

**Vancouver Island Vipassana Association Trust Meeting**  
**March 11, 2008**  
**80 High St.**

**1. Meditation** (3 minutes)

**2. Introductions**

- round of introductions
- attendance – trust members – (Robert, Carl, Steven, HopeoHopeH)  
ATs – (Evie, Jenny, Bob) Friends - (Harry, Laurel)
- review the agenda, add any needed items & prioritize
- set time for meeting & agenda items
- read Trust meeting guidelines

**3. Announcements**

- VIVA has received its charitable status effective Jan 1, 2008.

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

- (Nov) minutes - passed
- Review task list from Nov Trust Meeting

**Committee Reports:**

**5. email decisions –**

- list the four acre lot at 219,900

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

**7. The Rezoning/Subdivision Committee -** (Coordinator-Carl – Jenny, Steve, Evie, Harry – AT Advisor - Bob)

We attended The EASC meeting of the CVRD, where the directors approved the subdivision of the 4 acre lot, with the stipulation that the entire property be covenanted for no livestock.

-Surespan quoted Carl a price of no more than \$10,000 for installing a bridge. Sure Span quoted \$6000 for the bridge materials. The whole job should total less than \$20,000.

**8. Website committee – Doug gives report:**

A decision of the trust was made to strike up a website committee; the members are Steve Armstrong, Robert Baker, Doug Cooper as chair and Jenny Jeffs as ATA.

The general intent is to design and update the Dhamma Modana website to reflect the progress that has been made over the last year or two towards the development of the centre in Lake Cowichan.

During the committee meeting on Saturday March 8 the committee made some decisions as to the revised and updated content of the website.

1) a history of the centre, where we are now and where we are going 2) To use as much of the content as we can from the VF website via links and also as a template for the design of the D. Modana website 3) Add a section on the various committees, what they do and how to contact them. 4) Provide

specific info about day sits, group sittings and other Vipassana activities happening on the Island

It has been left to Doug Cooper to provide and or acquire content for the web site and to forward this on to Brihas to update the web site.

#### **9. Meditation Cushion Committee –**

A new committee was struck, consisting of Jenny, Hope, Robert, Evie, Steven. First meeting will be at Group sitting on Tue, March 19.

#### **10. Outreach – (Robert) Harry, Bob, Diane, Bill, Sue (Evie ATA)**

- Chamber of commerce meeting. We should create an identification badge (Vipassana Meditation Center).
- Prison outreach: Meeting with VIRCC to set up a course. Spearheaded by a student doing his masters.

Also there is interest at the Regional Treatment Center in the district of Matsqui, which seems to be very promising. Meetings are ongoing, monthly.

- Trust approved that Robert put in a \$20 dollar advertisement in the Lake Cowichan Gazette.
- Weekly group sits – The Victoria location on Taunton St. is the official group-sit location and will continue with Sunday evening meditations. Sittings at Helvetia Crescent on Tuesday will continue however these will not be posted or advertised.
- 
- Evie Chauncey attended the February Chamber of Commerce Meeting in Lake Cowichan.

#### **11. Finance Committee Report – (C) Hope / (ATA) – Evie**

See below

**12. Shawnigan Lake Course Committee – (C) Jenny / Hope** will coordinate materials needed for October course. Inventory will be taken of the materials stored at the Jeffs.

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

- Trust retreat – sometime in the summer
- Preparation of new Trust materials – Hope will check out the documents created by John, Dhalie and Siva, and make suggestions for a committee.
- Group sitting locations – Sunday is the only official location for now.
  - Meditation cushion covers-material for cushions and style will be decided upon by committee
- Lot line adjustment- Bob and Evie reviewed the various options presented by Bill S.

-Lot sale strategy – reduce price in one month if there are no offers.  
Discussion by email proceeding after three weeks. Laurel will act as coordinator.

- Budget approval- agreed upon
- Website: Doug supplied report
- Planning committee – this is for center development
- Active members: Carl, Laurel, Harry, Evie, Steve, Doug
- Observers: Hope, Robert
- Coordinator: Bill
- AT advisor: Jenny
- Meeting dates: April 19/20

- Pay Rooster to clean up property? No, everything is fine
- Contact Winter Brothers developers by phone/email re cutting of tree on our property – Task for Bob

