

Vancouver Island Vipassana Association Trust Meeting

Date: Oct. 3/10

Location: Dhamma Modana, L/C

Meeting time: 12:30 - 4:00 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: Don Williams Task list: Linda Armstrong

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

Trustee Regrets: Carl Wolford

AT's Present: Jenny Jeffs, Evie Chauncey

Friends of the Trust present: Don Williams, Adriane Armour

Trust Members or Friends of Trust attending remotely: none

Quorum: 6 of 7 trust members in attendance

3. Announcements: none
4. E-mail decisions made between meetings: none
5. Corrections and approval of past minutes
6. Review of task minutes

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 3rd of October, Two Thousand and Ten (2010) 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 4th day of October 2010.

**ANNUAL MEETING OF MEMBERS
MINUTES OF AN ANNUAL MEETING OF THE MEMBERS OF
VANCOUVER ISLAND VIPASSANA ASSOCIATION**

8293 Youbou Road (British Columbia), on the 3rd of October, Two Thousand and Ten (2010) at 10:30 am

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, 2009. Auditor for 2010 was appointed: Norgaard, Neale Camden.

ELECTION OF TRUSTEES

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

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.

COMMITTEE REPORTS

COMMITTEE	COORDINATOR	MEMBERS	AT ADVISOR
Operations	Steve	Tim, Robert	Bob
Outreach	Robert	Harry, Bob, Jenny, Linda	Evie
Design	Michael	Evie, John, Steve	Jenny
Finance	Hope		Evie
Website	Steve	Evie, Robert, Doug	Bob
Non Centre	Harry		Jenny
Children's	Linda		Jenny

AT/Executive: report from annual teachers meeting: We watched an inspiring video produced by the children's course committee that will be available on the website soon.

OCTOBER 2010 VIVA FINANCIAL REPORT

October 2, 2010

Membership shares	55.57
Community Service Account 00001 (chequing)	9,554.92
Community Service Account 00002 (monthly dana)	1,536.53

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		160,000.00

Tasks completed since August 2010 Financial Report

▪ Processed	
○ Monthly VISA dana	200.00
○ Day Sitting dana	925.00
○ Between Course dana	<u>32.50</u>
Total	1,157.50

Paperwork for August/September delivered to bookkeeper

Evie made and extensive appeal of the original charge of \$2503 for D&O insurance. The cost has now been reduced to \$1021 and this was to be split in half, between VF and VIVA.

Evie appealed the 50/50 split between VF and VIVA for D&O insurance based on the fact that VF is a much larger and more active organization, but lost that appeal, however, the insurance agent suggested that we do an internal adjustment. The VF executive has agreed to an appropriate split, as we did last year, of 14%/86%.

VIVA Spending Policy updated.

Invoices approved and paid as received:

Michael Gelber	Travel – Planning Committee Meeting	152.90
Paymentech	Preauthorized fees	27.75
Eileen Henthorn	Bookkeeping fees – (not in yet)	134.40
Linda Armstrong	Travel – Trust Meeting	66.20
Steve Armstrong	Travel/Outhouse Building materials	531.72
Doug Cooper	Travel – Trust Meeting	86.90
Evie Chauncey	Paint/Generator for Outhouses/Travel	135.74

Outreach report - Jenny

A decision was made to make a commitment to invite Paul Fleishman to give a speaking tour in Western Canada and possibly Western USA. The main costs would be for travel and hosting the event locations. Linda has agreed to be the coordinator for the organization of this event.

VF & Alta & Wash have already indicated interest. Paul said a central coordinator is preferable however having a committed person on site will be OK. Funding must come from private donations not dana.

Possible dates could be up to the end of October 2011, trip length of 2 to 3 weeks.

Day sitting plans for the winter – We will not host any events at Dhamma Modana from November through March.

Victoria day sits – send a posting to the announce “in order to continue the day sits we need committed

servers to be part of the day sit committee”.

