

# The Vancouver Island Vipassana Association

## Trust Meeting

**Date:** Saturday, May 7, 2016 **Location:** Dhamma Modana

The meeting immediately followed a one hour meditation session.

**Meeting Time:** 11:30 am.

Attendees:

<b>Facilitator:</b>	Robert Baker	<b>Secretary:</b>	Kim Weaver	
<b>Speakers' List:</b>	Rob W.	<b>Timekeeper:</b>		Rob W.
<b>Task List:</b>	Kim			
<b>Trust Members Present</b> Robert Baker Kim Weaver Hope Funk Rob Weaver Carl Wolford	<b>Trustee/AT Regrets</b> Carsten Hunter (AT) Doug Cooper (AT) Evie	<b>AT's Present</b> Steven Armstrong Daniel Gomez	<b>Friends of Trust</b> Jess Paffard Deb Harding Janet Beck	<b>Trust Members Attending Remotely</b>

**Quorum:** 5 of 6 of trust members in attendance

COMMITTEE	COORDINATOR	MEMBERS	A.T. ADVISOR
Operations	Carl	Harry, Deb, Carsten, Kyle, Don, Doug C, Ken, Doug C, Will	Steven
Outreach	Rob W	Harry, Doug Cooper, Robert, Deb	Steven
Building	Carl	Deb, Keith, Kyle, Rob, Will, Doug Child	Steven
Septic	Bill Simoes	Kyle, Keith	Steven
Finance	Robert	Hope	Evie
Website	Robert	Jim, 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 - None – more informal process today.
- Read trust meeting guidelines – Completed.

1. **Announcements:** Hope is stepping down from her position as Treasurer and from the Trust, to become a Friend of the Trust. Robert will take over the Treasurer's position (Hope will remain a member of the Finance Committee), and Rob Weaver has agreed to take the President's position. Jess Paffard and Janet Beck have been invited, and have accepted, to become Trust members. Doug Cooper is now an AT, so no longer a Trust member. Carl was invited, and accepted, to become a member of the Trust.
2. **Corrections and approval of past minutes:** Approved
3. **Last Meeting's Tasks:**
4. **Decisions of the Trust made between meeting:**
  - A. To approve the expenditure of \$5000 as a refundable deposit to Belton Brothers to hold the house and barn subject to approval of the CVRD Building inspector regarding the requirement to bring the house "up to code" for a total moving price of \$42,000. Unanimously approved.
  - B. To cancel the 3 day courses for the Spring and Summer of 2016, with a goal of working towards holding 10 day course on the Dhamma Modana site. Approved.
  - C. Request to the Trust to re-insure the truck. Approved.
  - D. Request to the Trust to acquire a cell phone for use on the Dhamma Modana site. Approved.

## **5. Committee Reports:** (Some of the following reports can be viewed as attachments)

**a) Operations – Steven** - Report attached. Steven will post the Task List for the Operations Committee in the Pump House for those who want to come to Dhamma Modana and do work between work parties. Carl has agreed to be the coordinator for the Operations Committee, Steven will take over as AT Advisor for this committee.

**b) Outreach/Inreach** – Rob W. will keep list of old students who email, asking how they can help out at Dhamma Modana, as well as passing the names on to Carl for the Operations Committee.

Rob W. reported on "official" group sits in Victoria, Duncan and Nanaimo.

**Nanaimo** has day sits monthly at Yoga Wehr (approx. 8 participants), and weekly sits changed from Wednesdays to Mondays, 7 pm at 517 Wentworth St.

**Duncan** day sits monthly during winter (October to April) at funeral home. Generally 6 participants. Weekly Duncan sits Sundays 10-11 am at Carl's house, 202-2568 Dingwall St.

**Victoria** monthly day sits October to May at Friendship House on Fern St.

Weekly sits Tuesday & Thursday at Fernwood & Bay. Locations & times have been updated on the website. (Attendance varies, usually 8-16 people).

Rob to update Jim Swift with time & locations for weekly sits in Duncan and Nanaimo.

**c) Water Committee** - No report this month.

**d) Finance Report – Hope** – Report Attached.

**e) Web Site – Steven** – Steven encouraged Trust members or Friends who do any work or have any update about work on the Modana Site to send email photos or reports to Steven for the Website Committee, to be considered for adding to the Blog on the website.

