

# **Vancouver Island Vipassana Association**

## **Trust Meeting & ANNUAL GENERAL MEETING**

**Date:** Monday August 24/14 **Location:** Dhamma Modana

**Meeting Time:** 10:00 am.

1. **Meditation:** 10:15 - 11:15 am.
2. **Opening Formalities**
  - 3 min. meditation
  - Round of introductions
  - Attendance
  - Review the agenda, add any needed items & prioritize
  - Set time for meeting & agenda items
  - Read trust meeting guidelines

**Facilitator:**  
Harry

**Secretary:** Robert

**Speakers' List:** Don

**Timekeeper:** Arnie

**Task List:** Don

### **Trust Members Present**

Harry Mensink  
Robert Baker  
Hope Funk  
Doug Cooper  
Arnie Damburgs

### **Trustee Regrets**

### **AT's Present**

Evie Chauncey  
Daniel Gomez

### **Friends of Trust**

Don Williams  
Rob Weaver,  
Carl Wolford,  
Carston Hunter

### **Trust Members Attending Remotely**

**Trust Members Attending Remotely** - none

**Quorum:** 5 of 5 trust members in attendance

## Board of Directors AGM VIVA

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

TAKE NOTICE that the Annual General Meeting of the Board of Directors and Members Vancouver Island Vipassana Association (British Columbia) will be held on the 18th of August, Two Thousand and Fourteen (2014) for the following matters

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

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

Given at Victoria, British Columbia, this July 3, 2014.

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

8293 Youbou Road (British Columbia), on the 24th of August, Two Thousand and Fourteen (2014) at 11:00 am

#### PRESENT

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

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

It is unanimously resolved to approve that the minutes of the last Annual General Meeting of the Board of Directors of the Society.

#### FINANCIAL REPORT

It is unanimously resolved to recommend to the Members that they approve the Financial Report for the fiscal year ending December 31, 2013.

It is unanimously resolved to recommend to the Members that they approve the auditor for 2014 to be Accutax.

## VIVA TRUST MEETING CONITINUED:

3. **Announcements:** none

4. **E-mail decisions made between meetings**

1. Request for trust approval to spend up to \$10,500.00 for the purchase and improvements for a storage trailer. APPROVED
2. Approval to spend extra money on the new well. APPROVED

**Corrections and approval of past minutes:** Yes, minutes are posted on web site

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

- Arnis – register dug well with provincial authorities
- Kyle – Put word out re 2 concrete well rings for sale, approx. \$100/each
- Doug – Jim Swift will help Doug Cooper figure out the analytics for the Dhamma Modana Facebook page.

| COMMITTEE       | COORDINATOR | MEMBERS                        | A.T. ADVISOR |
|-----------------|-------------|--------------------------------|--------------|
| Operations      | Steve       | Arnis, Harry,                  | Steve        |
| Outreach        | Robert      | Harry, Rob, Doug               | Evie         |
| Design          | Evie        | John, Steve, Keith             | Jenny        |
| Finance         | Hope        |                                | Evie         |
| Website         | Robert      | Selina, Jim                    | Evie         |
| Water           | Carsten     | Arnis, Steve                   | Evie         |
| Registration    | Jim Swift   | Judy                           | Evie         |
| 3-Day Committee | Evie, Steve | Daniel, Deb, Hope, Robert, Don | Evie         |

7. **AT/Executive:** no report

## **DISCUSSIONS AND NEW BUSINESS**

### **VIVA TREASURER'S FINANCIAL REPORT**

**AUGUST 24, 2014**

#### **VanCity Balances (August 24, 2014)**

|                                 |                           |
|---------------------------------|---------------------------|
| Membership shares               | 66.24                     |
| Community Service Account 00001 | <u>47,597.00 (approx)</u> |
| <b>Current Bank Total</b>       | <b>\$47,663.24</b>        |

#### **2014 Year to Date Revenue (August 24, 2014)**

3-Day Course Dana 4,289.00

All Other Dana 33,194.00

(Day Sitting/Between Course/Monthly/

Extraordinary/Capital Projects)

\_\_\_\_\_.

