

***Vancouver Island Vipassana Association Trust Meeting***

**Date: Aug. 22/10**

**Location: Dhamma Modana, L/C**

**Meeting time: 1:00 - 4:00 pm.**

**Group sitting: 11:00 am.**

**Lunch: 12:00 -1:00 pm.**

**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 Mensink Secretary: Robert Baker Speaker's list: Evie Chauncey

Timekeeper: Steve Armstrong Task list: Linda Armstrong

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

Trustee Regrets: none

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

Friends of the Trust present: none

Trust Members or Friends of Trust attending remotely: Carl Wolford

**Quorum: \_7\_ of \_7\_ trust members in attendance**

**3. Announcements:** Evie announced that the prison course that was being planned for Abbotsford has been cancelled.

**4. Email decisions made between meetings:**

Evie Chauncey

**Sent:** July 9, 2010 11:34 AM

**Subject:** a resolution to approve

The Vipassana Foundation secretary is authorized to sign the application form for the Directors and Officers insurance on behalf of the Vancouver Island Vipassana Association in 2010.

**5. Corrections and approval of past minutes:** passed

**6. Review of task minutes –** all task from April 2010 trust meeting have been completed

## **COMMITTEE REPORTS**

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

**AT/Executive:** no report

**Website committee report** – a number of various professionals send their portfolios for review, an old student has offered her services to maintain the proposed site. Doug had a conversation with Phillip Block about Dhamma Vaddhāna's website. He indicated that, in their experience, the website itself did not really generate much in the way of dāna directly, i.e. through their online donation page.

**Non centre committee report** – a 10-day course has been scheduled for January, 2011 at Shawnigan Lake

### **Operations Committee report**

- Two new outhouses were built over two days at the beginning of August.
- The Centre truck was insured for one day to pick up supplies from Duncan, and then once the outhouses were assembled at Greg's, it was used to transport the outhouses to the centre.
- Five students volunteered over two days, and the supply costs including the vehicle rental came to about \$300 a building.
- The outhouses still need to be painted
- Two windows from the Meditation Hall were removed and replaced with bug screen for the hot summer weather. The will windows will be replaced in Sept or Oct depending on how soon the weather cools down. Having more air flow in the meditation hall made a substantial improvement to the comfort of the students.

### **Design committee report**

- Jenny provided a 3D print of the design by Rob Grant
- Jenny shared some of the discussion the committee regarding accommodations, dhamma hall and dining area. A presentation followed showing the various options for phase1, 2 & 3. These ideas have been presented to the trust for review and to stimulate thoughts about what may work and what may not work or changes and improvements.

## Website Committee report

- Doug shared the process he followed in discussing with potential web designers and some of the examples he e-mailed to the website committee. Linda also shared some of the examples she had e-mailed to the trust.
- Brihas, during a conversation with Doug, indicated that he felt that the examples were not that much different than the current site we have and asked what is it that we want to do.
- Evie initiated some discussions around the value of using an old student (Connie Rock) who has offered her services as dāna.
- Bob also mentioned that another old student (Todd) has offered to come to the site and do some videos; his work would also be provided as dāna.
- Doug expressed concern around developing a Dhamma Modana site that is potentially much different from the traditional look that is common to most dhamma sites.
- Bob provided some background on sites that operate at different centres and individuals who can provide expertise.
- Steve feels that the website committee needs to compile information for Connie and invite her on the committee.

## Children's course committee report (Linda Armstrong)

Jenny has purchased the teaching material and group sitting CD. I have purchased enough fabric to cover 30 cushions and will make the covers but have not submitted the receipt for this purchase as I am waiting to see whether it may be more beneficial to have a set of cushions for use in our community. I am going away this fall until Dec. and will not have sufficient time to organize a children's course on Hornby until the New Year. Greg has offered to purchase the books that were on the list but I have not had any recent update on **that** order. In the mean time I will be listening to the teaching material and reading my CCT material in order to become familiar with my role as CCT.

## August 2010 VIVA FINANCIAL REPORT

### VanCity Balances – August 20, 2010

- |                                                                    |            |
|--------------------------------------------------------------------|------------|
| • Membership shares                                                | 55.57      |
| • Community Service Account 00001 (chequing)                       | 9,531.48   |
| • Community Service Account 00002 (monthly dāna)                   | 1,418.53   |
| • Escalator Term Deposit                                           | 160,000.00 |
| ▪ Started Feb 11, 2010 / Matures Feb 11, 2013                      |            |
| ▪ Interest rates: 1.75%, 2.25%, 3.5%                               |            |
| ▪ rates guaranteed to increase each year                           |            |
| ▪ redeemable or convertible at each anniversary with full interest |            |
| ▪ interest paid annually                                           |            |

