

**VIVA Trust Meeting**  
**Monday, April 2<sup>nd</sup> 2007**  
**80 High St. Victoria**

Format

- Group Sit – 10 – 11 am
- Potluck – 12:30 to 1:30 pm
- Meeting – Will be conducted in two parts

Part 1 = Part 2 of "a continuation of Team Agreements" from 11:15 am to 12:30 pm

Part 2 = Items 3 through 14 as show below, from 1 to 3pm

1. Meditation (3 minutes)

2. Introductions

<b>Trust Members</b>	<b>AT's</b>	<b>Friends of Trust</b>
Hope Funk	Evie Chauncey	Sue Ingimundson
Robert Baker	Bob Jeffs	Laurel Rousseau
Carl Wolford		
Heather Thomas		
Steve Armstrong		
Christine Rougeau		
<b>Regrets</b>		
Thomas Muellerleile		

**MEETING – PART 1**

**Team Agreements** (continued from last trust meeting)

6. Conference calls vs emails?
  - Time and topic specific depending on availability of trust members
  - Preferential to be by meetings, in person, though we can be flexible about this, as conference calls and e-mails have also worked well.
7. Facilitators at every committee meeting?
  - Yes, we agree to the importance of having a facilitator to summarize and record at every committee meeting, as well as help group reach consensus
  - Facilitator isn't always neutral, can participate
  - Importance of role of facilitator is to make sure things go smoothly, and this their overrides need for voice
  - When facilitator wants to contribute, passes "facilitator stick" to someone else
  - Good to draw in someone neutral, e.g. from other committee, when topic is charged
  - Rotate facilitator to develop facilitator skills
8. Coordinator functions:
  - Include committee by delegation or information sharing and by encouraging participation (work as a team)
  - Overseeing and following up on what has been delegated
  - Make sure everything has been done
  - Vetting new members, with AT advisor, see below
  - Survey who is active on committee and report this at beginning of trust meetings
  - 'Does or delegates' to ensure that report is written and goes to trust
  - 'Does or delegates' that decisions are sent to trust
  - Makes sure the budget happens via: 1) calling committee to discuss, 2) work together, 3) agreement or AT advisor, 4) report to trust
  - Ensures harmonious functioning of committee
  - 'Does or delegates' bringing new member up to date?-to discuss next meeting

9. Committee roles:
  - Utilize resource people from outside the committee when necessary (especially meditators with needed skills)
  - Any OS can be member. This is the process for being an active member: 1) new person expresses interest, 2) this is relayed to coordinator 3) coordinator discussed with AT advisor 4) when approved, report new member to committee
  - AT advisor can also be an active member of the committee; this is a different role than their advisor role.

## **MEETING – PART 2**

### **3. Announcements:**

- Heather is stepping down from the trust, as of April 9, but will occasionally be available for advice/consultation.
- 3 books from Myanmar have been donated to the local library (for info contact Evie)
- Doug Cooper is back on trust
- Carl is going to France until August, and will be inactive while away (not part of consensus group)
- Goenkaji has given a Pali name for our prospective new centre: Dhamma Modana. There is no accent on any of the syllables. The “o” sound is like the “ow” in mow. The “a” sound is like the “o” in done.

### **4. Corrections & Approval of past minutes taken during Feb 19<sup>th</sup> 07 trust meeting**

- Minutes from previous trust meeting
- Review task list

### **Committee Reports:**

#### **5. E-mail decisions**

- **DECISION OF THE TRUST: via e-mail February 23rd 2007, to approve the classified ad as stated below:**

Vancouver Island Vipassana Association  
For more info - [www.surabhi.dhamma.org/viva](http://www.surabhi.dhamma.org/viva) or call 250-483-1269

#### **6. AT/Executive Committee Report – none**

#### **7. Rezoning Committee Report – Bob/Carl/Evie/Bill**

- [From Bill] We submitted our rezoning report on Jan 16<sup>th</sup> and it is slowly working its way through the planning department. The file has been assigned to Kate Miller who has walked the property with Bob. [Details below] We are awaiting her written report to the APC. In preparation for the APC meeting, I called Brooke and asked him what he would say to the APC. Unbidden he said that he supports the proposal and gave four reasons: it keeps forestry lands intact, the project has a low footprint, the centre provides some economic activity and the proposal provides a good buffer between the Town, the Urban Containment Area (UCA) and the forestry lands.
- Kate Miller, CVRD short range planner met with Bob on the land: When asked later about our proposal, she said it was a “feel good” application and that there were no concerns from her perspective. She said rezoning process would not be finalized until at least Nov.
- APC Meeting – received from APC member Ian Graeme confirmation to meet Apr 14, 9am for the APC to tour the land, and APC meeting to be held at 11am the same morning in Youbou; rezoning report has not yet been distributed to them [since done April 3 or 4]. Bill will come out to Victoria for preliminary meetings with the trust on Thurs, April 12.

