Vancouver Island Vipassana Association
Trust Meeting

Date:	Sunday, February 26, 2012	**Location:**	80 High Street
Meeting Time:	10:30 am	**Group Sitting:**	9:00 am

1. **Meditation** – 3 min
2. **Opening formalities**
   - Round of introductions
   - Attendance
   - Review the agenda (see below) add any needed items & prioritize
   - Set time for meeting & agenda items
   - Read trust meeting guidelines

Facilitator:	Harry Mensink	**Secretary:**	Robert Baker
Speakers' List:	Doug Cooper	**Timekeeper:**	Doug Child
Task List:	Bob Jeffs		

Trust Members Present	Trustee Regrets	AT's Present	Friends of Trust	AT's Attending Remotely
Doug Child	Steve Armstrong	Evie Chauncey	Kyle Althaus	Jenny Jeffs
Doug Cooper	Linda Armstrong	Bob Jeffs		
Carl Wolford	Hope Funk			
Harry Menzink	Ken Sommerville			
Robert Baker				

Quorum: 5 of 9 trust members in attendance

3. **Announcements:** none

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

Decision 1:
I was talking to Kyle about the fact that he ended up working much more than expected on the clearing project- 80 hours. I was offering to pay for some of those hours. What he has suggested, and which I think is a great idea, is that he bills us for the 80 hours at $15 an hour, which is $1200, and that he will dana $1200, the whole amount, back. That way he will end up with a tax receipt for his efforts, and it will not cost us anything extra. Sound okay? I'm hoping that the trust would approve this

Decision 2:
- The HVAC committee has been working with the centre manager from Dhamma Manda who has put in 12 HVAC systems in Dhamma halls around the world.
- He is going to calculate whether we need one phase or 3 phase power. To do that, he will take our drawings, and do an energy analysis on regular construction, double wall construction, and ICF.
- The total cost for him to do the analysis, the designs and the drawings ready for engineering would be about $4000. But to just do the energy analysis should be more like $200. He is willing to have us not pay him until we are ready to build.

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

COMMITTEE REPORTS

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	Evie	Becca, Kyle, Robert	Evie	n/a
Non Centre	Harry		Jenny	n/a
Children's	Linda		Jenny	n/a

6. **AT/Executive:** no report

PROPOSALS

1. Tenders for the road work will be offered to Tuck Brothers and Kevin in three sections. The first is for a contract for the main road work and the second component is to blade and level the main building site and the third component is for clearing the parking lot.
2. To permit meditators to take firewood and to donate firewood to Youbow fire department.
3. To adopt new changes to the Design Plan as explained by Jenny
4. Matt Stanley will create a conceptual, artistic rendering based on Jenny's drawings

DECISIONS OF THE TRUST

1. Approved
2. Approved
3. Approved
4. Approved

AGENDA

Shawnigan Lake Review

Doug Child: new caretaker was coming on site daily for laundry, walking his dog every day. New caretaker indicated a desire next year to have access to the kitchen. Other people came on-site through the new caretakers' approval. Overall the course went very well.
Carl reported that everything was organized, last year notes were helpful and it was an asset to have John Waters attending. As another example of what Doug was referring to was that at some point during the course a plumber came on site and this repair was set up with caretaker ahead of our rental!
Taking pictures of the dais and audio see up will be helpful.
Kyle- having the pictures from past year was very helpful with the set up.

VIVA Financial Report

Account Name	**Balance**
MEMBERSHIP SHARES 00001	$58.90
COMMUNITY SERVICE ACCOUNT 00001	$2,821.75
COMMUNITY SERVICE ACCOUNT 00002	$0.00
CASHABLE (30 DAY LOCKOUT) 00015	$140,000.00
Total on hand	**$142,880.65**

The balance of $140,000 is in a 30-day cashable 1 year term deposit at 1.20%. We have access to the full amount every 30 days.

Last meeting balance August 25, 2011 was $167,327.75

2011 Financial Summary

Income		
Total donations 1-time/monthly/day sittings	43,147.00	
Revenue from log sales	65,112.00	
Total income 2011		**$108,259.00**
Costs		
Land development:		
Clearing costs	69,241.00	
Septic design	9,000.00	
Hydro down payment	13,500.00	
Legal survey	10,000.00	
Riparian study	1,700.00	
Shawnigan Lake course expenses	18,652.00	
Total expenses, incl. normal carrying costs **		138,254.00
Net loss 2011		$ 30,000.00

Bill Simoes has been working to rearrange our financial reporting, so that instead of filing it with the chartered accountant, we would have our bookkeeper do it. This would be a significant savings to us. This is acceptable to Revenue Canada, and should not trigger any audit. The bookkeeper would file the documents that the chartered accountant has been filing to date. A big advantage, besides the cost savings, would be that the reporting would be something that we could understand.

VIVA LAND CLEARING – FALL 2011 – FINAL REPORT
By Kyle Althaus - February 25th 2012

Tuck Brother was contracted at the end of the summer in 2011 to clear approx 7 acres of land for building site, parking lot, septic sites and hydro right of ways. The job took longer than estimated and cost more than estimated but also brought in more money as there was more wood than was estimated. A total of 25 logging truck loads went out with 971m3 of wood, bringing in $65112.31.

Tucks Brother charged us hourly for the work done, that bill came to $71820.00. This works out to approx $74 per m3 of wood, which is close to Gord Tucks initial estimate.
There was also some clearing that was done over the bridge around Oliver Creek for the hydro right of way that required the help of the local biologists in writing a notification form for the DFO and supervising the work done. This cost $918.40.
As well Kyle Althaus was paid $1200 for approx 80 hours of overseeing the project which was donated back to project.

