

Vancouver Island Vipassana Association Trust Meeting
February 19, 2007
80 High St. Victoria, BC

1. Meditation (3 minutes)

2. Introductions

attendance – Hope, Robert, Carl, Thomas, Heather, Steven (Trust members) Evie, Jenny (AT's) Su (Friends of Trust)

3. Announcements

- none

4. Corrections & Approval of past minutes

Nov minutes – on going

Review task list (month) Trust Meeting – read by Heather

Committee Reports:

5. email decisions - none

6. AT/Executive Committee - no report

7. The Rezoning/ Subdivision Committee- (Carl will supply written report)

8. Community Relations Committee- **Robert- see report below**

9. Finance Committee Report– **Evie- see report below**

10. Discussions, New Business, and Proposals:

Rezoning committee – Discussion of what is needed to move the application ahead, including the Winter's Brothers road access.

CRC Committee – written letters of support

We agreed upon guidelines for letters of support that students responding to the web page, as below.

Guidelines for Old Students wishing to write a letter in support of our rezoning application:

1. Your letter should include you full name and address (including postal code) and the date.
2. Your letter should be addressed to Cowichan Valley Regional District, 175 Ingram Street, Duncan, B.C. V9L 1N8
3. Your letter should be concise and indicate the reason why you are writing a letter in support of our rezoning application (whatever your reasons may be).

4. **And lastly, but very important**, your letter should be placed into an envelope addressed to: Robert Baker, 3137 Earl Grey Street, Victoria, B.C. V9A 1X1. **The reason why you are being asked to send your letter to us is because we want to be able to direct the letters in bunches, at the appropriate times and to the appropriate person (a small inundation first and then a big inundation later).**

Decision of the Trust to approve the proposals as outlined in the CRC report.

Budget approval – “Decision of the Trust to approve the 2007 budget as presented, see below”.

Loan agreement –Decision of the Trust to borrow the sum of \$11,000 and interest thereon, calculated monthly at a rate equal to the prime interest per annum from the Vipassana Foundation , on Dec 30, 2006, to be repaid on Nov 18, 2008 . The cumulative interest will be paid at the end of the term.

Team agreement

Trust questions in italics

Participation:

1. *Does one need to be present at a meeting to have input?*

"No, either committee members or Trust members can give input - any time, any form"

2. *When should a summary of the committee meeting go out and to whom?*

Process of a meeting:

Before the meeting- chair sends out agenda so committee members and Trust members know the topics

During the meeting- use facilitator to make sure agreements are verified

After- chair sends out a "summary" which had the proposals/resolutions, with in timely fashion (preferably within 1 week) to the members who were present at the meeting, or who had input, for their corrections/ comments. If it is an urgent matter, then the chair waits 2-3 days (not including a weekend) and then sends it on to the Trust. [If it is not urgent, then the chair waits until the next Trust meeting to present the summary in the form of a report.

3. *Can non-members have input?*

Through their representative.

4. *How long after an e-mail goes out should one reply?*

The time required for reply should be specified in the e-mail.

5. *What about e- mails on weekends?*

Anyone can send out e-mails on the weekend, but don't expect a reply on the weekend.

Remaining land use-

11. Review New Tasks

See below.

12. Evaluation of Meeting

13. Future meeting dates - Monday April 2nd sitting 10am -11 / meet and eat to follow

14. Meditation (3 min)

New Tasks:

- 1- ROBERT; send out to trust members notes re consensus process
- 2- CARL; list of names to Robert
- 3- ROBERT; send CRCreport to Steve
- 4- CARL; send rezoning com to Steve
- 5- CARL: talk to MoT about options they see for road access questions and define covenants, confirm Bear rd covenants in writing
- 6- CARL; ask CVRD about H2O requirement, can 1 yr on Subdivison app be extended?
- 7- EVIE; penny pope letter to Robert and Steve
- 8- CARL; are support letters sent to CVRD going to APC or EASC meeting
- 9- CARL; ask john wolford to find students in areas F & I via regwalla
- 10- EVIE; find out who Rita is in LC
- 11- Heather; send guidelines to Robert and CRC
- 12- ROBERT; check about filming Lucia at forensic meeting in Victoria

Reports:

February 2007 VIVA Financial Report

Balances

Balance Van City Account: \$1,327.32

Loans

Loans- VF- forgivable-July 25/06: \$769, 577.22

VF- forgivable-Nov1/06: \$11,322.81

VF- forgivable-Dec 30/06: \$11,000.00

Loans not forgivable (interest at prime, monthly payments \$130): \$16,000

(Dec 6/06 – paid down interest bearing loan by \$10,000.00)

Tasks completed since last meeting November 6, 2006

- Quarterly loan from VF received and deposited December 30/06; resolution for loan in current minutes.
- Monthly interest payments to lender reconciled for the year 2006.
- Balance Statement for November and December generated by bookkeeper.
- Prepared budget for 2007.