#### **14. Proposals**

1.
  1. - To acknowledge forgiveness of the loan of \$769,565 from VF at 5% annual interest on July 28, 2006, with principal and interest to be repaid at the end of 2 years, i.e. due July 28, 2008. - Approved
1.
  1. To write a charitable receipt for \$769,565 to VF. - Approved
1.
  1. The acknowledge forgiveness of the loan of \$133,591.57 from VF. - Approved
1.
  1. To write a charitable receipt for \$133,591.57 to VF. - Approved
1.
  1. To borrow from the Vipassana Foundation \$1,728.76. - Approved
1.
  1. **Authorization of Responsible Individual: See attached**
1.
  1. **Appointment of Privacy Officer: Steven Armstrong is appointed as the Privacy Officer – approved (see attached)**
1.
  1. **To accept the presented 2008 draft budget – approved**
1.
  1. **Accept a new heading 5591 for installation of new bridge, budget of \$20,000 - approved**

**15. Evaluation of Meeting**

**16. Future meeting dates – Tuesday May 06/08**

**17. Meditation (3 min)**

**New Tasks:**

Task List – VIVA Meeting, Victoria, Mar 11, 2007

Evie:

1. check on 3-day availability before or after the Shawnigan Lake course
2. prepare name label(s) for Chamber of Commerce meetings:  
“Vipassana Meditation Centre”
3. send out group sitting guidelines to the trust
4. take group sitting guidelines to David and Ni, see if they qualify- if yes, notify Robert to put on web as official gs and notify centre
5. ask Bill S if he want s to be co-ordinator of Planning Committee
6. send Hope the GST e-mail from Eileen
7. send Hope the financial proposals so she can write tax receipts
8. send Laurel Elizabeth’s contact info
9. fax Doug Cooper so all Trustees have signed resolutions

Carl:

1. Check out Section 9

Robert:

1. Remove High St location from website. Check with Evie re David and Ni’s place for Tuesdays.
2. email Hope day sit listserve info

Bob and Jenny:

1. Get Dhamma Surabhi building committee archive for April 19 meeting
2. call Tony Bauer re Winter Bros. Tree cutting
3. get documents for Trust Package and send to Hope
4. Jenny: oversee cushion project

Laurel: contact Elizabeth about listing progress and then the Trust about revising selling price of lot about 2<sup>nd</sup> week of April

Hope: inventory/research supplies for Shawnigan Lake course

Doug: email Steve the website report

**Previous 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 -done
- Forward Team Agreement revisions to Hope for updating - done
- Open new file for centre land development correspondence - done

**Bob**

- Forward to Steve the centre land correspondence report for inclusion in Minutes – no
- Forward to Steve report re access to Block 555 and cutting of trees - no
- Request setup of [info@modana.dhamma.org](mailto:info@modana.dhamma.org). Robert to be contact person - done
- Contact Winter Brothers developers by phone/email re cutting of tree on our property - Carl

**Jenny**

- Contact Penny Pope at Camp Pringle re availability of the 3 days prior to or following the 10-day course scheduled for October 2008 - ongoing
- Create large map of centre land property - done

**Robert**

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

**Steve**

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

**Carl**

- Check with Rachelle re further info needed for development permit – done
- Check if Section 9 has been approved re culvert placement – Carl to contact Bill

**Bill Simoes**

- Check if Section 9 has been approved re culvert placement – Carl to contact Bill

**Financial Report:****Budget 2008**

VI Vipassana Association	Budget 2008
New Chart of Account	
EXPENSE	

5082 - Contingency Fund	
5085 - Bank Charges & Interest	1,080.00
5090 - Bank Chg. & Interest USD	
5091 - Credit Card Discounts	
5093 - Foreign Exchange	
5095 - Interest -Long Term Debt	
<b>Total Finance Expenses</b>	
5114 - Building Insurance	
5115 - Operations License	25.00
5116 - Office Expense	450.00
5118 - Online Service	
5119 - Online Service USD	
5120 - Telephone	
5121 - Newsletter	
5122 - Vehicle Fuel	
5124 - Vehicle Insurance	
5126 - Vehicle Repairs	
5405 - Accounting	730.00
5410 - Finance Audit	2,000.00
5415 - Amortization Expense	
5420 - Legal Fees	9,000.00
5425 - Suspense	

5430 - Currency Exchange & Rounding	
5440 - Educational	
<b>Total General Expenses</b>	
5135 - Childrens Courses	
5145 - Day Sitting Rent/Supplies	1,350.00
5147 - Group Sitting Rent/Supplies	100.00
<b>Total Small Course Expenses</b>	
5226 - Outreach	705.00
<b>Total Outreach Expenses</b>	
<b>Sub Total VIVA Expenses</b>	
<b>Non Centre Course Expenses</b>	
5451 - N/C Course Food	5,000.00
5452 - N/C Course Kitchen Supplies	500.00
5453 - N/C Small Equpt - Less \$200	400.00
5454 - N/C Office Supplies	200.00
5455 - N/C Toiletries/Medical	200.00
5456 - N/C Truck Rental	450.00
5457 - N/C Telephone/Copying	50.00
5458 - N/C Hall Supplies	250.00