Financial Overview

Income	
Logs	65,112.31
Donation	1,200.00
	66,312.31
Expenses	
Tucks Brothers	71,820.00
Bob Crandall	582.40
Ted Burns	336.00
Kyle Althaus	1,200.00
	73,938.40
Balance	**-$7,626.09**

There were a few hiccups during the clearing but nothing really went wrong. It was all relative to the complexity of the multiple and changing areas to be cleared, and challenges with the site – old roads, clay banks, and old materials on site. We now have a huge amount of slash piled in the mill site that has been compressed multiple times. As well there are approx. 80m2 of 40 cords of fire wood that we can pull what we want from and the remainder is to be donated to the Youbou fire department.

The hardest part of working with Tuck was maintaining open communication, they have many jobs on the go and I doubt many of them require the open communication which we maintain. We had agreed in the contact that weekly hours would be sent to us and that there would be weekly checkup meetings. This happened at the start but never on time and later simply didn't happen at all. When working with Tuck in the future we need to be VERY clear on our expectations for communication and write consequences into the contract if they are not met. Other than that Tuck Brothers were professional and very safety conscious, it was great to work with them and I wouldn't hesitate to use them again.

Septic Report
February 2, 2012

Subject: **Final Design for Septic System**

From: Bill Simoes

Dear Trust:

OSI completed the revision of the septic system and the results are:

1. Costs have been reduced to $190,000 before HST. This is a saving of about $40,000.
2. Refer to Diagram 1 below. The portion of the septic system downstream of the main collection tanks should be bid separately from the gathering system which collects sewage from the buildings. The main collection tanks are to be placed in the gully west of the proposed road. The engineering cost breakdown is as follows:

Treatment facilities	$ 52,000
Drain Field	$ 70,000
Forced Main to mill Site	$ 24,000
	$146,000

3. The portion of the septic system from the buildings to the main collection tanks should be included in the building construction contract. This part of the septic system includes the kitchen septic tank, manholes and gathering system from buildings to the main collection tanks. The engineering cost estimate is $ 44,000.

It should be noted that the above engineering cost estimates are only rough estimates and are not a good indicator of the bid prices. They are useful only for comparing different design alternative.

Diagram 1

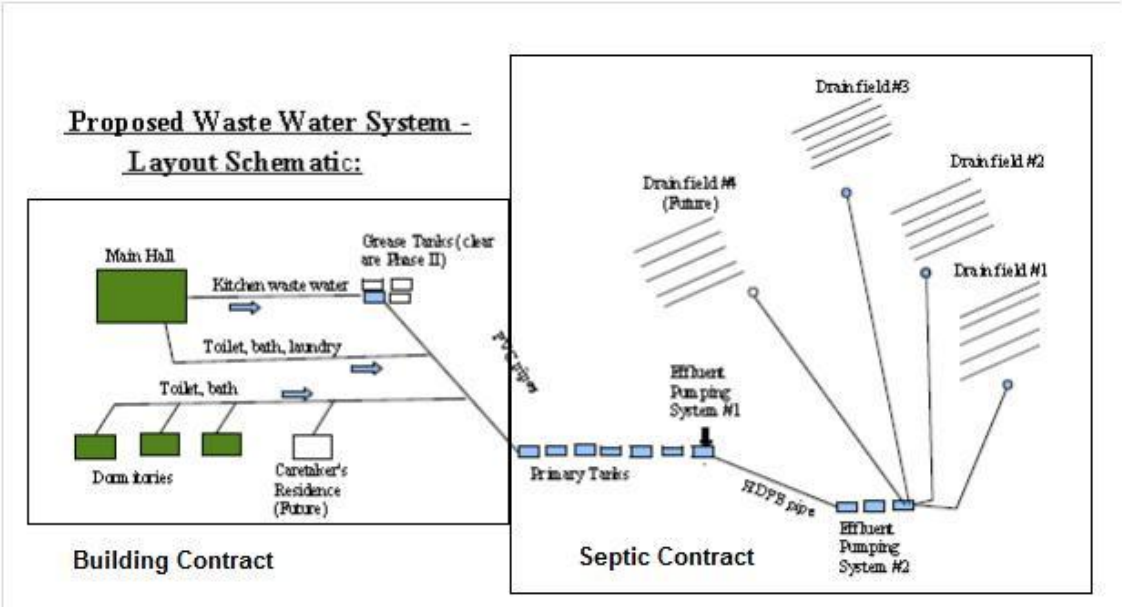
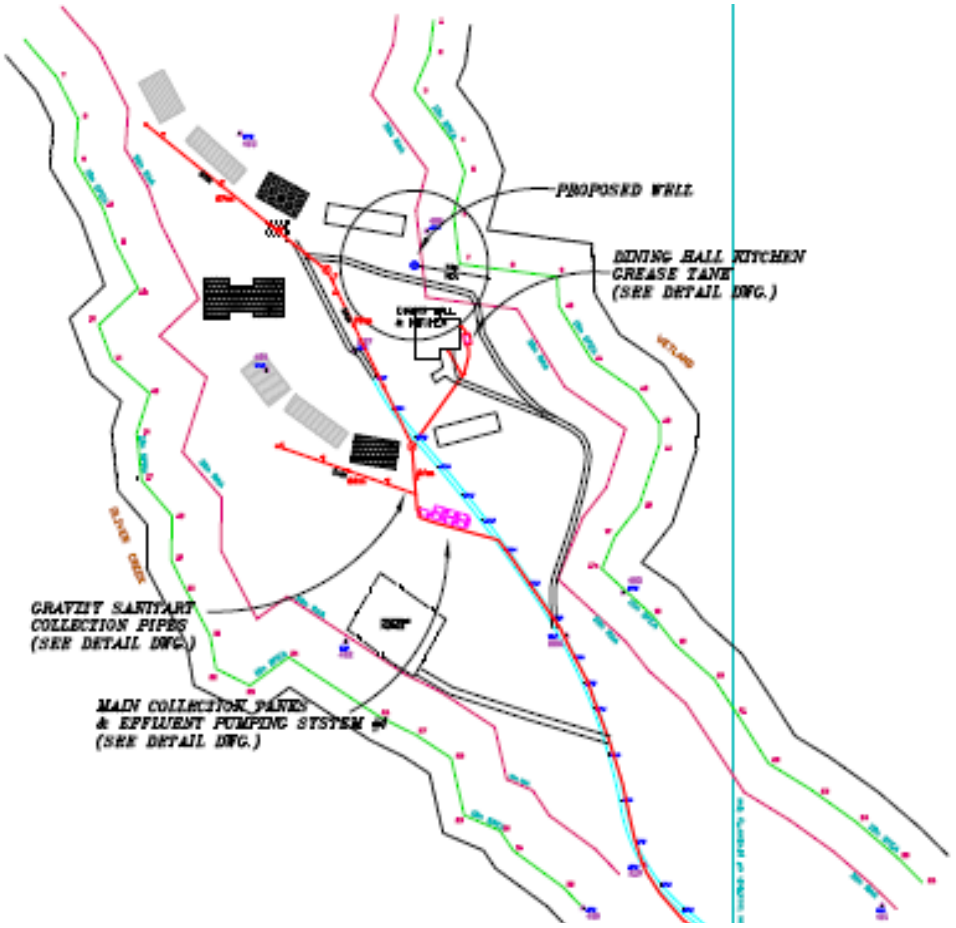


