

**Vancouver Island Vipassana Association Trust Meeting**  
**November 24 2007**  
80 High St.

**1. Meditation** (3 minutes)

**2. Introductions**

- round of introductions
- attendance – (trust members) – Hope, Robert, Steve, - (At's)- Evie, Jenny, Bob - Friends - Harry, Diana (Members) – Evie, Jenny, Bob
- review the agenda, add any needed items & prioritize
- set time for meeting & agenda items
- read Trust meeting guidelines

**3. Announcements** – John Wolford passed away on Tuesday November 20/2007.

- Goenkaji is attending the TSC at Dhamma Giri

**4. Corrections & Approval of past minutes**

- (month) minutes
- Review task list from Sept Trust Meeting

**Committee Reports:**

**5. email reports and decisions –**

- Harry gives report on tire removal:  
Friday morning a wonderful crew assembled at the Garage to head out to Dhamma Modana in Lake Cowichan to remove the 50 truck tires. I had to work till 11:00, but Roger wanted to start earlier (so we wouldn't run into a time crush, Target Tire Recycling in Chemainus would close at 4 pm.), so we decided to start as early as possible.

Shirley arranged for the flatbed truck rental, got water, muffins and cookies for the crew and brought two able-bodied fellows. Don came up early from Victoria and my friend Ken joined them at LC.

When I arrived by 11:30, the last load was already on its way to the truck (Roger brought his P/U truck to bring the tires from the Shingle Mill across the creek, using Carl's magnificent new bridge deck, to the flatbed), all went very smoothly

.

Then I drove with Don and Roger in the truck to Chemainus to dump the load.

We had to stack them neatly there, and the 3 of us worked very well together. It was a fun operation.

Roger was a wonderful help, he knew the people at Target, went with me a week ago to the property to assess the load and helped decide which size of truck we would need (perfect, just the right size).

Shirley just took over the whole rental, found the right place to rent from, got extra rope in case, and took care after the crew.

The weather was very friendly to us too (rain was predicted, we had dry and sunshine). I have to pay Shirley for the rental (went on her Visa) and Roger for his gas.

We had a great time!

- Trust agreement to hire Elizabeth as a realtor
- Trust agreement to wait until the spring until listing 4 acre property
- Trust agreement to hire Bill Johnson as VIVA lawyer
- A.T.'s decided to pay half of an interview with a lawyer during our search for a lawyer.

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

**7. The Rezoning/Subdivision Committee (Land Committee)-** (Co-ordinator)  
(Carl) Steve, Jenny,  
Evie (AT advisor Bob)

Bob gives report

- access to lands beyond, ie block 555. Two methods: access up the eastern boundary of 401

second- provide same kind of access through a land exchange with Handcock, the owners of block 555. Bill Simoes laid out the criteria of the exchange. Bill felt the access to Youbou road had a higher value than a simple land area swap. Handcock felt they needed value for value of the land. On Monday November 26<sup>th</sup> a conference call will be held with Bob, Bill, Evie and two people from Handcock.

**8. Outreach-** Co-ordinator –(Robert) , Harry, Bob, Dianne, Bill, Sue (AT advisor Evie)

Robert gives report:

- We are searching for a new group sit location, but for the time being it will be held at 80 high street.
- Day sits are well attended and will be continued at the same location through 2008. The November day sit was well attended (20 people), yet none of those people have been attending the weekly group sits.
- We are still active members of the Lake Cowachin Chamber of Commerce
- Editor of the LC Gazette was interested in the location of the property.

-Evie, Harry and Hope are interested and plan on attending future Chamber of Commerce dinners. This should be trust members or active committee members.

**9. Finance Committee Report–** Coordinator (Hope) (AT advisor Evie) – see attachment

**10. Shawnigan Lake Course Committee –**

Jenny gives report:

- Should we consider adding a three day course either before or after the 10 day course. Evie will check with Penny Pope. This will help would help with the setup and there would likely be a lot of interest and attendance.
- The deposit has been paid.
- John Beary suggested there were full plans available from two locations in the USA to use as a template for possible use in designing Dhamma Modana.

**11. Website Committee** -(Jenny AT advisor) Committee coordinator Doug  
Members: Robert, Steve, Jenny

- Robert, Steve and the AT advisor will meet for a brain storming session to decide content. Brihas will be happy to load content to the site once it's ready.

## **12. Discussions & New Business:**

- **SL course**
- **Future planning -**
- **Update on the CRA appeal-**

Evie gives report:

- We hired Margaret Mason to draft and send a letter to the CRA, after our deadline, though deadlines aren't all that important during rebuttals. The CRA lawyer tried to contact Evie to discuss things, and Margaret said she will call the lawyer herself instead.

