

# Vancouver Island Vipassana Association

## Trust Meeting

**Date:** Sunday April 26, 2015 **Location:** Dhamma Modana

The meeting immediately followed a one hour meditation session.

**Meeting Time:** 11 am.

Attendees:

**Facilitator:** Robert Baker      **Secretary:** Kim Weaver

**Speakers' List:** Doug Cooper      **Timekeeper:** Doug Cooper

**Task List:** Don Williams

<b>Trust Members Present</b>	<b>Trustee Regrets</b>	<b>AT's Present</b>	<b>Friends of Trust</b>	<b>Trust Members Attending Remotely</b>
Robert Baker	Jamie Parker	Daniel Gomez	Don Williams	
Rob Weaver	Harry Mensink	Steven	Deb Harding	
Kim Weaver	Carsten	Armstrong	Doug Child	
Hope Funk	Hunter		Josephine Chan	
Doug Cooper				No-one

**Quorum: 5 of 8** of trust members in attendance

### Opening Formalities

- 3 min. meditation
- Round of introductions/Attendance
- Review the agenda, add any needed items & prioritize (completed with 2 additions, 3 Day Trust/Trailer and Landscaping)
- Set time for meeting & agenda items (more informal process today)
- Read trust meeting guidelines

1. **Announcements:** Rob Weaver has agreed to serve as coordinator for Outreach, Robert will move into C'ttee member to support Rob during transition.
2. **Corrections and approval of past minutes:** ongoing.
3. **E-mail decisions made between meetings:** None made.
4. **Last Meeting's Tasks:**

- ◆ Carl will find the name of the company that installed the bridge so Kyle can update one of the slides seen in today's slide show. (Ongoing)
- ◆ Steve will ask the company that prepared our shipping container about the leaky door. (Ongoing)

- ◆ Robert will update the Trust listserve. (Ongoing)
- ◆ Steve will find a particular link in DropBox and send it to Carsten (something to do with water?) (Ongoing)
- ◆ Harry – receipts for last year's truck maintenance to be located & scanned to Drop Box (ongoing)

Note – Doug Cooper provided information about the proper pronunciation of Modana – MO dana to convey correct meaning, not (Mo DA na).

COMMITTEE	COORDINATOR	MEMBERS	A.T. ADVISOR
Operations	Steven	Arnis, Harry, Deb, Carl, Carsten, Kyle, Daniel, Don, Doug C & Doug C	Daniel
Outreach	Rob W	Harry, Doug, Robert	Steven
Finance	Hope		Evie
Website	Robert	Jim	Selina
Water	Carsten	Kyle, Carl, Arnis, Bill	Steven
Registration	Jim Swift	Judy	Daniel
3-Day Committee	Steven	Harry, Keith, Robert, Don, Kim, Deb, Hope, Jamie, Rob W.	Steven
Children's Committee	Elyana	Kim	Greg
Landscaping Committee	Rob W	Don, Doug Cooper	Steven

5. **C'tte Reports:** (Some of the following reports can be viewed as attachments, as noted)

**Operations Report – Steven** – Sent by email and attached to minutes.

Discussion: Doug Cooper asked whether any thought had been made to plan & go forward with construction of permanent building; Steven said no as it wasn't pertinent to topic of discussion. Doug asked whether "carport" type picnic structure would be torn down when more permanent structures were being built? Steven answered he saw the structure as something that would be movable.

Robert asked if the limit of 10x10 feet means we could build 2 and put them side by side? Steven felt it would be pushing the rules. Better to get the permits and do it right. Steven suggested installing closet between Dhamma hall entry doors with the door on the inside so that we don't have to haul cushions, etc. back and forth to Storage Container for day sits (for Ops C'ttee to prioritize)

**Outreach/Inreach – Robert** – Rob Weaver will move into outreach coordinator's role, Robert will continue to support with Harry, and Doug Cooper on c'ttee, with Steven as AT Adviser. Rob will also be trained in set-up for Day Sits, and signing authority to sign receipt book for dana receipts.

**Water – Carsten – (by phone)** Carsten received estimate for shallow well water system from Wellmaster; cost doesn't include running power to well or trenching in and backfilling line.