Design Committee

There was feedback from the previous meeting about moving the buildings around have to have south facing buildings. There are pros and cons of this, as one side will have light and 1 side will be darker.

Jenny has reworked the drawings, with changes regarding accommodations and changing the orientation of the buildings.

Included in the minutes are a few sketches of Phase 1. The drawings are:

Kitchen/dining building Phase 1

Kitchen/Dining building 2nd floor and basement

Phase 1 Dorm - Accommodation Type A AND Accommodation Type B

Accommodation Type C building (an alternative layout to Type A)

Site Plan (for interest only)

Kitchen/Dining: This building will eventually become only kitchen and dining, but to start with it will be used for kitchen, dining, meditation (Dhamma Hall), and some server accommodation. The kitchen would have a 10 ft ceiling in the central part of the kitchen. The Dining and Meditation Hall would also have a 10 ft or higher ceiling (whatever you deem appropriate for the space). The hallway between the kitchen and Dining/Meditation would be enclosed (not shown as enclosed on the drawing)

Pricing requirements:

Please price for metal and asphalt roof.

Standard wood frame construction, to meet commercial building code.

Please price for partial basement as drawn – used for storage and mechanical room, AND also for a full unfinished basement.

Please price a free-standing storage building the same size as the partial basement (this is to compare which would be cheaper to build).

Phase 1 Dorm: Please price the Type A, Type B, and Alternative Type C dorms. I don't have any dimensions for Type C dorm, only that it is 1818sq ft.

Standard wood frame construction to meet commercial building code.

Metal and asphalt roof.

Bedroom windows not too big – say 2ft x 4ft

We don't know the source of heat yet. Could you price it for in-slab, as well as some kind of furnace?

At this stage we will need to cost out separately mechanical systems, utilities supply, septic etc

See end of report for Design Committee minutes.

Operations Committee Report

Towards the end of August a group of meditators including Carl, Chris, Harry, Evie and Don undertook and completed the following tasks:

Bridge - prepped and painted with a quality oil based paint. This involved cleaning the bridge of gravel and dirt, slinging a tarp under the bridge to insure no paint was dripped into the creek. Two coats of paint were applied over a two day period.

Outhouses - outside painted with grey acrylic supplied by John Waters, trim and inside floor painted with Sikken's

Hall - Windows replaced over the screen mesh

The Hall floor still needs to be caulked and painted and some more trim to be added and stained.

Exterior - Trim sanded and painted

Chain Saw – Steve will store the chain saw at his residence.

Website

Connie will be in Victoria September to March. Evie & Robert will make arrangements to see her. Albert trust is in a similar position as us and has an o/s helping them with technical support issues and he will also be available to help with the dhamma modana site. We have received some suggestion for improving our existing site which will be passed on to Connie at a later date. Doug is stepping down as coordinator for this committee and Steve will now serve in this position. It was agreed that the idea of keeping our web site active is very important. Currently feel that we are in a brewing stage.

Non Centre Course

Shawnigan Lake Report – close to 40 students registered so far. Camp Pringle has invited us to their grand opening. We will need servers for setting up and course servers for the running of the course. A trip will be organized up to Shawnigan Lake in October for preparing an inventory. Ad a note to the announce posting that we are looking for servers to help with the planned January 10-day course
Volunteers for set up - Robert, Don, Harry
Volunteers for take down – Adriane

Finance Committee

A revised spending policy was presented and approved.

1. ITEMS IN THE BUDGET

The purchaser submits the appropriate expense claim form. There are two: a general one, and one for Shawnigan Lake. The treasurer will pay these bills, if they are within the total budget amount, without any further consultation.

A committee member can also authorize a contractor to do work previously approved in the budget and will let the treasurer know the amount of the contracted labour. Then either the contractor can send the bill to the committee member and have them record their approval, or have the contractor bill VIVA directly to: VIVA Treasurer, 5379 Parker Ave, Victoria, BC, V8Y 2N1.

