

Vancouver Island Vipassana Association Trust Meeting

Date: June 24, 2018 1pm

Place: Dhamma Modana and via Skype

Commence Meeting with 3 Minutes of Meditation

Attendance and Introductions

Trustees Present: Harry Mensink (President) , Lynn Tonkin (Secretary); Carl Wolford, Robert Baker (Treasurer), Robert Weaver

Absent: Steve Bruce, Sophia Andras,

Quorum Met: 5 out of 7 Present

Teachers and ATs: Steven Armstrong, Greg Lundh

Friends of Trust: Sylvia Swift, Solomon, Ranji Ariaratram, Lakshmi Ariaratram, David Johnson, Don Williams

A. Corrections and Approval of Previous Minutes; May 5, 2018 APPROVED

B. Announcements

- Rosie Dauk stepped down from the trust

C. Approvals and Email Approvals

- New Approval for Steven Armstrong to engage with realtor (Grant Scholefield) to complete property assessments for Dhamma Modana and for proceeding with inquiry of the Nunnery in Duncan.
- New Approval for Debra Harding and Steven Armstrong to commence exploring funding options to purchase the Nunnery.
- New Approval for Steven Armstrong to act of behalf of VIVA to purchase the Nunnery in Duncan.

D. Agenda Review and Additions to the Agenda, Facilitator - Harry

1. Roosevelt Elk
2. Purchase Safe
3. House/Workshop
4. Courses
5. Duncan Property

Read Aloud the Trust Meeting Guidelines

*May all the suffering people of the world understand what is Dhamma. May they practice Dhamma. May they apply Dhamma in their day to day life and come out of all the agonies of a defiled mind full of negativities. May all enjoy peace and harmony of a pure mind, a mind full of compassionate love and good will towards other beings.
(excerpt from a reflection to the trust members)*

COMMITTEE REPORTS AND DISCUSSION

Brief teacher update and Executive Committee provided by Steven Armstrong

- Brief update on the new exploration of purchasing a Nunnery in Duncan, Steven described the process for reviewing this proposal and the options for purchasing a new site.
- Bring forward new time format for the trust Meetings

Planning Committee Report by Steven Armstrong

Contact with Ian Rolston regarding septic design for the P2a area has commenced. Ian had a site visit and was confident that new technology would allow Modana to utilize the field behind the Meditation Hall. Test results will be shared with Ian. He felt that crossing the creek was also an option and would be less expensive than using the present fields beside and above the Dhamma House.

The planning committee has made inquiries with the Columbia Center, Dhamma Nanadanavana with regards to their architectural design for a 120 student Center, and possible willingness to share building plans with Modana. Also, inquiries into Metric Modular (an award winning modular construction company based in the Vancouver area, having undertaken projects around North America), with regards to running building designs through their software for accurate pricing and production and shipping. Metric claims to be able to provide high end construction for 2/3's the cost in half the time. The thought is to run the Columbia Center plans through the Metric Modular software for prices and proper construction codes for the Lake Cowichan area which includes factors such as snow loads, earthquake, etc..

Rudimentary discussions have begun on pursuing both general surveys and legal surveys for the property which are needed in preparation for drawing up infrastructure and site development plans.

The ground water application is ongoing for the upper property.

The Dhamma House is zoned residential so there is no cost associated to water consumption.

Operations Committee Report submitted by Steven Armstrong

House tasks completed –

- living room picture window installed
- triple sinks installed/hooked up
- lino floor installed
- second refrigerator set up
- curtains sewn and hung

House tasks remaining –

- purchase and install below counter dishwasher
- paint cabinets and new sink cabinets, add curtains or doors
- add new fittings to painted kitchen cabinets (the original ones)
- third refrigerator set up
- indoor outdoor mats for rear porch
- rear porch posts caulked
- all exposed porch wood stained
- bed frames built, filled, sanded, painted
- new mattresses ordered (sitting cushions?)
- upstairs storage area cabinet doors added/trimmed

Build portico (materials have been purchased), foundations and pier blocks have been purchased, and logs stripped and prepped.

- Have VIHA visit and sign off on the kitchen
- Exchange the two stoves

Workshop tasks Completed –

- drywall / mud, tape, sand
- painting started
- cleared out all donated items
- Footings and columns have been poured and backfilled. Saddles in place

Workshop tasks remaining –

- Priming/painting walls ceiling
- Rigid insulation along pony walls, affixing wainscoting, laying down 1 x 8 trim and strips over joints.
- Hang doors and finish door and window trim.
- Build and hang double door
- Clean floors
- Order and pickup used carpet from Victoria airport (Carsten has contact info)
- Reinstall all electrical switches, lights, cover plates
- Exterior lights
- Build carport. All wood and concrete has been purchased.

Landscaping

- Clean up area under and around the carport / level and lay down 3/8" gravel
- Prep path access to both buildings

- Hire front end loader (Mac Nutt) to remove all slash piles. The idea is to layer the slash with gravel and local soils from house and workshop excavation to extend the field / parking area. This layered area will be stable. Bill needs to come and preview the job, and once here we'd like to have him look at building up/grading the roads around the house and workshop as well. At this point, the recommendation is for just a one day hire.
- Create some landscaping around the house and workshop to beautify the area.
- Spread wildflower seeds over bare areas and along the sides of roads, etc.

Septic upgrade

Have had discussions with septic engineer with regards to upgrading the existing system and understood that we are able to add on an extra tank and extend the field with more lines with an indexing valve without too significant a cost. Almost all the work could be done by volunteers.