Diagram 2



4. OSI found that a Type 2 system is $21,000 more expensive than a Type 1 system. A Type 2 system improves the quality of effluent that is disposed into the drain field located at the mill site. This reduces the cost of the drain field. However, in order to improve the quality of the effluent we have to add more equipment which more than offsets the reduction in the drain field costs. Below is a picture of what is added downstream of the septic tanks. Besides the box there are lots of pumps and valves that recycle the water through the box.

Figure 5: Advantex AX100 package treatment plant module. (Orenco Systems Inc.)

3/2/2007 5

5. We examined another location for the disposal field by digging more holes. This site is located east of the road in the lower block. The site was not better than the mill site. We have now looked at five locations and a negative combination of high ground water, small area and high permeability soils have been found at all sites. The mill site is the least expensive site that we

have found. It should be noted that our problem with soils is that they are too permeable and hence do not retain the sewage long enough for bacterial treatment.

6. The system can easily be expanded to accommodate 75 to 100 people by putting in the fourth drain field which has been surveyed and designed. Beyond 100 people we are no longer under the Department of Health as the sewage volumes put us under the authority of the Department of Environment which will require a hydrological study. The gathering system and forced main to the mill site can accommodate 150 people.
7. Cost savings of about $30,000 could be achieved by reducing water consumption below Dhamma Surabhi usage. The system has been designed for 50 imperial gallons per day per person. A safety factor of 25% was applied to Dhamma Surabhi flow rates of about 40 gal/day/person. Dhamma Kunja produces about 30 imperial gallons/day/person. The reasons for this difference and the cost of water savings need to be investigated.

To Do When Constructing the Septic System

1. Consult with the engineers to ensure the system still satisfies the regulations. Regulations change all the time.
2. The engineers should give site tours to potential bidders and supervise construction.
3. Ask certified installation contractors to bid on the OSI design. The engineering cost estimate will not be the same as the bids. The engineers can assist in preparing the bid package.
4. OSI supplies pumping and control equipment. We are not obligated to use their equipment.
5. A qualified engineering firm has to certify the system once it is built before the Department of Health will approve the system for use.

Road Report
Meeting on land to lay out the road February 21, 2012

Attending: Bill Simoes, Bob Jeffs, Paul Desmond, Kyle Althaus, Mike Hughes, Darwin Generous-electrician, Evie Chauncey, Peter-a one course student from Shawnigan Lake.

Prior to the meeting, Jenny and Bill had prepared maps. Kyle also had input into the maps. Kyle, Bob, Don and another meditator, Sven, had pegged the corners of the buildings.

Sven and Kyle also staked 70m intervals for the power poles. Kyle said we flagged 70m intervals for the power poles, 60m is ideal and we can go up to 75m. Poles locations will be confirmed after the road is built as they're easy to move up/down but harder to move left/right.

Kyle noted that shouldn't have a problem over the bridge now as we know we can be in the RAA as long as we stay out of the SPEA.

There are trees near the gate and over the bridge that need clearing.
Darwin has a truck with a cherry picker box and can take care of this.

Some clearing is required for the mill site septic pole. We can go 30m from this pole to the sewer pump house building. These poles can have the wires put on them but not hooked up and made live until we need them.

Road Decisions:

1. Stumps by the bridge will be removed, and bridge will be crowned.

2. Move the centre of the road over to the left hand side just after the turn off to the mill site, which will require no new clearing; ditching would be right at the edge of the clearing on the left-hand side. Hydro poles on the right hand side. At least 2 culverts will be added at the low spots.

3. After the road curves, at the junction of the 2 blocks, shift the road over to the right-hand side and cross the Hydro poles over here to the left-hand side.

4. To keep the line straighter and save the $1500 for an anchor we should clear some more trees (possibly just limb) that are at the bend where the road crosses over to plot 405. This may be in the RAA but not in the SPEA, we will need to ask Steve Voller about it.

