

## Vancouver Island Vipassana Association Trust Meeting

**Date: April 6<sup>th</sup>, 2010**

**Meeting time: 10am – 2pm**

**Location: Bob & Jenny Jeffs  
80 High St. (250) 479-6641**  
**Optional group sitting: 8:30 – 9:45am**

### **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: Sylvia

Timekeeper: Tim

Task list: Linda

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

Trustee Regrets: Hope Funk

AT's Present: Bob Jeffs, Jenny Jeffs, and Evie Chauncey

Friends of the Trust present: John Waters, Tim Schumm, Sylvia Newhouse, Steve Armstrong

Trust members or friends of trust attending remotely: none

**Quorum: 5 of 6 trust members in attendance**

**3. Announcements:** Carl Wolford has stepped down as the coordinator of the building committee.

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

**From:** Evie [evie.chauncey@gmail.com]

**Sent:** January 18, 2010 1:07 PM

**To:** trust@modana.dhamma.org

**Subject:** FW: issuing tax receipts at day sit

Hi all,

Here it is again in its final form. Please approve.

I would like to select suggest a resolution to be approved by e-mail by the trust.

**Tax receipts for the Vancouver Island Vipassana Association may be signed by the following people: Robert Baker, Selina Meghji, Hope Funk, Evie Chauncey, Don Williams, Harry Mensink, Carl Wolford, Steven Armstrong.**

NOTE from secretary: Approval was provided via e-mail.

Evie [mailto:[evie.chauncey@gmail.com](mailto:evie.chauncey@gmail.com)]

**Sent:** Monday, March 01, 2010 7:42 AM

**To:** 'trust@modana.dhamma.org'

**Subject:** RE: digging test holes in mill site area

Yes, I think this is a really good idea to do as quickly as possible (digging test holes in mill site area). I approve this expenditure, which I think we should cap at \$500. NOTE from secretary: Approval was given via e-mail.

**5. Corrections and approval of past minutes** – completed and sent to Dhamma Modana webmaster for posting on the web site

**6. Review of task minutes** – task from the January 5<sup>th</sup> trust meeting were read out and noted as ‘completed’ or ‘on-going’. The ongoing tasks will be carried over to the next task list which is included at the end of this report.

## **COMMITTEE REPORTS**

COMMITTEE	COORDINATOR	MEMBERS	a.t. ADVISOR	Report
Operations ( set up this meeting)	Steve	Tim, Robert	Bob	n/a
Outreach	Robert	Harry, Bob, Jenny	Evie	n/a
Design	Michael	Evie, John, Steve	Jenny	yes
Finance	Hope		Evie	yes
Website	Doug	Tim, Brihas	Bob	n/a
Non Centre	Harry		Jenny	yes
Children's	Linda		Jenny	n/a

**AT/Executive: No report**

**Non Centre report:**

Camp Pringle Report

Jenny spoke with Penny Pope in Feb 2010, and Camp Pringle is full on in construction mode, but no buildings to see yet. She suggests we wait till late May to make a visit, as Branter will be finished by then, and to get a better sense of things.

In the meantime if interested check out their plans at

<http://camppringle.com/facilities/pdfs/PRINGLEplans010203.pdf>

Grace is gone, Branter is being rebuilt, more rooms and more bathrooms, Spencer is being rebuilt bigger and better, with larger dining room upstairs above the meeting room, and a large commercial kitchen beside the dining room. Only Butler and the cabins remain as is.

Penny is not giving away the January slot that she can offer us - Jan 2-14 2011, and would contact us first if there's any request for that slot - it's not a popular time for them. We will be able to use our own cooks in their kitchen, at an additional cost.

## **Design committee report-April 6, 2010**

We had 1 weekend meeting (2 full days). We are planning to have several more. At this point, we do not have drawings to share. We started by reviewing all of the assumptions that we have made, and basically started again from the beginning. We covered 5 different topics- infrastructure, accommodation, how many residential buildings, Dhamma Hall, dining hall.