**\$37,483.00**

### **3-Day Course Expenses**

|                        |                   |
|------------------------|-------------------|
| Landscaping            | 1,520.00          |
| Groceries              | 1,632.39          |
| Kitchen Equipment      | 1,056.69          |
| Materials (wood, etc.) | 1,742.24          |
| Student Supplies       | 294.41            |
| Fuel                   | 185.36            |
| Equipment Rental       | 442.34            |
| Portapotti Rental      | 345.00            |
| Truck Rental           | 234.89            |
| <b>Total</b>           | <b>\$7,453.32</b> |

### **Other Major Expenses since June 8, 2014 Trust Meeting**

|                          |           |
|--------------------------|-----------|
| <b>Storage Container</b> | 13,577.45 |
| <b>Pumphouse</b>         | 2,345.30  |
| <b>Well</b>              | 7,368.00  |
|                          |           |

### **3-Day Course overview:**

The overall feedback from servers, AT's and students was very positive. Following are comments from students and servers.

- Awning for dhamma hall
- Arrange both courses so they do not occur on a long weekend
- Consider a spring and fall course (early July, late August/early September)
- Need to contain the dust
- Partition between pump house and container and servers area
- Drop down panel on dinning hall tents to limit wind flow and visual barrier
- Extending pump house deck or build a separate deck for food prep area
- Allow students to care for the cleaning/sterilizing/air dry their own dishes

- Have students do their own dishes and place them back at their own eating station
- Our situation required that we cover the dishes with a cloth and secure cover for protection from dust and critters.
- Relocate gong to different area ie: nearer to tents
- Safer area around women's outhouse
- Consider building more outhouses instead of rentals
- Insure proper clean up occurs after each course just as we would at a centre
- Need better water supply to wash area and emptying waste water

**NOTE: A "3-day course committee meeting" will take place in early September with recommendations for future courses to be offered on the land**

**Insurance for the container** – This is been requested from our insurance company and we are waiting to hear back how much our policy is increased. We will definitely insure the container.

**International newsletter** – sent to international committee, we are slated for the October issue and will be combined with Vancouver Dhamma Hall and Dhamma Surabhi news.

**Fall Newsletter** – put off for now until we see what changes the International Committee has to our draft.

**Website** – blog entries – Carsten has offered to do some blog entries.

**Facebook** – entries where made regarding the 3-day courses.

**Copy.com** - Arnie will continue with this.

**Outreach** – Currently searching for a site in Victoria for day sits

**Water Report** – BC Aquifer pumped to the well on July 30, 2014. The water was cloudy throughout the test with no sand detected. The rate decreased from 4 US gallons per minute to 1 US gallons per minute during the pumping. The water level had increased by 1 m. So the well is 1 m shallower after they finish the testing. They are assuming that sand has packed into the hole. They recommended that we contact the original driller to see about redeveloping the well or using a gravel pack. The water samples indicated a very high pH, but still drinkable, high iron, and high manganese. The water committee consisting of Evie, Arnis, Steve, and Carsten will make recommendations about whether to proceed with this well, and will also look at the cost of bringing the water up from the shallow well.

**Truck Insurance** – It was agreed upon to keep the insurance for one more month to assist with the fall service period.

**Operations** – Carsten will choose a date for a service period in September and send this date to Robert and Doug.

**Salmon enhancement** – Carsten would like to replicate the enhancement that was done on Greg's land on our property. He will contact various agencies, including the Salmon Enhancement Society to begin exploring this idea and then report to the trust.

For **future purchases** Hope will be the contact person for BC Asset Recovery.

## **PROPOSALS**

1. To approve that the minutes of the last annual general meeting of the Board of Directors of the Society
2. Recommend to the Members that they approve the financial report for the fiscal year ending December 31, 2013
3. Recommend to the Members that they approve the auditor for 2014 to be Accutax.

## **DECISIONS OF THE TRUST**

Trust approval was given as per the 3 items listed above

## **TASK LIST**

### **Review New Tasks**

Evie will check with Kyle about advertising the extra well rings.

Carsten will write a blog entry about the 3-day course.

Doug Cooper will post some 3-day course photos on FaceBook and also put them into DropBox

Arnis will invite Carsten to Copy.com

Arnis will find out the status of VIVA's switch to Copy.com from DropBox

Carsten will coordinate re-installing the dhamma hall windows for mid-September. Kyle, Arnis, Hari might be available to help. This could be a work period project.

