

Vancouver Island Vipassana Association Trust Meeting

Sep 21/2008

80 High St.

Meditation: 4:30 – 5:30

Potluck: 5:30 - 6:30

Meeting: 6:30 – 8:45

Facilitator: Robert Baker

Secretary: Steven Armstrong

Time keeper: Douglas Cooper

Task list: Carl Wolford

Annual General Meeting

Vancouver Island Vipassana Association Trust Meeting

NOTICE OF CONVOCATION

At an annual meeting of the members of

The VANCOUVER ISLAND VIPASSANA ASSOCIATION

TAKE NOTICE that the Annual Meeting of the Vancouver Island Vipassana Association will be at the address of 80 High St, Victoria, B.C. (British Columbia), on the 21st of September, Two Thousand and Eight (2008) at 6:15 pm for the following matters:

- 1)To elect trustees;
- 2)To examine and approve all the acts performed by the trustees;
- 3)To examine all business that may be submitted to the Assembly.

This notice is given by order of the Board of Trustees.

Given at Victoria (British Columbia), this day of 16 Sept 08.

ANNUAL MEETING OF MEMBERS

MINUTES OF AN ANNUAL MEETING OF THE MEMBERS OF

THE VANCOUVER ISLAND VIPASSANA ASSOCIATION

80 High St, Victoria, B.C. (British Columbia), on the 21st of September, Two Thousand and Eight (2008)

PRESENT

Sufficient numbers of the members forming a quorum being present, the president declares the meeting validly constituted.

PRESIDENT AND SECRETARY OF THE MEETING will act respectively as president and secretary of the

meeting.

IT IS UNANIMOUSLY RESOLVED to approve the minutes of the last general meeting of the members of the Society.

FINANCIAL REPORT

It is unanimously resolved to approve the financial report for the fiscal year ending December 31, 2007.

ELECTION OF TRUSTEES

It is unanimously resolved to appoint as trustees the following persons Carl Wolford (President), Steven Armstrong (Secretary), Hope Funk, Robert Baker, Doug Cooper, Harry Mensik.

RATIFICATION OF THE ADMINISTRATION OF THE TRUSTEES

It is unanimously resolved to confirm and ratify all the deeds and decisions made or taken by the trustees since the previous annual general meeting.

And the assembly is closed.

FINANCIAL REPORT AND THE INTERNAL AUDIT for 2007 were presented..

Resolutions: Financial report for 2007 was accepted. Auditor for 2008 was appointed: Norgaard Neale Camden.

Steven Armstrong, Secretary

The AGM is now completed.

1. Meditation (3 minutes)

2. Introductions

- Attendance:

Trust Members: Carl Wolford, Steven Armstrong, Robert Baker, Harry Mensink, Douglas Cooper

ATs: Bob Jeffs, Jenny Jeffs, Evie Chauncey, Gerry Samide

Friends: John Waters, Barb Simoes, Bill Simoes

- review the agenda, add any needed items & prioritize
- set time for meeting & agenda items
- read Trust meeting guidelines

3. Announcements

- Harry Mensink was appointed to the Dhamma Modana Trust – 1 min

4. Corrections & Approval of past minutes:

- Review task list from May Trust Meeting

5. E-mail decisions:

- Pay Dhalie Patara \$9,413.05 to cover the cost of building the pump house. The cost will be added to the price of the 4 acre lot.
- A sign was erected on the Dhamma Modana property warning people of bears in the area.
- A decision was made to cover Gerry Samide's airfare from Calgary to Victoria, acting in his capacity as a soil engineer to assess the site.
- 20 foam 26 x 26 inch cushions will be purchased by Robert to use at the Shawnigan Lake course, and then for day sits in Victoria.
- Insure Dhamma Modana vehicle in Carl Wolford's name for the summer under a storage policy.
- We have investigated getting another surveyor to do the survey for the Ministry of Transport dedication and have found that this is not possible. We have looked at three options to get the MoT go ahead and are recommending the following:
 - a. The committee recommends we proceed with giving MoT the 20m and have Ed do it as soon as possible. Bob to let Ed know to go ahead, by e-mail, before he goes to California on Tuesday.
 - b. The committee recommends that we contact Hancock requesting that they write a letter saying they do not need the dedication. Bob to do this, by e-mail, before he goes to California on Tuesday. This is a very slim chance. If Hancock agrees, then we can cancel Ed Wilson.
 - c. The committee recommends that we authorize Bill Johnson to write up the covenants. Carl to continue contact with Bill Johnson.