ITEMS NOT IN THE BUDGET

a. \$0-\$500

Approval from head of committee. If the category does not actually fall under the scope of the committee, then the AT financial advisor can approve the expenditure. Once approved, the head of the committee, or AT financial advisor forwards it to the Treasurer.

b. \$500-\$1500

Approval from head of committee, 2/3 of the executive plus AT financial advisor. Once approved, the head of the committee forwards it to the Treasurer.

c. Greater than \$1500

Must have 50% of Trust approval and Teacher approval, or Teacher's designated AT if Teacher is away.

PROJECT OVERRUNS

Trust is informed by the committee head with an explanation/discussion of why the project is an overrun, and then acknowledgement by 50% of the Trust of the lessons learned and policy changes implemented where required. No approval is required if cost overruns come in less than 10% over budget.

Once development of the center begins, this spending policy will be reviewed, and modified

appropriately.

NOTE: Executive means President, Secretary and Treasurer.

All expenditures will be visible for review by the entire Trust each month.

DISCUSSIONS AND NEW BUSINESS

For this month's trust meeting the items for new business have been included with the committee reports.

Task list carry over from August trust meeting:

Steve will ask Tim if he would like to be on the Website Committee. Steve will contact Tim. Website Committee will put together a list of what we would like to see on our site, the feel etc., clear guidelines for Connie and then ask her if she would join the Website Committee. - Ongoing

Task List from October meeting

1. Evie, Robert and Don will go and meet with Connie Rock as she is living in Victoria from Sept March.
2. Steve will contact Connie in Jan. as the co-coordinator of the Website Design committee.
3. Evie will e-mail the AGM to Hope and Hope will send it on to Robert.
4. Jenny will bring the 3fold flyer that was produced about the new centre construction plans for Dhamma Surabhi.
5. Evie will research getting a topographical survey of the whole 12 acres.
6. Evie will send off our drawings to Mat Stanley, and Martin Stevens and then onto Evan Streggar for pricing.
7. Evie will explain at the next Dhamma Modana day sit on Oct.9 that we are in need of volunteers to help Robert organize the monthly day sits in Victoria as this is a team effort. Also she will let people know that we are soon beginning to plan the 10 day course at Shawnigan Lake and will need help with planning, set up and tear down for that course beginning Jan.2-Jan.13
8. Robert will draft a request for people to serve on the Day Sit Committee and also let people know about the need for help with the Shawnigan Lake course. He will send this message out via announce.
9. Linda will e-mail Paul and ask the following questions:
 - Can we issue tax receipts to meditators that are giving Dana specifically to finance this Dhamma Outreach speaking tour?
 - May we collect Dana from the general public at these Dhamma Talks.
10. Bob will set up a List Serve for the Paul Fleischman outreach tour in January when he returns from India.
11. Steve will contact Carl about the operations task list and add to it the need for a couple of rain barrels and some buckets to have on site.
12. Don and Hope will do the inventory for the Shawnigan Lake Course...see what we have and what we may need to purchase and possibly take a trip up to Camp Pringle to see how the changes are going to affect our set-up.
13. Evie and Don and Hope will check out the Camp Pringle site and meet in Nov. to go over preliminary planning for the course.
14. Evie will contact Greg about the missing spare chain and bar and safety equipment for the chainsaw that was donated kindly by Rodney.
15. Steve will store the chainsaw in his garden shed for now.
16. Hope will send the revised financial report and the revised spending policy to the Trust and then

to Robert to be included in the minutes.

17. Jenny will find the Shawnigan Course planning list and give it to Evie asap.

18. Robert will contact Alex Reid to cancel the Victoria Day sitting in January to avoid volunteer conflict with the Shawnigan course.

PROPOSALS

1st step is to send drawings to Matt Stanley then to Martin Stevens for feedback of the design.