**f) Children's C'ttee – Kim** – nothing to report.

**g) Landscape Committee** – Rolled into the Operations Committee report.

**Lunch – 12:30 pm. Reconvened at 1:25 pm. Three minute meditation.**

## **6. DISCUSSIONS AND NEW BUSINESS**

**a) Carl - Purchase + more of House & Barn** - Reports attached (including contract with Belton Bros., Engineer's report & Hazardous Materials report).

Consideration being given to radiant pipes in the basement floor of the house for future heating needs. House & barn shells to be moved onto the Dhamma Modana site in the next 8-10 days (week of May 16<sup>th</sup>). Operations Committee will be working on floorplans over the next month. Deb asked about the requirement for the heating to be brought up to current Code. Carl explained on the basement would need to meet current code as it's a new build.

Deb explained the requirements for in-floor heats have recently changed and are much more stringent, and need an air exchanger in order to use in-floor radiant heat, and it's quite pricey. Steven explained that our architect suggested we put in the piping for the in-floor heating for possible future use, but will bring Deb's concerns to the architect's attention.

Deb asked why the houses were to be placed down at the old Mill site? Segue to next topic....

**b) Steve - Overview of Last Month's Brain Storming meeting** - We are permitted to build a residential structure on the top level of the property (section 450). We are allowed to build 2 structures on the north block (rezoned upper area) but as we have already built the Dhamma hall on the upper property, we can put the house up here, but we couldn't put the barn up here.

\* The other reason is the Septic. We do not have a fully developed septic field on the top block. We do have a septic field developed on the lower level with proper perc and proper soil depth. So for proximity to ready-to-build septic field, and to meet our target to build a caretaker's home on lower level, and there is power and water down there, very cost-effective way to develop property, the lower site is the logical location to situate the house & barn.

Daniel reminded us the septic field on lower level isn't actually built - the field is cleared and ready to develop, but not actually in place.

Rob said that before we move ahead with the purchase and building of the house, we should decide if we are going to hold 10 day courses on the site as it affects how we are going to renovate the house.

Steve agreed, which was followed by discussion around the many and varied ideas for use of the lower house and barn. Steven confirmed the lower buildings might be used for smaller courses, and not necessary monthly, but in conjunction with tenting courses while the Centre is developed. These uses would also include servers or students' residence, and for those doing work on the land to have a place stay, using the house as a "Dhamma House", and using the buildings to hold limited-size 10 day courses there.

Once the Centre starts running on the upper site, the lower house can be used as Caretaker's quarters and offices. Use is being kept as flexible as possible. The upstairs would have 2 bedrooms, kitchen and bathroom, and the porch which can be enclosed. The suggestion for the lower level would be 2 bathrooms, and basically keep the remaining areas more open concept to allow for the maximum use of the space.

Concern was expressed by Hope that if we don't have a clear-cut idea of how we'd use the house, and with the uncertainty of Sunfest, what is the rush to build on the site? We don't know how the sound and the activity is going to affect us.

Some of those present had questions about the legality and insurance for the various types of use and it was agreed that these avenues would certainly be researched.

Steven said a standard house can be filled with guests, and if we renovate the house to have 5 bedrooms, that's pretty standard. You do have to consider the capacity of the septic system, etc.

Hope remarked that she remembers we could only hold 3 day courses for old students on the Dhamma Modana site but Steven said that cannot be confirmed or found in old records. Robert confirmed he, Evie and Kyle have been through the minutes of the old meetings and couldn't find this statement anywhere.

Questions were about how our budget numbers were derived. Steven explained we had an architect, and two builders/renovators at the Visioning meeting in April who did a rough estimate, which involved moving the house & barn, putting them on foundations, preparing the interior for use, and installing the septic field, which they estimated would cost approximately \$150,000 (including the purchase of the house). This budget included hiring contractors to do the work, although we are hopeful volunteers may be able to do some of the labour ourselves. It was noted Carl circulated a protocol by email, and we are following it. Bids/quotes are being obtained. At the meeting in April a decision was made to move forward with this decision.

Kim thought the added value of putting house and barn on site far and away increases the value of the land more than the cost of \$150,000. Fully in support of building the house and barn on this site. Hope said we can't assume a house & barn would increase the value of the land.

