

Vancouver Island Vipassana Association Trust Meeting

Date: Sunday Aug. 28

Location: Dhamma Modana

Meeting time: 11:00

Group sitting: 10:00

Bag Lunch: 12:30 - 13:00

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 Facilitator: Harry Secretary: Robert Speaker's list: Evie

Timekeeper: Don

Task list: Evie

Trust Members Present: Ken Sommerville, Robert Baker, Carl Wolford, Doug Child, Harry Mensink,

Trustee Regrets: Doug Cooper, Hope Funk, Linda Armstrong, Steve Armstrong

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

Friends of the Trust present: Kyle Shears, Don Williams

Trust Members or Friends of Trust attending remotely: none

Quorum: 5 of 9 trust members in attendance

3. Announcements: none

4. E-mail decisions made between meetings:

Evie:

One of the tasks I took on the trust meeting was finding out the comparative costs of Desjardins to Versapay, Moneris, Fedpay, Canadahelps, Cosco etc.

I have found Desjardins very difficult to deal with. They took over 2 weeks to get back with to me, and even though I repeatedly was very specific about the different fees that I wanted to know about, that I knew were often hidden, she didn't relay all of them to me. In the end, if you look at the attached chart, it turns out that they are more expensive than many of the other carriers.

So my recommendation is still to start with Canadahelps, and then change to Fedpay when we cross the \$15,000 mark.

5. Corrections and approval of past minutes: approved and posted

6. Review of previous meeting task minutes: all tasks completed

COMMITTEE REPORTS - DISCUSSIONS AND NEW BUSINESS

| COMMITTEE | COORDINATOR | MEMBERS | a.t. ADVISOR | Report |
|------------|-------------|------------------------------------|--------------|--------|
| Operations | Steve | Tim, Robert, Carl, Harry, Doug Ch. | Bob | n/a |

| | | | | |
|------------|---------|-----------------------------|-------|-----|
| Outreach | Robert | Harry, Bob, Jenny, Linda | Evie | n/a |
| Design | Michael | Evie, John, Steve | Jenny | yes |
| Finance | Hope | | Evie | yes |
| Website | Steve | Becca, Kyle, Evie | Jenny | n/a |
| Non Centre | Harry | | Jenny | n/a |
| Children's | Linda | | Jenny | n/a |

AT/Executive: none

1. **Operations sub committee report - tree clearing:** Bob provided a detailed account of the clearing project. **Clearing Report**

Three companies asked to put in bids for the logging and clearing work. One decided to drop their bid and one didn't get their bid in on time. Tuck Bros submitted their final bid of \$32,350 plus HST - \$10,000 lower than their earlier bid which was based on a larger volume of timber and not double-tasking excavator time. The final price will be paid based upon the actual number of hours incurred. They are available to start shortly, and can have the work completed by the end of October. They are a local reputable company.

The work is clearly laid out in the contract. It includes logging and clearing the Phase 1 and 2 building area, the septic fields, main access road, power line right of way, road to parking lot, and parking lot. The area from 15-30 meters from the proposed buildings will be selectively logged – just taking out larger trees.

The timber will be hauled and sold to get the best rate for the quality of the wood. The remaining material will be dumped on the mill site to create a berm there, with potential firewood dumped in a separate area for cutting up and selling.

Kyle is available to be the owner's on-site representative, to monitor that the hours being charged are accurate, and that the volume of timber hauled is accurate.

2. **Paul Fleishman Tour Report:** tour preparations are proceeding in Nanaimo and Victoria. Ken spoke of the various promotional material and venues for advertising the event that has taken place in Nanaimo.

3. **Finance Report**

AUGUST 2011 VIVA TREASURER'S FINANCIAL REPORT

VanCity Balances – August 25, 2011

- US Dollar Chequing 49.00
- Membership shares 58.90
- Community Service Account 00001 (chequing) 6,037.75
- Community Service Account 00002 (monthly dana) 1,182.10
- 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

Tasks completed since July 2011 Financial Report and Invoices approved and paid as received will be included in the Financial Report for the next Trust meeting.

4. Website:

Jenny summarized the report and called for volunteers to add content to various sections within the report. Steve wrote a document that can be used as a map to navigate the suggested changes to the Dhamma Kunja site. The **red font** indicates content that needs rewriting and editing, or photos that need replacing. All other changes have been noted but just in the regular black font. Some content has been created for an earlier effort at a new site, and a link to that site is:

<http://www.stemsandcells.com/> For those doing content writing, they may wish to check out the site.