#### **8. Subdivision Committee Report - Carl /Bob**

- Interceptor completed by OSI and working effectively.

- Bob met with Rob Howatt of Ministry of Transportation on Mar 7 in Victoria. The main thing he needs is a letter from the Health Authority (Glen Smith) approving our septic field design etc. Otherwise, the only other outstanding issue is that "access to lands beyond" needs to be addressed re both Block 450 and Block 555. For 450, they need a letter from us assuring them that we will not need a public road into Block 450 (i.e. that we are not subdividing it). For 555, they need some kind of "proof" that the road through Winter Bros. property will definitely access block 555, which MAY mean that the road is actually at least roughed in by the time of our subdivision. Otherwise, we would have to designate a road allowance along the eastern boundary of Block 401.
- Potential for further subdivision if annexed to Town of Lake Cowichan, as suggested tentatively by Brooke Hodson to Kate Miller.

## 9. Community Relations Committee Report – Robert Baker

I attended the monthly C of C meeting. At this meeting I had the opportunity to sit next to a freelance reporter for the Gazette who was there to cover the meeting for the weekly paper. She was very interested both professionally and personally in our prospective centre. I also received positive feedback from another business owner and long term resident of LC.

## Report on Presentation to Forensic Psychiatry Conference

On March 28th Lucia Meijer and Rick Crutcher presented a workshop on behalf of the Vipassana Foundation of BC. The workshop, "Changing from inside: Vipassana Meditation goes to Jail" was presented at a popular and very professionally organized 3 day conference at the Victoria Conference Centre. It was attended by delegates from a wide variety of professional backgrounds from across BC and Alberta. Workshops were related to a diverse range of topics around assessment, substance abuse, social skills training on behaviour of at-risk youth, the blending of contemporary treatment and spiritual healing for Aboriginal Offenders, treatment of Psychopathy in Adults, Integrated treatment for concurrent anger and addiction and many, many other topics. Along with Lucia and Rick were myself, Gair Crutcher and Evie.

The workshop was well attended by 35 to 40 participants. There were lots of questions and participation by the attendees and they helped themselves to much of the literature we had available for them. There were some who, after the workshop, expressed interest in introducing a program into their correctional facility. So overall all of us who participated and attended this event were very pleased and feel that we have planted some valuable seeds within the professional community. We were able to have this event filmed by the conference staff and I will make this available as soon as I receive a copy.

## 10. Finance Committee Report – Evie/Hope

See below

### Proposals:

**DECISION OF THE TRUST:** To draft up an email notifying OS in Victoria of weekly GS time and location, to add to regular monthly announcement. Hope to send out email to Day Sitting database list – Approved

**DECISION OF THE TRUST:** Loan agreement – to borrow the sum of \$109,090 and interest thereon, calculated monthly at a rate equal to the prime interest per annum from the Vipassana Foundation. On March 30, 2007, to be repaid on Nov 18, 2008. The cumulative interest will be paid at the end of the term.

### Discussions & New Business:

Carl explained that someone would be needed to continue work on the subdivision project in his absence

- Ed Wilson, surveyor, is available for covenant surveys

**DECISION OF THE TRUST:** Postpone the subdivision work until September or later. [Bob call Ed Wilson to see if he can do survey work then. Carl will give list of things to do to Bob (done).] Carl delegates coordinator role to Bob in his absence, although the committee will essentially remain inactive during the time Carl is away.

**DECISION OF THE TRUST: Trust will not delegate the work of the committees to any outside professionals at this time, until such time as there is consensus.**

Discussion: Spending policy re cost overruns:

- Get competitive bids
- Examine contract carefully
- Need to know whether contract is fixed or cost-plus
- Run contract wording by Heather (if available) or other competent person
- Keep copy of contract
- Keep written copy of what said to and done by the contractor, with time and date
- Coordinator keeps copy of each invoice, and compares future invoices to previous ones to make sure we are not being double billed

## 11. Review New Tasks

### Task List

To all members: - Please advise the trust if you know of any potential candidates to serve as a trust member;

Steve – Send email decisions to Bob (to be included in minutes);

Evie – Give Bob financial Committee report;

Hope and Evie – Talk to Bill about the balance that we should have in the chequing account and then arrange to transfer excess into interest bearing account;

Robert – send Bob the VIVA Outreach report;

Robert – make a revision to the email that is sent out as a monthly reminder to old students to include the details of the new location of the weekly group sits;

Bob – contact Ed Wilson and check on his availability to survey the four acre and remainder lots in September or early fall (and book him if available);

Carl – contact Evie and give her Rooster's phone number and the details of your conversation with Rooster re planting grass on the four-acre lot;

Bob and Evie – following and depending on the above conversation with Carl, arrange with Rooster to plant the grass or go and do it yourselves. Sue may also be interested.