**Layout of infrastructure**

Septic

We reviewed previous septic reports, including Eagle Engineering full hardcopy study from 2006, and e-mails (02/03/07) regarding sewage treatment centers and septic fields. Given this information, we considered several locations for the septic. We talked about putting it west of the creek. This is possible, but very complicated, because we would have to sling a pipe across the creek, and build a bridge to access it. We also discussed again the mill site. Bob will investigate this further.

Fire

Reviewed e-mail Sept 22/09 about current coverage by ToLC.

Geothermal

John will investigate this.

Water

We looked at city water and the tax implication of changing zoning, and decided to investigate water (well) possibilities.

Power

Overhead to close to the centre, underground from then on.

All utilities grouped together underground

**Accommodation**

Phase 1 is for 75 people. Min. no of students required to break even - 29-30, plus 4 servers, plus ATs = accommodation for 36-40, with breakdown 14 men/20 women students, or 15 men/19 women students. As there are higher numbers of new students than old students attending, and as 80% of new students do not come back, we will not offer private attached bath for all students.

Accommodation would be 80% as private rooms, and 50% of those with attached bath. 50% would use a common bathroom. The reason we decided this was a statistics show that only 10% of all students return. All centers have found the same, whether the new student is provided with a single bath or shared bathroom. So the better accommodation would be for the 10% that return.

**Dorm Accommodations for Phase 1 - 75 persons, and Phase 2 - 150 persons:**

Phase 1			Phase 2		
Male	Female	Total	Male	Female	Total
33	35	68	34	34	135
6	6	12	4	4	16
2	2	4	0	0	4
		84			155

Note: No. of beds is more than number of allowed persons to allow for accommodating different proportion of men and women.

Breakdown discussed is as follows:

Phase 1	Private rooms	Private rooms w attached bath	Private rooms with shared bath	Shared room with shared bath	Total	Comments
Student beds	80%	50% of 80%	50% of 80%	20%	68	
Student beds	54			14	68	
Student beds		27	27	14	68	
Male		12	12	7	31	2 - 2 bed

student beds (45%)						rooms, 1 – 3 bed room
Female student beds (55%)		15	15	7	37	2 – 2 bed rooms, 1 – 3 bed room

Phase 2						
	Private rooms	Private rooms w attached bath	Private rooms with shared bath	Shared room with shared bath	Total	Comments
Student beds	80%	50% of 80%	50% of 80%	20%	68	
Student beds	54			14	68	
Student beds		27	27	14	68	
Male student beds (45%)		12	12	7	31	2 – 2 bed rooms, 1 – 3 bed room
Female student beds (55%)		15	15	7	37	2 – 2 bed rooms, 1 – 3 bed room

For a dorm building of 21 students - 14 single rooms, 3 rooms with 2, 3 students = 17 rooms, plus storage and common bathroom. Washrooms: Male - 3 urinals, 2 toilets; female 5 toilets; 4 x 39"x39" shower stalls; 1 bathtub. If 25'0" wide building = Room depth 9'0"; room width 8'6" for singles, 10'0" for doubles, 17'0" for triple.

### How many residential buildings?

We explored a number of different layouts rather than Rob's linear layout. We looked at single story buildings stepped down the hill. We've decided not to do two-story building in the residences, because of the VMC's issues with noise transfer, and the difficulties that Toronto found with a very stringent building code requiring that the separate floors be provided with fire separation etc. which led to a much greater cost.

### Dhamma Hall

We reviewed the space between cushions, and changed the spacing to allow 1.6 foot between cushions instead of 1.3 foot. Side to side spacing still remains 1.3 feet. Dhamma Hall - 27" sq cushions with 15" between sideways and 18" in front for bowing.

### Dining Hall

We agreed with original thinking that this building would be phase 1A, in other words, we will be able to run a center using only this building. We reviewed the report on minimum students, and decided that the minimum number to break even is 30 students, +4 servers and ATs.

We want to provide downstairs enough room for laundry, a dumbwaiter, storage, mechanical room, bathrooms, and accommodation. We still have to discuss whether the staircase would be inside or outside. We looked at different orientations of the building, including spinning the building towards the hillside for the view, and moving the dining Hall to the outside so that students would have to walk around the kitchen. We discussed student traffic flow in relation to different orientations. We looked at orienting building so dining rooms look out with a view downhill. (Need to ascertain if there would be a view, otherwise will work better for kitchen access and dining room access to have dining rooms facing in).