Regarding content, The Website Committee has had some discussions around the general aim for the site, and believe it to be about informing Students (Old and New), and the public at large, about the building goals of Dhamma Modana and about the need for Dana to help make this happen. The idea is to keep it streamlined, easy to navigate yet informative. It will be important that the content on the main page (splash page) be written to really get the point across, and all following content might be written with this in mind, going from the general to the more detailed as one links into the site ...or if the Trust could discuss this and come to a consensus on what the goal of the website should be (if different than outlined here), then it would be much appreciated.

Obviously the Website Committee is very open to suggestions and participation!

Contact Steve for copy of website document, if interested.

5. Design committee report: Jenny provided a brief report on some of the changes made from the last design committee report. Matt Stanley has offered to do a perspective sketch for the web site. August Design Committee minutes in detail:

Design meeting August 26, 2011

Present: Jenny Jeffs, Evie Chauncey, Michael Gelber (on Skype), Steve Armstrong

Jenny had sent the plans to Martin, who had a number of comments that we reviewed and made decisions about. Martin's e-mail is below, and his comments are in black, and Jenny's reply to him in blue, but her comments were made before the design meeting, so some of those decisions we have reversed.

Decisions:

- Keep extra lobby on the end of dorm A, so that there is a place for boots and raincoats.
- Keep the extra bathroom with the bathroom as a full bathroom. This is very handy if someone wants privacy.
- Add the screen to the end of the triple bed by the door.
- Move the managers room toward the bathroom block, and add an attachment. Add a cupboard at the end of the room split in half so that the manager can access half of the for signs, and the students

can access the other half from the hallway for cleaning supplies. This will also make the managers room or private for conversations.

- Keep the Hall size. It is now 10 feet from the wall to the end of the checking carpet, which is 7 a half feet from the dais. That is only 2 1/2 feet more than Dhamma Surabhi.
- Keep dining room size as is.
- Redraw the servers downstairs so that the servers have their own office suite and the students have their own office suite, so there will be 4 dorms, the 5 bits each, and for en suite bathrooms. Michael and Jenny came up with a design.

Tasks:

- Jenny had already contacted Matt, but will check with him again.
- Evie will contact Evan again.
- If Evan's numbers don't look favorable for ICF, Michael will send the plans to Nutmeg Homes for a cost estimate. They will also be helpful in looking at the design in terms of favorable layout to use ICF, if we go that route.

Design meeting August 3, 2011

Present: Jenny Jeffs, Evie Chauncey, Michael Gelber (on Skype), Steve Armstrong

Concern was raised about the fact that by increasing the students from 40 to 63, that we have added 2000 ft.², @\$150 per square feet this adds \$300,000 to the cost. Jenny pointed out that with Evan's numbers, we had not included a servers residence. So part of the square footage is related to adding servers accommodation.

We've added on about 400 sq ft to the dining/dhamma hall, 1600 sq ft basement accomms, and a caretaker's residence. The upstairs AT quarters have moved to the dorm - no extra sq footage there but clearly all this is lots more dollars.

Concerns:

- It was difficult to find the money to build Dhamma Surabhi.
- We are in more difficult financial times now.
- It was very difficult to find \$100,000 to borrow for the most recent Dhamma Surabhi construction. There is been no donations for that \$100,000, despite a poster put up every metta day.
- Dhamma Surabhi is moving ahead on an expansion. So there is going to be competition for funds.

So, we looked at each of the dorms, and decided to take the numbers 28 women, and 22 men, making a total of 50 for phase 1. [55% of 50= 28 women; 45% of 50 = 22 men. This is the ratio of men to women we have been working on.] To have 30% singles, there would be 8 singles for women, and 6 singles for men. See below for full numbers.

If we made most of the rooms multiple occupancy, we could cut off 2 of the rooms on the A dorm for women, and shorten the A dorm for men.

We all agreed to reduce phase 1 numbers from 63 to 50.

Jenny will cut the Hall back to suit 50 students.

In the A dorm, there will be a little roof stick out for the eventual break in the hallway. We talked about moving the bathroom to the middle of the building, but this will be more difficult if we have the breakout there. The hallways are hundred feet, and we decided it wasn't that far for someone to walk from the far end of the building hundred feet to the bathroom.

We talked about having the ATS accommodation for the male AT lower than the Dhamma Hall and females, which it is. So we decided to put both the male and the female ATS on the end of the female side Dorm A. This way a married couple can meet together to have meals. Some kind of screening would go up for the male to cross through the female area to the Hall.

