

## **VIVA Trust Meeting Agenda**

Thursday, September 10, 2009

1. **Meditation** (3 minutes)

2. **Introductions**

- Round of introductions

- **Attendees:**

- **Trustees:** Harry Mensink, Carl Wolford, Linda Armstrong, Robert Baker
- **ATs:** Bob Jeffs, Jenny Jeffs, Evie Chauncey
- **Friends of the Trust:** Daniel Gomez
- review the agenda, add any needed items & prioritize
- set time for meeting & agenda items
- read Trust meeting guidelines

3. **Announcements:**

**1<sup>st</sup> Day Sitting at D. Modana on Sept 12**

4. **E-mail decisions made between meetings**

- Stephen Armstrong has stepped down as a trust member as September 1, 2009

5. **Corrections & Approval of past minutes – June 14th, 2009**

6. **2009 Annual General Meeting-Evie**

## **ANNUAL GENERAL MEETING**

### **VANCOUVER ISLAND VIPASSANA ASSOCIATION**

#### **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 8293 Youbou Road (British Columbia), on the 10th of September, Two Thousand and Nine (2009) at 10:30 am 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 5<sup>th</sup> day of September 2009.

### **ANNUAL MEETING OF MEMBERS**

#### **MINUTES OF AN ANNUAL MEETING OF THE MEMBERS OF**

#### **VANCOUVER ISLAND VIPASSANA ASSOCIATION**

8293 Youbou Road (British Columbia), on the 10th of September, Two Thousand and Nine (2009)

PRESENT: 4 of 6 members. 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, 2008.

#### **ELECTION OF TRUSTEES**

It is unanimously resolved to appoint as trustees the following persons: Harry Mensink (President); Robert Baker (Secretary); Hope Funk (Treasurer); Doug Cooper; Carl Wolford; Linda Armstrong

#### **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 for 2008 was presented.

Resolutions: Financial report for 2008 was accepted. Auditor for 2010 was appointed: Norgaard, Neale Camden.

**Financial Report-see attached below**

**7. Day sitting topics-Evie and Jenny**

- Carl's report of last work day: outhouse work, floor support for high capacity, shoe racks, coat racks.
- Don and Kristen: to install new outhouse fixtures
- Bob: to organize renting a port-a-potty to put down the existing F path as far as possible. To coordinate drop off with Greg and/or other options for outhouse (e.g. Bob S or Rooster may know)
- Bring table from Greg's: Daniel and Harry
- Provide sign up list and announcement of projects for students of the course. On-line site for announcements/activities?
- Put up signs and direct parking: Daniel; Road/gate: Moritz at 8:45am; Jenny has signs to mount; Cushions: Carl; Shuttle: Greg and John W with vans to carry stuff for students
- Jenny to purchase Indoor-outdoor carpeting (brown) and designate area to remove shoes
- Announce: day sitting Saturday, Oct 3. Day sittings to start again November in Victoria and Duncan

**8. Bridge** - Carl: Surespan will install and the price will be about \$12,500. Need environmental professional to monitor during installation to oversee water course protection. Yet to be seen whether we can get it done in time before rain is too heavy (as per requirements of MoE, Peter Law).

**9. Temporary Dhamma Hall Building Topics - Carl**

- Paint: chips are available to decide colors on Saturday 12<sup>th</sup>, possible painting outside Sept 18 and 19th
- Weather-stripping: Carl to do after painting
- Gutters/ fascia board: gutters over doorways after painting. Decide color for fascia.
- Bob: research paint product to seal OSB fumes.

- covering the windows from the outside with OSB board, including the doors: 2 boards screwed on each double window panel and single board on 2 end panels. Doors one board.
- Installing locks on the doors: Carl to do. Approx \$25-30 each (deadbolt)
- Wood stove: Evie to ask insurance if we can have it CSA approved rather than installed. Harry will be stove committee head and will research stoves available. Bob to check internet for them. Linda will also participate. Location proposed is back of hall between doors.

#### **10. Long-range planning- Jenny, followed by discussion**

We reviewed Rob Grant's drawings, with respect to the comments that we made at the last building committee meeting. We looked at some sketches that suggested a couple of different options for building layout, to give more space between the accommodation buildings. Also looked at the east-west axis of the buildings, with the comment that it is only the Dhamma Hall, pagoda and AT residences that need to have this orientation, if it gives more space for siting other buildings in another direction. We discussed the fact that the kitchen is better sited facing away from the student activities, at the entrance to the site.

#### **11. Review of task list: Bob will get from minutes**

#### **12. Review of meeting**

#### **13. 3 min silence**

**Meeting schedule for next 3 meetings:** Harry and Robert to coordinate next meeting times and agenda, Sept 17. Rob Grant will attend Oct 8 meeting so should be included in next meeting's agenda.

