'd like 3 or 4 months to advertise the course. Our zoning doesn't allow for public assembly at the lower level (house) at this time, so the course would be held on the upper level. There are bears in the area. Criminal Record checks would be conducted. Proposal to hold 1 day children's course in June 2016 approved.

h) Registration - None this month.

i) 3 day Course Committee - None this month.

j) Water Committee - Steven - no updates for water on the upper level this month.

Lunch – 12:15 pm. Reconvened at 1 pm.

k) Building Committee - Steven - (report attached). Steven read his report. Deb asked if the water lines have been inspected prior to burying the lines as inspectors will want to see the lines to approve. Steven to check if lines have been inspected. Lots of pictures exist of all aspects of building and development that could be shown to inspectors if the lines have been buried.

6. DISCUSSIONS AND NEW BUSINESS

House Finances - Evie - (report attached).

- Greg asked, what is the cost to take us to lock-up (\$25,246),
- Should we borrow \$10,000 to get us to lockup?
- We have an offer of a \$10,000 loan.
- Should we borrow more money than the \$10,000 proposed to get the house to occupancy?
- How much to go from occupancy to running courses? Evie said we'd need to come up with a furnishings budget (for example, building bunk-beds & tables, and buying mattresses, dishes, etc.) to determine cost of getting to running courses, in conjunction with the cost of finishing the house/workshop.
- Greg asked if there is any chance to rezone to allow new student courses on the lower level (P2A zoning). Evie responded that Bill Simoes thought it would be fairly simple, with a rezoning committee, to extend the P2A zoning from upper level to lower level, although not certain at this point.
- We could start running old student courses once the occupancy permit is granted for the house without rezoning.
- Steven said we could install the locks and lock the buildings, and not spend another dollar (not recommended). However, that would not include insulation or baseboard heaters, and therefore mold may set in which could cause damage.
- Steven would like to recommend we finish the wiring and get the plumbing & hot water tank hooked up so we have hot & cold running water (baseboard heaters are included in current electrical quote).
- Evie stated she'd really like to ensure we set up a loan repayment plan and set aside the funds monthly to ensure swift repayment of any loans we receive.
- Robert Strand spoke in support of this, saying that ensuring any lender that we have a loan repayment plan in place also helps future lenders to have the assurance that there is a process in place to ensure repayment of any funds they may agree to loan. It sets a good precedent.
- Greg has agreed to be on site each day during the next week, answering questions and calling for backup when needed to monitor the budget items.
- Loan agreement will be drafted and notarized as a clear written contract between the lender and VIVA.
- Steven and Greg will work together to nail down costs to the end of Phase 2 (Lockup).
- Deb Harding and Edith Strand agreed to work on furnishings budgets with Steven's input.
- Need to change "Barn" to "Accessory Building" by going to CVRD for building permit.

Telus/Internet - Steven - Greg & Elyena have offered to pay for half the internet service to the Centre in exchange for use of the internet.

Guidelines for Volunteers on lower level - Discussion around whether meat is allowed as we're still in building phase. Unsure, Evie to check it out. Dogs/pets & electronics/music are okay (of the wholesome variety) as we're still in building phase. Also, a sense of gender segregation must be observed.

Where Are We Going? - definitely going to be holding 3 day courses, and Satipatthana course on site, but initial goal is for 3 day. Time frame? We'll be looking at this in the next few trust meetings but hopefully in the next year. Evie stated she sees it as sequential - once we get to lockup, then we'll need a budget to get to occupancy, and how are we going to get the money to get to occupancy. Then we'll need the furnishings budget and decisions on how we'll get the budget to finance the furnishing. So it's hard to say we'll be holding courses in June without all of the pieces in place. Robert said he would like to see all of the budgets built, put it all out there, rather than delaying planning the next phase until the previous phase is complete. A total plan should be in place. Steven said he would love to see a manager put in place to oversee the entire project and see it through to completion, and if we rely totally on

volunteer labour and organization it will happen, but likely at a slower pace. This may require hiring/paying a centre manager.