5. Cut off the top of the 1st rise by the parking lot and uses this as fill. Also, cut off the top of the final rise and use this as further fill the cover the septic tank's. For now, only complete the road up to the final swale, and leave the major change for when we do construction.

6. Leave the application to go into the RAR until we are ready to begin construction.

7. Run the road behind the dining Hall, so that they main unloading of food is not as intrusive into the man's walking area. Then run the road up behind the women's dormitory. At this point, the road will go into the RAA. We do not need to apply now, if we do not build this section of the road until construction time.

8. Build the bear fence when we start construction, so that we do not trigger an application into the RAA until that time.

9. Recommend to the trust that the road construction be done at an hourly rate.

Electrical decisions:

1. The poles were flagged, as discussed, and will be finalized after the road is completed.

2. Wait until the road is constructed, before putting in the electrical poles.

3. Darwin recommended that we use 3 phase power. He asked if we have Sasha convert the load requirements he did from BTUs to kilowatts.

4. He also said it would be really handy to have a list of all the appliances we plan to use to calculate the load correctly.

5. The final electrical pole will be behind the dining room.

6. The power will go from there to the little pumphouse.

7. There was a long discussion about going underground once we are up on the flat, which both Darwin and Michael Hughes recommended.

Well Decisions:
We were working under the assumption that the well needed to be 30 m from the sewer pipes. We located one possible site across the marsh that met that requirement, and flagged that site.

We decided to seek clarification from OSI. It turns out that
Minimum distance from septic tank to well = 30m

The regulation states that a sewerage system must be at least 30m from a well. The "system" includes a tank, treatment plant or field but does not include a sewer pipe. **So, technically, you're ok to locate the well within 30m of the sewer pipes**. * (See note below.)

Minimum distance between water lines and sewer lines: I could not find in the SPM. Recommend 1m horiz. distance. If the two lines cross, the sewer line should go under the water line with a 0.5m vertical separation between them.

Minimum distance from septic tank to fresh water (eg. pond, stream, wetland) = 10m
Minimum distance from septic tank to a water line = 1m

*Steve B. and Shaun, our consultant, discussed this question. Although the SPM or regulation do not clearly state what the minimum distance must be, we recommend that the well be located at least 30m from any sewer line (coming from a building or tank). This might be construed as being overly conservative; however, if a sewer line were to leak (say, at a manhole or pipe union) the 30m setback should protect the well.

Bill Simoes recommends that we go no closer than 10 m from the well to the sewer pipes.

Kyle said: So we will go back and see if there are other better sites for the well, since technically we do not need to be 30 m from every sewer pipe. Another possibility is to move it to the west side of the road but stay in the same fracture, unless the grease/pump tank behind the kitchen counts as a septic tank... then we should look into the locations north of the men's outhouse... driving over the water pipes will push frost down in the winter and require either trenching deeper or adding insulation. If we are running power poles up to the north side of the DH/K building then it'll be easy enough to put the pump house/kitchen near the current men's outhouse, within 30m of the last pole.

Bear Fence Decisions
Kyle flagged the potential bear fence, and we walked the perimeter.

1. We decided to go as far north as we could, past the women's buildings, and then south below the parking lot, crossing over with a gate at the junction just before the parking lot.

2. We also decided not to build the bear fence until construction is over, but to buy materials to use temporarily for any overnight meditation on the land.

Task list:

1. Bill and Paul to prepare specs for us for the road contract.

2. Evie to contact Sasha to get clarify electrical loads.

3. Who will ask Steve Voller about the trees at the bend where the road crosses over to plot 405?

4. Kyle is willing to oversee the road construction.

HVAC Committee Report:
Ad hoc HVAC Committee, trying to sort out electrical needs for Dhamma Modana

DRAFT

Meeting December 13, 2011-by Skype
Attending: Sasha Shempliner (HVAC consultant/installer for 10+ centers), Bill Simoes, Greg Lundh, Paul Desmond (center caretaker for Dhamma Surabhi), Evie Chauncey

Agenda:

1. type of building construction in relationship to heating/cooling loads
2. master plan building layout in relationship to heating/cooling infrastructure
3. possible types of equipment to cover the HVAC needs
4. 3 phase vs 1 phase

Topic 1: Type of building construction in relationship to heating/cooling loads

Sasha: the best way to heat and cool a building is to use construction techniques that reduce cooling and heating demands. When you build a well-insulated building, there is a reduction in the HVAC system cost. With continued use, there are further reductions in cost.

Different construction techniques:

1. **ICF:** Advantages of ICF: makes the building very airtight, it's a good choice, Greg noted that the R-value of the Styrofoam alone is R25, and with the concrete inside, it is R 50 with the product that they use here.
2. **Double wall construction:** creates 2 independent walls, and blows insulation in between. Advantages: not specialized construction, can rely on volunteer labor, can achieve any R-value. Regular 2 x 6 construction produces R19 walls. Double wall construction has 2 walls - the outside one being 2 x 6, with 8 inches of insulation blown in, and then inside 2 x 4 wall, which gives you R 50. The slab needs to be poured a little larger. Different materials can be used in between the 2 walls. This type of construction is being used at the new Dhamma Hall in Toronto.

Comparison: Texas is using regular construction, and Toronto is building the same size Hall, by using double wall construction. It is colder in Toronto than in Texas. The HVAC system for Toronto is 6 times smaller than the one being put in, in Texas. When you decrease the amount of equipment, you increase the life expectancy because there is less maintenance, and there is also less noise. The increase in construction cost is about 15%. Insulation itself is not a big cost. It's really important to make it airtight, and eliminate heat bridges.

We need to confirm the R value for ICF walls, and for double wall construction.

