

# **Vancouver Island Vipassana Association Trust Meeting**

**Date:** Monday, July 2, 2012

**Location:** Dhamma Modana

**Meeting Time:** 10:00 am

## **1. MEDITATION**

## **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

**Speakers List:** Evie Chauncey

**Timekeeper:** Steve Armstrong

**Task List:** Jennifer Apedaile

### **Trust Members Present**

Ken  
Sommerville,  
Doug Child  
Hope Funk  
Robert Baker  
Harry Mensink  
Steve Armstrong

### **Trustee Regrets**

Carl Wolford  
Doug Cooper  
Linda Armstrong

### **AT's Present**

Bob Jeff's  
Jenny Jeffs  
Evie Chauncey

### **Friends of Trust**

Jennifer  
Apedaile  
Don Williams  
Carsten Hunter

**Trust  
Members  
Attending  
Remotely**  
None

**Quorum:** 6 of 9 trust members in attendance

## **3. ANNOUNCEMENTS:** None

## **4. E-MAIL DECISIONS MADE BETWEEN MEETINGS:**

### **DECISION 1**

Request from Evie Chauncey: I am signing the Drillwell estimate, which must be done before they can drill the well. As I am not actually on the Board of Directors, I do not have legal authority to sign documents. So I'm wondering if we can put this in the minutes so they can cover not only this situation but future situations. The estimate is for \$8980. That doesn't mean that's what it will cost. That is just what they are estimating it will cost.

### **Resolution**

Authority is granted by the Board of Directors to have to have Evelyn Chauncey sign legal documents on behalf of the Vancouver Island Vipassana Association.

**Approved**

## **DECISION 2**

Request for trust approval for Bill Simoes to sign the following documents: the "Take-over Agreement" and "Permission to Enter" forms for BC Hydro.

**Approved**

## **DECISION 3**

Request for go ahead with Shawnigan Lake Course November 14-25, 2012.

**Approved**

## **CORRECTIONS AND APPROVAL OF PAST MINUTES**

**Approved**

## **5. REVIEW OF TASK MINUTES FROM PREVIOUS MEETING**

## **6. COMMITTEE REPORTS, DISCUSSIONS AND NEW BUSINESS**

COMMITTEE	COORDINATOR	MEMBERS	A.T. ADVISOR	REPORT
Operations	Steve	Robert, Carl, Harry, Doug Child	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, Steve, Robert, Hope	Jenny	n/a
Non Centre	Harry		Jenny	n/a
Children's	Linda		Jenny	n/a

**AT/Executive:** no report

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**a) Road Report – by Kyle**

- Tuck is nearly done the road; all that's left is to grade it. We are waiting on the power pole install to be done as that will be the last time the excavator runs up and down the road and makes a mess of it. At least until we dig our septic trench. Tuck has yet to submit a bill but I'm pretty sure we are on budget based on the days he was in here for. Bill and I identified a few places that could be improved, along the new road in the gully and the parking lot, but those can all wait until we have more money, what's been done will work just fine. And next spring are a winter of rain we'll know how well it all works.
- Jenny mentioned that there needs to be more filling before and after the bridge with more grading yet to be done.

**b) BC Hydro ROW**

Evie led a discussion on the concerns Philip Bower raised regarding BC Hydro right of way. We do want to have it registered and approved by the lawyer. We will take out 3 prospecting licenses, the cost and details are included in the report.

Question raised; do we use Philip Bower for the survey or use Ed Wilson. Ed Wilson will not provide an estimate however Philip Bower will. Evie will contact Ed to see if he will provide a survey bid.

**c) BC Hydro Report – by Kyle**

- Not all the poles are up that have been planned, as we discovered that if we want a 75kv transformer we need a bigger last pole to support that weight. Darwin has that pole now and they should go up on Wednesday the 4th. The layout has changed and the last pole will be half way between the parking lot turn off and the gully. When we install the septic tanks in the gully we have to build a little septic pump house there anyway and that makes sense to also be our power house so everything goes under ground from there.
- I'm not sure when we will have power hooked up as the first pole on our side of the road by the hwy doesn't line up with our power line and hydro may want us to move it or install another pole to make the angles work. Evan is on holiday for another week so we'll know soon. We will be going overhead to the temporary pump house and putting in one smaller pole in the gully area to do so - we will own that pole.

**d) Well Report – by Kyle**

- Drill well arrived Monday the 25th, and left on Thursday. They drilled down to 500 feet and found nothing. The first 40 feet was overburden and then some glacial till, then clay to 125 where there was 4 feet of gravel and sand above the volcanic bedrock. Unfortunately there was only 1/8th of a gpm in the gravel. So they fracked the well by pumping 20000 gallons down it at 65 gpm. This cost an addition \$2500. And now it looks like we have 2 gpm, which isn't quite enough water, but enough to get started.