Evie – email the trust members the preliminary "contract policy" recommendations;

Evie – make a notation that every committee coordinator should precede each committee report with a list of the active committee members.

### CRC Task List

Robert – Do or delegate a contact with Rita

## 12. Evaluation of Meeting

13. Future meeting date – May 14, 80 High St, 10am Group Sitting, followed by meeting and potluck.

14. Closing Meditation (3 min)

## April 2007 VIVA Financial Report

**Balances**

Balance VanCity Account: \$113, 240.58

**Loans - forgivable**

VF- forgivable-July 25/06: \$769, 577.22  
 VF- forgivable-Nov1/06: \$11,322.81  
 VF- forgivable-Dec 30/06: \$11,000.00  
 VF- forgivable-March/07-109,090.00

**Loans - not forgivable** (interest at prime, monthly payments \$130): \$26,000

(Dec 6/06 – paid down interest bearing loan by \$10,000.00)  
 (Mar 1/07 Added \$10,000 to the \$16,000 loan)

**Tasks completed since last meeting February 19, 2007**

- Quarterly loan from VF received and deposited March, 2007; resolution for loan in current minutes.
- Balance Statement for January generated by bookkeeper.
- Advised auditor that we would have a “compilation” audit for 2006

VI Vipassana Association

Comparative Income Statement

January Actuals	Year to Date	Budget	Net Change
01/01/07 to 1/31/2007	01/01/07 to 1/31/2007	01/01/07 to 12/31/2007	

**EXPENSE**

5085 - VI Bank Charges & Interest	(1.22)	(1.22)	0.00	-1.22
5095 - VI Interest -Long Term Debt	130.00	130.00	4,200.00	-4,070.00
VI - Total Finance Expenses	128.78	128.78	4,200.00	-4,071.22

5116 - VI Office Expense	19.60	0.00	0.00	0.00
VI - Total General Expenses	19.60	0.00	0.00	0.00

5145 - Day Sitting Rent Expense	0.00	0.00	850.00	-850.00
5147 - Group Sitting Rent/Supplies	44.46	44.46	700.00	-655.54
Total Day Course Expenses	44.46	44.46	1,550.00	-1,505.54

5215 - Non VI Office Expenses	0.00	0.00	150.00	-150.00
Total Non VI Expenses	0.00	0.00	150.00	-150.00

5405 – Accounting	53.00	53.00	730.00	-677.00
5410 - Finance Audit	0.00	0.00	1,000.00	-1,000.00
5420 - Legal Fees	4,103.71	4,103.71	4,100.00	3.71
5440 – Educational	212.00	212.00	0.00	212.00
Total General Expenses	4,368.71	4,368.71	5,830.00	-1,461.29
Total VI Expenses	4,561.55	4,541.95	11,730.00	-7,188.05

#### Non Centre Course Expenses

5454 - N/C Office Supplies	0.00	19.60	0.00	19.60
Total Non Centre Course Expenses	0.00	19.60	0.00	19.60

#### Vancouver Island Centre Search

##### Subdivision 4 acre lot

5545 - Interceptor Drain	2,061.70	2,061.70	11,000.00	-8,938.30
5550 - Septic Construction	2,410.94	2,410.94	0.00	2,410.94
5555 - Well	0.00	0.00	10,000.00	-10,000.00
5565 - Subdivision Legal Fees	0.00	0.00	1,500.00	-1,500.00
5570 - Legal Survey	0.00	0.00	5,000.00	-5,000.00
5575 - Office Costs	0.00	0.00	50.00	-50.00
5580 - Travel Costs	40.00	40.00	200.00	-160.00

Total Subdivision 4 acre lot	4,512.64	4,512.64	27,750.00	(23,237.36)
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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	381.60	381.60	2,000.00	-1,618.40
5595 - Community Relations	33.00	33.00	1,000.00	-967.00
5597 - Office Costs	19.40	19.40	0.00	19.40
5599 - Travel Costs	40.00	40.00	1,500.00	-1,460.00
5602 - Rezoning Fees	2,200.00	2,200.00	2,200.00	0.00
5605 - Consulting Fees and Studies	0.00	0.00	6,000.00	-6,000.00
5607 - Public Notification & Hearings	0.00	0.00	1,500.00	-1,500.00
5609 - Legal Fees	11.09	11.09	1,500.00	-1,488.91
5610 - Legal Survey	0.00	0.00	3,000.00	-3,000.00
5612 - Property Taxes	0.00	0.00	3,000.00	-3,000.00
5615 - Insurance	0.00	0.00	3,000.00	-3,000.00
Total Centre Land Development	2,685.09	2,685.09	39,700.00	(37,014.91)

Total Vanc. Island Centre Search	4,512.64	4,532.24	27,750.00	-23,217.76
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Total VIVA Expenses	11,759.28	11,759.28	79,180.00	-67,420.72
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Net Income VIVA	-11,759.28	-11,759.28	-79,180.00	-67,420.72
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