

Vancouver Island Vipassana Association Trust Meeting

November 18th, 2006

Victoria, BC

Location: 80 High St.

1. Meditation (3 minutes)

2. Introductions

- **round of introductions**
- **attendance** – Trust members / Hope Funk, Steven Armstrong, Heather Thomas, Robert Baker, Carl Wolford, Christine Rougeau
AT's – Bob and Jenny Jeffs, Evie Chauncey
Friends – Dawn Stuart
- review the agenda, add any needed items & prioritize
- set time for meeting & agenda items
- read Trust meeting guidelines

3. Announcements –

- Laurel Rousseau and Doug Cooper have stepped down from the trust.
- Thomas Meullerleile has resigned as Treasurer
- Hope Funk has been appointed as Treasurer and Trustee

VIVA COMMITTEE MEMBERS (* denotes non-active members) – updated November 18/06

Executive – not formally organized at this time;

Finance Committee – composed of Evie and Hope (treasurer);

Community Relations Committee – headed by Robert and including Bill, Bob and Jenny, Evie*, Hope, Christine, Carl*, Selena, Don and Dawn;

Rezoning and Subdivision Committee (amalgamated) – headed by Carl and including Bob and Jenny, Bill, Tim, Christine, Steven, Don, Heather, Hope*, Selena*, Dawn*, Robert* and Evie*;

Shawnigan Lake Course Committee – disbanded;

Steering Committee (NEW) – headed by Bill and including Bob and Jenny, Evie, Carl, Robert

4. Corrections & Approval of past minutes 5 min

- Oct. minutes - approved
- Review task list

Committee Reports:

5. AT/Executive Committee Report – none

6. Rezoning Committee Report- Bill

We have started the sewage study for the rezoning. Bob, Carl, Bill and OSI did a site visit and identified a good spot for the septic field. We dug around a bit and it looks positive. We will have to dig some more holes with a backhoe. We looked at various options for treating the sewage and there are some very interesting technologies. A septic system effluent normally has Biological Oxygen Demand (BOD) of 450 and Total Suspended Solids (TSS) of 500. What this means is that the effluent is brown and if you dumped it into a creek it might kill the fish because it "absorbs" oxygen. One system that we looked at has a BOD of 5 and a TSS of 30. This means that the effluent is clear and will not kill fish. The nice thing is that because of the high quality effluent we do not need a big septic field. Instead we can run "drip irrigation" lines amongst the trees. We have given OSI a \$1,000 retainer to cover our initial discussions. The total study will cost \$3,000. This study needs approval.

Meeting with Fire Chief at property- road ok, as he is familiar with the property. Fast response time and water supply wasn't necessary.

7. The Subdivision Committee-

The inclement weather has proven that we need more work to develop a proper septic field. We have a bid for a drainage ditch which will be developed in two stages. \$750- \$1000. Total: \$10,000

We thought we had solved the problems, but we only solved one of them as it turns out.

Glen Smith of the Health Department has informed us that he will not approve the septic field unless we build a drain system. There were two problems with the septic field when we bought

the property. The first was that there were not adequate soils for the field. We solved that problem by digging more holes and moving the septic field. The second problem was the high water table. We thought we had solved that problem by having the Highways department fix their ditches as the runoff from the highway was flooding our land. Yesterday proved differently. The water table was at the surface. The day before the storm, the water table was 1 to 2 feet below ground level. This is too high. As a result, we have to intercept the water coming into the septic field and divert it into the ditches. We will have to have a design and then build the interceptor system. We had originally budgeted \$5,000 for the design. This is another matter that needs approval. I am meeting with OSI this afternoon and will ask them for a cost estimate for their design. However, you should know that the site visit to the 4-acre lot and the work they are doing this afternoon in preparation of our meeting cost money that is NOT included in their \$3,000 proposal for the centre sewage disposal.

The upshot of all of this is that we have two projects that need doing. I know that the spending guidelines are in flux. I am not sure that people know that construction projects have to be handled differently than the engineering work. We should bid out construction work to a number of contractors and the industry norm is that they do their bids for free. Engineers are not going to work this way for the small jobs we are doing. If we want to get another engineer to bid the job they are going to have to do a site visit, which is going to cost perhaps \$300. As result, bidding out the job is not really possible on such small jobs.

Due to the small scope of our project, we will be charged a fee for every bid that we seek. The suggestion is that we don't seek another bid.

After meeting MOT, we may need to provide access to 555, as the present developer has changed the scope of his project.

8. Community Relations Committee- see below

9. Finance Committee Report- see below

10. Shawnigan Lake Course Committee –

No course has been planned for 2007, though we may decide for a 2008 course sometime in 2007.

Discussion Period 2 & New Business:

1. planning process – Bill will supply a process flow-chart
2. amenities like parks covenants
3. future development plans for the land
4. importance of the work that CRC is doing: early letters; know who we are : develop relationship with directors

11. Proposals

1. Loan agreement – to borrow the sum of \$11,322.81 and interest thereon, calculated monthly at a rate equal to the prime interest per annum from the Vipassana Foundation, on Nov 18, 2006, to be repaid on Nov 18, 2008. The cumulative interest will be paid at the end of the term. **Approved**

2. To keep students who have expressed interest in helping with the development of the new Island center in contact using the vivc@surabhi.dhamma.org website.