Notes on house and workshop budget

Due to some unfortunate miscommunication with the contractor, the drywall project went from being close to completion in the planned two weeks, to requiring a full two months. The carport ran into similar difficulties with ongoing misunderstandings around design. The plans were not submitted and given approval until June 4th, which set the project back two months.

While the broom busting was helpful, it took the majority of volunteer labour away from the focus of getting the Center prepped and ready for hosting courses. The hope will be to put more focus on prioritizing the task lists to make best use of volunteer labour and dana put forward for supplying food and lodging.

The original budget for this project was based on materials priced on last years figures. Since the beginning of 2018, the cost of building materials have risen. Although deals have been found and offered for the project, it's not really reflected in spending.

Discussion: Wondering about the extra material on the land, talked about how Texas has used the extra material to create waterways or architectural landscaping. Operations has taken photos from the winter to show the waterways. Further discussion to be brought to operations regarding landscaping.

Finance Committee Report submitted by Robert Baker (see below for budgets)

VIVA TREASURER'S FINANCIAL REPORT				
May 31st, 2018				
VanCity Balances as at May 31st, 2018			Workshop & Carport Project Spending Summary	
Membership shares	\$ 75.80	\$ 75.80	Approved Budget	\$15,946.05
1010 Chequing	\$ 10,985.59	\$ 10,985.59	Amount Spent to-date	\$11,949.03
1015 Savings	\$ 1.65		Amount Remaining in Budget	\$3,997.02
1017 Loan Repayment	\$ 100.14			
1018 Jumpstart Savings	\$ 66,619.46	\$ 66,721.25	Kitchen	
Total Cash		\$ 77,782.64	Approved Budget	\$3,000.00
Outstanding Cheques	\$ (6,438.85)	\$ (6,438.85)	Amount Spent to-date	\$1,996.93
Cash to be deposited	\$ 445.00	\$ 445.00	Amount Remaining in Budget	\$1,003.07
Total Available Funds:		\$ 71,788.79	Beds	
			Approved Budget	\$500.00
			Amount Spent to-date	\$432.08
Victoria Monthly Day Sit Rental (incl. in Outstanding Cheques)			Amount Remaining in Budget	\$67.92
			Total Available Funds less Approved Spending	\$66,720.78
Day/Group Sitting dana	\$ 1,087.73			
One-time dana	\$ 20,096.50	\$ 21,184.23		
Total		\$ 21,184.23		
Current Monthly-Dana Totals for May 2018				
# of Old Students	Total Monthly Dana			
11 Visa / MC	\$880.00			
34 Auto Debit	\$1,409.00			
4 Canada Helps	\$110.02			
49 Students	\$2,399.02			
Monthly-Dana Totals for April 2018				
# of Old Students	Total Monthly Dana			
11 Visa / MC	\$880.00			
32 Auto Debit	\$1,109.00			
4 Canada Helps	\$110.02			
47 Students	\$2,099.02			
Note: We now have a petty cash fund of \$300.00 available for small purchases. This fund will be kept at Dhamma Modana				

Agenda Items:

1. Roosevelt Elk; There was an incident between 2 dogs, their owner and a Roosevelt Elk, request for more research to be done. New task for the Executive.

2. Safe Belongings: Outreach to look into this. New task for Outreach.

3. AT Workshop: Looking at a weekend in July, possible a whole day on Saturday which could back on to the day sit on July 15th. The ATs could be offered to stay overnight, either Friday, Saturday and Sunday. This will be a mixed gender workshop. This could provide an opportunity for the ATs in the area to come to Modana and give feedback for the site in preparation for running 3-day and 10-day courses.

1. Questions and Discussion if Necessary- Round-Table
2. Task Review and New Tasks-
3. Items to Bring Forward to the Next Meeting -Evaluation of Meeting-
4. **Next Trust Meeting Dates: July 22/2018; AGM on August 18, 2018**
Close Meeting with 3 Minutes of Meditation

APPENDIX

NEW TASKS May 5, 2018

- Executive Committee to review the concerns of wildlife and dog walkers.
- Outreach Committee to look into safe keeping of belongings.

Tasks completed include:

- Installed pocket door, front entrance
- Installed gong on kitchen deck
- Secured Dhamma Server Library bookshelf and reading lamp
- Painted basement entrance door and casing
- Organized bathroom and kitchen cleaning supplies and rags
- Installed 6 door knobs and strikers, and door stops on 10 rooms
- Primed, caulked, topcoated front entrance windows (indoors)
- Varathaned indoor handrails and wood shelving
- Completed painting trim, doors, baseboard
- Finished basement entry cement pad
- Vacuumed and cleaned trucks, installed seat covers on Silverado
- Downloaded 1hr sits on tablet from Dh Surabhi & 10 CDs (student dana)

- Installed sheet metal roofing on top of old workshop roof
- Built 3 framed signs ea w/"No Trespassing, No Hunting, Private Property"

Tasks continuing into next month include:

- Cut Scotch Broom near house and up the hill
- Set up a file for broom-busting, include photos, and areas lopped
- Finish drywall and start painting all rooms in workshop
- Fill potholes in road
- Paint workshop exterior siding
- Custom build 3-sink dish pit area in dhamma house kitchen
- Install by the end of May front room window. Contact:
corrin@thermoproof.ca 250-710-8460 cell, 250-324-1104 office
- Create a filing system and maintenance logs for the dhamma house
- Chainsaw alders at entrance corner re: sign visibility
- Install 3 no trespassing signs on property
- Create cupboard and drawer handle template to install new handles
Undercoat and double or triple paint cupboard surfaces

March 17, 2018 NEW TASK LIST

- Task to the Trust to read the Trust Binder
- Operations will arrange purchase of mattresses, 2 more mattresses are needed.