The water line is very robust and can remain above ground for years as long as we drain it every fall (not essential to trench it in right away). Carsten said Arnis suggested 1.5 inch line instead of 2 inch (as quoted) would be sufficient for lower water flow rate of 6 gallons per minute, and save us \$1500 off of quote. Also discussed lowering labour costs by Modana volunteers fusing water line which Wellmaster/Mike said we could do.

Trenching – we can rent an excavator and hire an operator at a cost of \$1200/week, approx. 2 weeks may be required, plus the cost of an operator. Will reduce labour quote considerably from that stated on Wellmaster estimate.

Steven asked if pipe is left out/lying out, are we worried about someone taking it? Carsten said that once the pipe is fused together is that it would need to be cut and couldn't be fused together/couldn't be reused so probably not attractive to thieves. Concern would be vandalism rather than theft.

Hope asked – total states "if paid by card", includes 2.5% fee. As we don't use credit cards, cost would be 2.5% less, \$385 less. And reduction in total of \$3200 labour if we helped with labour (laying out pipes and fusing together, as above).

Steven also asked Carsten to confirm electrical requirements with Kyle.

Doug Cooper asked if the plan to pressurize water is to raise the cistern? Carsten said only required if there wasn't sufficient pressure, but Kyle doesn't think it will be a problem as gravity as it stands will be adequate.. Will be investigated.

Doug Cooper – leaving water line above ground – is it uniform enough terrain to ensure water doesn't remain in the line and freeze? Carsten said that would have to be worked out while laying the line along the road, in conjunction with the septic and keeping them separate. Once line reaches building site, will need to be trenched in for a short distance.

Steven – because we don't know the actual layout of the buildings, good idea to leave storage tank near the kitchen building and a pump would be \$300 and power to run things. Weight of 1000 gallons may be enough to pressurize showers, etc. at this point.

Any other Q's or Comments? Carsten says this is a basic system that can be added onto and tweaked as far as adding more water storage and pumps. It is a basic cost to get water to a 1000 gallon tank and expand as needed, a step in the right direction, and can be potentially installed before our first 3 day course.

Doug Child - Can pipes be trenched later? Carsten said he has thought of a way to do so later and as pipe is flexible without water in it, it can be trenched in later.

Doug Cooper – doesn't include treating water in any way? Carsten – no it doesn't.

Steven and Carsten spoke about a filter for drinking water. Steven has a task to speak to Arnis about this.

Carsten – Water analysis done shortly after digging of well, high in organic matter that may need to be filtered out. May want to have another analysis done as during digging of well a lot of organic matter was stirred up.

Steven – how long does Carsten think Wellmaster will need to complete this job?

Carsten said he thinks a couple of days, up to 3 with VIVA volunteer assistance. Carsten will confirm with Wellmaster about timeline. A bit more info required before Trust can make the decision, which needs to be coordinated with Kyle specifically around septic system.

Hope – Are we getting more quotes? Carsten – Bluegold gave him an estimate without detail so unable to check prices (\$38,000, including trenching). Carsten has priced out different components and has found the component prices on Wellmaster's quote very competitive and reasonable.

Steven – generally we get 3 quotes from different companies. Carsten will provide Bluegold's estimate and will get one more to satisfy Trust requirement.

**Finance Report – Hope – Report attached.**

**Web Site – Steven – Nothing to report at this time.**

**Children's C'ttee – Elyana and Gregg aren't here, dates will be announced when 3 day course discussion occurs (later this meeting).**

**Lunch – 40 minutes. Reconvened at 1:30. Three minute meditation.**

## **9. DISCUSSIONS AND NEW BUSINESS**

**1. How the Trust Works:** Robert gave a brief overview, and suggested it was available in Drop Box for all to review.

**2. VIVA Spending Policy** – Also available in Drop Box. A good document to review especially for those on committees. Steven spoke to the advantage of keeping the Trust engaged and informed regardless of the policy on spending by sharing information regarding committee decisions regularly.

**3. Post Cards** –Doug Cooper quickly considered 500 would be a good ballpark for the first year, and possibly larger quantities in subsequent years. (See Decision of the Trust below).