Deb Harding asked why only 3 day courses when we have already done so? Why not old student 10 day courses? Yes, this is definitely an option, and might inspire more old students to participate.

Steven said we could do 3 day courses without a walk-in cooler, but to hold a ten day course, we'll need a walk in cooler, which Steven feels confident we could build ourselves.

Goenka-ji always said, hold courses as soon as you can.

Newsletter - Janet wrote the last newsletter and it was awesome. Janet is willing to take on the next newsletter, but when? Spring when the budgets are complete? Steven said he'd rather it went out sooner rather than later including most recent updates and estimated budget to occupancy - this may assist us to hold courses soon!

7. DECISIONS OF THE TRUST –

Proposal - To hold a one-day children's course not using recordings in June 2017 on the upper rezoned site without erecting the bear fence, and criminal record checks will be done for servers. (approved)

Proposal - Trust approves spending of \$25,245 to take the house to lock-up with the proviso that the items in that budget are monitored individually. (approved)

Proposal - To accept the offer of a loan of \$10,000, interest free for the 1st year, and at prime for subsequent years with a 10 year repayment deadline. (approved)

Proposal - To have the Treasurer set up a loan repayment account and transfer funds each month to that account with the intention to repay the loan well within the agreed time frame for repayment, and with the option to withdraw funds from the loan repayment account if required. (approved)

8. TASK LIST

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

9. Review New Tasks – Completed.

10. Evaluation of Meeting – Completed.

11. Future Meeting: Sunday January 15, 2017, at Dhamma Modana.

12. Meditation (3 minutes)

Meeting adjourned at 3:35 pm.

Metta.

Operations Committee Report

November 06/2016

Task list:

- Clean workshop roof
- Buck up and split wood for Dhamma Hall fire place
- Clean up building site – garbage collected and taken to the dump/burn pile
- Build stands for all three center signs.

VIVA TREASURER'S FINANCIAL REPORT

October 6, 2016

VanCity Balances (October 6, 2016)

| | |
|----------------------------------|-------------|
| Membership shares | \$70.78 |
| Community Service Accounts 1 & 2 | \$41,746.46 |

| | |
|----------------------------|--------------------|
| Outstanding Cheques | \$22,103.51 |
|----------------------------|--------------------|

Cash on Hand:
Chequing acct - \$11,718.43 & Savings account - \$7924.52
For a total of - \$19,642.95

| | |
|-----------------------------------|-------------|
| Day/Group Sitting/Monthly dana | \$230.00 |
| One-time dana | \$15,450.00 |
| Duncan day sitting's & group sits | \$650.00 |

Current Monthly Dana Totals as at October 6, 2016

| # of Old Students | Total Monthly Dana |
|--------------------|-------------------------|
| 9 Visa/Mc | 840.00 – chequing acct |
| 27 Auto Debit | 1,069.00 – savings acct |
| 2 Canada Helps | 86.00 – chequing acct |
| 38 Students | \$1995.00 |

Monthly Dana Totals as at Sept 25, 2016 (previous Trust meeting)

| # of Old Students | Total Monthly Dana |
|--------------------|--------------------|
| Visa/Mc | 840.00 |
| 26 Auto Debit | 1,069.00 |
| 1 Canada Helps | 15.00 |
| 36 Students | \$1,924.00 |

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

.....

Building Committee Report

Nov 06/2016

Last House Standing Contracting left the House and Workshop project on Oct 28/2016. Due to a variety of unplanned events, they were unable to complete the work they had originally committed to completing, work we had defined as falling under the heading "Phase 2".

The following is a breakdown of where we are today with the project and sub-trades.

