

Vancouver Island Vipassana Association

Trust Meeting

Date: Monday, September 17, 2012 **Location:** Dhamma Modana
Meeting Time: 11:30 am

1. Meditation – 10:00 - 11:15 am

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 **Secretary:** Robert

Speakers' List: Don **Timekeeper:** Steve

Task List: Jenny

Trust Members Present	Trustee Regrets	AT's Present	Friends of Trust	Trust Members Attending Remotely
Robert Baker	Ken Sommerville	Evie Chauncey	Kyle Althaus	
Doug Cooper	Linda Armstrong	Bob Jeffs	Don Williams	
Steve Armstrong, Carl Wolford	Hope Funk	Jenny Jeffs	Sue Igmundson	
Harry Mensink	Doug Child			none

Quorum: 5 of 9 trust members in attendance

3. Announcements

- Steve has completed his A.T. training

4. E-mail decisions made between meetings

Decision 1

To postpone the Sept 3-Day course until the following summer.

Approved

Decision 2

Notification about Telus and Shaw:

Evie asked about this in an earlier e-mail but nobody replied. According to Evan, the BC Hydro Properties Department cannot proceed with the ROW docs until we make this decision. Normally Telus owns 40% of the line so it is to BC Hydro's advantage to have us say yes to Telus. If we say yes, what happens is that BC Hydro notifies Telus that they're going to put in a line, and then Telus has the right to refuse or go on right-of-way with them. Shaw is always a different issue.

Recommendation:

- **Yes to Telus**
- **No to Shaw**

Evie has been in touch with our lawyer, Bill Johnson, and he had some questions regarding the surveyed right-of-way. Evie can send it on to those who want to see it. He wondered if we really need to do a survey right-of-way when the definition of right-of-way in the document specifies 6m either side of the works. But BC Hydro has been very clear that it needs to be surveyed, and the poles drawn on. He said that he thought it was very unlikely that the BC Hydro Properties Department would accept our adding a clause that the right-of-way could not be used as a financial charge. He said they are very adamant about using their own terms. This would certainly have a lot of time for us to even attempt this.

Recommendation:

- **That we simply use the BC Hydro terminology and form.**

Approved

Decision 3

Compensate Kyle for the work that he is doing at a rate of \$15 per hour, retroactive to the time he returned from his holidays last week, and continuing until we finish sorting out Tuk's contract. We can leave it up to him what he wants to do about the water committee hours.

Approved

5. Corrections and approval of past minutes

- Completed

6. Review of task list from previous meeting

COMMITTEE REPORTS, DISCUSSIONS AND NEW BUSINES

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	Jenny, Robert, Hope	Jenny	n/a
Non Centre	Harry		Jenny	n/a
Children's	Linda		Jenny	n/a

7. AT/Executive: none**Table of Contents**

- a)** AGM-the announcement for this went out July 3. Evie Trust approved. Norgaard Neale Camden have been appointed as auditors.
- b)** Finance report
- c)** Bylaws report
- d)** Treasurers report
- e)** Pumphouse report
- f)** Hydro report
- g)** Website report
- h)** Outreach report
- i)** Water report
- j)** Road report
- k)** Operations report
- l)** Shawnigan Lake Chart

a) AGM Report

NOTICE OF CONVOCATION

*At an Annual General Meeting of the members of the
Vancouver Island Vipassana Association*

TAKE NOTICE that the Annual General Meeting of the Vancouver Island Vipassana Association (British Columbia) will be held on the 9th of September, Two Thousand and Twelve (2012) 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 day, July 3, 2012.

ANNUAL MEETING OF MEMBERS

MINUTES OF AN ANNUAL MEETING OF THE MEMBERS OF

VANCOUVER ISLAND VIPASSANA ASSOCIATION

8293 Youbou Road (British Columbia), on the 17th of September, Two Thousand and Twelve (2012) 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, 2011.

Auditor for 2012 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); Hope Funk (Treasurer); Harry Mensink (President); Doug Cooper; Doug Child; Ken Sommerville; Carl Wolford, Greg Lundh.

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.

b) Finance report is attached as a PDF

c) Bylaws report

The new VIVA bylaws have been received by the BC Societies Registry, and registered there, July 27. We also obtained a full Registry copy since incorporation. We realized that we should be keeping a Minute's book, which we are in the process of setting up

In May, we asked Margaret Mason, our lawyer, if changing our bylaws would in any way affect our CRA status. She said May 16: "Not the Bylaws - the only thing the CRA cares about is the Constitution (for VIVA)".