- **Review VIVA team agreements-** See attachment

## **13. Proposals**

## **14. Evaluation of Meeting**

**15. Future meeting dates** – Proposed: Jan 19/20

## **16. Meditation (3 min)**

# **NOVEMBER 2007 VIVA FINANCIAL REPORT**

## **VanCity Balances**

- Chequing Account 00001, November 21, 2007 539.79
- 12 Month Term Deposits
- - Cashable (90 Day Lockout)
  - Started on 07-Sep-2007
  - Maturing on 07-Sep-2008
  - Interest Rate 4.0%
  - Interest compounded every 12 months

Account 00002 5,000.00

Account 00003 5,000.00

Account 00004 5,000.00

Account 00005 5,000.00

Account 00006 5,000.00

Account 00007 5,000.00  
 Account 00008 5,000.00  
 Account 00009 5,000.00  
 Account 00010 5,000.00  
 Account 00011 5,000.00  
 Account 00012 5,966.10 55,966.10

- Membership Shares 50.52

### Loans – Forgivable

VF July 25/06 769,577.22  
 VF Nov 1/06 11,322.81  
 VF Dec 30/06 11,000.00  
 VF Mar 26/07 109,090.00  
 VF Jun 26/07 450.00

### Tasks completed since October 2007 Financial Report

- Invoices approved and paid as received:
- - Bookkeeping services 68.90
  - Tire cleanup 199.57
  - Kenyon Wilson professional services, 4-acre well 1,265.74
  - Legal search for charitable status rebuttal 400.00
  - Office supplies 16.54
  - Drillwell Enterprises, 4-acre well 6,374.84
  - Bridge and fence repair, centre land 538.83
  - CL District Chamber of Commerce yearly dues 50.00
  - Lake Cowichan Gazette yearly subscription 50.00
- Receipts/invoices/bank statement for October 07 delivered to bookkeeper.

<b>VI Vipassana Association</b>					
<b>Comparative Income Statement</b>					
	<b>October Actuals</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Net Change</b>	
	<b>10/01/07 to</b>	<b>01/01/07 to</b>	<b>01/01/07 to</b>		
	<b>10/31/2007</b>	<b>10/31/2007</b>	<b>12/31/2007</b>		

<b>EXPENSE</b>					
5082 - VI Contingency Fund	0.00	0.00	0.00	0.00	
5085 - VI Bank Charges & Interest	(0.54)	(976.84)	0.00	-976.84	
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	0.00	407.93	4,200.00	-3,792.07	
<b>VI - Total Finance Expenses</b>	<b>-0.54</b>	<b>-568.91</b>	<b>4,200.00</b>	<b>-4,768.91</b>	
5113 - VI New Registration System	0.00	0.00	0.00	0.00	
5114 - VI Building Insurance	0.00	0.00	0.00	0.00	
5115 - VI Operations License	400.00	425.00	0.00	425.00	
5116 - VI Office Expense	16.54	16.54	0.00	16.54	
5118 - VI Online Service	0.00	0.00	0.00	0.00	
5120 - VI Telephone	0.00	0.00	0.00	0.00	
5122 - VI Vehicle Fuel	0.00	0.00	0.00	0.00	
5124- VI Vehicle	0.00	0.00	0.00	0.00	

Insurance					
5126 - VI Vehicle Repairs	0.00	0.00	0.00	0.00	
<b>VI - Total General Expenses</b>	<b>416.54</b>	<b>441.54</b>	<b>0.00</b>	<b>441.54</b>	
5135 - Childrens Courses	0.00	0.00	0.00	0.00	
5145 - Day Sitting Rent/Supplies	0.00	464.67	850.00	-385.33	
5147 - Group Sitting Rent/Supplies	0.00	139.15	700.00	-560.85	
<b>Total Day Course Expenses</b>	<b>0.00</b>	<b>603.82</b>	<b>1,550.00</b>	<b>-946.18</b>	
5205 - Non VI Online Service	0.00	0.00	0.00	<b>0.00</b>	
5210 - Non VI Online Service USD	0.00	0.00	0.00	<b>0.00</b>	
5215 - Non VI Office Expenses	0.00	66.70	150.00	<b>-83.30</b>	
5220 - Non VI Telephone Expenses	0.00	0.00	0.00	<b>0.00</b>	
5225 - Non VI Newsletter	0.00	0.00	0.00	<b>0.00</b>	
5226 - Outreach	0.00	611.20	0.00	<b>611.20</b>	
<b>Total Non VI Expenses</b>	<b>0.00</b>	<b>677.90</b>	<b>150.00</b>	<b>527.90</b>	
5405 - Accounting	68.90	589.36	730.00	-140.64	