- **Electric:** Hydro arrived on site on Nov 2nd and they were able to connect the house to the new power pole with little trouble. Miller electric was onsite working at the time and were able to set up a working outlet for power. Miller electric have completed wiring on the ground floor and are now working connecting or rewiring the top floor of the house.
- **Water:** ABC Water had completed their work by the middle of September, but were unable to do a pump test with the center generator. Once we had power to the site a pump test was run and functioned very well. The water was clear, there were no leaks from the one coupling that needed to be monitored. The line was then back filled at the coupling (close to the septic storage tanks). The line connection at the well site was covered enough to prevent freezing, but still requires the full trench to be filled.
- **Septic:** Materials were delivered on Nov 3 and Shane arrived on site Nov 4 to begin work on the remainder of the septic system. He dug and laid in the field on Friday (past the new hydro pole) and then returned to trench and connect the tanks to the field on Nov 5. Have not yet heard if the system is ready for use.
- **Plumbing:** Plumbing the house and creating a secondary water and septic line to an area between the house and workshop (to act as a hook up for a trailer and eventually as a possible bathroom block) was completed at the end of Oct. However, the house plumbing is yet to be hooked up to the water system. We do not have a hot water tank, but we can order that and then have both systems connected, giving us hot and cold running water in the building.
- **Landscaping:** Some general landscaping was done while Last House Standing was acting as project manager, primarily flattening the area in front of the house, widening the main access between the house and workshop and then giving some attention to the backfilling slope around and away from the house. As it stands today, it's quite evident where there are significant amounts of standing water, which gives us a better idea of how to proceed with a property design which will facilitate the flow of water away from the buildings and general site use areas. There have been several discussions about how to approach using the site and that needs to continue so work can be undertaken in the spring when the water table begins to drop. It would be good to hire Randy for a few hours to back fill the remainder of the trench near well, add some gravel to areas around the house where water is pooling and possibly trench two areas to allow drainage off and away from the property.

.....

House & Workshop Budget vs. Spending

History:

Volunteers worked on the project from the time that the house was purchased April 4. Floor plans were drawn up, and the building permit was applied for. The house was moved onto the land May 27, and during the 1st week in June, volunteers began framing the footings. Once the permit was issued the end of June, the concrete footings were poured, for both the house and workshop. This saved us \$8200.

Review of August 14 Trust Meeting decisions and comments (comments are in black, minutes are in blue)

On Friday, August 12, Carl put together a partial materials list, and then, using those numbers, Benjamin, just after his arrival, did a quote for all 3 Phases. Benjamin was very clear that Phase 3 is probably quite high because he didn't have a lot of time to call suppliers, to confirm quotes.

Actual August 14 minutes:

Costs to date as of August 14: \$67,309. Projected to the end of Phase 1, \$91,622. To complete Phase 1, we need to spend \$24,313.

To the end of lockup (Phase 2) for the house and workshop is projected to be another \$85,206.50.

To obtain an occupancy permit (Phase 3) is projected to be \$41,060.

All 4 of Benjamin's estimates total \$257,997, say \$260,000. If we take out the contingencies Benjamin put in, it makes the total \$247,000. If we take out the barn, the estimate comes to \$207,000. This is \$50,000 higher than we estimated.

Benjamin thinks the house will be to the end of Phase 2 by the end of September.

The barn estimates are \$40,108.

The work on the barn was never part of the previous projected cost of \$150,000.

It will be helpful to review our fixed cost and income stream for the last 2 1 ½ years. Last year monthly dana was \$19,693 and the day sits generated \$4795, so our income was \$24,488. This year, projecting from June 30, it looks like our income will be about \$28,760. When we look at our fixed costs, last year they were \$9365, and this year looking like they will be \$9200. This includes Hydro, credit card fees, insurance on the land, directors and officers, and the car, as well as the accountant and auditor fees and the land taxes.

So last year our net income was \$15,523.

This year our net income is projected to be \$19,560.

Proposal - . To hire Benjamin/Last House Standing to complete Phase 1 to a maximum total cost of \$93,000 and Phase 2 including HVAC to a maximum total cost of \$86,000. The HVAC itself is \$12,000.

Review of Sept 23, 2016 Trust Meeting minutes

Phase 1 is complete, and cost \$89,067.21. \$93,000 had been approved.