Carl Wolford and Carsten will set a date for the work period, and organize it. They will contact Robert Baker regarding the details.

Doug Cooper will advertise the work period on Facebook.

Evie will send Steve Bowler's email to Carsten.

The Water Committee will contact BC Aquifer regarding the specifications on the pump used with our water tanks on the 3-day course. (and forward these to Greg Lundh?)

Hope will forward the BC Asset Recovery pump link to Greg Lundh

Hope will forward the BC Asset Recovery link to the Trust

The Water Committee will get an estimate for bringing water from the shallow well to the meditation center.

The Water Committee will get an estimate for developing the latest drilled well

Evie will scan Well Report #3 to DropBox

Evie will check if there are sides purchased or available for the Dhamma Modana dining tents.

Hope will watch BC Asset Recovery for additional canopies

---

8. **Evaluation of Meeting**

9. **Future Meeting:** to be discussed in early 2015

10. **Meditation** (3 minutes)

## Decisions made at trust meeting April 21, 2014

- To offer a men's course from August 1<sup>st</sup> to 4<sup>th</sup> and then a women's course from August 7<sup>th</sup> to 10<sup>th</sup>.
- Haul water from TOLC-the three-day water committee will continue working on this.

### Minutes of 1<sup>st</sup> Meeting (Agenda in black; meeting minutes in blue)

Friday, May 16, 2014

Attending: Deb Harding, Hope Funk, Don Williams, Steve Armstrong, Daniel Gomez, Evie Chauncey

#### To decide on/plan:

People stuff:

- Do an Invitation letter or post on website or BC newsletter?  
Decision to do a BC newsletter, and post on the website. Reviewed the newsletter draft and made changes to it.  
Reviewed the Draft budget as well because the numbers are in the newsletter.
- Jim Swift has coordinated almost all of the set up for the Dhamma Modana registration site. This is never been used before because we have always piggybacked on Dhamma Surahbi. However this is the 1<sup>st</sup> course we are running on Dhamma Modana land, so we want the Dhamma Modana a registration site to be functional.
- Review confirmation letter: need to let people know they need to be self-sufficient. They need to bring a flashlight, warm bedding, their own mattress, toothpaste, alarm clock, back jack if needed, sitting cushions. Need to know showering situation. Could bring a comfortable camping chair if they desire.  
Reviewed the acceptance letters.
- Book ATs-male course-Daniel, backed up by Steve; female course -Lorena Havens or Jenny.
- After a long discussion about the layout, and the fact that we do not need to use the 2<sup>nd</sup> door due to one gender, and that the shelving on the women's side will be gone, but considering it will be hot, and that 40 felt very crowded when we had the inaugural sitting we decided to cap the students at 30. 5 to 6 servers.
- Daniel will do special handling after June 22.
- Decided to run a short 3 day course, with 1<sup>st</sup> METTA after the group sitting in the morning on day 3, and in the afternoon, the group sitting 2-3 PM, with a final discourse in METTA 315-4:15 PM. Course closing at 4:30 PM on day 3.

#### Layout

- Proposal to use a container: a lot of discussion about the container. Steve has called a number of companies selling containers and the least expensive commercial ones are on Keating crossroads. There are roughly \$5000 for a 40 foot unit, delivered. However, for \$6900, we could get one that would be insulated and could easily use it for a walk-in cooler and the kitchen. We would want to have double doors on either side for accessibility. Later Deb talked to her brother, Mike Hughes who was welding Windows into a container, and said it was a very very difficult to do so. He recommended we buy one with the work already done on. Steve will do more research for the next meeting.

#### Self-contained:

- Long discussion about whether cooking should have been a Daniel's house and up at the pump house on the land, or whether the course should be self-contained. In the end it was decided to do all of the



cooking up on the land, but not be rigid about the course being self-contained. In other words, people can comment deliver groceries, or bring up water, etc.

- Don said that we have 35 cushions, so we do not need to get any from Vancouver.

### Task list for 1<sup>st</sup> meeting:

Evie:

- Talk to Jenny about conducting the women's course.
- Find someone to do special handling until Daniel returns June 22.
- Let Jim Swift know the capacity, the ATs and the special handlers.
- Send Jim Swift at the revised Acceptance Letters.
- Do a draft of the newsletter, for the committee, and once it is approved, send it to Patrick for formatting.
- Then send approved newsletter to Karen Donovan and Rajesh for emailing.
- Check with Jenny about if we can use dishes that have previously been used. Discussion was that dishes that we use at all the rental sites have previously been used.
- Revise the budget and send it to the committee
- Do the minutes

Hope: research dishes

Steve: do more research on containers for next meeting.