An interview room will be added to the Dhamma Hall.

In the basement of the Dhamma Hall dining room, there will be accommodation for both genders. There will be 2 bedrooms for male and 2 bedrooms for females.

We worked out costs and came up the total (dollar values taken from Evans report): see below.

We then looked at the design of the clearing, and realized that there was very little that wouldn't be cleared if we only clear for phase 1, so we decided it would be much more economical to clear for both phase 1 and phase 2.

We reviewed the phase 2 cut out design in A dorms, and Jenny will add a little jutting out roof.

We talked about overhangs, and decided to put the 8 foot overhang on the women's A dorm, only on the south side. With translucent panels interspersed with the roofing material-[was this on the women's side?](#) On the men's side, which will be facing North, some kind of light will be provided into the rooms-either a light tube, or skylights.

Dhamma Modana Revised Accommodations for Phase 1 – **50** persons, Phase 2 - 75 persons, and **Phase 3 - 100 persons**. July 2011

| Phase 1 | | | | Phase 2 | | |
|----------------|------|--------|-----------|----------------|--------|-----------|
| | Male | Female | Total | Male | Female | Total |
| Students | 22 | 28 | 50 | 28 | 35 | 63 |
| Servers | 5 | 5 | 10 | 5 | 5 | 10 |
| ATs | 1 | 1 | 2 | 1 | 1 | 2 |
| | | | 64 | | | 75 |

| Phase 3 | | | |
|----------------|------|--------|------------|
| | Male | Female | Total |
| Students | 45 | 55 | 100 |
| Servers* | 7 | 7 | 14 |
| ATs | 2 | 2 | 4 |
| | | | 120 |

* More server beds provided to allow for uneven server gender attendance

Accommodation rationale:

As the cost of building ensuites is very expensive we will not offer private attached bath for all students (will aim for 80% single rooms in the long term). Also as there are higher numbers of new students than old students attending, and 80% of new students do not come back. Breakdown discussed is as follows:

| Phase 1 | | | | | |
|---------------------------|-----------------------------|---------------------------|-------------------------|-------|--|
| | Private rooms/attached bath | Private rooms/shared bath | Shared room/shared bath | Total | Comments |
| Female student beds (55%) | 0 | 8 | 20 | 28 | 4-4 bed rooms in Dorm A; 1-4 bed room in basement |
| Male student beds (45%) | 0 | 6 | 16 | 22 | 3 -4 bed rooms in Dorm A, 1-4 bed room in basement |
| Student beds | 0 | 14 | 36 | 50 | |
| Student beds | 0% | 28% | 72% | 100% | |

| Phase 2 | | | | | |
|---------------------------|---|----------------------------|--------------------------------------|-------|---|
| | Private rooms/attached bath | Private rooms/shared bath | Shared room/shared bath | Total | Comments |
| Female student beds (55%) | 14 (10 in new Phase 2 dorm plus AT rooms from Phase 1) | 12 (existing Phase 1 dorm) | 9 (existing Phase 1 dorm & basement) | 35 | Bunks deleted, 2 -3 bed rooms in Dorm A, 2 - 4 bed rooms converted to 4 singles, 1-3 bed room in basement, 2 AT quarters converted to 4 student rooms, 1 could be used for trainee AT at times) |
| Male student beds (45%) | 11 (New Phase 2 dorm) | 8 (existing Phase 1 dorm) | 9 (existing Phase 1 dorm & basement) | 28 | Bunks deleted, 2 -3 bed rooms in Dorm A, 1 - 4 bed converted to 2 singles, 1-4 bed room in basement. |
| Student beds | 25 | 20 | 18 | 63 | |
| Student beds | 40% | 32% | 29% | 100% | |

| Phase 3 | (needs rezoning application) | | | | |
|---------------------------|--|--|---|-------|---|
| | Private rooms/attached bath | Private rooms/shared bath | Shared room/shared bath | Total | Comments |
| Female student beds (55%) | 22 (8 in new Phase 3 dorm and 14 existing) | 21 (9 in new Phase 3 dorm and 12 existing) | 12 (9 in new Phase 3 dorm and 3 existing) | 55 | 3 – 3 bed rooms in Phase 3 and 1- 3 bed room in Phase 1 A dorm. 1 – 3 bed in Dorm A opened up for “lounge” area. Basement rooms become for servers only |
| Male student beds (45%) | 18 (7 in new Phase 3 dorm and 11 existing) | 18 (10 in new Phase 3 dorm and 8 existing) | 9(6 in new Phase 3 dorm and 3 existing) | 45 | 2 – 3 bed rooms in Phase 3 and 1- 3 bed room in Phase 1 A dorm. 1 – 3 bed in Dorm A opened up for “lounge” area. |

| | | | | | |
|--------------|-----|-----|-----|------|--|
| | | | | | Basement rooms become for servers only |
| Student beds | 40 | 39 | 21 | 100 | |
| Student beds | 40% | 39% | 21% | 100% | |