Deb said it's a bit confusing to hear that the Trust has decided to move ahead with the purchase of the house & development of the site, but also be open to finding another property. Steven explained the Trust made a decision to move ahead with the development of the current site, to be focused on this land to make it happen, and that if anyone else wanted to look at other properties, they could develop the criteria and do so.

Robert wrapped up discussion stating we decided as a trust to move ahead with the purchase and construction of the house & barn on the Dhamma Modana and continue to develop this property. Hope wanted it noted that she is opposed to this direction as a friend of the Trust.

**c) Donation** - We have received \$100,000 donation from an anonymous donor.

**d) List Serves and email** - Robert reviewed the difference between Trust List Serve (Trust members & ATs only) and Friends of the Trust (generally includes trust and friends, but may exclude some ATs). Please be mindful when replying to a Friends email that you are not sending to everyone if it is meant only for one or two people, so as not to flood everyone's email.

**e) Fire preparedness** - Steve to contact Kyle to ask about a protocol for Fire Prevention for Dhamma Modana.

**f) Centre Phone** - Options? Deb suggested we buy a phone and "pay as you go" for whomever needs to use it. Options for doing that were discussed and different carriers were discussed. Steve asked Carl, as he would be the main user of the phone at least over the summer, would he be willing to purchase a basic phone with a SIM card, and the Trust will reimburse him and pay for the usage (voice, text and voicemail). Proposal made and approved by the Trust.

**g) Approval for New Signatory** - Proposal made to add Janet Beck as signatory for charitable receipts. Approved.

**h) On site Volunteers?** - Do we want to have volunteers up on the property doing work if there isn't a work party organized? Yes, if an AT or other Trust member knows them and thinks it's okay. Protocol is to send an email to the Listserve (info@modana.dhamma.org), who will speak to the Operations C'ttee to see if it's okay for them to be on the site on their own, and if so, what tasks require their attention.

**6. DECISIONS OF THE TRUST –**

- a) Proposal: Trust will reimburse Carl for purchase of a basic phone of up to \$75.00 including taxes, and the Trust will reimburse Carl for the usage fees/SIM card on a month-to-month basis. Carried.
- b) Proposal: To add a new signatory, Janet Beck, for charitable receipt. Carried.
- c) Proposal: To ask “Volunteers” who want to be on the Dhamma Modana site outside of an organized work party to send an email to the Listserve (info@modana.dhamma.org), which will be forwarded to the Operations C’tee to see if it’s okay for them to be on the site on their own, and if so, what tasks require their attention. Carried.

**8. TASK LIST**

- Carsten - Water Committee to check with VIHA to see if we can drop a pump into the upper well.
- Kim - look into making or buying curtains for the windows for the Dhamma Hall. (84" long, 36" wide, tab tops?)
- Hope - to email Kim the Finance Committee report for the minutes.
- Rob to email Jim Swift with new information about Duncan and Nanaimo weekly sits (times and locations) to update the website.
- Steven to check with Evie about putting together the next edition of our Newsletter.
- Steven - speak to Evie about legal requirements of holding courses in the house and/or barn.
- Steven - to send invites to Janet, Jess and Will for Dropbox.
- Robert - to contact Kyle and look in Drop Box for Fire Prevention Protocol.

**10. Review New Tasks –** Completed.

**11. Evaluation of Meeting –** Completed.

**12. Future Meeting:** June 4<sup>th</sup> (Saturday) at Dhamma Modana.

**13. Meditation (3 minutes)**

**Meeting adjourned at 3:40 pm.**

**Metta.**

## Operations Report - May 7/2016

### April work period

Volunteers arrived as early as Friday night for the weekend work period, with others dropping in Saturday and Sunday and a couple of volunteers camping on or near the property.

The group worked through perfect spring weather, with temps in the mid 20's and not too cold overnight. We had a mix of people new to Dhamma Modana along with several who've been involved since the Center property was purchased.

The extremely wet winter was still apparent with mold and mildew on almost all surfaces that hadn't received several coats of paint. The main focus was to clean up the Dhamma Hall and prepare it for the years events, Day Sits, Trust and Committee meetings.