## Additional Well Report by Evie

- The first 20-40 feet were gravel. It was 125 feet down to clay. Usually this is where you find the water, in the sand just below the clay, and above the bedrock. However there was only 4 feet of sand. They got about an eighth of the gallon per min. There were no aquifer formations. They were very surprised about this. In the bedrock, as they drilled down to 500 feet, there were limited fractures. So much for witching!

So they've brought in 200 gallons of water, and did what they call "fracking", whereby they force this water into the well under pressure, which forces any water fissures nearby hopefully to break open. They then air lifted out the water. It looks like we have about 2 gallons per minute.

Kyle figured this out:

# People	60	60	60	75	75	75
Gallons/Day/pp	30	40	50	30	40	50
GPD Total	1800	2400	3000	2250	3000	3750
GPM needed	1.3	1.7	2.1	1.6	2.1	2.6

With 60 people using 50 gal/day we would need 3000 Gal/Day which would require a pump to pull 2.1gpm out of the well 24/7/365 and large enough storage tanks to hold at least a full days worth of water, 3000gal. So everything over 2.1 gpm is smaller tanks and/or less power required/pump time...

We had talked about a different site, near the women's dorm, but David at the Drillwell said that what they now know is that it needs to be significantly different geologically. So they do not recommend drilling there. We can look at drilling lower down on the property. There are very few wells up at this height.

It has cost us about \$18,000 so far. How that was arrived at is that we paid \$20 per foot per 500 feet. That was \$10,000. They did casing brought hundred and 80 feet, at \$20 per foot, so proximately \$4000. It cost \$2500 to do the hydro-fracture, and 1000 to do the airlift. That's roughly \$18,000.

So the steps are to wait for the results of the water study. They will examine the minerals, a bacteriological profile, etc. This should take about seven days. If the water is okay, then we will have a pump test, by a company for 24 hours and we will know more accurately our flow. Then we will put the well in service by putting a pump in it. We will need

to get a cistern. This should do for three day courses. Later on, we'll look at drilling another well.

- **Future Well**

We have options for how we get more water. We don't need to choose now, but we need to explore our options

Option 1 is to drill a well down by the mill site and pump water up, It's about 100 feet of head.

Option 2 is to try drilling in the parking lot as it's on a lower bench and may have different geology.

Option 3 is to try our luck at a surface well down by the parking lot. (we could have Tuck do a test hole on wed - cost =\$250 max)

There is an artesian well or what is more like a hole dug around a spring over on the western side of 401. To find it take the left road from the gate, when it opens into a clearing with broom, the hole is down on the right by the creek, look for the big pile of fill from the hole.

**DISCUSSION:** Options

Ken said that with a dry well...check his recent e-mail.

General discussion looked at the pros and cons of drilling again near the same well and to what depth we drill, is fracking necessary or drilling to 500 feet.

It was stated that to drill lower down would increase our cost for pumping it all the way up to the centre.

It was mentioned that the drill company (drill well) seems like a reliable company and to continue with them.

It was decided at this time to wait until we receive more information regarding the well profile and then to check with the three drill companies we have been in contact with and ask for estimates for continued exploration.

The other consideration is whether or not to do the 24 hour pump test, we will look at the cost first before proceeding further.

**e) Pump House report – by Greg**

So I feel very fortunate to be building the second small building on our land. The pump house is a small 9 x 12 building to house the water and electrical. We have finished clearing the road, so that the power lines can go in, which should happen shortly. Once we have water and power, we can consider having 3 day courses!

We purchased a small frame shed from a neighbor, loaded on a flat bed truck and brought it up to the site. Work began.

Four volunteers put in lots of hours. One arrived with a gazillion tools and did a beautiful job on the siding. The siding is on, the roof and decks finished, the interior already wired and ready insulation, and finish!

In late June, I leave to go sit a 30 day course.

What needs to happen next is the laying of electrical line and water line, and hooking up the pump to pressure tank and power, once the water flows!

When I return, in mid-August, the work will include insulating and finishing the ceiling and walls once the plumbing is done, laying a floor, building, installing counter tops, sink, fixtures, hot water heater(s), cabinets, dishwasher, stove, fridge, final installation of electrical fixtures ie lights, plugs, possibly building a loft storage/sleeping area, building the shower enclosures, the toothbrushing/handwashing stations on the back, and a few more things that are bound to come up like waste plumbing etc .