On August 15, the CRA notified Margaret's office that they had received our new bylaws on August 2. On August 24, Margaret received this letter of notification and notified us. She said that it will likely take them a few months to provide any further response. When queried again about the impact of changing our bylaws, Margaret Mason said "I am not concerned about the filing but the CRA can be unpredictable. I can't say definitively that nothing will happen but that is my expectation."

d) Treasurers report

Account Name	Balance
<u>MEMBERSHIP SHARES 00001</u>	\$61.25
<u>COMMUNITY SERVICE ACCOUNT 00001</u>	\$25,794.14
<u>COMMUNITY SERVICE ACCOUNT 00002</u>	\$1,267.07
<u>CASHABLE (30 DAY LOCKOUT) 00015</u>	\$80,000.00

Current Total is \$107,122.46

Balance from last trust meeting in July was \$135, 532.89

Total spent since July is 28, 410.43

Hope will report in more detail at the next trust meeting on those totals, but here are some approximations of the larger invoices:

\$2000 for bear fencing

1700 for materials for pump house

20,428 to Drillwell

\$1000 deposit to Shawnigan Lake

874 truck repairs

800 for water heaters

200 for paint for the pump house

2500 to Darwin for wiring the pump house

Donations at this time \$3,700

Repayment of legal fees from VF of \$2200

Outstanding invoices \$20, 970.19 to Tuk, 1800 to Kyle, 1000 to the tree clearing services
= \$23, 770.19

That will leave a balance of \$83, 352.27

Still outstanding is \$2000 for the survey, \$17,238.17 to Darwin and approximately 3000 for the pump house = 22, 238.17

The website work is being donated.

That leaves a balance of \$61114.10

e) Pumphouse report

Materials still needed to buy: Insulation for the walls and ceiling, drywall for ceiling, pine T&G for the walls, counter top material, cabinets, plumbing fixtures, electrical and plumbing fixtures, electrical and plumbing contractor labour etc. Construction materials could be another \$2000.

Labour to be \$1000.

Timing: Greg would like to finish the pumphouse in October, after the Children's course training at Dhamma Kunja.

Greg notes that the scope of the job no longer includes pumphouse equipment as we still don't know what our water source or flow is, or the purification equipment needed. I'm also assuming that my budget won't be including the interior plumbing costs and supplies that would be done by a plumber. A lot of this info won't reveal itself until I get there and have a firsthand look.

f) Hydro report

The cutting down of the large cottonwood to allow BC Hydro to run a line across the street has been completed. Darwin has finished wiring the poles. Philip Bowers is working on the survey, and this should be completed shortly. Darwin and Evie have been working on the load calculations. Evie sent Evan Adams the meter numbers from Dhamma Surabhi and the appliances that we are running there. Evan has suggested that we possibly could qualify for

75 kVA transformer, because our usage on the 58 kVA transformer at Dhamma Surabhi is higher than that. Darwin filled out the form that is needed to confirm this. Evie has activated the BC Hydro account.

The next steps are as follows:

- Evan will approve our design, hopefully. He will calculate the design fees, giving us a credit for the transformer.
- Philip will send the survey to BC Hydro, and we will also send a copy to her lawyer to register the right-of-way.
- Once the survey is registered with BC Hydro, Evan will let the BC Hydro line division know, and they will come out and approve the installation, and energize.

At that point, we will pay Darwin, as per our contract

g) Website report

Patrick, the website builder, is still working on construction of the website. It is taking much longer than we thought, due to the fact that Evie was unavailable in August, and Patrick has had other projects to work on as well.

At the top of each of the website pages is a painted image of the vision of the center. This image was completed July 30, and is attached.

Each of the written pages was originally edited by 4 to 5 people. However once the 1st new student page was laid out, it took another 2 weeks of editing to for people to be satisfied with it. We have learned this is a long process. At this point, the new student page and the location page are done, and attached. I'm sure that there are comments that people have about changing them, but for now we are going to keep moving forward rather than going back and making more changes.

The old student homepage and the center design page have been returned to Patrick with requests for changes and we have not received these back. Once the entire old student section is done, Evie will send out to the trust.

To review, the website consists of a new student section, the purpose of which is mainly meant now to allow old students to flow quickly through to the old student section. Originally, the new student page was designed to introduce ourselves to the Cowichan Valley community. It still serves that function as well.

New student site:

There will be text on 2 pages, the Homepage, and the Location page.

There will be 5 tabs:

- Homepage, and 4 other tabs: Location, Vipassana , Old Student, and Resources
- 2 pull downs will have links: Vipassana and Resources.
- The links under the Vipassana tab will include everything that is now on the Dhamma Modana site: Commonly Asked Questions, About SN Goenka, Vipassana Video, Art of Living, What is Vipassana.
- The links under the Resources tab will include everything now on the Dhamma Kunja Resources site: International Website, Pariyatti, and VRI.