5410 - Finance Audit	0.00	1,961.00	1,000.00	961.00	
5415 - Amortization Expense	0.00	0.00	0.00	0.00	
5420 - Legal Fees	0.00	4,103.71	4,100.00	3.71	
5425 - Suspense	0.00	0.00	0.00	0.00	
5430 - Currency Exchange & Rounding	0.00	0.00	0.00	0.00	
5440 - Educational	0.00	212.00	0.00	212.00	
<b>Total General Expenses</b>	<b>68.90</b>	<b>6,866.07</b>	<b>5,830.00</b>	<b>1,036.07</b>	
<b>Total VI Expenses</b>	<b>484.90</b>	<b>8,020.42</b>	<b>11,730.00</b>	<b>-3,709.58</b>	
<b>Non Centre Course Expenses</b>					
5451 - Non-centre Course Food	0.00	0.00	0.00	0.00	
5452 - N/C Course Kitchen Supplies	0.00	0.00	0.00	0.00	
5453 - N/C Small Eqpt - Less \$200	0.00	0.00	0.00	0.00	
5454 - N/C Office Supplies	0.00	0.00	0.00	0.00	
5455 - N/C Toiletries/Medical	0.00	0.00	0.00	0.00	
5456 - N/C Truck Rental	0.00	0.00	0.00	0.00	
5457 - N/C Telephone/Copying	0.00	0.00	0.00	0.00	

5458 - N/C Hall Supplies	0.00	0.00	0.00	0.00	
5459 - N/C Site Rental	0.00	700.00	0.00	700.00	
5460 - N/C Equipment Rental	0.00	0.00	0.00	0.00	
5461 - N/C Storage Rental	0.00	0.00	0.00	0.00	
5462 - N/C Equipment - More \$200	0.00	0.00	0.00	0.00	
5463 -N/C Assitant Teacher Supplies	0.00	0.00	0.00	0.00	
5464 - N/C Assitant Teacher Travel	0.00	0.00	0.00	0.00	
5465 - N/C Assit.Teach.Travel - USD	0.00	0.00	0.00	0.00	
<b>Total Non Centre Course Expenses</b>	<b>0.00</b>	<b>700.00</b>	<b>0.00</b>	<b>700.00</b>	
<b>Subdivision 4 acre lot</b>					
5545 - Interceptor Drain	0.00	17,321.10	11,000.00	6,321.10	
5550 - Septic Construction	0.00	510.94	0.00	510.94	
5555 - Well	7,640.58	7,820.58	10,000.00	-2,179.42	
5560 - Subdivision Applct. Review	0.00	0.00	0.00	0.00	
5561 - Consulting Fees & Studies	0.00	1,378.00	2,300.00	-922.00	

5565 - Subdivision Legal Fees	0.00	375.26	1,500.00	-1,124.74	
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	0.00	112.00	200.00	-88.00	
<b>Total Subdivision 4 acre lot</b>	<b>7,640.58</b>	<b>27,517.88</b>	<b>30,050.00</b>	<b>(2,532.12)</b>	
<b>Centre Land Development</b>					
5587 - Environmental - Wittich Fees	0.00	0.00	5,000.00	-5,000.00	
5590 - Environmental - Remediation	738.40	1,299.77	10,000.00	-8,700.23	
5592 - Infrastructure - Roads	0.00	492.90	2,000.00	-1,507.10	
5593 - Infrastructure - Well	0.00	0.00	0.00	0.00	
5594 - Infrastructure - Septic	0.00	371.00	0.00	371.00	
5595 - Community Relations	0.00	517.53	1,000.00	-482.47	
5597 - Office Costs	0.00	85.14	0.00	85.14	
5599 - Travel Costs	0.00	760.10	1,500.00	-739.90	
5602 - Rezoning Fees	0.00	2,200.00	2,200.00	0.00	
5605 - Consulting Fees and Studies	0.00	4,796.60	6,000.00	-1,203.40	
5607 - Public	0.00	0.00	1,500.00	-1,500.00	

Notification & Hearings					
5609 - Legal Fees	0.00	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	3,977.26	3,000.00	977.26	
5615 - Insurance	0.00	1,300.00	3,000.00	-1,700.00	
<b>Total Centre Land Development</b>	<b>738.40</b>	<b>15,811.39</b>	<b>39,700.00</b>	<b>(23,888.61)</b>	
<b>Total Vanc. Island Centre Search</b>	<b>7,640.58</b>	<b>28,217.88</b>	<b>30,050.00</b>	<b>-1,832.12</b>	
<b>Total VIVA Donations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total VIVA Expenses</b>	<b>8,863.88</b>	<b>52,049.69</b>	<b>81,480.00</b>	<b>-29,430.31</b>	
<b>Net Income VIVA</b>	<b>-8,863.88</b>	<b>-52,049.69</b>	<b>-81,480.00</b>	<b>29,430.31</b>	<b>0.00</b>