Financial picture:

Dhamma Modana "Pumphouse" expense spreadsheet June 2012				labour billed at \$20/hour
Date	expense description	vendor	pmt method or hrs	amount
27/05/12	moving materials	Rona Greg	Cash	\$74.91
27/05/12	labour	Lundh	2.0	\$40.00
28/05/12	pumphouse	Kyle	Cash	\$500.00
28/05/12	pumphouse move	Bob Godfrey	Cash	\$200.00
28/05/12	pumphouse move	Tuk Greg	on account	\$110.00
28/05/12	labour	Lundh Home	3.0	\$60.00
29/05/12	lock for gate	Hardware	Cash	\$8.95
09/06/12	deck materials	LCHC Home	on account	
09/06/12	deck screws	Depot	Cash	\$26.87
09/06/12	door, window, paper	Home Depot Greg	Cash	\$520.34
09/06/12	labour construction	Lundh	4.0	\$40.00
10/06/12	materials	HHBC	Cash	\$440.68
10/06/12	refund	HHBC	Cash	-\$2.84
10/06/12	labour	Greg Lundh	6.5	\$130.00
11/06/12	labour gas for	Greg Lundh	6.5	\$130.00
12/06/12	generator	Esso	Cash	\$15.00

12/06/12	construction materials	LCHC	on account	
		Greg		
12/06/12	labour	Lundh	7.0	\$140.00
		Greg		
13/06/12	labour	Lundh	3.0	\$60.00
14/06/12	construction materials	LCHC	on account	
		Greg		
14/06/12	labour	Lundh	4.0	\$80.00
15/06/12	construction materials	LCHC	on account to date	\$1,437.40
		Greg		
15/06/12	labour	Lundh	5.0	\$100.00
17/06/12	construction materials	Home Depot	Cash	\$17.63
		Greg		
17/06/12	labour	Lundh	6.5	\$130.00
18/06/12	construction materials	Home Depot	Cash	\$75.10
18/06/12	gas for generator	Esso	Cash	\$16.00
		Greg		
18/06/12	labour	Lundh	9.5	\$190.00
	total hours @ \$20/hr		57.0	
	total expenses including LCHC and labour			\$4,540.04

I just requested and got a statement from Lake Cowichan Home Centre. I had asked on Friday if he could do a little better on the pricing (I told him he was 15-20% higher than Home Depot and though I understood the reasons why, and that I was getting free delivery and the use of his generator, nonetheless, if he expected to be considered when the big money started to flow on the meditation centre project he might want to adjust his pricing a bit) and he did. Never hurts to ask.

We have yet to buy insulation for the walls and ceiling, drywall for ceiling, pine T&G for the walls, paint for the exterior, counter top material, cabinets, plumbing fixtures, electrical and plumbing fixtures, electrical and plumbing contractor labour etc.

The biggest expenses yet to come are the electrical contractor work, the ditching project (trenching, bedding sand, back-filling - about \$1000; cable and waterline - about \$1000); electrician - about \$3500; construction materials could be another \$2000. The demand hot water heater(s) could be \$1000.

[Note from Evie: this totals \$8500. We had budgeted \$10,000 for the well drilling and \$5000 to put pumps in and wire up the well. So we are \$3000 over budget for the well. However, the cost for hooking up the well should not be considered part of the pumphouse construction, but in our general costs.

The total for both the water hookup and completing the pumphouse will be approximately \$8500-\$9000.]

I will be providing fridge, stove, dishwasher, stainless kitchen sink, and I have a long bathroom sink cabinet with double sinks which we could use on the back side of the building for toothbrushing and handwashing stations.

As time permits I will look online at the used pages for kitchen cabinets and anyone else who has time and the drawings I sent out for dimensions, could as well.

### **DISCUSSION**

There was trust consensus to leave the roof colour as it is for now

## **f) Financial Report – Hope**

### **July 2, 2012 VIVA TREASURER'S FINANCIAL REPORT**

#### **VanCity Balances – June 26, 2012**

• Membership shares	61.25
• Community Service Account 00001 (chequing)	34,555.63
• Community Service Account 00002 (monthly dana)	916.01
• Escalator Term Deposit	<u>100,000.00</u>
▪ Cashable (30 day lockout) Started Feb 11, 2012	
▪ Maturing Feb 11, 2013	
▪ Interest rates: 1.2%	
▪ Interest compounded every 12 months	
	<b>\$135,532.89</b>

#### **Tasks completed since June 1, 2012 Financial Report**

▪ Received	
○ Monthly VISA dana	110.00
○ Day Sitting dana	580.00
○ Victoria Weekly Day Sitting dana	250.00
○ Nanaimo Weekly Day Sitting dana	<u>180.00</u>
	\$1,120.00
▪ Paperwork for June 2012 delivered to bookkeeper	
▪ Set up request for 1 new monthly dana direct debit	
▪ Arranged for transfer of \$40,000 from term deposit to chequing to cover upcoming expenses	
▪ Conference call with Bill Simoes and Evie to discuss final details re our accounting practices which Bill has been working on so that we will be able to file with Revenue Canada ourselves and reduce accountant costs.	
▪ Pumphouse expenses	
○ Paid to date =	\$2,257.12
○ Estimated outstanding =	\$1,870.00