HVAC comments: usually very noisy big machines. They need to be separated from the Dhamma Hall by some kind of airspace = buffer space like foyer or anything else.

Need to decide on type of construction: important to pay a higher investment up front, because it will be way more economical in the long run. Double wall construction will have a much higher payback over regular construction in terms of savings.

Topic 2: Master Plan Building Layout in Relationship to Heating/Cooling Infrastructure
Sasha: layout has a direct impact on the HVAC system. Instead of each building having its own mechanical room, it could be better/easier/more economical to have a central place, as long as the equipment chosen can manage the distances. The equipment chosen dictates the limitations of how far the runs can be. One suggestion is to use the kitchen /dining and men's area as one mechanical feed, and the future dhamma hall and female side with another mechanical room. We need to decide on equipment and look at the distances. It may be important to move the buildings slightly closer together, to increase efficiency.

Bill asked if we used a centralized plant, what options are we considering?
Sasha:

1. heat pump-either air source or geothermal (ground/water source). This sends Freon into the buildings through piping. A compressor can only push Freon to certain distance (some capable to about 1000 feet). This is by far the preferred method of heating and cooling.
2. Hot water system-like Dhamma Surabhi

Bill: we have no access to natural gas. Our only 2 sources of power are propane or electricity.

Topic 3: Possible Types of Equipment to Cover the HVAC Needs

Sasha: the best system is a heat pump for places that do not have natural gas. Whenever you try to use fossil fuels, it is more expensive. A heat pump is way more economical to run. Heat pumps like the inverter types used in the US have a modulating capacity. They are not a single speed machine. This gives an enormous amount of control over any other system (that is not multi speed). 6 centers are now using heat pumps. They're extremely quiet- both Daikin and Mitsubishi can take energy from the air, or geothermal. For Vancouver Island, geothermal heat pump is by far the best heating and cooling system (when we decide on construction type + do load calculation, we will be able to do cost analysis and see whether additional expense to go with geothermal will justify it). It has much lower maintenance.

Conductivity tests: it is worth the doing a thermal conductivity test (it is a must for a system which is about 240 Kbtu or larger). It cost about $3000. This is not thrown away money because the test well will be part of the system. It is better to use plastic piping rather than copper (based on experiences of “geothermal gurus”). High density polyethylene plastic is inert. Nothing wants to eat it, it does not react with acid, and is not does not deteriorate. It lasts hundreds of years. And it is cheap. Copper is a reactive metal, and we don't want to use it. Out of about 30-40 geothermal equipment manufacturers only a couple make copper-exchanger based equipment, the rest use HDPE (plastic).

Options for layout of system: you can trench the entire property, but this is difficult if the land is rocky. Alternatively, you can drill 2 deep holes. But if trenching is less expensive option then it is obviously worth it.

Greg asked about the pros and cons, and what is the payback time?

Sasha: he and Jim Kahn did an energy analysis for the Massachusetts Center for the pagoda. They compared air source heat pump, geothermal heat pump, and propane. The geothermal had a payback period of 6 to 10 years, but would save $300,000-500,000 over 30 years in heating costs. Air-source is a payback time of 4-8 years, but will can save 150,000-250,000 over 30 years. These are off-the-cuff numbers. Available as a document with the calculations. He can do these calculations for our center. Propane prices will keep going up, as well electricity. The value of a heat pump is it is relying on solar exposure to the earth or air. Heat pump is also a candidate for using a solar/wind power. Propane or other fossil fuel technologies have a little to benefit from solar or wind.

Paul: Dhamma Surabhi has gone to more efficient equipment. We are changed from heating the hot water by propane to electricity. We didn't go all electric on the heat because we didn't have the electrical capacity at the center. If we had 3 phase, we could have done that. There never were any air makeup systems installed, and the whole building is not running an HVAC system. The insulation, in other words increasing the tightness of the building, has generated substantial savings in propane. The geotechnical person told us that even if we used a heat pump there, we would need to supplement this with different heating sources. We should be building to the highest level of insulation possible based on energy cost analysis.

Sasha: there are ways to design geothermal so that no additional resources required. If we decide to build very insulated buildings, then the heating loads become very small, the system becomes very small, the fields become very small, which reduces the cost of the installation, and increases the lifetime. One well 200-300 feet deep generates about 12,000 BTUs. If you insulation is adequate and construction is air-tight that it may not be necessary to even use geothermal. You could use an air source heat pump.

Air-conditioning: average summer temperature is 75° in our area. If you put 100 people in a room, and each one of them generates 500 BTUs per hour, you might need air-conditioning. It is a common misconception that Dhamma Hall does not need air conditioning in mild climates. It could be true with proper ventilation and construction technics. One of the ways you can avoid using AC is if you have a super insulated building, proper air-exchange and suitable outdoor environment. Most contractor and engineers (who are not meditators) do not understand the needs of the Dhamma Hall. What they claim to be quiet motors are actually not quite.

Greg: can the drilled geothermal wells for heating be used for cooling? Sasha: yes, in the summer the heat is pumped into the ground which charges the earth, and in the winter, the heat is pumped back into the building. With an air source, the heat is expelled into the outside air in the summer, and extracted from it in the winter.

Topic 4: 3 phase versus one phase

Electricity: you don't have to necessarily have 3 phase. The difference in the way one phase and three-phase operates motors is that 3 phase is generally speaking more efficient. Therefore you lose, you use way less electricity. There are now single phase motors that come very close to three-phase motors. There will be some loss of electricity but those losses may be less than putting in three-phase electricity. If the cost out three-phase to the center is $20,000, that we need to calculate how many motors we would need to convert from three-phase to one phase.