**4. Re-do sign for Insurance Purposes** –Sign to put posted under small roofed kiosks at 2 entrances to the property, legal document preferred from insurer's point of view, needs to be re-typed as Word document. Kim agreed to retype and have 2 printed in Nanaimo.

**5. E-mails – Responding to...** Robert asked that all be specific (and careful) when replying to emails – if it doesn't need to go to the whole trust, please be sure to send it to only those who are required to receive the message.

**6. Satipatthanna Course/future courses** – in past, only possible to run Satipatthanna courses at fully operational sites. Recently there have been Satipatthanna courses in Israel at rented sites. Decision conveyed that we would be able to hold at Satipatthanna courses at Dhamma Modana as we are an established course site. Tabled, to be revisited after our 3 day courses this summer.

**7. 3 Day Course (Trailer/AT Residence)** – Steven - Report attached.

Discussion around possible dates for 3 days courses:

**Proposal** - to hold June 25-28<sup>th</sup> (Men), July 2 – 5<sup>th</sup> (Women's) July 6<sup>th</sup> (Children's course – Monday).

Numbers: hold numbers to 25 people per 3 day course. Greg and Elyana will provide numbers for children's course.

People will be able to register for courses as soon as Jim Swift puts them up onto the Dhamma Surabhi and Dhamma Modana websites.

Discussion around residence for AT for 3 day courses:

- \* Rent a trailer about at a cost of \$100 per day, for 10 or 11 day period.
- \* Purchase used trailer, price around \$4000.
- \* Share purchase with Greg, or rent from Greg if he buys one.
- \* Buy Canvas Tent/regular Tent
- \* Build "Carport" (with cloth sides)

Support by those in attendance around looking to acquire (rent, borrow, purchase) some type of trailer (not a camper, not a 5<sup>th</sup> wheel if possible). Kim to send Email to Hope regarding criteria/requirements – no smoke smell, no mold or mildew, clean and in good shape, 20', age not as important as condition. Trailer, not a 5<sup>th</sup> wheel or camper. Price Range – up to \$2500. All agreed to search local resources and inquire in their areas, and forward any promising prospects to Hope by email.

\*Work Party/Service Period for Dhamma Modana 3 day Courses – May 7, 8, 9.

**8. Landscaping** – Interest in Landscaping c'ttee? Rob W. spoke about trees, plants and shrubs to provide shade and keeping the dust down. Levelling and putting down wood chips and groundcover to keep dust down. Remove rocks. Discussion around planting trees and then having to uproot them when time to build. Possible to add plants, groom site with more local plants. Rob to talk to Kyle regarding plants that do well in the area. Committee Struck.

Daniel suggested striking a Planning Committee to provide oversite to all committees. To be revisited at a later meeting.

#### **DECISIONS OF THE TRUST**

Proposal to make Rob Weaver a signatory for signing charitable receipts. Trust approved.

Proposal to hold Men's course June 25<sup>th</sup> to 28<sup>th</sup>, Women's course July 2<sup>nd</sup> – 5<sup>th</sup>, and Children's course July 6<sup>th</sup> (Monday). Trust approved.

## **TASK LIST**

### **Review New Tasks:**

Doug Child – find name of Bridge installers for Drop Box.

Doug Child ask Harry about 10 year driver experience for insurance.

Steven – find out about area/centre/ teacher.

Rob – display board for post cards.

Robert – forward postcard info to Tristan about 500 postcards.

Carsten – talk to Kyle regarding 10' head on water supply is sufficient to pressurize pumphouse.

Carsten – talk to Kyle about power/transformer for pump house.

Steven – talk to Arnis regarding water filtration system.

Carsten will talk to Arnis regarding further water testing?

Carsten will get a 3<sup>rd</sup> quote for Water system.

Hope – will correct and send financial report to Kim.

Kim – type Private Property sign, find someone to print it in Nanaimo.

Rob W – take over Facebook, Doug Cooper will provide password and post children's and 3 day courses to Facebook.