## **TASK LIST – VIVA Trust Meeting – November 24, 2007**

### **Evie**

- Contact Penny Pope at Camp Pringle to see if further deposits are required for 10-day course in October 2008
- Contact Penny Pope at Camp Pringle re availability of the 3 days prior to or following the 10-day course scheduled for October 2008
- Forward Team Agreement revisions to Hope for updating

- Open new file for centre land development correspondence

### **Bob**

- Forward to Steve the centre land correspondence report for inclusion in Minutes
- Forward to Steve report re access to Block 555 and cutting of trees
- Request setup of [info@modana.dhamma.org](mailto:info@modana.dhamma.org). Robert to be contact person
- Contact Winter Brothers developers by phone/email re cutting of tree on our property

### **Jenny**

- Create large map of centre land property

### **Robert**

- Email Hope and Steve the Trust Meeting template
- Contact Siva re VOIP
- Email Lake Cowichan District Chamber of Commerce dinner meeting schedule to Trust members
- Meet with Steve re Dhamma Modana website design/content

### **Steve**

- Search database for Harry's tire removal report and add to Minutes

### **Carl**

- Check with Rachelle re further info needed for development permit

### **Bill Simoes**

- Check if Section 9 has been approved re culvert placement

## **Viva Team Agreements:**

- |  |
|--|
| 1. <i><b>Participation – does one need to be present at a meeting to have input?</b></i> |
|--|

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

- |   |
|---|
| 1. <i><b>When should a summary of the committee meeting go out and to whom?</b></i> |
|---|

### **Process of a Meeting**

#### Before the meeting

- Facilitator sends out agenda so committee members and Trust members know the topics.

#### During the meeting

- Facilitator will conduct the meeting and make certain agreements are verified.

#### **After the meeting**

- Secretary sends out a "summary", which includes the proposals/resolutions, in a timely fashion (preferably within 1 week) to the members who were present at the meeting, or who had input, for their corrections/comments.
- - Urgent matters: Secretary waits 2-3 days (not including a weekend) and then sends the summary out to the Trust.
  - Non-urgent matters: Secretary waits until the next Trust meeting to present the summary in the form of a report.

1. ***Can non-members have input?***

1. Give their opinion to any Trust member: Trust member reports this view with name of person
2. Use email: [info@modana.dhamma.org](mailto:info@modana.dhamma.org), which goes to Robert Baker.

1. ***How long after an email goes out should one reply?***

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

1. ***What about emails on weekends?***

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

1. ***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 emails have also worked well.

1. ***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 overrides the need for their voice
- When facilitator wants to contribute, passes "facilitator stick" to someone else
- Good to draw in someone neutral, e.g. from another committee, when topic is charged
- Rotate facilitator to develop facilitator skills

### 1. ***Coordinator functions?***

- Include committee by delegation or information sharing and by encouraging participation (work as a team)
- Oversee and follow up on what has been delegated
- Ensure everything has been done
- Keep a record of all phone conversations with professionals and email to committee with time and date of call
- Vet 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
- Ensure the budget happens via:
  1. calling committee to discuss
  2. working together
  3. agreement or AT advisor
  4. reporting to Trust
- Ensure harmonious functioning of committee
- New member orientation
  - contact new members – welcome them
  - give history/overview and how committee works
  - potlucks
  - encourage new members to attend a Trust meeting
  - go over ways they can participate/contribute

### 1. ***Committee roles?***

- Utilize resource people from outside the committee when necessary (especially meditators with needed skills)
- Process for becoming an active member (any OS eligible):
  1. new person expresses interest
  2. this is relayed to coordinator
  3. coordinator discusses 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.

### 1. ***Flow of information?***

- Decisions require consensus in a committee

1. <b><i>Treasurer reports?</i></b>
-------------------------------------

- Reports should be created monthly – given to AT advisor
- Reports are presented during Trust meetings

1. <b><i>Administration Trivia</i></b>
--

- A call for agenda items should be sent out one week prior to meeting.
- Agenda items should be added as soon as possible, but may be added up until the meeting begins.
- Facilitator will create an agenda template on poster board paper.
- Facilitator will ensure that there is a paper copy of the previous months meeting to be reviewed at the current meeting.
- Committee report is prepared for meeting and is sent to secretary during or after meeting, within a maximum of three days.
- Or there is no written report and the secretary types it during the meeting.
- Explain acronyms at the beginning of all reports.
- The committee coordinator keeps a record of all committee reports.
- Task list should be sent out within three days.
- Secretary (or an appointee) should send first draft of minutes to active AT's within one week. Active AT's should all return corrected draft to secretary within 2 days. Secretary to send to Trust within 14 days of meeting.
- Trust needs to review minutes by next meeting and make corrections at next meeting.
- Secretary will collect and file all email decisions and committee reports that occur between trust meetings.
- In the event that Secretary is away he will appoint an alternate to fulfill his duties.