To know whether we need three-phase, we will need to do calculations. If we need 10 converters which could cost $4000 each, the total could be $40,000, and if only costs $20,000 to run in 3 phase, then it's more economical to use three-phase. Don't accept or reject one or 3 phase yet.

Bill: isn't CVC on one phase? Sasha: yes, because it was impossible to run 3 phase to the center. It certainly is possible, but not his preferred situation. He put in a Daikin, which had a control on it to slow the air, so that the airflow on the 2nd floor was not too noisy or too strong.

Greg: we have power outages approximately 6 times a year, which can last 2 to 3 days. Are there different requirements for a backup generator if you're using three-phase electricity? (Greg described how they needed to be reset in the hospitals when the outage was over) Sasha: you would need to check with a generator specialist, but he felt it was unlikely.

The Dhamma Hall building has the mechanical room right beside the AT room. The HVAC should not be there. It is so noisy that it would be a ridiculous effort to try and isolate it. It could be located above the dining room, or we could merge the male and female entrance for ATs, and put it there. There needs to be some kind of buffer between the Dhamma Hall and the mechanical room. Georgia has an AT entrance between the Dhamma Hall and the mechanical room. This is sufficient buffer. At CVC, and 29 palms, it was a nightmare to try and isolate the noise.

There was an e-mail exchange afterwards about using Oliver Creek as a possible source of water. This will be investigated.

Tasks:

1. Sasha will do a heat loss and gain calculation on each of the buildings. He will do it for 3 types of construction, ICF, regular 2 x 6 construction, and “Passive-House type” construction. He will then make a recommendation about type of equipment, one in three-phase electricity, and if we need to redesign our building layout.
2. Greg will help Sasha with any information he needs about regular construction in BC.
3. Evie will contact Lyndon, who is in charge of the Toronto Dhamma Hall construction, to find out more information about “Passive-House” construction.

Final Design Plan Proposal:

Architectural Renderings:

Website update: By March 15th trust members will provide some names and their fees of potential web designers

Summary of Website Development December, 2010-February, 2012

In December 2010, Robert, Jenny and Evie met with Connie Rock, a meditator who volunteered to help with a website. They gave her a lot of material to work with. She began work on a site, and posted it at the following link http://www.stemsandcells.com/ This link is still active.

Steve took over the website committee, in February, 2011 and reviewed a number of sites. He decided the Dhamma Kunja was a really nice website, and he contacted Debra Kosky to see if we

could use the site template. She agreed, and Steve did a review of the things that we would need to change to use the Dhamma Kunja site.

I have offered to carry on with the website project, and spent some time recently contacting Connie. It turns out she is in Mexico, without a computer. So she cannot work with this any further.

My suggestion is that we hire a website consultant to post the website. I am willing to be the liaison with the website developer.

In January, 2012, the Canadahelps button, for online donations, with added to the existing website, and it works! We have received an online donation.

Shawnigan Lake Report

Evie called Samantha at the camp to see if we could book a course for this fall. She said that it is unreal what the camp lost financially last year, and so the Board has gone through a list of all of the groups that are getting a discount. Right now we are paying just less than $11 per person per night, approximately. [We pay $8500 for up to 80 people, plus $250 to use the kitchen.] Above that, we pay $7.50 per person per night.

The average that they are charging now is just under $20 per person per night.

Evie said that at $20 per person per night, we couldn't afford to rent the camp. I told her that the maximum that we could pay would be $11 per person. Even with that, our expenses in 2010 were exactly the same as 2011-including the camp fee, and we lost money on that course. This time, the dana was just higher, even though the expenses were the same. In all the years we have been running courses, income has never exceeded $11 per person per night for lodging.

Evie asked her to take to the United Church Camp Board the following considerations:

- We don't rent just on the weekends, we rent the camp during the week, when there wouldn't be other income.
- We cater ourselves, so they don't need to hire a chef.
- This year we might consider doing 2 back-to-back courses, which would mean we would be renting for 24 or 25 days.
- We leave the camp in immaculate condition, which saves them cleaning costs.
- We have been using the camp for upwards of 20 years.

Samantha said that she would contact Darryl, who will contact the Board, and she will report back to us shortly.

Shawnigan Lake 10-Day Course – November 23 – December 4, 2011

Financial Report

Course Dana to date $13,890.84

Course Expenses

Site Rental	7,895.00	
Groceries	4,188.71	
Truck Rental	206.43	
Supplies (Discourse DVD's/MP4 Player)	208.78	
		12,498.92

Surplus **$1,391.92**

Students
New Male Students - 18
New Female Students 22
New Students¨- 40
Old Male Students Full-time 11
Old Female Students Full-time 14
Old Students Full-time 25¨
Total Students Full-time 65
Students Part-time - 3
Total Students¨- 68
Servers Full-time - 9
Servers Part-time - 6
Total Servers¨- 15
Total Participants (Total Students plus Total Servers) - 83

Final Shawnigan Lake Decision: We are prepared to run two courses back to back depending on the reply we receive from the SL Event centre about the cost's and if the space is available.

3 DAY COURSE PROPOSAL – Evie Chauncey

What I've done is separate out a budget for infrastructure that would be for the construction of the center, and items that would be specifically for the three-day course.

Plans for the Three-Day:

Everybody brings their own tent. We flag the sites ahead of time, and number them, so we know where everybody is.

The cooking happens both at Greg's, and in the pumphouse.

We limit it to the capacity of the Hall as the confining factor. This means about 35 students. We invite only Trustees from both Trusts, and Friends of both Trusts. That way we would not be contravening any kind of public assembly guidelines.