#### **Sept 10, 2009 trust meeting tasks**

- Robert- to check and see if more email decisions made since last trust meeting
- Bob: research paint product to seal OSB fumes.
- Installing locks on the doors: Carl to do. Approx \$25-30 each (deadbolt)
- Wood stove: Evie to ask insurance if we can have it CSA approved rather than installed. Harry will be stove committee head and will

research stoves available. Bob to check internet for them. Linda will also participate.

- Weather-stripping: Carl to do after painting

#### Meeting 1: total size plus student accommodation issues

##### Size:

- How much room do we have to move buildings around east to west? – would it all fit on the land? How much more room do we have to spread out?
- Can we create more space between the residential units?
- Want more space for wider walkways

##### Accommodation:

- Important to have some rooms with showers – different layout rooms, i.e.: some rooms with just toilets, some with showers & toilets
- Maybe some rooms with a shared showers between 2 rooms
- On demand heaters very expensive
- What about enclosing shower block areas with the bedroom units – would need to have the covered walking areas indoors - wouldn't have to be all the bedroom units just some
- Exterior doors more expensive than interior doors – may be less expensive to make the walkways indoors instead of having all external doors
- Accommodation blocks are turned 'inside-out' – used to all open to outside, now all open to internal/outdoor corridor

#### Meeting 2: dining hall issues/server accommodation

- Not enough segregation for servers or enough space
- Instead of having server doors to outside, have internal hallway behind them
- Need to make attractive long term server area – needs to be in Long Term Plan – perhaps in separate cabins – could be outside course area
- Difference between course servers & site servers; These issues maybe more specific to dhamma Surabhi, whereas here we'll have more local servers
- The 1<sup>st</sup> stage, so much is underground & not enough rooms to start a centre – the 1<sup>st</sup> wing major expense & effort & not enough space for students

- Bathrooms should & shouldn't have windows – hey, it's a brainstorming session
- 1<sup>st</sup> phase can have bathrooms without windows but try & give bedrooms natural light
- Bathrooms are going to stay as bathrooms
- More mechanical room space in different area of the centre as needed - can never have enough space for mechanical stuff
- Could make storage space under dhamma hall &/or bedroom units

#### Meeting 3: Dhamma Hall, plus all other issues

- Dhamma Hall built for 150
- Copy dhamma kunja's entrance points for dhamma hall
- Like interview rooms idea/layout
- Do we do the dhamma hall for 75 or 150? If 150, the extra space could be used for temporary cells
- 2<sup>nd</sup> language discourse rooms
- Outdoor hallways dirtier, harder to keep centre clean – always bringing outdoors indoors
- Glass covered walkways very hard to keep clean
- Keeping the centre clean has to be VERY easy
- Incorporate MORE STORAGE
- More LAUNDRY space

## **September 2009 VIVA FINANCIAL REPORT**

#### **VanCity Balances – September 6, 2009**

• Membership shares	53.46
• Community Service Account 00001 (chequing)	1,923.89
• Community Service Account 00002 (monthly dana)	112.31
• 12 Month Term Deposit	200,000.00
– Cashable (90 Day Lockout)	
– Interest Rate 3.5%, Interest compounded every 12 months	
– Started on 10-Oct-2008/ Maturing on 10-Oct-2009	

## Tasks completed since May 2009 Financial Report

- Processed
  - Monthly VISA dana 600.00
  - Day Sitting dana 147.00
  - Between Course dana 717.27
- Paperwork for May through August 2009 delivered to bookkeeper

### Invoices approved and paid as received:

Michael Gelber	Temp Dhamma Hall – Travel/Roof Sealant/Genetr Gas/Garbage Disp	549.99
E. Henthorn	Bookkeeping Services May/Jun/Jul 09	141.75
C. Wolford	Travel/Truck Ins/Fuel/Truck Repairs/Temp Dhamma Hall bldg material/food	4,649.33
Harry Mensink	Lake Cowichan dinner	16.50
Envision Insurance	D & O Insurance Policy 2009	400.00
Robert Baker	Outreach tapes	112.12
Sea Mount Consulting	Fisheries Assessment and Report	136.50
H. Funk	Temp Dhamma Hall Trusses	1,275.00
Rob Grant, Architect	Long Range Planning	5,302.50
Paymentech	Pre-Auth fees/cheques	151.82
Ministry of Finance	2009 Property Taxes	3,519.03
Linda Armstrong	Travel Costs	59.60
Norgaard Neal	2008 VIVA Financial Report	2,073.75
Doug Cooper	Temp Dhamma Hall travel/nails	347.49
Shirley Gust	Temp Dhamma Hall food	11.51
Evie Chauncey	Temp Dhamma Hall bldg material/food	1,202.97
Gerry Samide	Re-issue stale-dated cheque for DM pre- lim assessment travel costs (Nov/08)	493.93