Next meeting: June 6-noon-Evie's house

### 2<sup>nd</sup> Meeting Agenda: agenda in black-minutes in blue

Attending: members-Hope Funk, Don Williams, Steve Armstrong, Robert Baker, Evie Chauncey, and guest: Doug Cooper. Apologies from Deb Harding and Daniel Gomez

Updates: newsletter sent to 5934 BC students; registration module now working for DM; current registration 33 women + 4 servers; 8 men-; ATs for courses Daniel for men's, and Lorena Havens for women; SH for course is covered;

Task list review-all tasks completed except that Hope will continue to research dishes, and Steve and Robert will continue to research containers.

Discussion items:

- Courses:
  - Cap on courses @ 30, what to do about waitlist? 34
  - what to do if there are only 10 men? Yes, we will run the course even if there are no men. The 1<sup>st</sup> course is a trial. We will need to sort out how the cooking works etc.
  - What about no male servers? There are enough men willing to serve-possibly Steve, Doug Cooper, Robert so we will be fine.
- Pump house
  - Recommendation for Kyle to construct to be given to Trust-Greg can no longer complete the pumphouse because he is an 8 feet and the guidelines are that an AT cannot be paid by a Vipassana

organization. We were paying Greg \$20 an hour. Kyle is willing to work for \$15 an hour. Had Greg been finishing the work, Greg was going to suggest hiring a plumber instead of his doing the plumbing, and he recommends the Kyle does the same.

Kyle can work on the pumphouse during the work period next Thursday and Friday.

Request approval from the trust to approve Kyle Althaus to work on the pump house. (Total of \$3000 already approved previously by the Trust.) Approved by Trust at trust meeting 6/8/2014.

Requesting approval to hire a plumber with a cap of \$1200. Approved by Trust at Trust meeting 6/8/2014.

Shower layout-agreement from the committee to construct the showers on the backside of the pumphouse, side-by-side. The committee had no preference about whether the sinks were in between the showers or on either side of the showers.

Dishwasher was discussed. It will be too small to run the dishes for 40 people, so it was suggested that we have the normal 3 tub layout in the dining area for students to rinse their dishes, and a further wash up by the servers including a chlorine rinse. We will plumb in the dishwasher so that it can be used for smaller courses.

Graywater drainage was discussed from the pumphouse. We will ask Kyle to have Randy dig out a hole, within the bear fencing. This will be filled with gravel, and then have a runoff. Further discussion will happen about this at the workperiod.

- Container review-and recommendation to Trust? Robert called Vanisle, and spoke to them. They do have smaller containers. Kyle is also found several containers in LC. Steve and Robert will continue to do research. It looks like it is not as difficult as we had originally thought to put in doors and windows. This could be done by professional welder. Instead of insulating the ceiling, we could build a roof over the container-like a shed roof. It would be helpful to have the container in place before the three-day courses, so that we could use it for food prep, storage, and as an ongoing workshop, but it is not critical. We would like to recommend to the trust that they approve of the container in principle, but that we do not put a price on it until further research is done. At that point, the trust would need to approve of the price. If we do have the containers, we can put the dining Hall as a tarp off of the container.

We would like to recommend to the trust that they approve of the container in principle.

- Site layout- There will only be one area now developed for a camping area-on the women's side. The backhoe will clear a little bit further into the woods so that some of the tents can be in a shady area. The bear fence will still be able to go around this.
- Dining area will require construction-either freestanding on posts, or off of the container. If we have the container, it will be sited near the pump house.