Phase 2 has had \$31,546 spent, with an estimated \$41,216 in outstanding costs. This totals 72,763.

This was without the HVAC, which was \$12,000. So we seem to be very much on budget for Phase 2, for which we had approved \$86,000, with HVAC and 74,000 without HVAC.

September 23 DECISIONS OF THE TRUST

Proposal - To approve the expenditure of \$5000 to bring the workshop to lockup:

- \$900 - 500 material and framing up plus 2.5 days labour of \$400.
 - \$1200- materials for the doors
 - \$160 - labour for doors
 - 2500 electrical supplies including tech cable.
- Approved.

Proposal - to ask Last House Standing to complete decks and stairs, and front entrance from Phase III before the end of October at a projected cost of \$5000. Approved.

We renewed the contract with Last House Standing until the end of October.

Benjamin and Wade left the end of October, Ben Kyles and Cameron are still willing to work.

Current Picture as of November 6, 2016

Money-on-hand: \$19,462

Costs of Phase 2/3 to date: \$98,477.57

Approved for Phase 2: \$74,000 without HVAC (86,000 with HVAC)

Approved additionally: \$10,000 was approved at the September 23 Trust Meeting, for some Phase 3 items, so approval totalled \$84,000 without HVAC. If we don't use HVAC, we still have to factor in the cost of baseboard heaters.

So right now we are \$14,500 over what we've approved.

This would not be so bad if we were to the end of Phase 2, lockup for both the house and workshop, but we are not.

Review of Budget of Phase 2 versus Actual spending for Phase 2 shows an overrun of labour for Benjamin of \$7855. He estimated \$5000, and it came to \$12,855.20. He said this was because there was a change to the floor plans, which required lots of extra interior wall construction,

the addition of the AT bathroom upstairs, the modification of the kitchen, the removal of mold in the walls in the purple room, and renovating the area by the fireplace. It took an extra 2 days of 2 men working to get the electrical wiring in the workshop done. The estimate done for the back porch, which was supposed to include labour and materials, was unfortunately only for materials, and did not include a price for labour. The siding was only for materials, not for labor. He had not realized how large the 3rd back porch works. In addition, we hired Cameron, and Carsten for extra time, so the labour overrun is about \$10,000.

The 2nd overrun was the plumber. He overbilled us \$3214.71, which we caught-it was a repeat of a previous bill he had already sent us. The quoted price was for \$6429.42 and the actual cost, without the overbilling, was \$ 16,392. When I called the plumber, to inquire why it was so much higher, he said that was because we had added extra excavation for water lines and the upper plumbing for the bathroom and kitchen. When I called Benjamin, to sort this out, Benjamin did not know about one of the bills from the plumber for \$4222, so Benjamin is checking into this.

However, basically we have had 2 \$10,000 overruns.

Benjamin estimated \$5000 for electrical. This was not a quote, but just a rough estimate. We didn't know if this covered the baseboards, so Steve on Friday, Nov 4, spoke to Miller Electric, and Miller Electric said the \$5000 would've covered the ground level, but that it will be \$10,000 to do both floors.

There is also been overrun in materials, but because the bills come from the lumber store and are not broken down by category, this would be much more complicated to figure out, and it is not as large an overrun is anything else.

This accounts for basically a \$25,000 + overrun to the estimates.

Outstanding to do to take us to the end of Phase 2-lockup:

This was really difficult to figure out, because I had to sift through every item of the budget, to see what materials have already been purchased by Benjamin, and see what had not been done yet. I know that the larger amounts are correct, but I am hoping that I am not missing smaller material items.

Phase 2 Lockup House Estimate still outstanding:

Electrical: \$10,000

Septic: 7246.40

Insulation-\$3-\$4000

Soffits-\$200

Hot Water Tank: 600

Labour for 2 workers for one week-\$1500 (this is a guess as to time required)

Total: 23,546.40

Phase 2 lockup Workshop:

door \$1200

Phase 2 lockup House/Workshop Total still needed: 24,746.40

There is bound to be \$500 in materials needed that haven't been accounted for, so if we approve \$24,746 + \$500 for materials = **\$25,246**

On hand: \$19,462

To get to lockup, we would be running a deficit of \$5784.

