

## *Vancouver Island Vipassana Association Trust Meeting*

**Date: Tuesday January 5<sup>th</sup>, 2010**

**Meeting time: 1:30 – 4pm**

**Location: Dhamma Modana**

**Optional group sitting:**

**1. Meditation – 3 min**

**2. Opening formalities**

- Round of introductions
- Attendance
- Review the agenda, add any needed items & prioritize
- Set time for meeting & agenda items
- Read Trust meeting guidelines

Facilitator: Harry

Secretary: Robert

Speaker's list: Harry

Timekeeper: Evie

Task list: Hope

Trust Members Present: Carl Wolford, Robert Baker, Harry Mensink, Hope Funk, Linda Armstrong, Doug Cooper

Trustee Regrets: none

a.t.'s Present: Bob Jeffs, Jenny Jeffs, Michael Gelber and Evie Chauncey

Trust members or friends of trust attending remotely: none

**Quorum: 6 of 6 trust members in attendance**

Friends of the trust present: John Waters, Moritz Behm, Don Williams

**3. Announcements:**

**4. e-mail decisions made between meetings:**

**5. Corrections and approval of past minutes –**

**6. Review last recorded task list:**

### **COMMITTEE REPORTS**

**AT/Executive:** none

- **Outreach: Robert** - group sits weekly at Harry's place. Day sits happening monthly in Duncan. There were approximately 23 students for the October 10<sup>th</sup> one day course held at Dhamma Modana
- There has been a one day course held in Victoria in November and December.

The hall currently used for day sits has been scheduled for our use for January through to May and then from September to December

**Building: Carl**

1- Mid way along the driveway to the dhamma hall, Bob Simpson put in culvert and built up the height the road surface, it is working well. He also dealt with some erosion caused by rain runoff nearby the bridge. Cost: \$550.

2- The wooden gate on the bridge was cut with a chainsaw allowing someone to enter the property. It was evident they were driving around the dhamma hall, although nothing was harmed I still made a report to the LC RCMP.

3- There are a few other drainage problems. Can we live with them for now?

4- The CVRD asked if we could provide a few pictures of the dhamma hall. Perhaps consider inclusion of a proposed site plan for 75 person Center. "Let's discuss at the trust meeting"

5- A member of the bldg com attended a course at Dhamma Kunja, reporting "positive impressions of the new men's accommodation building". The cost for the 32 person bldg was \$80-90/sq ft.

6 – The following was copied from an e-mail that Carl had sent out to the building committee in December of 09.

"I felt I needed to talk with Brian Duncan (chief bldg insp for CVRD). It was with him in a discussion that I got permission for us to build a temporary hall. Today I told him briefly what we built including that there was no insulation or wiring, just a basic shell. He said, "seasonal"? I said yes but that we were presently putting in a woodstove. I had brought my camera with some pictures inside and out to show him but instead he asked to bring in some prints to put in their file.

I said I was talking with him now because we would like to add an insulated ceiling. He replied, "no it sounds too much like a "permanent temporary" building.

So a ceiling is a no-go. I was pretty sure that's the understanding he and I had, we had talked basic building. With the stove, we are just fine".

Submitted by Carl Wolford

#### **Website: Evie**

The Dhamma Modana website was constructed in October 2008, and put up by the web designer, who is an old student, on the web-designers private site. This site has been compromised 3 times in the past year. The website has now been moved to the Dhamma.org site, and a new webmaster has revised the site using the Dhamma Patapa model.

#### **Finance: January 2010 VIVA FINANCIAL REPORT**

VanCity Balances – January 4, 2010

• Membership shares	53.46
• Community Service Account 00001 (chequing)	10,628.76
• Community Service Account 00002 (monthly dana)	504.33
• 12 Month Term Deposit	160,000.00
– Cashable (90 Day Lockout)	
– Interest Rate 0.95%, Interest compounded every 12 months	
– Started on 10-Oct-2009/ Maturing on 10-Oct-2010	

#### **Tasks completed since September 2009 Financial Report**

▪ Processed	
○ Monthly VISA dana	660.00
○ Day Sitting dana	2,310.00
○ Between Course dana	1,683.68

- Term Deposits:
  - Annual Interest received on Term Deposit 7,211.90
  - Cashed in Term Deposit to cover expenses -40,000.00
  - Renegotiated interest rate on Term Deposit  
from going rate of 0.40% to 0.95%
- Paperwork for Sep through Dec 2009 delivered to bookkeeper
- Created a set of posters for the Dhamma Modana day sitting, explaining our financial situation
- Discussions with Norgaard Neal re revised VIVA Financial Statement - Norgaard Neale corrected our 2008 financial statements, because when they originally did them, they assumed we sold all of Block 401, not just the lot, at a loss. We supplied them with the original purchase price, the assessed value at the time of the sale of the lot, and all of the expenses incurred in developing the lot. They redid our 2008 financial statements, but decided we did not need to re-file with Revenue Canada this year.
- 2009 Monthly dana income tax receipts and thank you letters – in process
- 2010 VIVA budget – in process