The mysterious leaking chimney has been replaced along with all the stove pipes. It was decided by the building committee after some research and discussion to move from a 10" insulated stack down to an 8". This cut the replacement cost by half, coming in at a little over \$500. New insulation tape and glass for the wood stove door was also purchased (glass not actually replaced, crack in existing glass is not a fire hazard).

With the truck insured, we were able to attend to the water system by filling up the 250 gallon storage tank and hooking it up to the pump and the pump house. All the sinks and showers are available for meditators staying at the property, and although the water is potable, we suggest that students use the water from the many 10 gallon water containers on site.

\*the shut off valve between the pump and pump house has a slight leak when in the "on" position, so it needs to be turned on before using the sinks and or showers, and then turned off when leaving the property. The pump needs to be plugged in/ unplugged as well. We hope to have this fixed during the coming Trust Meeting\*

A large tree that had fallen across the road was bucked up, so there the usual access to the Center proper is open.

Other volunteers tackled repainting the ceiling, sanding and staining the trim on the south and east walls of the Dhamma Hall, and a couple of the out houses received new paint and had their trim touched up. These and other painting projects are ongoing, and anyone interested in doing some volunteer work may contact the outreach email or phone number to arrange a visit. The Operations Committee will supply a todo list and where the materials can be located.

In an oversight, the curtains were left hanging in the hall over the winter, and were covered in mildew. They've been washed, but they had also been damaged from being bunched together, with the rubber backing peeling off. They will need to be replaced.

On Saturday, Beltran Bros. (sellers/movers of the house and barn project presented at the General Meeting in April and is being considered by the Trust) paid a visit to the property, and all the volunteers on hand reviewed and discussed locations for the buildings. It was great to have a variety of opinions from some experienced carpenters and builders.

## Operations Committee Task list – 05 / 2016

There are a number of projects ongoing that can be tackled by volunteers interested in coming to the Center for a day or overnight. We have most paint products on site, with just the grey deck stain running low.

- Painting – the benches in the outhouse / white paint
- Green paint on all four out houses
- Light brown trim on Dhamma Hall and outhouses
- outhouse floors – grey paint
- Paint trim on pump house porches white
- Two covered stands for private property signs and or welcome signs?
- Erecting the new Dhamma Modana sign – Rose Dauk will be supplying the sign
- Roof gutters and down spouts for the rear of the pump house – there are gutters stored under the pump house
- Flashing between the covered front deck and the pump house – there are two lengths of flashing stored behind the wood shed
- Some kind of barrier wall (clear plastic?) to protect the sinks from the elements – the same kind of plastic that covers the out houses. We may need to build a “screen door” for the winter months rather than wrapping the whole thing in tarps. Open for ideas.
- Cover the showers in  $\frac{1}{4}$  “ plywood – four 4 x 8 sheets will be necessary. Remove all particle board that was put up short term.
- Paint showers with the same grey stain/paint
- Deck stain - grey
- Scrub down the north side of the container – remove the moss
- Replace leaking pump shut off valve – speak with Steven
- Replace Curtains – Linda has volunteered to do this job
- Get several copies of the container and pump house keys made
- Finish the trim on the inside of the pump house door (materials are in the container)

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

**May 7, 2016**

### **VanCity Balances (May 5, 2016)**

Membership shares	70.78
Community Service Accounts 1 & 2	<u>81,636.00</u>
<b>Current Bank Total</b>	<b>\$81,706.78</b>

### **Year to Date Dana Revenue (May 5, 2016)**

Day Sitting/Between Course/Monthly	<b>\$16,885.00</b>
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### **Main Expenses since November 14, 2015 Trust Meeting**

Web Maintenance	\$ 147.00
Day Sitting Hall Reno	103.35
House/Barn	5,000.00
Truck Insurance	479.00
Stove and Chimney Repair	636.00

### **Current Monthly Dana Totals as at May 7, 2016**

<b># of Old Students</b>	<b>Total Monthly Dana</b>
7 Visa	420.00
26 Auto Debit	1084.00
2 Canada Helps	258.00
<b>35 Students</b>	<b>\$1,762.00</b>

### **Monthly Dana Totals as at November 14, 2015 (previous Trust meeting)**

<b># of Old Students</b>	<b>Total Monthly Dana</b>
10 Visa	510.00
25 Auto Debit	1034.00
2 Canada Helps	258.00
<b>37 Students</b>	<b>\$1,802.00</b>