

Vancouver Island Vipassana Association

Trust Meeting

Date: Sunday March 29, 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:	Dylan Fry	Timekeeper:	Don Williams
Task List:	Don Williams		

Trust Members Present	Trustee Regrets	AT's Present	Friends of Trust	Trust Members Attending Remotely
Robert Baker	Hope Funk	Evie Chauncey,	Don Williams	
Harry Mensink	Doug Cooper	Daniel Gomez,	Deb Harding	
Rob Weaver	Jamie Parker	Steve Armstrong	Kyle Althaus	
Kim Weaver		Elyana Lundh	Arnis Damburgs	No-one
Carsten Hunter		Selina Kuoni-Meghji	Carl Wolford	
		Greg Lundh	Dylan Fry	

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 (Added Children's Course C'ttee)
 - Set time for meeting & agenda items (Robert did so)
 - Read trust meeting guidelines (Robert did so)
1. **Announcements:** Evie will be stepping down as centre teacher, Steve will now be fulfilling this role (see below for more detail) Harry will be stepping down as trust president to trust member. Robert will now assume trust president role and Kim Weaver will assume the role of secretary. Carsten Hunter and Jamie Parker will be joining the trust. Arnis is moving from Trustee to Friend of the Trust.
 2. **E-mail decisions made between meetings:** None
 3. **Corrections and approval of past minutes:** Approved
 4. **Review of task minutes from previous meeting** - Completed by Robert.

5. **AT Report – Evie** announced she is taking a sabbatical. Steve will take over Evie’s responsibilities with Evie of as mentor; approved as a trial for one year by Area Teachers of Canada. Evie’s full report attached to minutes. Steve Responded – Evie’s are big shoes to fill, and with the cooperation and assistance of the Trust, he is happy to take on the role.
6. **DropBox overview** – Kyle showed on the laptop what DropBox looks like and where documents are stored. Evie explained how to share files through DropBox. It was also explained that if an invitation to join is sent (to new users), then the sender’s DropBox storage capacity would increase. Anyone who would like to join DropBox please send Robert an email.
7. **Slide Show of Development of Dhamma Modana** (available on Drop Box). Slide show prepared by Kyle (thanks very much to Kyle from all).

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

8. **Committee Reports:** (Some of the following reports can viewed as attachments, as noted)

Water Committee Report – Carsten (Report attached)

Comments/questions: Arnis – doesn’t agree with a temporary fix – not a great use of Dana. Also Water Quality of upper well not great, would require treatment. Lower water supply much better quality. (Arnis has extensive experience/expertise in water/career)
 Kyle – BC Aquifer made mistake in depth/gallons per minute available on upper well – 1 metre higher.

Steve – Cost to get upper well up and running? Evie – c'ttee estimated for lower water supply – 30,000 (in DropBox) to compare.

Kyle – test by BC Aquifer over a week in August would give best picture of rate/quality/all costs of upper well –costs for c'ttee to further explore.

Winter Report – Carl (Report attached)

Discussion: Carl - Bottle jacks (6) purchased at 50% off, used to installed new Meditation Hall foundation posts, can lift 10,000 lbs each (could be used to level container, may take care of leaking door). Roof has taken a beating this winter, roofing material has been peeled back by wind and roof has been leaking in areas. Carl recommends roof be redone this year as soon as possible. Discussion around types of roofing materials: to continue with current type of rolled roof seal at cost of approx. \$600-\$700 with a 5 – 6 year life span; to install shingle type material which would be much more resistant to wind which is a consideration as the site is quite windy in the winter, at a cost of approximately \$1000, 25 year lifespan. Deb asked about metal which is more expensive but much longer lasting. Task to Carsten and Deb to investigate roofing materials.

Operations Report – Steve

Some jobs identified by Carl in his report that need doing will be part of 3 day report and preparation/discussion. Winter is difficult as Daniel is away, not much presence and therefore maintenance is sporadic. All the jobs completed/looked after are covered in Carl's report.

Outreach/Inreach – Robert

Evie reported there is an article up about Dhamma Modana in the International Newsletter.

Robert reported that from May to Oct, Day Sits move back to Dhamma Modana land unless 3 day course is planned. Victoria, Duncan and Nanaimo offer day sits each month during the winter months. Day sits do not occur May to Oct in Duncan, Victoria or Nanaimo so as to bring community together at Dhamma Modana. Robert posts day sits on the website.