5459 - N/C Site Rental	7,000.00
5460 - N/C Equipment Rental	150.00
5461 - N/C Storage Rental	0.00
5462 - N/C Equipment - More \$200	300.00
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
<b>Total Non Centre Course Expenses</b>	
<b>Subdivision 4 acre lot</b>	
5545 - Interceptor Drain	
5550 - Septic Construction	
5555 - Well	
5560 - Subdivision Applct. Review	
5561 - Consulting Fees & Studies	1,000.00
5565 - Subdivision Legal Fees	8,000.00
5570 - Legal Survey	10,000.00
5580 - Travel Costs	200.00
<b>Total Subdivision 4 acre lot</b>	
<b>Centre Land Development</b>	
5587 - Environmental - Wittich Fees	
5590 - Environmental - Remediation	



5592 - Infrastructure - Roads	
5593 - Infrastructure - Well	
5594 - Infrastructure - Septic	
5595 - Community Relations	
5597 - Office Costs	
5599 - Travel Costs	
5602 - Rezoning Fees	
5605 - Consulting Fees and Studies	
5607 - Public Notification & Hearings	
5609 - Legal Fees	
5610 - Legal Survey	
5612 - Property Taxes	6,500.00
5615 - Insurance	3,000.00
<b>Total Centre Land Development</b>	
<b>Total VIVA Donations</b>	
<b>Total VIVA Expenses</b>	
<b>Net Income VIVA</b>	

## MARCH 2008 VIVA FINANCIAL REPORT

# VanCity Balances

- Community Service Account 00001 (chequing), March 10, 2008 4,353.08
- Community Service Account 00002 (monthly dana) 150.00
- 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 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 50,966.10
- Membership Shares 50.52

## Loans – Forgivable

VF July 25/06 769,565.00  
VF Nov 01/06 11,322.81  
VF Dec 30/06 11,000.00  
VF Mar 26/07 109,090.00  
VF Jun 26/07 450.00  
VF Mar 01/08 (final) 1,728.76

## Tasks completed since November 2007 Financial Report

- Cashed in Term Deposit 0002 5,042.74
- Received first donation receipted by VIVA 2,500.00
- Received first monthly dana receipted by VIVA 170.00
- Invoices approved and paid as received:
  - - Bull, Housser & Tupper, Lawyers 2,788.34
    - Bookkeeping Services 27.56
    - Bookkeeping Services 27.56
    - Bull, Housser & Tupper, Lawyers 1,140.12
    - Office supplies 25.75
    - Kenyon Wilson, Consultants 898.35
    - Bookkeeping Services 20.48
    - Bookkeeping Services 52.60
    - Preauthorized RBC Card Centre 278.00
    - LC Chamber of Commerce dinner 16.50
- Receipts/invoices/bank statements for Nov/Dec/Jan/Feb delivered to bookkeeper.
- Discussed issue of signing authority
- Set up account with Moneris to receive VISA/Mastercard/American Express donations

- Ordered official charitable receipt books for VIVA
- Opened new bank account specifically for monthly dana
- Processed first monthly dana pre-authorized VISA payment transaction
- Processed first monthly dana pre-authorized bank payment transaction
- Discussed VF loan Resolution with Todd Troyer, Accountant
- Prepared proposed VIVA 2008 budget
- Made revisions to Chart of Account numbers to better meet our needs
- In the process of adapting some of VF Dana forms and revising some VIVA forms to reflect our new charitable status.
- In process of setting up Dana tracking system for VIVA monthly donations

#### **Authorization of Responsible Individual**

WHEREAS subsection 3501(2) of the Income Tax Regulations (the "Regulations") made pursuant to the *Income Tax Act* (Canada) provides that every official receipt shall be signed personally by an individual referred to in paragraph 3501(1)(i) of the Regulations, namely, a responsible individual who has been authorized by the organization to acknowledge donations.

RESOLVED: That Hope Funk, Evie Chauncey, Robert Baker, Carl Wolford, Steven Armstrong, Bob and Jenny Jeffs are hereby authorized to sign official receipts and acknowledge donations as responsible individuals on behalf of the Society.

#### **Appointment of Privacy Officer**

WHEREAS the *Personal Information Protection Act* of British Columbia requires the appointment of a privacy officer.

RESOLVED: That Steven Armstrong is hereby appointed the Society's Privacy Officer.