2nd step is to send the drawings to Evan Strager (surveyor) with a request to approve up to \$3000.00 for his services.

To establish both a commitment and a committee for the Paul Fleishman event.

To set up a budget of \$500.00 for the completion of projects at Dhamma Modana.

Spending policy proposal. Hope and Evie suggest using a very simple spending policy in place of the existing complicated one in use. See below.

DECISIONS OF THE TRUST

To send off the drawings as discussed above.

Harry, Doug & Adriane have agreed to be committee members on the Tour Committee with Linda as the coordinator for the Paul Fleishman Tour

\$500.00 was approved for the completion of projects at the site

7. Review New Tasks
8. Evaluation of Meeting
9. Future meeting
10. Meditation (3 minutes)

Design committee meeting August 21, 2010

Attended by Jenny, Michael, Steve, Evie

Task list August 21, 2010

Ongoing from past meetings:

John-do the heat exchanger research, and the geothermal research. John is generating a list to ask.
Ongoing

Evie-once the plans are drawn up, ask Evan for 4 options of pricing the following: a basement under the kitchen section-35 x 45, under the dining room 80' x 27', under both the kitchen and the dining room. And to price a separate storage building 35 x 45.

Clarify what size basement he thinks we need for a mechanical room and storage? Ongoing

Decision: wait until the August trust meeting to contact Rob Grant. Michael will probably do it.
Ongoing

New tasks:

Jenny: will call Matt Stanley once our plans are approved, by the trust, to have him do a computer display, and to discuss the plants in general.

Jenny, Evie: to speak with the Beary's and Hamilton's about a rectangular pagoda. Does it need a round spire? Has anyone talked to Goenkaji. about this?

Evie: how close to the fire road have to be to the buildings? Does it have to be plowed? Call fire department in the ToLC, and ask.

Jenny will make up a drawing from today's discussions, as do the presentation of the trust meeting August 22.

Minutes from August 21, 2010

1. We started by discussing the general location of the center, and compared the sighting as it is now, in the narrowest spot, to moving at 30 m to the south, to fit on what is the flatter area. Bill Simoes had thought that this area was wider, but when we actually looked at the topography, it is the same dimension in the middle. We decided that when you move it further south, you run into southern slope issues very quickly, and riparian issues further south. So we decided to leave the layout where it is.
2. We compared Jenny's draft plans A., B., and C. We decided in the end to go with plan C., which puts the buildings closer together, and leave space for a future long course center.
3. We discussed the fact that in the long-run, while we are finally building a long course center, we might want to approach the CVRD. about rezoning land on the other side of Oliver Creek for a long course center, but this is a long way off, and there is space beside the existing plans for one, as it is.
4. There will be about 15 feet of sky between buildings, even though they are cited 24 feet apart, due to the walkways.
5. We decided to move the women's phase 1, building a, to the north, to allow for more open area near the dining hall. We decided to move demands building a, phase 3 by swinging at to the southwest to allow for more room.
6. We decided to move the dhamma Hall South East by 20 feet so again there would be more room between the Hall and the eating areas.
7. We decided to move the meditation hall in the phase 1 dining area in between the 2 dining rooms. We decided to make the hallway wider between the kitchen and the dining area so that we can put shelves there for cushions, and put an area on each end for students to meet on metta day.
8. We discussed the basement area, and decided that it could be directly underneath the kitchen wall, or further back. There will be a stairwell further to the south now. This will be underground. We will talk to Evan about citing and size.
9. We talked about the AT residences upstairs in the phase one building, and decided to leave them with their entrances far apart, in case there are single unrelated ATs conducting. It will be a common tape room accessible to either from the hallway in between the 2 rooms.
10. We decided to extend the dhamma Hall 20 feet by putting the vestibule to the east.
11. In phase 2, we decided that the AT rooms need to be linked, with a common meeting room, so to create the space, we decided to use a rectangular "pagoda" and move this building closer to the existing dhamma Hall.