3. Proposal - It's up to each committee to decide if they will seek more than a single estimate or bid. **Approved**

4. Make Bill a signing officer for contracts under the rezoning committee. **Approved.**

12. Review New Tasks

Evie will email trust what the Treasurer's duties are throughout the year

13. Evaluation of Meeting

14. Future meeting dates - Dec 16th (tentatively)

15. Meditation (3 min)

Nov 6, 2006 VIVA Financial Report

Balances

- Balance of Van City account Sept 30, 2006: 11, 652.29

- Balance of Van City account Nov. 6, 2006: \$18,604.04
- Outstanding cheques, as of Nov. 6, 2006: \$2,438.62
- Cash on hand: \$16,165.42

Shawnigan Lake report

- Expenses: \$11,016.14
- Income \$11,260.
- Net income \$243.86

(Last year, we spent \$12657.15)

Loans

- Loans- VF- forgivable-July 25/06: \$769, 577.22
- VF- forgivable-Nov1/06: \$11,322.81
- Loans not forgivable (interest at prime, monthly payments \$130): \$26,000

Tasks completed since last meeting Sept 30, 2006

- Shawnigan Lake bills paid and accounts reconciled.
- Quarterly loan from VF deposited and resolution for loan in current min. Loan forms completed.
- Business Consent form for our bookkeeper to access our accounts with Rev Can filed.
- Monthly interest payments to lender sorted out (Van City was debiting them, not paying them.)
- Balance Statement for Sept and Oct generated by bookkeeper.

VIVA Treasurer Duties

MONTHLY

1. Co-ordinate approval of any upcoming expenditures via an AFE to make sure it complies with the current spending policy.
2. Pay bills
 - check the expense claim form if it is a VIVA member, and record Chart of Account (CA) on the stub. Check it falls within the spending policy

- check for AFE form or Trust approval if it is a contractor. Record Chart of Account (CA) on the stub. Check it falls within the spending policy
3. Record the details on the Form for Monthly Expenses.
 4. Put the bill in the paid bills file.
 5. On the last day of the month, mail or deliver the paid bills to Eileen, the bookkeeper. She will then create a monthly report, about mid-month, after she receives the bank statement from Van City, and she reconciles it. She will then send out the report. At that point, she will not add any other expenditures to that month. It is closed. It helps her to know when we are having trust meetings.
 6. Present Eileen's report to the trust meeting.
 7. Prepare a statement of the cash on hand, loans, and any talks done during the month, and present this to the Trust meeting as well as the bookkeepers Income Statement.
 8. Monitor the amount in the bank. Borrow if we need to from one of the approved lenders form the July 27, 2006 min.
 9. Have depositors cc you with the deposit to VF, and check on the Chart of Account number to make sure it is correct

QUARTERLY

1. Liaise with Kate Cooper, the VF Treasurer, to see how much money we have received and deposited -- day sits, etc. Then both Trusts make a corresponding resolution to borrow/ lend this money to us.
2. Draft a resolution and present it to the Trust (by e-mail or in person). Draft a loan form to go with it. Once the resolution is passed by the Trust, have one officer sign the form.
3. Have Kate mail you the money, and deposit it in Van City.

YEARLY

1. Reconcile the interest payment that we are paying to lenders. Right now we only have a loan from Lender A for \$26,000. Van City is supposed to be giving them monthly interest. Then about Feb their bank sends them statement of the loan costs. We add up what they were paid via the monthly payments, and make up the difference in lump payment. This year, Heather of Van City actually debited their account, instated of paying them for 2 months, so this will take some sorting out.

2. Liaise with the auditor to make sure they have a list of all the Trustees, all the min for the year, and all the information they need from Eileen.
3. When the audit is done, call the AGM (a Trust meeting). At the AGM, we approve the audited statement, appoint next year's auditor, and "appoint " the Trustees (who will actually already have been appointed by BJJ)

SHAWNIGAN LAKE

1. Prepare a total summary of the income and expenses for the Trust. The expenses should then be broken down as per the budget (following) so we can compare them to last year. Let Kate know the amount Robert is depositing, and what was sent to Herman, so we can account for the VISA/MC as well as the cash.

As AT Advisor

Evie will keep working on the charitable application and the business number file. Evie will also work, if needed, on the Chart of Accounts.

CRC COMMITTEE REPORT – NOVEMBER 2006

- Highlights of the October 2006 meeting of the community relations committee meeting where given
- At the request of the CRC Harry Mensink did some research into the possibility of having a public viewing of the prison video. From this research he determined that there is insufficient rental space available due to the busy holiday season. Also in a conversation between Robert and Bill it was felt that this would not be the best choice of information regarding Vipassana (at this time) due to the strong concerns of the politicians in the CL district regarding topics around shelters/half way houses/prisons, etc.
- It has become clear that Community Relations has in fact been very active and successful by those involved in the rezoning process. I personally feel that a lot of the confusion and uncertainty surrounding the CRC has been cleared up and that the events taking place during the last week of meetings prior to the trust meeting has been very fruitful from the perspective of connecting with individuals & organizations within the communities of CL district.
- All members of the trust or friends of the trust are asked to note any contact they may have or have had within the district of CL and send this info to Robert. A separate e-mail has been sent to the trust describing this request in greater detail.
- As mentioned above, there were a number of meetings during the past week that relate directly and indirectly to community relations building. These meetings will be listed in the Trust minutes. The one meeting that was specific to the CRC was the CL chamber of commerce meeting. The meeting of approx. 45 individuals

was attended by Robert & Bill. We were able to speak to some politicians and many members of the business community in a relaxed informal setting.

- One way in which we can all consider introducing ourselves, and therefore indirectly Vipassana, into these communities in a relaxed fun way is by attending some of the events taking place from time to time. The web site listing events can be found at: www.cowichanlake.ca
- The last important point I would like to make is that for everyone to remember; at any time that you are talking with individuals or businesses in the CL district that you are, at that time, building community relations.