Committee Reports:

6. Subdivision Committee - (Coordinator-Carl / Jenny, Steve, Evie, Harry – AT Advisor - Bob)

- Evie gives report – 5 min
- Issued legal description / closing date Oct 6/ Elizabeth drafting the contract of purchase and sale / We will sign that GST is not owing..

7. AT/Executive Committee – none

8. Technical Committee - (Coordinator- Bill Simoes; Robert Grant, Evie Chauncey, Barb Simoes, Laurel Rousseau; AT Advisor –Bob Jeffs)

- Bill gives report – (report available) - 20 min

9. Building Committee: - (Coordinator: Bill Simoes; Jenny, Evie, Doug, Carl, Robert, Barb,

Steve, John Waters, Harry Mensink; AT Advisor: Bob)

- Jerry gives report

10. Outreach - (Coordinator: Robert; Harry, Bob, Diane, Bill, Sue; AT Advisor: Evie)

- Harry reports:

Shirley and I went to the last LC Chamber of Commerce meeting before summer. We had a good evening, enjoyed the dinner and the company.

Then there was a presentation by Kathy Lachlan of CVRD Economic Development Commission. It was an interesting presentation about Business Attraction, Business Retention, Tourist Attraction and ways how to keep the Young People off the streets. Once our centre is established we might get more involved with some of these issues.

Then, Kathy also got to pull a business card out of the hat for the next free dinner and that worked out to be the one I put in.

So we have one free dinner seat for the next meeting, which will be on Wednesday Sept. 17.

Guest speakers will be Brooke Hodson and Joe Allen of Area F&I.

There will be limited seating for that evening.

Then there are Lake Days on June 7th and a BBQ on June 18th.

- Harry created poster for Changing from the Inside
- Prison report – Evie

On the last report June 3, we had actively been involved in discussions with the Regional Treatment Center, which is a maximum-security hospital facility within the Federal Canadian system. We had just had a meeting with the clergy, as the Tibetan nun had been very unhappy at the suggestion of a Buddhist course running without her involvement. It was very difficult to extricate ourselves from being "Buddhist", as Sister Jessie has been going into this facility has a Buddhist nun for two years teaching anapana, with Goenkaji's permission. So it seemed we had run into a roadblock.

At this point, three staff members including a psychiatric nurse, a social worker, and a corrections officer have sat a course. So there is a small working committee within the facility. The ex-warden, who was very instrumental in the building of this facility and who is now in the federal court system, is still very influential there. He has sat three courses. He decided he wanted to do a "top-down" approach.

So after our meeting with the clergy, the ex-warden set up a meeting in August between my self, the head warden of an adjoining medium security facility called Pacific Institute, as well as the deputy warden for both facilities. Also the head of the clergy and the head of the aboriginal peoples were invited. I did the slideshow and we had a very detailed conversation about running a course in the adjoining facility at Pacific Institute. The warden and the deputy wardens were extremely positive, and said they had no objections to a course being offered. This clearly influenced the clergy, who have said that they at this point have no objections to our proceeding.

Now the little committee within the facility is carrying on with their bottom up approach. I am doing a presentation for the Clinical Management Team on September 23, which also includes the warden of the original facility that we were involved with. The heads of the various unions

have also been invited, by the warden's. Sheldon is also coming to this meeting, so that he can carry on while I am away in Australia this fall.

I think this meeting will be the crossroads in which we actually start planning a course or not.

I had a small meeting in California with Harry Snyder, Ben Turner, Kathy Henry, and Bruce Stewart. This was a very helpful in terms of how to establish protocol within the facility while they are developing their working plan. As a result, Janet sent me the San Bruno protocol. From Kathy I have the NRF protocol, including the orientation classes, the screening, and the initial setup, as well as server orientation. The combination of the protocol from the jail side, and from our side, will be very helpful to this facility in developing their plan.

The course would be held at Pacific Institute, drawing from a population of base of both facilities. This is much better, as the population base at Pacific Institute is much more stable.

Respectfully submitted, Evie Chauncey

- Robert will supply report

11. Website Committee – (Coordinator – Doug / Robert, Steve /AT Advisor – Jenny)

Doug/Evie gives report – 3 min

Brihas has an idea, but there is a backlog at Dhamma.org \ We have a volunteer for the webmaster position for Dhamma Modana, so this may speed up this process.