Design committee meeting June 17, 2010 -attended by Jenny, Michael, Steve, John, Evie

New task list June 17, 2010

Ongoing from past meeting:

Michael-get from the German engineer the specs on the German sewer system. He will send another e-mail to them.

August-Not necessary now due to new regulations in BC which are identical to German 3 tank system, for the primary treatment system. Distribution can be above ground.

John-do the heat exchanger research, and the geothermal research. John is generating a list to ask.
Ongoing

Michael-get German kitchen layout . He will send another e-mail to them.

August-unnecessary as we have done the layout.

Jenny-to talk to Rick about the leaking, and the expense of the dhamma Hall at NVC.

August unnecessary, as Julie replied.

Jenny to find out how many people the Dhamma Kunja Hall seats.

August-unnecessary as we have already done a layout

Jenny will make sure that there is a laundry room in the accommodation block drawings.

August-done

New task list

Jenny will make up a drawing from today's discussions.

August done

Evie-contact Tony Bauer of the slopes to find out if they encountered any bedrock

August unnecessary as we already know some bedrock issues near the knoll, and we will just have to deal with them as we find them.

John-call Connie Rock about the website
done by Doug Cooper

Evie-call Hope and find out the name of the person that is in charge of the sale of the building at Camp Pringle

August-done

Evie call the camp Pringle person and see if the building is sold. If not, call Nichol Brothers and see how much it cost to transfer the building.

August-done

Evie-once the plans are drawn up, ask Evan for 4 options of pricing the following: a basement under the kitchen section-35 x 45, under the dining room 80' x 27', under both the kitchen and the dining room. And to price a separate storage building 35 x 45. Ongoing

Decision: wait until the August trust meeting to contact Rob grant. Michael will probably do it.
Ongoing

Minutes from June 17:

(I actually didn't take notes this time, so could you read these and make sure these are correct?)

1. We discussed the road report the Gerry Samide had sent out. He recommended adding a new road to the east, but when we actually looked at the topography, there is not room to put a new road to the east. If we are going to have a small country size road, we would actually need to have another road lower down to the west. So we probably will end up using the current road, but changing the slope to make it more accessible near the top.
2. We discussed again the location of the men and women dorms. In the end we decided for privacy to have the 2 women's single room blocks lower down and to have the men single and common blocks nearest the dhamma Hall. This will show up on the map.
3. We discussed the dining room, and realize that due to topography, this was not a two-story building. We then decided to build the dining room kitchen complex and 2 of the multiple room buildings initially.
4. We discussed putting a berm down the middle of the land so that the dhamma Hall would be higher, and there will be another form of segregation.
5. We talked about the long-term center area, and have moved it back to the area to north and east of the current layout going north to the northern boundary of the current layout. There is ample room there. We laid out several buildings.
6. We discussed the caretaker location. We decided to put it a little bit further S. than the Rd. that turns off just above block 450. We looked at a number of designs such as a 600 ft.² house, with a meditation hall above it, to be the 1st building built on the land. We talked about a 600 ft.² workshop beside it. It was no decision about when that building would be built in relation to other buildings. Michael suggested that the workshop be on one side of the road in the caretaker house be on the other, and the gate in the middle.
7. We talked about the fact that we will need to have a bear fence put in early on in terms of the project.

New task list may 25

1. Michael-get from the German engineer the specs on the German sewer system. Ongoing-Michael has sent an e-mail requesting this information.
1. John-do the heat exchanger research, and the geothermal research. Ongoing John is generating a list to ask.
2. Michael-get German kitchen layout Ongoing-Michael has sent an e-mail requesting this information.
3. Jenny-to forward on a reply from Julie about the NVC Hall, and to talk to Rick at the 18 meetings about the leaking, and the expense.
4. Jenny to contact Gerry re roads-to check about splitting the road into 2 single Rhodes from the center down to the waist, and to use current road for the exit if the steep part is outside the development area.
5. Jenny to find out how many people the Dhamma Kunja Hall seats.
6. Jenny will make sure that there is a laundry room in the accommodation block drawings.
7. Jenny will make up a drawing from today's discussions.
8. Not on the task list, but I want to discuss this at the next meeting. Dhamma Bhumi built a really large

hall for 150, and it's very hard to hear and heat. Is there anyway we can build a small hall for 75 with a way to enlarge it to 150 later?