- AT accommodations: the 2 suggestions are 2 rent Kyle's motorhome, or we will use 10 x 10 tent from Hope.
- Power will not be run over to the Dhamma Hall, because the needs of running the audio system are so low. It can be supported by Steve's and Tim's battery pack. We will have some low-level lighting because it will be dark in the early hours of the morning, and by 9:30 AM.
- Solar lighting will be placed along the walkways.
- Port-a-potties-if the men's numbers are still low, we will just use the 2 outhouses. We will definitely get 2 extra port-a-potties for the women's course, and will decide according to the men's registration numbers.
- Tables and chairs-We decided to buy folding tables, rather than build wooden ones. We prefer the 6' x 2' over the 8' x 2' because they are much lighter. We need approximately 10 tables-1 for registration, one for prep, one for wash up, one for serving, and 5 for eating. This is figuring 6 students per table. 3 on each side. At the next meeting we can see how many can be loaned. We decided to buy 50 plastic chairs. We will look into either folding or stacking ones.
- Dishes: we will get dishes for 50 people. We now have 50 small plates. We will buy mugs, bowls, cutlery, and mixing bowls.
- Fridges-we have 2. Steve is going to research using a freezer as a fridge, because Robert has an extra freezer.
- Water-we will buy a 500 L food grade container for the back of the truck, instead of a 1000 L, so that we do not damage the truck. We will have a 1000 L food grade tank at the pump house which we will fill.
- Cooking: we talked about using one stove in the pump house. They only had 2 stoves at Spruston and for 40-50 people. If we added an outdoor 3 burner propane cooking device, and used the rice cooker, we would be fine with the one stove. So cooking would be possible up on the land without using Daniel's cabin.
- Hope and Don have already put in 17 hours inventoring what we have left from Spruston. They have another day to finish.
- Work period planning-Robert and Steve have been to the site, and planned for the workperiod. Report will be made by Operations.
- Budget review  
[Draft of a budget for the 3 day courses:](#)

Storage container \$5000-8000

Porta-potties rental\*\*\*\*\* (for 4) \$560 (last year, so say \$600)

Food related infrastructure-propane cooking devise, water tanks \$500

Food \$1,000

Dishes/ cooking pans/serving pans \$500

Chairs, tables, tarps for the tents or building materials \$800

BC Aquifer pump rental \$200

Xeroxing, displays \$250

(didn't count truck insurance. \$638. Covered by contingency, but should be counted as part of the budget approval process because it is over \$500)

Total: 8,850-11,850

10% contingency \$1185

Total: 9735-13,035 so say \$10,000-\$13,000

- The food for the three-day course was calculated for 35 people, 30 students + 5 servers, at \$7 per person per day = \$735 but we will not be able to buy the kind of bulk we have bought before, so say \$1000.
- So for 2 courses, we would need to add in the food and port-a-potties 2 times, so add in \$1600.

For 2 courses: \$11,600-14,600, including \$ 5-8000 per container. If we take out the container, this would be \$6500.

Request approval from the trust to spend \$6500 on the course. Approved at 6/8/2014 Trust Meeting.

Requested approval to use a container on the meditation site. Approved by Trust. 6/8/2014. Purchase container will be presented in the future as a separate expense.

Finishing the pumphouse: Total cost remaining: \$1000 labour (6 days, 3 for plumbing, 3 for cabinetry), \$300 for plumbing, \$300-\$1200 for cabinetry (depending on availability of good used buys or new), \$200 for showers and toothbrushing station, \$300? BC Aquifer bill. So about \$2100-\$3000.[Probably more for plumbing now that we plan to hire a plumber.]

This has previously been approved by the trust. Do we need to renew that approval? No. Trust this fine with this expense.

- 2 fridges, stove, hood vent have all been donated. A dishwasher will be loaned.

The average dana on a course like this could be about \$100 per person, though I suspect it would be higher on this inaugural course. So the dana that we could receive would be roughly  $30 \times 100 = \$3000$ . (In calculating dana, one doesn't include the servers). For 2 courses, if one of them is small, and only has 10 students, this would be \$1000, with a total of approximately \$4,000. But we have no idea.

## Coordinators

- work period coordinator-[Steve and Robert](#)
- organize servers for course-how to use both cooking spaces effectively? [Ongoing, let's see who the servers are.](#)
- ride coordinator [Tristan](#)
- setup coordinator [Robert, Steve](#)
- food shopping coordinator [Hope](#)

Menu review-approved, each meal only has no more than 3 cooked dishes, plus a desert.