12. Finance Committee – (Hope / AT Advisor - Evie) - report below

13. Shawnigan Lake Course Committee – (Coordinator – Jenny / Hope)

Jenny -5min

Meeting two weeks ago, with another meeting on Mon may 22. Short for set up help,

14. Meditation Cushion Committee – (Coordinator: – Jenny; Hope, Robert, Evie, Steven)

Steve/Robert – 5min

15. AGM – 5min

15. Discussions & New Business:

1. Technical committee topic:

2. Lease – 10 min
3. Perpetual Forest with 6 lots – 15 min
4. Perpetual Forest with affordable housing – 25 min

- **Management of Project – Bill 10 min**

1. Find a capable consultant
2. Work on contingency?
3. Legal Structure

- **Where does Trust want to take this? – Bob - 5 min**

2. Team agreements – 5 min (we will do them by email)

3. Pledge form – 5 min

We can use existing forms created by other centers to develop a form that would allow us to generate interest in giving dana. Evie asks for permission to put together a first draft of the dana form.

- **Bridge – 5 min**

Will the bridge meet specifications required by authorities?? Yes. Why put in bridge now? The existing bridge is simply not going to last. We have to decide if the bridge is the best option.

- **Website – 3 min**

16. Proposals

- Go ahead with previous bridge decision. **Passed**

17. Evaluation of Meeting

18. Future meeting dates – Wed Oct 1 / 2008

19. Meditation (3 min)

Task List – VIVA Meeting Sept 21 2008

- 1- Robert to change Oct day sit notice
- 2- Robert email blurb to Steve
- 3-Evie email Steve prison report
- 4- Bob/others finish topo map of lower centre land
- 5- Harry and Carl stay in touch with Elkington estate process
- 6- Doug send out email to web people
- 7- Carl do the bridge
- 8- Evie work on Dana Pledge forms
- 9 John make map blow-up and buy laser pointer

September 21, 2008 VIVA FINANCIAL REPORT

VanCity Balances

- Membership shares 51.42
- Community Service Account 00001 (chequing), Sep 8, 2008 4,148.78
- Community Service Account 00002 (monthly dana) 256.01
- 12 Month Term Deposits / Cashable (90 Day Lockout),

Interest Rate 4.0%, Interest compounded every 12 months

Started on 07-Sep-2007/ Maturing on 07-Sep-2008

Interest deposited Sep 7/08 on Account 10 and 11 Term Deposits – \$401.10

Renewed 08-Sep-2008 at current 2.2% interest rate:

Account 00010 5,200.55

Account 00011 5,200.55

\$10,401.10

Tasks completed since May 2008 Financial Report

- Processed monthly dana (May/Jun/Jul/Aug/Sep) 904.00
- Processed April/May day sitting and between course dana 2,025.00
- Transferred \$800.00 from monthly dana account to cover expenses
- Term Deposits cashed to cover expenses:

<u>Date</u>	<u>TD Amt</u>	<u>+</u>	<u>Interest</u>	<u>=</u>	<u>Total</u>
Jun 1	5,000.00		146.85		5,146.85
Jun 22	5,000.00		158.36		5,158.36
Jul 10	5,966.10		200.72		6,166.82
Jul 24	5,000.00		175.89		5,175.89
Jul 24	5,000.00		175.89		5,175.89
Aug 9	5,000.00		184.66		5,184.66
Aug 26	5,000.00		193.97		5,193.97
Aug 26	<u>5,000.00</u>		<u>193.97</u>		<u>5,193.97</u>

40,966.10	1,430.31	<u>42,396.41</u>
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- Paperwork for May/Jun/Jul/Aug delivered to bookkeeper
- Invoices approved and paid as received:
 - Bookkeeping Services Apr/May/Jun/Jul/Aug– E. Henthorn 331.01
 - Gas, Office Supplies – C. Wolford 49.40
 - General Liability Insurance 975.00
 - United Chapter Society Day Sitting Hall Rental Sep-May/08 675.00
 - Chamber of Commerce dinner/badges – J. Jeffs 54.28
 - Legal Retainer fees, 4-acre covenants – Bill Johnson 2,000.00
 - ICBC Truck Insurance – C. Wolford 329.00
 - Truck purchase – Don Williams 3,500.00
 - Chamber dinner – H. Mensink 33.00
 - Paymentech VISA/Mastercard services (Jun/Jul/Aug/Sep) 89.37
 - 2008 land taxes – Minister of Finance 3,847.52
 - Survey and travel expenses – J. Jeffs 149.69
 - Survey Block 401 – Kenyon Wilson 14,649.03
 - Pumhouse construction – D. Patara Wolford 9,413.05
 - Directors & Officers Insurance 400.00
 - Financial Statements – Norgaard Neale Camden 2,000.25
 - Office Supplies/Signs – E. Chauncey 14.15
 - Site rental 10-day course – George Pringle Memorial Camp 6,300.00