Draft "J" building estimates

| | size | sq ft | cost/sq ft | Cost |
|-------------------------------|---------|-------|------------|----------------|
| Kitchen | 45x35 | 1575 | 130 | 204750 |
| Dining | 48x22.5 | 1080 | 130 | 140400 |
| Dhamma Hall | 43x26 | 1118 | 130 | 145340 |
| Entrance lobbies | 15x30 | 452 | 130 | 58760 |
| Interview Rm/AT entrances | | 200 | 130 | 26000 |
| Basement | 45x35 | 1575 | 130 | 204750 |
| Unfinished Bsmnt | 48x22.5 | 1080 | 85 | 91800 |
| Kitchen Equipment | | | | 100000 |
| Female Dorm A and AT quarters | 129x25 | 3225 | 135 | 435375 |
| Male Dorm A | 83x25 | 2075 | 135 | 280125 |
| | | | | <u>1687300</u> |
| Not included | | | | |
| Caretaker/Office | 25x25 | 625 | 130 | 81250 |
| 2 LTS Residences | 25x25 | 625 | 130 | 81250 |

Next meeting: August 18-time to be decided.

6. Outreach Report:

Day sits will continue at Dhamma Modana through October with an additional sit the 1st Saturday in November.

7. Hydro report: Carl has been in contact with BC Hydro and various contractors regarding the cost of providing power up to the proposed site. One option is to have a private contractor build the line and then we would maintain it. The other option is to have a private contractor build the line and then BC Hydro would maintain the line. Carl will continue to meet with various contractors and BC Hydro to research this project in greater detail.

8. Septic Design

Bill Simoes wrote: I have received and reviewed the first draft of the septic system design from OSI. The engineering estimate is \$236,000 (w/o HST). I have asked them to review a number of things to reduce the costs. While I expect some cost savings, the limitations of the site make for an expensive septic system.

Draft 1 of Septic Design

The septic system is expensive because we cannot find good quality soils. The lands adjacent to the centre have the water table close to the surface and the soils near the mill site are coarse gravel. The sewage will

flow through the coarse gravel quickly and pollute the water table unless we fill the trenches with sand to increase the retention time. In addition, we have to build almost ½ km of line to carry the sewage to the mill site.

For a more detailed discussion, please refer to the attached map.

Where do we go from here?

As a result of the size of the centre and the high strength effluent from the kitchen, the government regulations require that our septic system be designed and certified by a qualified engineering firm. As a result, our objective is to get a certified design which we can bid out to installers like Aardvark. I would anticipate that the bids will be lower than the engineering estimate. The reason for the engineering estimate is that it is useful in comparing the costs of different designs.

Perhaps a little VIVA history will help us to understand the situation. The septic system was a headache for the previous owners and it was the reason that they did not subdivide the 4 acre lot. However, we did not have enough money to purchase the property unless we could sell the lot. OSI looked at the 4 acre property before we bought it and they felt we could solve the septic problem. As a result, we bought the property with the help of an old student loan to be repaid from the lot sale. Eventually we solved the septic problem by installing an interceptor drain at considerable cost. I would suggest that we keep working on the septic system design, if it costs more money.

Recommendations

I have asked OSI to review the design and to make some changes to reduce the costs. As a result, I would anticipate that we are going to be a couple of thousand dollars over our design budget with OSI. However, the design is still based upon our assumption that we are building a type 1 system at the mill site.

Given the costs, we may want to revisit our design assumptions by:

- a. Looking for another drain field site with better soils which will not need sand trenches.
- b. If we cannot find a better drain field site, cost a Type 2 system. A Type 2 system further treats the sewage that comes out of the septic tanks. The cost of the further treatment may be offset by the reduced drain field costs as it is half the size of a Type 1 drain field.
- c. If we revisit the design, we will have to revisit our budget with OSI.