- Discussed with auditor type of audit appropriate for our organization.
- Set up on-line banking.

CRC report for February 07 Trust Meeting

The CRC held a meeting on January 12, 2007, there where 12 members present. 'Summary of meeting? Read out completed tasks?' I would not leave this in min. On February 14th the following proposal was sent to the CRC members for discussion & suggestions, 5 of 9 CRC committee members indicated support of the following recommendations. (No members where in opposition)
In view of previous conversations between members of the rezoning committee and the CVRD and again in a recent e-mail sent out by Carl on February 12th /07, **the CRC proposal is as follows:**

Proposals - We direct our efforts towards:

Continue attending the Chamber of Commerce meetings and related events

Continue requesting "letters of support" from folks in Area I and Area F to support the APC meeting

Participate in as many community events as possible

Re-submit our previous ad to the community newspaper with the updated web address and other contact info for a 1 year period. (There is a significant savings by listing the ad for a 1 year period)

Continue with a monthly summary highlighting the most relevant content in the local paper

Provide informal informational/introductory meetings to community groups or individuals who approach us with this request

Business cards

We were looking at having our business cards developed through the Cowichan lake Information Access Society. At the last Chamber meeting they mentioned that the CLIAS was having some challenges and that changes would likely happen soon. Based on that information we have held off on the business card task. However the CLIAS has merged with the Cowichan Lake C of C and will soon be continuing with its original services. The CRC will research this with a report to follow

Events - On January 19th a workshop attended by 11 VIVA members was provided by facilitator Mike Ray. Mike is also an o/s and he provided us with an excellent workshop.

2007 Budget

VI Vipassana Association			
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Comparative Income Statement			
	Budget	Budget	
	01/01/2006 to	2007	
	12/31/2006		
EXPENSE			
5082 - VI Contingency Fund	0.00		
5085 - VI Bank Charges & Interest	0.00		
5090 - VI Bank Chg. & Interest USD	0.00		
5091 - VI Credit Card Discounts	0.00		
5093 - VI Foreign Exchange	0.00		
5095 - VI Interest -Long Term Debt	0.00	4,200.00	ND
VI - Total Finance Expenses	0.00	4,200.00	
5135 - Children's Courses	0.00		
5145 - Day Sitting Rent/Supplies	0.00	850.00	ND
5147 - Group Sitting Rent/Supplies	0.00	700.00	ND
Total Day Course Expenses	0.00	1,550.00	
5205 - Online Service	0.00		

5210 - Online Service USD	0.00		
5215 - Office Expenses	0.00	150.00	D
5220 - Telephone Expenses	0.00		
5226 - Outreach	0.00	625.00	ND
Total Admin Expenses	0.00	775.00	
5405 - Accounting	0.00	730.00	ND
5410 - Finance Audit	0.00	1,000.00	ND
5415 - Amortization Expense	0.00		
5420 - Legal Fees	0.00	4,100.00	ND
5425 - Suspense	0.00		
5430 - Currency Exchange & Rounding	0.00		
Total General Expenses	0.00	5,830.00	
Non Centre Course Expenses			
5451 - Non-centre Course Food	4,118.00		
5452 - N/C Course Kitchen Supplies	196.00		
5453 - N/C Small Eqpt - Less \$200	336.00		
5454 - N/C Office Supplies	206.00		
5455 - N/C Toiletries/Medical	153.00		
5456 - N/C Truck Rental	450.00		

5457 - N/C Telephone/Copying	50.00		
5458 - N/C Hall Supplies	232.00		
5459 - N/C Site Rental	6,750.00		
5460 - N/C Equipment Rental	132.00		
5461 - N/C Storage Rental	0.00		
5462 - N/C Equipment - More \$200	290.00		
5463 -N/C Assitant Teacher Supplies	100.00		
5464 - N/C Assitant Teacher Travel	100.00		
5465 - N/C Assit.Teach.Travel - USD	0.00		
Total Non Centre Course Expenses	13,113.00		
Vancouver Island Centre Search			
5501 - VI Consulting Fees	0.00		
5505 - VI Search Fees	0.00		
5510 - VI Legal Fees	8,100.00		
5515 - VI Land Purchase	755,000.00		
5520 - VI Property Purchase Tax	11,000.00		
5525 - VI Property Taxes 2006	1,500.00		
5530 - VI Society Costs	9,500.00		
Total Vanc. Island Land Purchase	785,100.00		