We talked about a different shape of the building including angles in the front like a bay window to accommodate more students sitting inside.

**NOTE:** Provided as an attachment are the financial report for April 2010, the general ledger for 2010 and the 2010 inc stmt excel report.

## **DISCUSSIONS AND NEW BUSINESS**

1. Secretary job review – Robert expressed the need for greater sharing of responsibilities between the secretary and facilitator. As he has served in both positions for some time it was decided that he make the changes he feels would reduce the work load for the secretary and forward to the trust for review and comments.
2. Evie initiated a discussion around the structure of the committees within VIVA. One consideration proposed was the dismantling of the building committee; another was to meld the building committee into the design committee. A number of members expressed the need to keep a committee in place that dealt specifically with on-site projects, upgrades to the existing building and that there needs to be a distinction between the design committee and one that operates in the manner mentioned in the previous sentence. At this point it was suggested by Jenny that we change the building committee to “operations committee”. There was a consensus by members present to proceed with this suggestion.

### **Decision: the building committee becomes the operations committee.**

3. Linda – I have an interest in seeing children's courses being offered on Hornby Island and Vancouver Island. I don't have a date set as yet but I would say the September or early Oct. is looking good for a start. My first step is to request the purchase of the course teaching materials so that I can begin to train myself in course operations and then I may be able to collect some Dana from meditators here to purchase some children's books and supplies for courses, or I will submit a request for purchase of necessary materials. It was suggested that Linda be the resource person for managing children's courses with VIVA.

### **Decision: A new committee (Children's course) has been struck with Linda as the coordinator and Jenny as the AT advisor.**

4. Web Committee – Doug expressed a need for help in designing the web site to accommodate transactions for donations. Carl indicated that Connie Rock has agreed to assist with this committee. It was suggested that Brihas act as resource person for this committee. Evie will contact him.
5. Outreach – There was an enquiry from the Lake Cowichan Chamber of Commerce asking if we would like to pay an extra \$35.00 and have our logo and picture added to their website.

### **Decision: It was agreed on to NOT proceed with the request at this time. We can revisit this in 2011.**

6. Septic discussion: Submitted by Bob Jeffs - Greg was having Bill Simpson do some septic work for him at his place last week and asked me if we needed him to do anything, so I said OK go ahead and put in a test hole or 2 as it wouldn't be much work or time, and if we had to have a professional there even for digging the hole that I would pay for any redundant work. He did dig 3 test holes and it took about 40 minutes. Results were surprising: restricting layer similar to the holes in the centre area was found in 2 (or 3) holes dug in the mill site area, but in the terrace

above the mill site (to the north) the entire hole was permeable soils. I asked Greg if he could contact Aardvark, as I was busy; he is waiting for them to get back to him about doing an assessment.

7. Water discussion – Evie shared an e-mail conversation she had with Greg about his own experience at his property. Evie suggest having a well witcher walk our property to determine where there are some potential well sites to assist in the planning of future building sites. Carl suggested going to BC Aquifer and about the value of locating a well close to the power supply to help reduce the costs.

**Decision: It was agreed by members present to not use a well witcher at this time.**

8. Architect – Evie provided a recap of her last conversation with Rob Grant via e-mail. The design committee suggests doing its own design for now and to work with Matt Stanley as needed. Evie indicated the desire for input from the trust meeting attendees on how to bring closure to our involvement with Rob Grant.