Robert asked which weekends, and which weekend day (Saturday or Sunday?) would work for day sits at Modana from May to October? Not 1st, typical holidays. Robert recommends 2nd Sunday of each month unless it conflicts with a 3 day course.

Finance Report – Evie. (Report attached). Discussion/Questions: None.

Web Site – Steve.

Jim Swift, registrar for Dhamma Surabhi & Modana, has accepted the role of Webmaster and will look after arranging things on website and consult with Patrick who we pay annually to maintain. Wordpress construction, which allows us to update, but requires some level of expertise so Jim does that.

Lunch – 40 minutes. Reconvened at 1:45.

9. DISCUSSIONS AND NEW BUSINESS

Consideration of holding Children's Course at Dhamma Modana

Elyena – Is trained and has conducted children's courses, and some of those children are now coming to 10 day courses. Children go to courses at Dhamma Surabhi. Nice for the trust to have a course, once per year, 5 hrs. for Anapana Course. 8-15 year old day course w/both genders. Kids bring own bag lunches, fruits/vegs provided by meditators as Dana, very simple, low cost to put on. Having 1 day set aside at end of 3 day course, for example, with the site still set up and with the bear fence still in place, would minimize work. Twenty kids could fit in hall plus 10 grp leaders. No cooking/meal prep.

Schedule: arrive 0930-10 for registration and orientation. Course start 10, opening instruction, 3 session of instruction and metta, ½ hr breaks between to play. Need a TV/computer screen and back-up system for power. Sonya and Dylan are now trained Children's Course Teacher (CCTs) on Vancouver Island. Not problem to get CCTs. Would like to make it a regular part of courses, parents will know it's an ongoing offering.

Elyena asking to strike a Children's Committee. Elyena will Coordinate, Kim member, AT – Gregg. See about sharing registration platform or module with Dhamma Surabhi, talk to Jim as registrar. (added to Task List)

Three Day Courses for 2015

Steve spoke about some of the challenges that arose at 2014, 3 day retreats, heat and water being the biggest, and also spoke about some ideas about how to mitigate these difficulties that can come from the Operations Committee discussions. Much infrastructure put in place last year, and hopefully additional upgrades will help.

Steve stated that the following planning needs to be done by the 3 Day Committee: water – pump or delivery? Put up bear fence, order food and arrange preparation.

Discussion around when to schedule 3 day courses for 2015, and when would be best to schedule Children's Course in relation. Evie asked if the bear fence could stay up even if course not running? Answer is yes, for short time periods, although fear of Elk damage. Suggestion to hold Adult courses in June, leave fence up for a few days, run Children courses the next weekend. Dining tents could possibly be left up over summer, although may be damaged by wind or wear, so down is better. Due to heat concerns, if courses held in July, early part is better, possibly 2nd week.

Evie – 2 sets of 3 day courses, June & September? Children's course could go into mid-June course. Depends on volunteers and resources. Also depends on availability of Gregg and Elyena. Robert asked that Children's c'ttee decide when they will be available, then set the date for children's course. Can be set between 3 day courses.

Regardless of timing, 3 Day Committee can put together tasks and to be presented to Trust. Decision, however, should be brought to the Trust regarding the roof of the Hall. Current roof only lasted 5+ years. Carsten – can it wait to fall until after the courses? The feeling is that due to its brittle nature, sooner would be best.

Robert – sounds like everyone is in support of 3 day course. C'ttee will discuss proposals, and choose a date, to be put to Trust for decision. Then 3 Day Course and Operations Committees can talk about infrastructure.

10. DECISIONS OF THE TRUST

PROPOSALS - to have trust designate a Children's course 1 day per year contingent upon running 3 day courses.

Approved by Trust.

11. TASK LIST

Review New Tasks:

- Steve and Evie will investigate the "non-sync" option for DropBox
- 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.
- Robert will forward Carl's Operations Report to Kim.
- Carsten will email his Water Report to Kim.
- Steve will ask the company that prepared our shipping container about the leaky door.
- Robert will update the Trust listserve.
- Don will ask Hope if she wants to join the 3-Day committee.
- Robert will uninvite and then reinvite Carsten to join DropBox.
- Steve will find a particular link in DropBox and send it to Carsten (something to do with water?)
- Steve will ask Keith about the long power cable that would run from the pumphouse to the Dhamma Hall.
- Greg will research with Jim Swift and Val regarding the Dhamma Modana Children's Course Module.
- Greg and Elyena will decide which dates they have available to conduct a Children's Course, and let the Trust know.
- Carl and Deb Harding will check prices on roofing materials for the Dhamma Hall.