### Day 1

Spaghetti with Tomato sauce, Garlic herb bread , Cheese: mozzarella, cottage and parmesan , Steamed broccoli , Brown rice , Green salad, condiments and dressing

Dessert: some kind of bar or chocolate balls

### Day 2

Thai Coconut curry with tofu, Marinated cabbage salad –cole slaw, Brown rice , Green salad, condiments and dressing

Dessert: Berry Crumble

### Day 3

Refried beans , Mexican refried rice , Tortillas –corn, Condiments: grated cheese, shredded lettuce, salsa, diced tomatoes, sour cream, cilantro; Green salad, condiments and dressing

Dessert: Chocolate cake

#### Condiments for salad:

carrots, beets, tomato, avocado, cheese cottage cheese, sunflower seeds and/or garbanzos beans

Salad Dressings: Tahini-Dill Dressing and Sunflower-Tamari Dressing:

Task list from the 2<sup>nd</sup> meeting:

[Hope: research dishes.](#)

[Hope: research tables at Costco, folding versus stacking chairs.](#)

[Hope/Don: finish inventory and Bob and Jenny's.](#)

[Don: inventory chairs at DM.](#)

[Steve/Robert: do more research on containers for next meeting.](#)

[Robert: talk to Kyle about getting in the back hoe to do the gray water drainage. Keep Steve in the loop.](#)

[Robert: contact Kyle re-power in the Dhamma Hall/battery packs x 2](#)

[Steve: research freezer as fridge.](#)

[Steve: get gas weedeater and chainsaw](#)

[Steve: ask Bob about his chainsaw-is this a different chainsaw than in the job before?](#)

[Steve: contact Kyle re-motorhome costs](#)

[Somebody is talking to somebody about a plumber.](#)

[Robert: mail Steve the minutes for June, 2013, and May 2014 to be posted on the website.](#)

Steve: post minutes once you get them.

### **Future meetings:**

- Review layout of site
- lighting in Hall and good sound equipment-power to Hall?
- Accommodation—AT
- discuss dining tents-Note 4-do we need 10 by tens? How many can below?
- Tables-how many can be loaned? And chairs Note 5
- tarps-how many can be loaned?

### **Materials**

- list of materials needed for kitchen
- list of materials needed for dining-tablecloths, fruit knives, cutting boards, etc
- Review dishes Note 7
- tables and chairs- Note 5
- make a list of signs for Hope to make up-
  1. bear fence electrified
  2. parking
  3. registration

### **Bookings**

- Book portapotties

### **Food**

- prepare food order
- food shopping

### **Items to get and things to do before the course**

- bring the hot-water urns back from Dhamma Surabhi? Or purchase?
- get the canopy tents from Greg , David and Ni, Hope, Becca, etc
- audio system and teaching materials
- plan registration day
- print forms and have paperwork for registration
- organize managers box
- insure truck
- 1<sup>st</sup> aid kit
- review METTA day display

### **Plan work periods**

- bear fence installation
- building gate again
- put up dining tents
- set up kitchen

- boundary tape and stakes for middle boundary-we already have
- electrical cords
- building of outhouses
- flag where the vehicles that people might be camping in will be parked
- flag the tent sites
- flag the site where the dining tents will be
- drive back and forth on the women's area with a vehicle to make the women's area more packed down.

#### Done:

- conforming with Bylaws Note 10
- measure area needed to be enclosed by bear fence-the entire top area-1100 feet-Jenny
- research bear fencing, buy samples of posts from Buckerfields-Evie
- shower design-Greg
- do a map of the tent sites on the land-Jenny
- menu Note 11
- purchase plates-Hope
- organize cutlery-we have sturdy plastic-500-Hope
- Print a map of tent sites and bring to meeting-**Jenny**
- give map to Kyle for woodchip layout-**Jenny**
- get out the flagging stakes and bring to meeting -**Jenny**
- Print a map of tent sites and bring to meeting-**Jenny**
- give map to Kyle for woodchip layout-**Jenny**
- buy bear fence-Note call Margot and ask what tools we need for the hookup wire-(U clamps) and add to the order 12 corner posts, the inexpensive tester, electrical warning signs; have it sent to Jenny's house **Evie**
- dishwashing protocol Note 12
- hot water heaters Note 13

**Note 1 Cistern**-Don wanted to know the size of cistern that we would need. We did some water calculations. We think we would be using a maximum of 30 gallons per person per day, with 30 students on-site, that is 900 gallons/day, for three days, a total of 2700 gallons. If the pump was running 12 hours a day, at 2 gallons a minute, that would be 1440 gallons. So we could fill this in 2 days. It is probably our best interest to rent a cistern, or several of them depending on how hard it is to move them around.