### VI Vipassana Association 2009 BUDGET

	January Actuals	Year to Date	Budget	Net Ch
<b>REVENUE</b>				
<b>VIVA Centre</b>				
4010 - Donations - Course Centre			0.00	
4015 - Donations-Course Centre USD			0.00	
4020 - Donations - Monthly			0.00	
4025 - Donations - In-between Course			0.00	
<b>Total Dhamma Modana Donations</b>			<b>0.00</b>	
4105 - Donations Day Sitting			0.00	
4110 - Children's Courses Donations			0.00	

4115 - Interest	0.00
<b>Total Donations Day Sitting</b>	<b>0.00</b>
<b>Total VIVA and Day Sitting</b>	<b>0.00</b>

#### **EXPENSE**

5082 - VI Contingency Fund	0.00
5085 - VI Bank Charges & Interest	750.00
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
<b>VI - Total Finance Expenses</b>	<b>750.00</b>

5113 - VI New Registration System	0.00
5114 - VI Building Insurance	0.00
5115 - VI Operations License	25.00
5116 - VI Office Expense	450.00
5118 - VI Online Service	0.00
5121 - Vehicle Storage Insurance	165.00
5120 - VI Telephone	0.00
5122 - VI Vehicle Fuel	0.00
5124- VI Vehicle Insurance	200.00
5126 - VI Vehicle Repairs	0.00
<b>VI - Total General Expenses</b>	<b>840.00</b>

5135 - Children's Courses	0.00
5145 - Day Sitting Rent/Supplies	750.00
5147 - Group Sitting Rent/Supplies	100.00
<b>Total Day Course Expenses</b>	<b>850.00</b>

5205 - Non VI Online Service	0.00
5210 - Non VI Online Service USD	0.00
5215 - Non VI Office Expenses	0.00
5220 - Non VI Telephone Expenses	0.00
5225 - Non VI Newsletter	0.00
5226 - Outreach	250.00
<b>Total Non VI Expenses</b>	<b>250.00</b>

5405 - Accounting	730.00
5410 - Finance Audit	2,000.00
5415 - Amortization Expense	0.00
5420 - Legal Fees	0.00
5425 - Suspense	0.00
5430 - Currency Exchange & Rounding	0.00
<b>Total General Expenses</b>	<b>2,730.00</b>

<b>Total VI Expenses</b>
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**Non Centre Course Expenses**

5451 - Non-centre Course Food	4,000.00
5452 - N/C Course Kitchen Supplies	0.00
5453 - N/C Small Equpt - Less \$200	0.00
5454 - N/C Office Supplies	0.00
5455 - N/C Toiletries/Medical	0.00
5456 - N/C Truck Rental	450.00
5457 - N/C Telephone/Copying	50.00
5458 - N/C Hall Supplies	200.00
5459 - N/C Site Rental	7,000.00
5460 - N/C Equipment Rental	0.00
5461 - N/C Storage Rental	600.00
5462 - N/C Equipment - More \$200	300.00
5463 -N/C Assistant Teacher Supplies	100.00
5464 - N/C Assistant Teacher Travel	200.00
5465 - N/C Assit.Teach.Travel - USD	0.00
<b>Total Non Centre Course Expenses</b>	<b>12,900.00</b>

**Centre Land Development**

5582 - Land Preparation	5,000.00
5583 - Pumphouse Construction	0.00

## 5587 - Environmental - Wittich Fees

0.00

## 5590 - Environmental - Remediation

0.00

## 5591 - Bridge Expense

25,000.00

## 5592 - Infrastructure - Roads

0.00

## 5593 - Infrastructure - Well

0.00

## 5594 - Infrastructure - Septic

0.00

## 5595 - Community Relations

250.00

## 5597 - Office Costs

50.00

## 5599 - Travel Costs

2,000.00

## 5602 - Architect Long Range Planning

6,000.00

## 5603 -Architect Centre Design

28,000.00

## 5604 -Consulting Fees Riparian

400.00

## 5605 - Consulting Fees and Studies

15,000.00

## 5607 - Public Notification &amp; Hearings

0.00

## 5608 - Rezoning

0.00

## 5609 - Legal Fees

0.00

## 5610 - Legal Survey

0.00

## 5612 - Property Taxes

4,000.00

## 5615 - Insurance

1,500.00

## 5620 - Land Development F1

5,000.00

**Total Centre Land Development****82,200.00**

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**Total VIVA Donations**

**Total VIVA Expenses**

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**Net Income VIVA**

**5440 - Educational ~~DELETED~~**

**Vancouver Island Centre Search**

**~~DELETED~~**

**Subdivision 4 acre lot ~~DELETED~~**