General task – all to look for used trailers (rent/borrow/buy) and send info to Hope who will filter. Kim email Hope with info we are looking for a trailer for 3 day course, and Robert as well for list serve.

Steven – talk to Kyle regarding building 10x10 cabin for AT.

Robert – work period invite May 7-9 prior to next daysit at Modana

Deb – look for local suppliers of roofing materials.

### **Old Tasks: None.**

### **12. Evaluation of Meeting:** Completed

### **13. Future Meeting:** Next Trust meeting – June 7<sup>th</sup> 9:45, meeting at 11 am.

### **14. Meditation** (3 minutes)

**Meeting adjourned at 3:06 pm.**

**Metta.**

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

**APRIL 26, 2015**

### **VanCity Balances (April 26, 2015)**

Membership shares	68.55
Community Service Accounts 1 & 2	<u>65,606.38</u>
<b>Current Bank Total</b>	<b>\$65,674.93</b>

### **Year to Date Revenue (April 23, 2015)**

All Dana	<b>\$ 12,609.00</b>
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(Day Sitting/Between Course/Monthly)

### **Major Expenses since March 29, 2015 Trust Meeting**

Insurance, Bldgs/D&O (approx)	1,100.00
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Insurance, Truck	863.00
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### **Monthly Dana Totals as at March 29, 2015 (previous Trust meeting)**

<b># of Old Students</b>	<b>Total Monthly Dana</b>
9 Visa	450.00
23 Auto Debit	925.00
2 Canada Helps	258.00
<b>34 Students</b>	<b>\$1,633.00</b>

### **Current Monthly Dana Totals as at April 26, 2015**

<b># of Old Students</b>	<b>Total Monthly Dana</b>
8 Visa	435.00
23 Auto Debit	925.00
2 Canada Helps	258.00
<b>33 Students</b>	<b>\$1,598.00</b>

\*In April we received one between course donation of \$2400.

<b>Roofing Quotes provided by Deb HARDING:</b>
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1 & 2 provided by Jim Tardiff:					
To supply and install		Cost per sq/ft			
1. Fiberglass Laminate Shingles		\$ 1.34	\$ 1,125.60	Materials	
Tear off and Install			\$ 621.60	Labour	
		\$ 2.08	\$ 1,747.20		
		Cost per sq/ft			
2. Duraclad Metal Roof (New)		\$ 1.79	\$ 1,503.60	Materials	
Tear off, disposal and install		\$ 0.73	\$ 613.20	Labour	
		\$ 2.52	\$ 2,116.80		
* Delivery if only supplying add \$135.00 + GST to material costs.					
The following 2 options are to Supply Materials Only, we would install:					
		Cost per sq/ft			
3. Westform Metal Roof (Windsor)		\$ 1.09	\$ 1,037.68	(Colour, 29 guage, 50 yr)	
		\$ 0.92	\$ 875.84	(Galvanized, 29 guage, 50 yr)	
* Supply only.					
4. Slegg Lumber supply Fibreglass Shingles only		\$ 0.93	\$ 781.20		

## Operations Report April 26 2015

Steven spoke to Ian McDonald at the CVRD (Brain Duncan was unavailable) about the possibility of building one or two “picnic area” structure. ie Roofed open wall building that could be used as a semi-permanent dining area for the 3 Day courses. Ian said that any structure exceeding 10’ x 10’ in size would require a building permit, due to snow loads and general safety. He said that a picnic area or car port building would not be an expensive permit to take out.

Ian mentioned that our group (VIVA) had come up as a topic in one of their recent meetings. I understand that they were/are curious as to how things are proceeding for us. It was explained that our 3 Day courses were a success last year, and that we were planning on holding at least two more (gender specific) early this summer.

We talked about the container and how it was really a boon for us being able to store our course related materials safely on the property, and that the Meditation Hall was being maintained and used regularly for our meetings and Day Sits. We also spoke about adding more deck space to the Pump House, and that projects like that would not be a problem.

The 3 Day course Committee has some suggestions for upgrades that would be helpful for the coming summer courses, and those will be added to the Operations general Task List.

Operations does not have a budget prepared at this point, but feel that the Dhamma Hall roof is worth undertaking before the summer courses.