**Note 2 Tent site review**-a preliminary layout was discussed. The Dining Hall will be quite near the pump house. That will make it easier for food transferring and for extension cords for the urns and toasters. We will move the men's outhouse over to the west side of the men's tenting area. Kyle will need to know the layout fairly quickly so he can start putting wood chips on the campsite.

**Note 4 Tents for dining:** we discussed a look at a number of samples, and tentatively decided one from Canadian Tire, about \$250. **Bob** further research and buy 2 if necessary. **Bob**, check with Kyle, because he might have a tent source. **Greg said:** You can borrow my 10x10 vendor tent (comes with sides) so may only need to buy one. Bob and Jenny's thought they bought from Walmart? is still in my outhouse. One strut is broken but it will go up.

- Other Canopies -see if we can borrow David and Ni's, Bob and Jenny's (BJJ said yes)

- Tent size, Hope pointed out the getting a 12' x 16' tent was more expensive and they are generally more difficult to put up. So she had suggested that we link together 2 10 x 10 tents. Jenny did a layout, that is possible to use two 10 x 10 tents for each gender, and use 2 10 x 10 tents for serving, which would be 6 tents. We will see if we can borrow them.

**Note 5 Tables and chairs-**Don. Greg said: You can borrow my picnic table. Heavy but will easily seat six. There is also a small table for 4 in the pumphouse. There are two chairs and if Daniel is back (or if he isn't) can probably borrow 2-3 more from the cottage. ell Hope how many tables we need, (4 tables 6' x 2',) so she can buy them at Costco. Tables and chairs: Don had done an investigation into renting tables, and we decided that it would be better to purchase 4 tables 6' x 2', at Costco-the white fold up kind These we could store in the Dhamma Hall over the winter, and use the 2 8 feet wood tables we already have at the Hall for food serving. Don found out that at the cheapest place to rent, is \$4.50 to rent a chair for the course time. For 25 chairs, that would be \$125. We decided instead of renting chairs, or buying stools from IKEA, which we had considered, to instead cut up some logs, and put little pieces of pressboard on them and make our chairs.

Note hot water urns: we still have the old ones at Dhamma Surabhi in the fire hose storage behind the paper shed. **Evie**: Ask Hope if we have any. We have all the other kitchen supplies we need except for plates and cutlery.

**Note 6 Portapotty information**: I called to a number of companies in Duncan, and Coast Environment, which is also the same as Coast Portable, rents to Portapotties. The Portapotties include a hand sanitizer. Their phone number is 250-746-0146, or 250-748-4611. They only deliver on Tuesdays, and pick up on Tuesdays. Three Portapotttries needed . The pickup, delivery, disposal of waste, and sanitizers, and HST will cost \$403.20

#### Outhouses- **Outhouses/portapotty/ composting toilets**

a) report from Bob on Vancouver Island Health Authority. Upon the request of Nino Marino, the CVRD Bylaw officer, Bob called the Vancouver Island Health Authority to discuss Portapotties and outhouses on the land. The gentleman he spoke to said that either was fine, but he refused to put this in writing. That official is going to call Nino and try to figure out why Nino asked us to check this out.

b) We also discussed composting toilets, which Kyle kindly offered to set up. Don Jenny and I all thought that because we are zoned public assembly, we should not be moving around human waste. There was also some concern that the high volume of urine would smell.

c) outhouses-we decided that it would be a good idea to accept Greg's offer for a 2nd outhouse and put that on the men's side. Steve had offered to build 2 more outhouses, and we are suggesting these go on the women's side, as the double outhouse. **Steve** is thinking to see if we can build 3 more. Then we might not need portapotties. Costs \$250 per outhouse. Further discussion needed. We can borrow Greg's outhouse and maybe Rooster's as well.

**Note 7 Dishes** -We have the plates, which are a small size plate, but will be satisfactory. We will need bowls and cups. We need to count how many cups are already at the center, and between us we will loan a enough cops to make up the difference. We decided that once we get the inventory from hope about what is in the Shawnigan Lake materials, we will see what we can each donate, and label it with a colored tape.