Old Tasks:

- Arnis – Mail Well Registration March 30, 2015 (Remaining from Last Meeting's Task List)

12. Evaluation of Meeting: Completed

13. Future Meeting: Next Trust meeting – April 26th (Sunday)

14. Meditation (3 minutes)

Meeting adjourned at 2:45 pm.

Metta.

VIVA TREASURER'S FINANCIAL REPORT

MARCH 29, 2015

VanCity Balances (March 26, 2015)

Membership shares 68.55

Community Service Accounts 1 & 2 61,238.02.

Current Bank Total \$61,306.57

Year to Date Revenue (February 28, 2015)

All Dana \$ 5,022.00

(Day Sitting/Between Course/Monthly)

Major Expenses since August 24, 2014 Trust Meeting

Building Maintenance 774.07

(Pumphouse/Dhamma Hall)

Kitchen Equipment 190.39

(Pots & Pans)

Monthly Dana Totals as at August 24, 2014 (previous Trust meeting)

# of Old Students	Total Monthly Dana
15 Visa	654.00

22 Auto debit	830.00
3 Canada Helps	60.00
40 Students	\$1,544.00

Current Monthly Dana Totals as at March 26, 2015

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

*Thank you letters and charitable receipts were mailed out in January to a total of 36 students for their 2014 monthly Dana.

3-Day Course Expense Report 2014

Landscaping	1,320.00
Groceries	1,549.00
Kitchen Equipment	1,074.00
Materials (canopy, etc.)	1,283.00
Student Supplies	280.00
Fuel	79.00
Equipment Rental	432.00
Portapotti Rental	336.00
Truck Rental	187.00
Total	6,540.00

Other Related Expenses – Infrastructure

Storage Container	13,547.00
Pumphouse	2,378.00
Well	7,193.00
Total	23,118.00

Dana – 3-Day Course

Capital Projects	10,336.00
Course	4,356.00
Total Dana	14,692.00

Evie's Teacher Report

I'm going to be taking a sabbatical for the next year. Steven Armstrong will be taking over my responsibilities. I will be available to him as a mentor throughout the year, during this transition. Any change like this needs to be approved through the organization, and this has the approval of the Coordinating teachers of Canada.

I would like to paint a bit of the picture of what the Area Teachers responsibilities are, so that all of you can have some understanding of what he's taking on.

Foundationally, he will be responsible for making sure that this organization follows the international Vipassana guidelines-not only the written guidelines but the flavor and the intent of Goenkaji and how he wanted his teaching of this meditation practice to be transmitted.

In terms of specific responsibilities, he will be appointing the Trust each year.

He is responsible for ensuring a certain tone is maintained, both at the committee level and the Trust meeting level -that there is harmony amongst the trustees. He's there to help people follow Goenkaji's guidelines of people in conflict trying to clarify things with each other, and then if that fails to ask for intervention.

He will oversee the work of all the committees. Of course he is not expected to do things specifically as I did. For example, I had Dragon as a voice dictation program, so I often took the minutes for many committees. That is not one of his responsibilities! But he is responsible for making sure that committee minutes are taken, and presented at the Trust level. He is also responsible for reviewing the minutes that are written for each trust meeting, and making sure they are posted on the website.

He is responsible for making sure that any financial or legal duties are fulfilled. However, I am going to be available to help Hope with finances. Hope and I will go over financial reports together, do the budget and go over the audit.

All of our documents are available to Trustees in Dropbox, and all the legal requirements necessary for our organization are in binders as required by the Societies Act. Daniel Gomez will be managing these binders, and following a chart that lists everything that needs to be updated each year, who will do it, and when.

I will be around to help with courses, and occasionally come to trust meetings. But it is Steve that will be attending to all of the larger picture issues. Already, we have worked together on the article for the international newsletter, as well as the new version of the DM postcard. Steve has taken on appointing this new trust. Steve will organize differently and delegate differently, and I encourage that. I am really hoping that you all support him as he undertakes his new role.