#### **Invoices approved and paid as received:**

Hope Funk	Stamps/LC Gazette 2010 Subscription	77.56
Eileen Henthorn	Bookkeeping Services	267.75
	Sep/Oct/Nov/Dec	
Carl Wolford	Bridge/Fuel/Temp Dhamma Hall bldg materials	5,211.79
Harry Mensink	Fuel/Temp Dhamma Hall bldg materials	48.82
Envision Insurance	Temp Dhamma Hall Insurance	50.00
Linda Armstrong	Committee Travel Expenses	103.00
Ted Burns	Enviro monitoring bridge installation	960.00
Pacific Industrial & Marine	Bridge installation	21,315.00
Surespan Structures	Bridge purchase	11,200.00
Paymentech	Pre-Auth fees/cheques	151.82
Norgaard Neal	Re-issue 2008 VIVA Financial Statement	399.00
Greg Lund	Temp Dhamma Hall materials/lock	213.72
Evie Chauncey	Temp Dhamma Hall bldg material/day sitting supplies	497.99
SeaMount Consulting	Re-issue stale-dated cheque fisheries assessment report	136.50
Minister of Finance	Society Act Annual Fee	25.00
Bob Simpson	Gravel/Grading	765.00
U-Haul	Storage Fees Oct 09-Apr 10	604.56
Chris Armstrong	Woodstove purchase	1,000.00
Jenny Jeffs	Temp Dhamma Hall/Propane Tank	67.19
Michael Gelber	Shipping costs/travel	115.55
Ed Holliday	Woodstove install/supplies/travel	1,214.76
Paymentech	Pre-Auth fees	96.73

#### **DISCUSSIONS AND NEW BUSINESS**

- Create a new committee – the “Design Committee” – Robert
- Robert suggested a committee of a minimum of 3 that would work together in planning future structures & upgrades to the existing building or new buildings. In essence a smaller group that comes together to

make suggestions to the building committee. This committee would look at immediate projects that are required and the long range plan. Committee members are: Michael, Jenny, & Evie, John, & Linda

- Development of the 60 acres - are we ready to let go of 60 acres and if so what do we want to do it? - Evie

Evie provided an overview of what we have looked at previously. She briefly provided an overview of our visit to Elkington Estates and a follow-up conversation with Doug Makaroff.

There followed a general discussion by many members as well as e-mail's provided by Steve and Bill. The consensus is that we do not consider developing the 100 acres. Bob expressed that there is a "real concern" with the potential development on the Hancock property located on our northern boundary. Doug suggested that our efforts would be better placed by focusing on enhancing our web site.

- Shawnigan lake as a prospect for a fall course – Evie

Evie checked with Penny Pope – we could possibly have the space for the fall. They are under construction at this time. The new changes may not be suitable for our needs. It is unknown at this time if they will allow us to cook our own meals. They will contact Evie in January with a response.

- Harry will be the coordinator of a non-center committee looking for a location for a fall course.

- Review of the committees, and the role of the officers e.g. secretary and the president.

Secretary role has been provided by Evie

President's role will be developed by Bob & Jenny

- Duncan day sitting Dana being collected at day sits - Harry and Carl will open up a bank account for depositing anonymous donations (in small amounts). Students requesting a receipt will have one mailed to them.

Any monies issued with tax receipt will be given to Hope.

- Discussion re: Term Deposits

Suggested we move the 100,000.00 into a term deposit. Hope will research options available.

Carl suggested we hold off at this time and look at the overall plan first.

Decision was made to just leave it where it is at this time.

- Year End Report - Evie

## **PROPOSALS**

**To develop a new committee to be known as the "design committee". This committee would be comprised of 5 members: Evie Chauncey, Linda Armstrong, Jenny Jeffs, Michael Gelber & John Waters**

**The motion was proposed for the creation of this new committee and approval was given by the trust.**

### **6. Review New Tasks**

#### **▪ Robert**

- Send September 09 VIVA Trust Minutes in pdf to Brihas
- Send out current list of VIVA committee membership to Trust to check for accuracy

#### **▪ Evie**

- Send VIVA report from Dhamma Surabhi Announce to Doug
- Add VIVA Trust job descriptions to Team Agreements

▪ **Doug**

- Prepare write-up for inclusion in monthly Dhamma Surabhi announce re Dhamma Modana activities – include website address and how to sign up for Dhamma Modana Announce list
- Create story board of what might be included in Dhamma Modana website

▪ **Jenny**

- Prepare VIVA President job description and email to Evie
- Contact Sandra Joy re Dhamma Modana web design
- Contact students who designed Dhamma Torana's website

▪ **Hope**

- Send current VIVA Treasurer job description and Team Agreements to Evie
- In February investigate locking in \$100,000 of our Term Deposit for a higher interest rate than 0.95%
- Send Sandra Joy's email address to Jenny
- Contact David Freeze re Dhamma Modana web design

▪ **Carl**

- Contact Connie Bosnic re Dhamma Modana web design

**Harry**

- Send out email to Trust in March to set next Trust meeting date for April-yes I can I thought about this. I think it should be the president's job to set the meetings. So I think this should go under Harry's list. Maybe you could make a note of my comments of why it got shifted.

▪ **Committee Heads**

- Send committee reports presented at Trust meeting to Robert for inclusion in Minutes

**7. Evaluation of Meeting**

**8. Future meeting**

**The date for the next trust meeting will be discussed via e-mail, tentatively for some time in March.**

**9. Meditation (3 minutes)**