Subdivision 4 Acre Lot			
5545 - Interceptor Drain	5,000.00	11,000.00	ND
5550 - Septic Field - Richard Neva	5,000.00	0.00	ND
5555 - Well	10,000.00	10,000.00	D
5560 - Subdivision Applct. Review	2,000.00	0.00	
5565 - Subdivision Legal Fees	1,300.00	1,500.00	ND
5570 - Legal Survey	10,000.00	5,000.00	ND
5575 - Office Costs	0.00	50.00	D
5580 - Travel Costs	0.00	200.00	D
Total Subdivision 4 acre lot	33,300.00	27,750.00	
Centre Land Development			
5587 - Environmental - Wittich Fees	5,000.00	5,000.00	ND
5590 - Environmental - Remediation	10,000.00	10,000.00	ND
5592 - Infrastructure - Roads - Neva	0.00	2,000.00	ND
5593 - Infrastructure - Well	0.00	0.00	
5594 - Infrastructure - Septic	0.00	0.00	
5595 - Community Relations	1,000.00	1,000.00	ND
5597 - Office Costs	0.00	0.00	
5599 - Travel Costs	1,500.00	1,500.00	D

5602 - Rezoning Fees	2,500.00	2,200.00	ND
5605 - Consulting Fees and Studies	13,000.00	6,000.00	D
5607 - Public Notification & Hearings	1,500.00	1,500.00	ND
5609 - Legal Fees	1,500.00	1,500.00	ND
5610 - Legal Survey	1,500.00	3,000.00	ND
5612 - Property Taxes	0.00	3,000.00	ND
5615 - Insurance	1,000.00	3,000.00	ND
Total Centre Land Development	38,500.00	39,700.00	
Total Vanc. Island Centre Search	831,513.00		
Total VIVA Donations	0.00		
Total VIVA Expenses		79,805.00	
Net Income VIVA	0.00		

Dec year end Financial Statement

VI Vipassana Association				
Comparative Income Statement				
	December Actuals	Year to Date	Budget	Net Change
	12/01/06 to	01/01/2006 to	01/01/2006 to	
	12/31/2006	12/31/2006	12/31/2006	
EXPENSE				
5082 - VI Contingency Fund	0.00	0.00	0.00	0.00
5085 - VI Bank Charges & Interest	(0.79)	(12.36)	0.00	-12.36
5090 - VI Bank Chg. & Interest USD	0.00	0.00	0.00	0.00
5091 - VI Credit Card Discounts	0.00	0.00	0.00	0.00
5093 - VI Foreign Exchange	0.00	0.00	0.00	0.00
5095 - VI Interest -Long Term Debt	130.00	520.00	0.00	520.00
VI - Total Finance Expenses	129.21	507.64	0.00	507.64
5135 - Childrens Courses	0.00	0.00	0.00	0.00
5145 - Day Sitting Rent Expense	0.00	300.00	0.00	300.00

5147 - Day Sitting General Supplies	0.00	0.00	0.00	0.00
Total Day Course Expenses	0.00	300.00	0.00	300.00
5205 - Non VI Online Service	0.00	0.00	0.00	0.00
5210 - Non VI Online Service USD	0.00	0.00	0.00	0.00
5215 - Non VI Office Expenses	0.00	73.33	0.00	73.33
5220 - Non VI Telephone Expenses	0.00	0.00	0.00	0.00
5225 - Non VI Newsletter	0.00	0.00	0.00	0.00
Total Non VI Expenses	0.00	73.33	0.00	73.33
5405 - Accounting	99.38	390.88	0.00	390.88
5410 - Finance Audit	0.00	0.00	0.00	0.00
5415 - Amortization Expense	0.00	0.00	0.00	0.00
5420 - Legal Fees	0.00	0.00	0.00	0.00
5425 - Suspense	0.00	0.00	0.00	0.00
5430 - Currency Exchange & Rounding	0.00	0.00	0.00	0.00
Total General Expenses	99.38	390.88	0.00	390.88
Total VI Expenses	228.59	1,271.85	0.00	1,271.85