Metta Bill

Appendix: Description of Septic Systems

As shown by the table below, different types of systems have different quality of effluent. The quality of effluent going into the drain field is dependent upon the ability of the soils to treat the effluent before it enters the water table. The effluent quality is measured using three criteria. The first is the amount of oxygen that the effluent requires to be decomposed. If it is too high, putting the sewage into the water system will result in algae blooms which will remove the oxygen from the water and kill fish and other creatures. The second criteria is clarity or how much solids there are in the effluent. The last criteria is the

amount of pathogens in the effluent. The objective is to combine human made treatment with treatment by the bacteria in the soils in the drain field to give us pure water.

A Type 1 system runs the sewage through tanks which settle out the solids. In the septic tanks the bacteria partially digest the sewage and it is left up to the soil bacteria in the drain field to do the rest of the work before the treated sewage joins the water table. If the soils can't do the work of keeping the water table unpolluted, then a Type 2 system is needed to further clean up the sewage before it is put into the soil. The Type 2 system does this by running the sewage from the septic tanks through a box. The box contains layers of fabric on which the microbes live. Pumps circulate the sewage until it is clean enough to be treated by the soils. If the soils are so poor that they still can't handle the effluent from a Type 2 system, then further treatment with a Type 3 system is required. (At least we don't have this problem)

9. Operations report

Carl inventoried all tools and supplies at the center and at Greg's.

The task list from the last meeting has not changed, and all the jobs are still available or waiting to be finished.

Basically all energies have been focused on the Clearing Committee, as they have been doing great work in preparing the site for logging/clearing, stumping, septic and some road work.

NEW BUSINESS

Ken initiated a discussion about looking into other options for placing our finances given the instability of current financial events worldwide. A sub finance committee was struck to help us make the best decision regarding options for investing dana.

PROPOSALS

1. There was a move by Ken that we award the contract as presented by Bob to award the contract to "Tuck Brothers Contracting"
2. To budget \$500.00 for exploring an alternative location for the septic field.

DECISIONS OF THE TRUST

1. There was a decision by the trust to approve awarding the contract to Tuck Brothers.
2. Approval was given for the budgeting of \$500.00
3. Approval was given to add Doug Cooper and Kate Saunders Cooper as signatories for the Vancouver Island Association tax receipts.

7. New Tasks

1. Anyone who needs to be hosted overnight in Nanaimo as part of the Paul Fleishman tour, could you please contact Ken Sommerville at jiimonkeys@hotmail.com by September 12.
2. Robert to contact Eastern Star Hall to cancel the Nov Day Sitting, which will be held November 5 at Dhamma Modana.
3. Robert to change the location and date of the day sitting to November 5, on the website.
4. Harry to book Duncan day sittings starting in Dec.

5. Evie to send Ken the documentation from Rick about setting up an international investment pool company for center development.
6. Evie to set up a finance subcommittee to look at safe investment options. On the committee so far are Evie, Kyle, Ken, and Hans.
7. Jenny to revise the numbers from the August 3 design committee and to send this out to the trust.
8. Jenny to redraw the basement, and to look at different options for an interview room. Jenny will send these out of the design committee, before she meets with Matt Stanley on Friday, September 2.
9. Jenny will send the final drawings to the trust.
10. Evie to send the trust the breakdown on the septic system costs which Bill read out at the trust meeting.
11. Kyle and Becca will do the writing for the website, except for the financial page, and the outreach page. They will send on the draft to the website committee, which consists of Evie, Jenny, and Steve.
12. Evie will forward Kyle and Becca the website document that Steve wrote.
13. Evie will forward the financial page to Kyle and Becca. It will need to be teased out to match the template of having a sidebar.
14. Robert will write the outreach website page and send to Kyle and Becca.
15. Evie to ask Greg and Steve if the equipment that came with Rodney's chainsaw, that was taken out of the bin by Greg's son, has been collected and is with Rodney's chainsaw, in Steve's garden shed.
16. Jenny will resend the Shawnigan Lake contract to Carl to sign.
17. Carl will call Penny Pope, and let them know he is forwarding the Shawnigan Lake contract.
18. Carl will call Hope, and coordinate with her about sending in the deposit, if it is not been already sent.
19. Bob to contact the Tuck Brothers to award the clearing/logging contract.
20. Bob to clarify with the Tuck Brothers, by writing, that their bid is a ceiling estimate.
21. Bob to notify the other bidders that it is been awarded to the Tuck Brothers.
22. Bob will talk to the Tuck Brothers about digging test septic holes, and Bill will talk to Shawn Patterson of OSI, about running tests in the holes in the site to the North of the currently considered potential septic site.

8. Evaluation of Meeting

9. Future meeting – Monday September 26th at Dhamma Modana

10. Meditation (3 minutes)