Discussion items from May 25, 2010

1. Dhamma Hall

We discussed the measurements again. If we cut out the seat spaces for Goenkaji's seats, this will create more space. However, we want to seat 150, so Jenny will talk to them to see how many their Hall sits.

Notes from before: Add 15 feet to Dhamma Hall measurements, to allow foyers for entrance from the rear on the East West axis as well as an interview room. This will make it 52' x 50'. Actually I looked at Dhamma Kunja's plan and the dhamma hall is 49' wide by 61' deep - the rear foyers are 18'6" deep, not 15'.

2. Accommodation design

There is no manager room drawn in the shared bathroom block, but we decided that we would put the manager in the single room building, so they will have their own bathroom.

3. Clearing

It will be important to clear all the trees from the building area, as a 150 feet tall tree could have roots extending 150 feet, which will be destabilized by the excavation. Replant with deciduous trees, like Willow or Beech, to allow more light. Mill lumber from cleared trees.

4. Walkways between buildings

covered walkways, have no walls, post-and beam construction, with wide overhang. Place little benches along the walkway. Natural look. Use posts that were cleared on land. Look into roofing costs closer to building time.

5. Roads

Use 2 single roads, one for entrance and one for exit, joining at the "waist" Below the waist, have areas for pullouts. Use parking in the mill site on the poor drainage area. New road would come up to the kitchen and have it turn around their. It would link to the other road, which would go by the men's accommodation area, in back of the pagoda, the women's accommodation area.

6. Long course area

Move this area either to the other side of the creek, or lower down the land. This allows for an optimum layout for the women's area in the 75 to 150 plan.

7. Layout

Move the women's residences to the north of the purple proposed pagoda area for better segregation. Move the AHC residence to the west of the pagoda. Use a "semi-detached" washroom for the Dhamma Hall, linked by a walkway. Follow the contours of the land for the male and female accommodations. Stagger them apart for greater privacy. Place the phase 1 residences nearest the Dhamma Hall.

8. AT residence

put a glass atrium between the AHC rooms for a common meeting area. I think we need to look a little bit more at the design of this building to allow for 2 unrelated single ATS to be conducting in phase 1.

9. Put the gate House down near where the roads would join-is this to the west of the mill site? For

Evan to price it, consider it 600 ft.² originally built, with the potential to go up 600 ft.².

10. Build a 600 ft.² workshop/garage

11. The order of building would be a shed for 10K, phase 1A, and then the caretakers house. The existing Dhamma Hall can be used for a workshop during phase 1A building.

Task list:

Carry over from meeting Feb 2010:

1. Michael-get from the German engineer the specs on the German sewer system. Ongoing-Michael has sent an e-mail requesting this information.

2. John-do the heat exchanger research, and the geothermal research. Ongoing John is generating a list to ask.

Carry over from last meeting April 18:

9. Michael-get German kitchen layout Ongoing-Michael has sent an e-mail requesting this information.

2. Evie-explore getting city water from the town of Lake Cowichan area. Questions to ask the town planner:

Can we get water without annexing?

We realize that it cannot be hooked up the Slopes, as the line is too small, so could we run it under the road? Cost?

What is the price of water?

(From our conversation with Tony Bauer earlier, we were told that the costs for water or sewer would be \$300 per meter. This did not include going under the highway. From a rough calculation earlier, if we were hooking up the Slopes, and going 50 m above the road, it would be approximately 100 K. to install.)