For dining, hopefully we can borrow 6 tables and 40 chairs from somewhere. We buy 2 large tents, one for men and one for women for dining. We leave the breakfast foods in tubs under the tables.[At the trust meeting, there were offers of tents, but not for tables. This can be worked out if the course happens]

The food for the three-day course was calculated for 40 people, 35 students + 5 servers, at $7 per person per day.

The average dana on a course like this is about $150/person, though I suspect it would be higher on this inaugural course. So the dana that we could receive would be roughly 35x150= 5250. (In calculating dana, one doesn't include the servers). A student has offered to donate any deficit.

Infrastructure Budget*:

Road**	50,000
Well	10,000
Hydro***	62,000
Small Pumphouse****	15,000
Bear Fence*****	5,000
	142,000

*******Net operating costs [$8,000 minus annual income of $7,000) $1,000

Total expenses: $143,000

*These numbers are higher than were presented at the trust meeting. The contingency has been removed, as well as any expected surplus.

**Includes road to the swale where the septic tanks would be (approximately $40,000), $7500 for the parking lot, and $1500 to blade and level the top land.] Roundup $49,000 to $50,000

***[Electrical -outstanding $ 55,000 – 13,500= 41,500, say 42,000 + Three Phase Power $ 20,000]

Total Cash on hand: $143,000

3 day course Budget

Tents	1,000
Porta-Potties Rental (4)	560
Food	3,000
Tarps, copying, displays	250
Subtotal	4810
10% Contingency	480
Total Expenses $5290 say	**5,300**
Expected Income from Course	**$5250**

A student has offered to donate any deficit.

We also have an offer of a donation of $10,000, as long as the money is used in a matching fashion: for example we advertise the well project, the donor would match each donation dollar for dollar.

*******Porta Potty information: I called to a number of companies in Duncan, and Coast Environment, which is also the same as Coast Portable, rents to Porta potties for 5 days, for $250 plus HST, or for parties for $500 plus HST. They deliver on Thursday, and pick up on a Tuesday. The Portapotties include a hand sanitizer. Their phone number is 250-746-0146, or 250-748-4611.

*****Pumphouse information: If Greg builds a little pumphouse like he did across the road, he said it would cost about 10K. That included the pump, a hot water tank, a fridge, and the stove. We could attach a simple outside shower to this, and have the women shower and breakfast time and teatime, and the men shower at lunch time. Very rudimentary. I've seen this done in Hawaii. It was fine.

****Temporary bear fence information

I called Buckerfields in Duncan to find out the following information. There are 3 ways to do this; all of them would involve materials that can be reused when the final bear fence is put up.

1. Use electric tape, $45.99 per 660 feet;
2. Electrical rope, $75 for 650 feet
3. 14 gauge wire, $21 for 580 feet , or $42 for 1160 feet. It is also $80 for 2900 feet. This wire is much stronger than the other 2 wires, and more likely to penetrate a bears thick fur. Normally the earth would be used as part of the circuit, but this doesn't work well in dry weather. So we need a neutral wire. There's sometimes climb under, and sometimes go over. So we would need 3 wires., We would have 1 hotwire, one neutral wire, and one hotwire. That way if a bear touches one neutral and one hot, it makes the circuit and he gets a charge. All 3 wires would go into the same fencing energizer box. We need one ground rod.

The suggestion is that we simply fence in the top area, and somewhat into the wooded area, using the trees as posts, which is about 1000 feet.

(A square of 250 feet on each side)

Cost:

Wire	80
Insulators 4 bx of 25 ea @ $8	25
Fencing Energizer Box	120
Ground Rod	20
	$245

But we would need to put in a number of stakes across the cleared area. So the $5000 is a guess. Hopefully a very high guess.

*********Our yearly expenses are:**

Taxes	$3800
Bookkeeper	$1000
Audit	$2000
D&O and land insurance	$660
General costs(includes truck insurance, vehicle fuel, office expense..)	$500
Total 7960, say	**$8000/year**

Yearly Income is

Monthly donations	4700
Irregular donations	3000

(some of these irregular donations could be related to Shawnigan Lake)

Total, say **$7000 per year**

So our costs are about $1000 per year more than our income.

THREE-DAY COURSE PLANNING SHEET

Project	Date	Who?
Well	by March 30	
Road		
Specs	by March 15	
Agreement with company	March 30	
Construction	April 1-30th?	
Electrical	May 15-21	
Pumphouse	May 21-June 15	
Equip well-install pumps etc.	June 15-June 21	

Purchase tents
rent for parties
flag land for tents
Bear Fence
- Purchase materials
- Install bear fence

Food
- Plan the menu
- Purchase food
- Cook food

Registration
- Notify already
- Monitor
- Print forms

Metta Day display
Organize transportation of materials from the JJ's
Tents set up

Choose a date!

A new committee, “Building Cost Committee” was formed - members are Evie, Jenny, Kyle, Doug Cooper with Bob as the A.T. advisor

7. Review New Tasks

1. Ongoing:
    - Robert will write the Outreach Page for the website and send it onto Evie.
2. Bob check with Steve re photos of John’s setup at Shawnigan.
3. Kyle send Robert logging report.
4. Evie ask Bill re min capacity in building codes or other govt standards. Where did OSI get the capacity numbers?
5. Kyle, Evie, and Doug will go to land and locate well and pump house.
6. Evie contact Bill/OSI to see if grease tank for kitchen counts as a septic tank before land visit
7. Evie contact Bill and Paul re # hours to blade the top bldg site area.
8. Jenny to do artistic rendering of foyer with coat racks, shoes, etc.
9. Jenny will do drawings of main building with and without clear storey
10. Jenny do Google search for something similar to give to Matt
11. Jenny put laundry/mechanical to east of shower stalls in men’s dorm
12. Evie email the drawings to the trust and friends.
13. Everyone contact anyone they know, ideally meditators, for website design. We will need names and rates before March 15. Evie will send a link to the 2 sites to the trust so they can send to their designers to show what we have for style examples.
14. Evie is writing content for website.
15. Steve will contact Linda re her website designer.
16. Everyone give Evie feedback on 2 different examples for style.
17. Kyle will contact Tuck and Kevin re road work contract coming soon.