**Decision: to have Jenny contact Rob to let him know we are grateful for his services, however we are reviewing our design and we do not anticipate his services at this time.**

9. Carl indicated that there are still deficiencies with respect to the installation of the wood stove and that it would not, as it stands now, pass inspection. He mentioned that there is still at least a day's work required to correct the deficiencies. Evie suggested hiring a professional to complete the job. Steve Armstrong volunteered to travel to the site and do the necessary work, Harry will assist him.
10. Day sitting plans for Dhamma Modana – Robert led a discussion around when to begin the day sits on the land. It was agreed to keep the day sit's for April and May in Victoria and Duncan and to plan for the first day sitting on land beginning in June and continuing through September. It was decided to stay with the same weekend of the month, that is the 2<sup>nd</sup> Saturday of each month and to combine the Duncan and Victoria sit's together.  
Linda suggested having an informal day sit in May which she will plan and send out more details at a later date.
11. Priorizing the spending of the money we have-160,000 Exercise – Evie led a discussion around the idea of getting together as a group in April for a financial planning exercise. This arose because Carl suggested we buy an old house, for a total of about \$90,000. It was clear that we do not have a group plan of priorities for spending. This will take place at Dhamma Modana on Tuesday the 20<sup>th</sup> at 9 am, beginning with a sitting. Bag lunch. We want to be really clear that we are not looking at layout of buildings, but simply deciding how to prioritize our spending. Robert will send out an e-mail to trust members & friends of the trust or interested old students with the details of this event.
12. Camp Imodene – Harry will contact the camp and get more details. He will ask if we can have exclusive use of the site, use of the kitchen to do our own cooking, the layout of the Main Hall in relationship to other buildings, and the price.
13. Centre Truck – Currently the truck is registered in Carl's name and he will be away most of the summer. The insurance runs out May 1.

**Decision: Carl will renew the insurance as a storage policy on May 1, and will fill out the back of the insurance form authorizing Bob to renew in his absence.**

14. Tent discussion – Carl suggested returning the tent previously purchased as it is difficult to set up. There was full agreement with this suggestion. Bob has offered to provide his tent.

## **PROPOSALS**

- Request by Evie for approval of the budget
- To hire Aardvark to assess the site further and provide us with an estimate. The work would be to assess the present holes, dig other holes as necessary, and assess whether the site is adequate to meet the needs of a primary septic treatment system based on specifications previously given, in terms of area and soil profile. If the cost is below the \$500 that has already been budgeted for this work then they may proceed with the work.

## **DECISIONS OF THE TRUST (in addition to the decisions above as a result of discussions)**

- To approve the 2010 Operating Budget.
- To approve hiring Aardvark.

## **7. Review New Tasks –**

### Task List- Vancouver Island Trust Meeting- April 6<sup>th</sup> 2010

- Jenny will write a report about developments at Camp Pringle on Shawnigan Lake and will send it to Robert.
- Robert will put together a comparison job description for the facilitator and secretary.
- Evie will let Hope know not to insert the job descriptions into the team agreement, until the secretary job description is reviewed, and approved, and Jenny sends in the president job description.
- Evie will contact Brihas and ask him if he wants to be on the Website Committee.
- Bob will set up a list serve for the Website committee.
- Linda will communicate with Marsha Dewar about CCT plans for Vancouver Island area. She will prepare a request for teaching materials for children's courses after speaking with Marsha about this.
- Bob will contact Greg about Aardvark's services.
- Evie will call Evan about developing drawings of our plans.
- Jenny will call Rob Grant, thanking him for his services and concluding our working relationship with him.
- Carl will put the truck in storage for a few more months as the storage insurance comes due soon. He will also sign the back of the insurance papers giving someone else the ability to further insure the truck for use as he is going away from mid April until August. He will give the insurance papers to Bob.
- Steve will talk to Carl about installing the metal heat guard on the walls around the woodstove and will enlarge the hole around the stove pipe as it goes through the roof by  $\frac{3}{4}$  ' to meet the spec. conditions.

- Harry will check with Camp Imadene to find out: whether we can have exclusive use for our needed time frame, do our own cooking, and what their rental cost would be.
- Robert will send out an e-mail notifying friends of the Trust and Trust members of our Trust Visioning Meeting on Tues. April 20<sup>th</sup> 2010.
- Robert will send Linda a copy of the agenda for this meeting.
- Linda will add Jenny's ongoing tasks to this list.

Tasks carried over from January 2010 trust meeting

- **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

**8. Evaluation of Meeting**

**9. Future meeting**

**10. Meditation (3 minutes)**