Non Centre Course Expenses				
5451 - Non-centre Course Food	0.00	3,446.02	4,118.00	-671.98
5452 - N/C Course Kitchen Supplies	0.00	203.89	196.00	7.89
5453 - N/C Small Equpt - Less \$200	0.00	0.00	336.00	-336.00
5454 - N/C Office Supplies	0.00	12.39	206.00	-193.61
5455 - N/C Toiletries/Medical	0.00	16.88	153.00	-136.12
5456 - N/C Truck Rental	0.00	257.34	450.00	-192.66
5457 - N/C Telephone/Copying	0.00	57.80	50.00	7.80
5458 - N/C Hall Supplies	0.00	127.12	232.00	-104.88
5459 - N/C Site Rental	0.00	6,100.00	6,750.00	-650.00
5460 - N/C Equipment Rental	0.00	0.00	132.00	-132.00
5461 - N/C Storage Rental	0.00	0.00	0.00	0.00
5462 - N/C Equipment - More \$200	0.00	0.00	290.00	-290.00
5463 -N/C Assitant Teacher Supplies	0.00	0.00	100.00	-100.00
5464 - N/C Assitant Teacher Travel	0.00	182.91	100.00	82.91
5465 - N/C Assit.Teach.Travel - USD	0.00	0.00	0.00	0.00
Total Non Centre Course Expenses	0.00	10,404.35	13,113.00	-2,708.65

Vancouver Island Centre Search				
5501 - VI Consulting Fees	0.00	0.00	0.00	0.00
5505 - VI Search Fees	0.00	0.00	0.00	0.00
5510 - VI Legal Fees	0.00	8,093.99	8,100.00	-6.01
5515 - VI Land Purchase	0.00	755,000.00	755,000.00	0.00
5520 - VI Property Purchase Tax	0.00	11,100.00	11,000.00	100.00
5525 - VI Property Taxes 2006	0.00	727.90	1,500.00	-772.10
5530 - VI Society Costs	0.00	0.00	9,500.00	-9,500.00
Total Vanc. Island Land Purchase	0.00	774,921.89	785,100.00	(10,178.11)
Subdivision 4 acre lot				
5545 - Septic Engineer OSI	436.00	1,751.65	5,000.00	-3,248.35
5550 - Septic Field - Richard Neva	0.00	572.40	5,000.00	-4,427.60
5555 - Well	0.00	39.55	10,000.00	-9,960.45
5560 - Subdivision Applct. Review	0.00	0.00	2,000.00	-2,000.00
5565 - Subdivision Legal Fees	0.00	370.00	1,300.00	-930.00
5570 - Legal Survey	0.00	0.00	10,000.00	-10,000.00
5575 - Office Costs	0.00	6.84	0.00	6.84
5580 - Travel Costs	0.00	179.00	0.00	179.00
Total Subdivision 4 acre	436.00	2,919.44	33,300.00	(30,380.56)

lot				
Centre Land Development				
5587 - Environmental - Wittich Fees	0.00	0.00	5,000.00	-5,000.00
5590 - Environmental - Remediation	0.00	0.00	10,000.00	-10,000.00
5592 - Infrastructure - Roads	0.00	0.00	0.00	0.00
5593 - Infrastructure - Well	0.00	0.00	0.00	0.00
5594 - Infrastructure - Septic	233.20	233.20	0.00	233.20
5595 - Community Relations	50.00	232.18	1,000.00	-767.82
5597 - Office Costs	0.00	0.00	0.00	0.00
5599 - Travel Costs	0.00	686.05	1,500.00	-813.95
5602 - Rezoning Fees	0.00	0.00	2,500.00	-2,500.00
5605 - Consulting Fees and Studies	0.00	834.75	13,000.00	-12,165.25
5607 - Public Notification & Hearings	0.00	0.00	1,500.00	-1,500.00
5609 - Legal Fees	0.00	0.00	1,500.00	-1,500.00
5610 - Legal Survey	0.00	0.00	1,500.00	-1,500.00
5612 - Property Taxes	0.00	0.00	0.00	0.00
5615 - Insurance	0.00	1,218.00	1,000.00	218.00
Total Centre Land Development	283.20	3,204.18	38,500.00	(35,295.82)

Total Vanc. Island Centre Search	436.00	788,245.68	831,513.00	-43,267.32
Total VIVA Donations	0.00	0.00	0.00	0.00
Total VIVA Expenses	947.79	792,721.71	870,013.00	-77,291.29
Net Income VIVA	-947.79	-792,721.71	870,013.00	77,291.29