**Invoices approved and paid as received:**

Paymentech	Preauthorized Visa/MC fees	29.49
Eileen Henthorn	Bookkeeping fees	143.36
Linda Armstrong	Trustee travel	67.95
Harry Mensink	Truck storage insurance	119.00
Kyle Althaus	Pump House purchase	500.00
Bull, Housser & Tupper	Bylaw changes	1,175.72
Doug Cooper	Trustee travel	131.70
Greg Lundh	Pump House supplies/materials/labour	3,264.75
Minister of Finance	Land taxes 2012	3,919.35
Receiver General	Balance of HST owing from log sales	240.29
Norgaard Neale Camden	Financial Statements 2011	2,712.64

MONTHLY DANA TOTALS	
# of Old Students	Total Monthly Dana
16	\$873.00

**g) Shawnigan Lake Course – Evie**

We have secured the date for running a 10-day course November 13 to 25<sup>th</sup>, 2012

**DISCUSSION**

There was a brief discussion about running a three day course back to back with the 10 day at SL. It was decided to only run the 10-day course for this year

**h) Three Day Old Student Course at Dhamma Modana**

Evie read through the reports derived from the 3-day course committee meetings

**DISCUSSION**

It was agreed to have a work period in preparation for the course following the day sit on July 14<sup>th</sup>.

The budget as presented by Evie was agreed to by the trust. It was agreed to allow the treasurer to pay for those tasks listed in the budget without needing approval from the trust for item by item. Ken spoke out not in favour of human compost - based on his experience with the community of Hornby where they research and discussed this in detail it is felt that the chance of disease spreading is too dangerous. There could be a liability issue.

Steve – We could build the outhouses as human manure system and then remove them.

Doug feels that VIHA would not be in favour of using this system for public assembly.

Carson – Kyle did say that this system is being used by our ECO Village so it must have approval from VIHA.

Evie - if VIHA has approved it can we then use this system?

Ken – concerned about possible law suit from any outbreak

Evie – suggested that we rent three port-a-potties and keep the existing two outhouses. That way we can minimize the impact of potential outhouse pollution on groundwater. There was a unanimous agreement for Eve's suggestion.

## **i) Website Committee report - Evie**

As reported earlier, the process for developing the website is as follows:

1. Concept & Ideation of the look-and-feel of the new site
2. Customized theme development for Wordpress, a web-based content management system
3. A custom work on a donation thermometer

We are still working on the initial phase of the development-the concept and layout of the site.

We had sent to the web designer our general layout and the New Student's page, with the emphasis to transition quickly to the Old Student section, and he replied with his first design of the page. This was edited by Bob and Jenny, Becca, Hope, Robert, myself, and others.

All of the feedback was marked up on his layout, and sent back to him.

After he incorporates the changes, he will use this template to do the old student pages.

All of the material for the old student pages has been edited by multiple people now.

## **7. PROPOSALS**

To approve the budget as presented by the treasurer

## **8. DECISIONS OF THE TRUST**

Approved

## **9. TASK LIST**

- \*Jenny call Samantha @ camp Pringle to confirm November 14<sup>th</sup> sit, confirm deposit with Hope.
- \*Hope send deposit to camp Pringle.
- \*Jenny post the Nov 14<sup>th</sup>, ten day sit on web site
- \*Evie post for AT's for November 14<sup>th</sup> ten day sit
- \*Bob and Jenny contact Kyle re: section of road that still needs work by Tuck.
- \*Evie contact Bill and Kyle re: hydro power load issue
- \*Evie contact Ed Wilson re: estimate of survey for hydro
- \*Bob contact VIHA re: shallow and surface water use (springs and streams)

- \*Evie and Carsten research estimate for continued cost of 500 ft well use
- \*Jenny locate student to pick up plates in Surrey
- \*Robert locate invoice for day sit rental use
- \*Evie email drawing of pumphouse to Doug and Carsten
- \*Hope research tents for 3 day sit
- \*Hope post upcoming one day sit
- \*Harry research one year insurance for truck use
- \*Bob research load estimate calculations if necessary
- \*Robert cancel Sept day sit on website
- \*Robert send out announce re: August day sit

## **10. EVALUATION OF MEETING**

### **11. FUTURE MEETING:**

Sunday September 9<sup>th</sup>

### **12. MEDITATION (3 minutes)**

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