18. Robert will arrange for One Day Sitting Dh Modana for May 12.
19. Robert talk to Don about cost for truck to pick up firewood at Dh Modana

8. Evaluation of Meeting

9. Future meeting: April 22, 2012

10. Meditation (3 minutes)

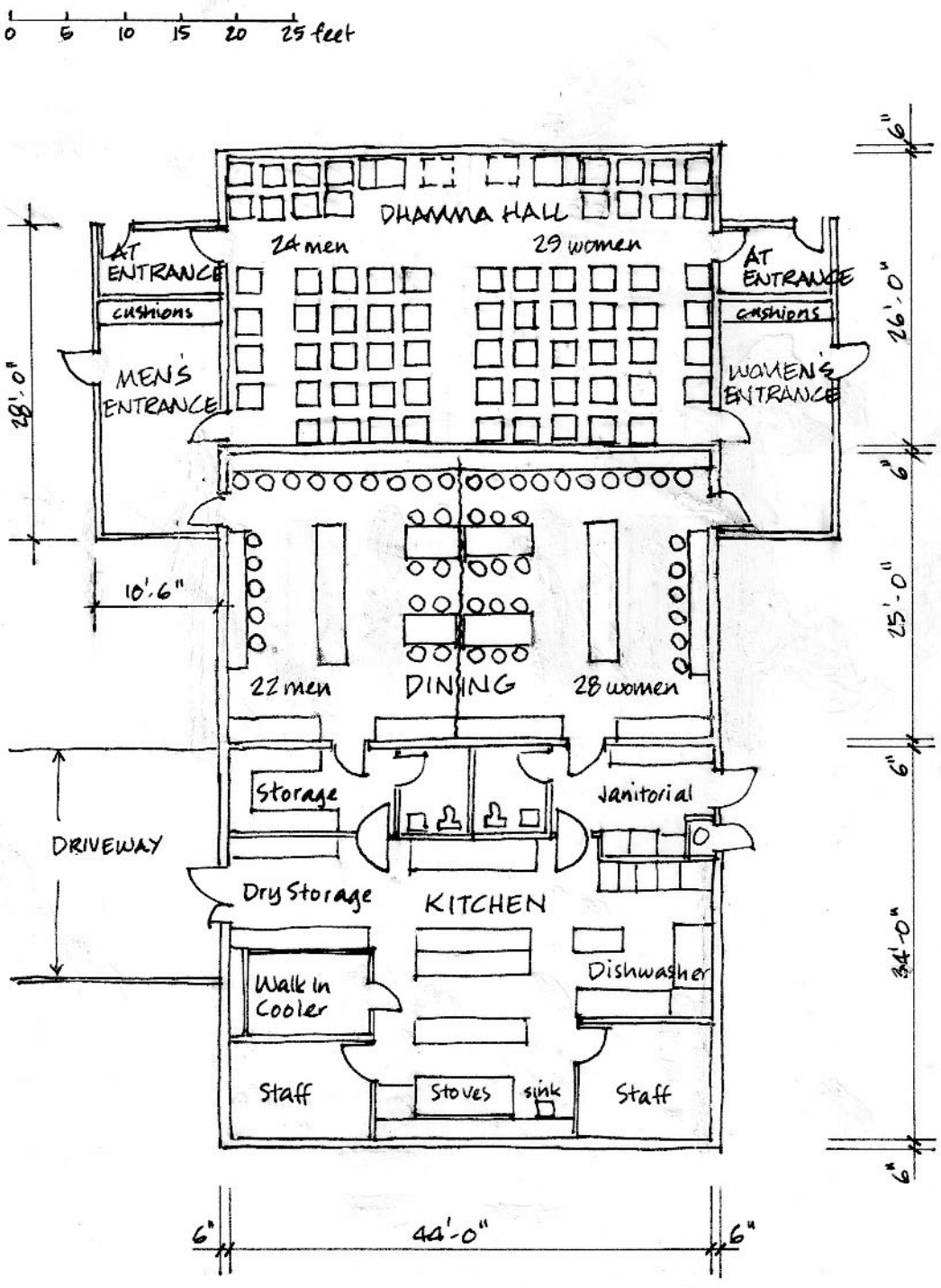
Draft "J.1" building estimates

	size	sq ft	cost/sq ft	Cost	
Kitchen	45x35	1575	130	204750	
Dining	45x25.5	1147.5	130	149175	(Dh Surabhi Dining is 54'8"x12'4" = 674 sq ft)
Dhamma Hall	45x26.5	1192.5	130	155025	(Dh Surabhi Dhamma Hall is 32'x26'4" =842.6 sq ft)
Entrance lobbies	28x21	588	130	76440	
Basement	45x35	1575	130	204750	
Unfinished Bsmnt	48x22.5	1080	85	91800	
Kitchen Equipment				100000	
Female Dorm A and AT quarters	142x25	3550	135	479250	
Male Dorm A	86x25	2150	135	290250	
				1751440	
Not included					
Caretaker/Office	25x25	625	130	81250	
2 LTS Residences	25x25	625	130	81250	

DHAMMA MODANA PHASE 1 KITCHEN/DINING

DRAFT **J.1**

Aug 2011



DHAMMA MODANA PHASE 1 BASEMENT UNDER KITCHEN
DRAFT **J.1**

Aug 2011