Done- notes from my conversation with the town of Lake Cowichan about water

Evie Chauncey

to bjeffs, Jenny, Steven, Michael
show details Apr 27

Hi all,

I spoke to Joe Fernandez today. He said that we would not be able to buy water from the town. He said that the town used to do this, but it is now the town policy not to sell the people outside the town limits, because they are having a problem satisfying their internal demands. They increased the size of the town recently by extending it to Greendale (wherever that is).

On the slopes, there is also a problem, because there is not enough capacity in the only town reservoir, which is on Indian road, to satisfy the demands of the town. If the slopes is going to do any further development, they will be required to construct a reservoir on the property. The town will still supply the water.

He said there have been others asking to buy water as well that are not part of the town. The water supply is maxed out. I asked for the water came from, and he said from the Lake, so it is not actually the water supply that is maxed out, it is the reservoir.

I also asked about the sewer. He said the sewer is even tougher. They use the lagoon as a discharge area. They are looking at spending a lot of money to upgrade that.

I kept him on the phone for quite a while, trying to see if there was any possibility of changing this policy. He said the only way it could be changed is if we annexed ourselves to the town. He said that that takes about a year, and the town would need to review our application to see if they wanted to annex us.

As a reminder, we don't want to annex because it will drastically change our tax base. Putting in our own water supply will be much cheaper than being taxed at an industrial rate, on the value of the improvements on the land.

So we can now safely cross off water from the town of Lake Cowichan as a possibility, and focus on wells.

3. Evie-send Dhamma Dipa drawing e-mail to Design committee. Done May 25-both from Martin Stephens, and John and Joanna.

3. Jenny- contact Rick and Julie about the expense of the Dhamma Kunja Hall. Also, discuss the building, to see if there are any problems such as leaking.

4. Received

5. Jenny to forward the Dhamma Manda kitchen pdf to Design committee. Done

6. Jenny-draw up all aspects of the Design for the next meeting. Done

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15. Jenny will make sure that there is a laundry room in the accommodation block drawings.

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We discussed the measurements again. If we cut out the seat spaces for Goenkaji's seats, this will create more space. However, we want to seat 150, so Jenny will talk to them to see how many there Hall sits. Notes from before: Add 15 feet to Dhamma Hall measurements, to allow foyers for entrance from the rear on the East West axis as well as an interview room. This will make it 52' x 50'. Actually I looked at Dhamma Kunja's plan and the dhamma hall is 49' wide by 61' deep - the rear foyers are 18'6" deep, not 15'.

2. Accommodation design

There is no manager room drawn in the shared bathroom block, but we decided that we would put the manager in the single room building, so they will have their own bathroom.

Clearing

Discussion Issues

1. Drainage issues:

Water on the plateau will be managed with storm pipes. We reviewed Gerry's e-mail about water drainage, and the need for a settling pond, like the Slopes, so that the sediment will be removed from the water before it runs into either of the creeks.

We discussed the alternative road access that Gerry had recommended, but pointed out that the issues about drainage related to the road are outside the development area, as this is where the steep part of the road is. .

Gerry advised us to build an access road up the eastern side to prevent any drainage going downslope to the west into oliver Creek. Let's add a task to confirm with Gerry that it would be OK to go with the current road if the steep part is outside the development area.

Michael drew up a plan to have the road going around a pond. This was also to have an inviting 1st impression. We also talked about putting the drainage pond right below the dining room.

2. General siting:

Move the E/W axis 20 Meters to the N. there will still be ample room to the North for a long-range

center. This is because of the extra addition to the Dhamma Hall.

3. Dhamma Hall:

Add 15 feet to Dhamma Hall measurements, to allow foyers for entrance from the rear on the East West axis as well as an interview room. This will make it 52' x 50'. Actually I looked at Dhamma Kunja's plan and the dhamma hall is 49' wide by 61' deep - the rear foyers are 18'6" deep, not 15'.