Currently we have spent \$187,544.50 on the house/workshop, and this additional spending of \$25,246 to lockup would mean that the total is **\$212,790, to take us to lockup for both buildings.**

To get to completion, we would need to add in the Phase 3 cost, which is about \$25,000, although this number has not been refined.

So we can project that at the end of the day we will have spent over \$238,000 on the house/workshop.

Benjamin estimated that our costs would be \$247,000 with the contingency stripped out, and no volunteer labor. Our overrun, which is calculated on the breakdown of Phase 2 is in the 10% range, which was included in the budget with the contingency, which we stripped out.

There have been 2 large donations towards this project since the last trust meeting, one of \$10,000 in one of \$5000. Also there was a "flower power donation", whereby an old student put out flowers all summer at a community market, and asked for donations for the flowers towards building a meditation center, and these donations totaled \$450.

There is an old student who was willing to loan \$10,000 interest-free for a year, and then would be charging prime, because it is a loan from the bank at prime. There is a 10 year deadline for repayment. This old student has loaned to multiple times to Vipassana organizations over the last 30 years.

Another old student has also offered a loan by email yesterday, and we still need to investigate the details of this loan with this student. We know that it would be interest-bearing, from within a TFSA.

Phase 3 To Occupancy-rough estimate

railings for deck-all other materials purchased-\$1000

kitchen 2000

bathroom \$2000 x3 =6000

drywall \$7500

painting \$3900

interior doors \$1800

exterior painting and caulking \$1000 (original estimates that 500)

trim \$5600

flooring \$8000 (Benjamin's original estimate was \$5500 but that was before we realized that the carpet could not be used in the living room)

Total: \$36,800 for labour/materials. This is lower than the previous Phase 3 budget because we have already spent the \$6000 for the siding, the \$1500 for the stairs entry, and the materials of \$3500 for the deck.

Benjamin estimates that about half of that cost is labour, so material costs he thought would be less, but there are certain things that need to be done by professionals such as the drywall. Here is where we will really save again with volunteers. We just have to remember that this is a rough estimate that Benjamin has not refined.

The things that could be cut to actually get occupancy are the painting, but it's easier to paint before you put in the flooring, and some of the trim.

So the original estimate Benjamin made of \$240,000, without contingencies, was quite accurate. Today he said that you have to count \$200 per square foot for new construction, and \$100 per square foot for cookie-cutter subdivision construction. Our project is about 3000 ft.², so we are doing very well given those numbers. He said the reason that he always includes contingencies is you never know when there will be things like weather holdups, trades miscalculating like the plumber or electrician, mold or redesigns.

Our net income, as calculated above, is between \$15,000 and \$19,000. Costs will certainly go up, because we will need to add increased house taxes and insurance, as well as increased electrical bills.

Recommendations:

1. Take out a loan for \$10,000, conditions: interest-free for the 1st year and prime for the next 10 years. Draft loan agreements and have them authorized.
2. Approve the expenditure of **\$25,246**, including hiring 2 workers for one week and complete the building to lockup. (This would leave us an operating budget of \$4216, if we have a loan of \$10,000.)
3. Create a spreadsheet for the approved lockup items, and check on them bi-weekly and report to the Trust.

Discussion items:

1. Loan repayment: set aside \$450 every month, which is \$5400 per year. Repay the loan would be in just less than 2 years. Interest would then be \$270 for the two-year period.
2. Donations made specifically for the house would obviously go to the house occupancy project. Begin spending them on most urgently required tasks, with work parties run only by volunteers.
3. Once we actually move on to the Phase 3 occupancy items, create a spreadsheet for occupancy individual costs, and monitor approved spending biweekly.