160,0

### Tasks completed since April 2010 Financial Report

- |                       |                 |
|-----------------------|-----------------|
| ▪ Processed           |                 |
| ○ Monthly VISA dāna   | 1,010.00        |
| ○ Day Sitting dāna    | 575.00          |
| ○ Between Course dāna | <u>2,500.00</u> |
| Total                 | 4,085.00        |

- Received from Revenue Canada – GST rebate:
  - 2008 831.98
  - 2009 1,295.89
- Received from Rob Grant – GST refund 212.50
- Received from Norgaard Neale, Accountants
  - 2009 Financial Statements
  - Registered Charity Information Return
  - Adjusting Journal Entries and Trial Balance
- Paperwork for April through July delivered to bookkeeper
- Updated VIVA Team Agreements – revisions made to Duties of President, Secretary, Facilitator, Treasurer
- Evie negotiating with Insurance company re VIVA share of D&O Insurance
- VIVA Spending Policy update – in progress

**Invoices approved and paid as received:**

Robert Simpson	Gravel/Backhoe/Digging/Moving Outhouses	570.00
Michael Gelber	Payment to Rob Grant, Architect	200.00
	Travel – Planning Committee Meetings x 3	513.01
Paymentech	Preauthorized fees	144.41
Eileen Henthorn	Bookkeeping fees – Mar/Apr/May/Jun/Jul	350.70
Hope Funk	Hand Wipes	22.39
	Walkie Talkies	67.64
U-Haul	Storage fees – 10-day course equipment, etc	209.92
Linda Armstrong	Travel – Trust Meeting	123.70
United Chapter Society	Hall Rental – Day Sitting – Nov 09 to May 2010	525.00
Steve Armstrong	Building materials – Temp Dhamma Hall	362.67
	Dump fees – carpets, Camp Pringle 10-day	113.15
Minister of Finance	Land Taxes 2010 – Block 401	1,995.78
	Land Taxes 2010 – Block 450	1,670.90
Norgaard Neale Accountants	Financial Statements, etc.	2,467.50
Camp Pringle	Deposit – January 2011 10-Day Course	1,000.00
Harry Mensink	Truck Storage Insurance	152.00
	1-day truck insurance/Outhouse supplies	82.62

## **DISCUSSIONS AND NEW BUSINESS**

### **Road maintenance-Bob-15 minutes**

Bob suggested that we do not need to proceed with any further road work at this time.

### **Painting outhouses, bridge, hall floor-Evie-10 minutes**

Steve led a discussion around the painting of the building and outhouses. Steve will check with John regarding painting ideas and his availability and organize a work party, and put together a task list.

### **Purchase of drop sheets (used as floor covering) for Hall**

Evie suggested we purchase the tarps from John Waters.

### **Paul Fleischman talks-Linda & Bob-15 minutes**

- Bob provided an overview of discussions with Paul and other centres to see what their level of interest would be in being part of an event involving bringing Paul to Alberta and Pacific Northwest area. Bob indicated that this is a big project that requires professional help.
- Linda expressed that Paul's talk could likely be very beneficial to the development of Dhamma Modana and well as inspire old students and potential new students as well.
- The trust supports in principal to support an Outreach sub committee in pursing an event with Paul.

### **Shawnigan Lake Course – Jenny**

The course planned for Shawnigan Lake Jan 2-13 2011 is confirmed. We should talk about it further at the next trust meeting.

## **PROPOSALS**

- Invite Connie Rock to join the website
- Purchase the drop sheets at a cost of \$130.00 from John Waters.

## **DECISIONS OF THE TRUST**

1. Connie Rock will be asked to join the website committee.
2. Trust approved the purchase of the tarps from John Waters.
3. The trust supports in principal to support an Outreach sub-committee in pursing an event with Paul Fleischman.

## **7. Review New Tasks**

### **Task List: VIVA Meeting August 22, 2010**

- Steve will e-mail Robert the Modana Operations Committee report to be included in the minutes.
- Evie and Hope will review and revise VIVA spending policy.
- Steve will ask Tim if he would like to be on the Website Committee.
- Doug will send the Website Committee List Serve to the Trust.
- Linda will send Robert the Children's Course Committee Report.
- Evie will check on AGM for 2010.
- Evie will send out the chart of operating costs.
- Bob will come up with some contacts for website design guidance and pass them onto the Website Committee.
- Website Committee will put together a list of what we would like to see on our site, the feel etc, and clear guidelines for Connie and then ask her if she would join the Website Committee.
- Linda will ask Jen if she would join the Website Committee.
- Steve will contact John Waters about purchasing the drop sheets for Dhamma Modana and will get direction from John about painting the floor and Outhouses.
- Linda will e-mail task list.
- Evie will set date for next meeting.
- Evie is going to e-mail the Trust for approval to send our centre plans to Matt Stanley.

### **8. Evaluation of Meeting**

### **9. Future meeting**

### **10. Meditation (3 minutes)**