As a temporary Dhamma Hall, we would use the dining room in phase 1A
The dining room drawn at 35'x18' (630sq ft) seats 30 students.

Decision: use Dhamma Kunja Hall as our model, because we like the design and could use their drawings. Later thought - the Dhamma Kunja hall was not designed to seat 150 students.

4. Kitchen:

D. Bhumi and D. Manda kitchen are similar to ours in size. Want to have a slightly separate wet kitchen for noise and steam, and have this wind up over the plumbing below. Eliminate the dumbwaiter. This is unnecessary and takes up space. A truck can deliver to the kitchen during the course.

We discussed the staircase on the exterior. This would be covered and could be heated or unheated. We could have one staircase on the inside, occupying the space to the back which is unusable for bedrooms, and one on the side.

Phase 1A-better to have the accommodation under the dining/meditation Hall than the kitchen. But later we decided that the orientation was better with the kitchen facing out, which would put the accommodation under the kitchen. We discussed sound transfer and looked at how it was done in the long course design in England, we also talked about a mini roof truss system so you could pour concrete floor between the bottom level and the kitchen which gives excellent sound insulation.

We discussed the large windows in both New Zealand and Dhamma Rasmi. Very few kitchens have good windows. The only way to do that would be to put the server's rooms in the corners, and then have counters below the end wall. Move the stove to the center of the room.

5. Plumbing:

Either use cast iron on the vertical and plastic on the horizontal, or cast-iron throughout. This will reduce sound transfer to the lower level. Make sure we use $\frac{3}{4}$ " Cu, not $\frac{1}{2}$ " Cu.

Phase 1A-ATs accommodated in kitchen area because the servers dining areas will not be needed in this phase. Build the full size structure, but only outfit a smaller usable kitchen.

6. Accommodation changes:

Men's side: total equals 30

Men's side type A-to accommodate 18. We discussed not having any doubles. There will be 12 singles, and 6 in shared rooms. This will be 2 rooms of 3. All will have a common bath.

We need to add a manager's room, and the laundry.

Men's side type B- to accommodate 12. These will have an attached bath.

Women's side: total equals 38

Women's side type A-to accommodate 22. 16 singles, 2 rooms of 3. All will have a common bath.

Women's side type B-to accommodate 16. These will have an attached bath.

Type B size: [16'6 x 8'4] x 2 +5 foot hallway = 40'

We decided to use Texas as a model.

7. Design critique: when design is done, send it to Jim Kahn, John's brother, and Martin Stephens for comments.

8. we did some very rough calculations. Phase 1A building is 4000 feet per floor. This is 8000 ft.². At \$185 per square foot this is 1.5 million, plus \$100,000 to fully outfit the kitchen. We would have to add on a caretaker trailer. This would be about \$30,000. Hydro would be about 55K. We don't know the cost of the septic system or water.

9.

To cut down on initial cost, someone should check into the requirements for P2 in terms of regulations for commercial appliances. Task not assigned.

Dorm Accommodations (revised) for Phase 1 - 75 persons, and Phase 2 - 150 persons:

		Phase 2		
Female	Total	Male	Female	Total
38	68	30	38	136 students
6	12	2	2	16 servers
2	4	0	0	4 ATs
	84			156

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:

	Type B	Type A	Type A		
Private rooms	Private rooms w attached bath	Private rooms with shared bath	Shared room with shared bath	Total	Comments
82%	50% of 82%	50% of 82%	18%	68	
56			12	68	
	28	28	12	68	
	12	12	6	30	2 – 3 bed rooms
	16	16	6	38	2 – 3 bed rooms

Phase 2 repeats Phase 1

For a dorm building of 21 students - 14 single rooms, 2rooms with 4 + 3 students = 17 rooms, plus storage and common bathroom. This changes slightly now - will be reflected in new design.

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.

Manager room next to the group washroom. Handicapped room as a single next the Handicapped washroom. Add a single door adjoining the 2 rooms.

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.