**Note Budget 8** The budget as presented by Evie was agreed to by the trust. It was agreed to allow the treasurer to pay for those tasks listed in the budget without needing approval from the trust for item by item. The food for the three-day course was calculated for 40 people, 35 students + 5 servers, at \$7 per person per day.

The average dana on a course like this is about \$150/person, though I suspect it would be higher on this inaugural course. So the dana that we could receive would be roughly  $35 \times 150 = 5250$ . (In calculating dana, one doesn't include the servers).

### **Note 9 Bear Fencing**

Research was done with the following people:

1. Buckerfield's-Larry
2. Local conservation officer -250-746-1236-call returned by Rick deKelber of Victoria, who will send us some information but could not answer our questions
3. Bear Aware Website
4. website of the Best Bear Fencing-see Bear attachment 1
5. 2 bear fence companies-recommended by Bear aware website-Score Revelstoke
6. Margo in High River, Alberta (Margosupplies.com)  
[http://margosupplies.com/public/canadian1/fencing/electra\\_netting.htm](http://margosupplies.com/public/canadian1/fencing/electra_netting.htm)

See Bear information attachment 2 for a summary of all of the above information except **Decision: to purchase electric netting from Margo in High River.**

### **Conforming with the Bylaws Note 10**

We investigated the following issues to make sure we are in conformance with the current bylaws:

1. Adding a veranda through the pump house. The square footage of a temporary building is defined by the exterior walls. So according to the bylaws, we can add a veranda to the pump house
2. Use of the pump house-we read the bylaws, and we are allowed one outbuilding for a pump house, which must a specific size, and be used exclusively for the use of the water system. So it would not be in compliance to keep the stove and fridge in the pump house. We call the CVRD, and then wrote a letter to them, describing our intention for 3 days of camping, and asking if we can put a temporary stove and fridge in the pump house and then remove it after the camping. Another alternative is to put them in outside on the veranda, but we must certainly remove them after the course. We will comply with what they advise.
3. Camping-it is clear we cannot put an RV vehicle on the land if it has any cooking facilities, which was something we had considered. We asked the CVRD for clarification, though it seems clear from reading the bylaws that camping is allowed.
4. Height-we checked that one story is defined by the ceiling, so the storage loft in the pump house is fine.

**Note Menu 11** A number of menu possibilities were discussed, and the following menu was decided upon:

#### **Day 1**

- Spaghetti with Tomato sauce
- Garlic herb bread

- Cheese: mozzarella, cottage and parmesan
- Steamed broccoli
- Brown rice
- Green salad, condiments and dressing
- Dessert: some kind of bar or chocolate balls

## Day 2

- Thai Coconut curry with tofu
- Marinated cabbage salad –cole slaw
- Brown rice
- Green salad, condiments and dressing
- Dessert: Berry Crumble

## Day 3

- Refried beans
- Mexican refried rice
- Tortillas -corn
- Condiments: grated cheese, shredded lettuce,
- salsa, diced tomatoes, sour cream, cilantro
- Kale salad
- Green salad, condiments and dressing
- Dessert: Chocolate cake

Condiments for salad:carrots, beets, tomato, avocado, cheese cottage cheese, sunflower seeds and/or garbanzos beans.

Salad Dressings: Tahini-Dill Dressing and Sunflower-Tamari Dressing:

### **Note 12 Dishwashing protocol**

It was discussed that it would be good not to have any food scraps dumped inside the property line. So the suggestion is that the washing water that the students use for their place in the dining hall be brought to the sink in the pump house. The sink would hook up to the dishwasher inside the pumphouse, and to the sinks outside on the deck. the showers would be hooked into the same line, which would be a 3 inch pipe that would drain outside the boundary in the swale for the septic tanks are going to go. **Action item: talk to Greg and see if he approves-done**

**Note 13 hot water heaters-** Kyle calculated that with a low flow showerhead, the flow would be one and a half gallons for men. So for 2 showers, we would need at least 3 gallons per minute. If we add outdoor sinks, then we would need over 4 gallons per minute. For \$760 we can buy an on demand hot water tank, that would take very little space. It was a decision to also put a separate unit under the counter for the dishwasher and in door sink. This will require 100 amp break there. So we will need at least a 200 amp panel.