Old student site:

There will be 6 tabs:

- Home page (called New Centre), Centre Design, Finances, Donations, Blog, and Resources.
- The only tab on the old student site that will have links is the Resources tab.
- Under Resources, we will have Local Sittings, which is a separate header on our own existing Dhamma Modana site (document has been revised and we will include with material), Guidelines for Daily Practice – not on the DK page, or our page, but found in the Dhamma Manda site, Trust Minutes, (already there under Resources on our existing site), International Newsletter, International Website, Pariyatti Books, (all 3 found on the Dhamma Kunja site), and then a few resources that aren't in the Dhamma Kunja site: Why I Serve, Value of Dhamma Service, and Vipassana in Prisons (found in the Dhamma Manda site), Will Bequests (main Dhamma.org site)

Here are the pages that are done, and under construction:

- **New Student Homepage (p1)** <http://invis.io/XB59368G>
- **NS Location p2:** (pictures being changes) <http://invis.io/KR5NC3PC>
- **Old Student Homepage p1** under revision - New Center page
<http://invis.io/T25O2Z5S>
- **OS page p2:** under revision: proposed Centre Design pages <http://invis.io/TF66M92S>

Once the website is done, the next project will be attracting traffic to the website. This will be done by a bulk mail out to all students in Western Canada, by an announcement in the Dhamma Surabhi announced newsletter, by posturing at Dhamma Surabhi, and hopefully by an article in the new international newsletter describing a three-day course, with reference to our website.

h) Outreach report

Query Vandalism Report to RCMP

- Estimate \$100 in necessary repairs plus the time needed to make the repairs. Evie, Robert and Jenny discussed with Becca the idea of submitting an article in the Lake Cowichan Gazette. It was suggested by the Gazette to report this to the RCMP, some discussion followed with a decision to not contact them at this time.
- The October day sit will be held at Dhamma Modana, we will be cancelling the November day sit and focusing our resources on the Shawnigan Lake 10-day course. Day sits will return to Victoria beginning in December and we will continue renting the Eastern Star Hall through till May, 2013.
- VIVA Members Registry - Bob - we now have a drop box that members and open public can access which will contain a "minutes book".

i) Water Committee report

After the first attempt at a drilled well turned out to be unproductive, the Water Committee was formed to investigate and develop different options for filling the center's water requirements.

Committee Members: Bob, Bill, Evie, Robert, Tim, Kyle, Carsten, Greg, Steve

Three different methods have been looked at and were presented to the Trust. In brief, to give us a required flow of 3 gallons per minute:

1. A second drilled option at a location suggested by Drillwell close to the highway and the bridge was looked into and priced out by Bill. (see attachment)
2. A trench dug to create a surface water well. There are several viable locations: below the gravel pit amongst the alder trees near the highway/ east of Oliver Creek just outside the riparian area, immediately below the planned area for the center proper. At a cost of \$1000 for the trench. The well would require an electric pump to bring the water to a cistern at the top of the property.
3. Drawing water from Oliver or Ananda Creek by the use of a ram pump. A two step application process is necessary to first gain the water rights and second, to develop the way to access the water. Oliver Creek has sufficient flow all year round to fully accommodate the Center's water needs, and Ananda creek has enough flow to service building and three day courses, and possibly the full center as well. A basic explanation of the ram pump was given (a kinetic water driven pump requiring no electricity). Very cost effective, as the pumps are inexpensive (less than \$500), and the extraction points would be close to the center proper. A cistern would be necessary at the top of the center land.

Developing West Oliver Creek as an access point for water extraction was turned down by the Trust due to possible lot line adjustments in the future impeding access to the water source.

The Water Committee will make the applications to draw water from both creeks and to develop both the ram pump and trenched options, with the drilled well as a back up option.

j) Road report

Everything is done except the final grade which will happen after the first rains. Top crush will be added at a future date. Tuck's invoice is a little higher than original however we have added some jobs.

k) Operations report

Outhouses down etc. We need to replant the native species as requested by DFO. Clearing trees, pump house task's, men's walking area.

It was suggested that a work period party be planned. Steve and Kyle will provide a list of the necessary projects.

Steve has been renewed his free miners certificate and has taken out claims on some areas of the property especially the gravel pit. His report is as follows:

Several mineral claims were made on the property by Steven. The question of who owns or has access to the gravel rights on the property is being investigated.

Event Number: [5394873](#)

Event Type: CEXT -- Claim Registration (Acquisition)

Recording Date: 2012/JUL/18

Tenure Number: [1011285](#), 63.7851 hectares

Owner(s): ARMSTRONG, STEVEN C. ([100891](#)), 100.0%

Date and time of the confirmation: 2012/Jul/18 03:42:18 PM

Tenure Type: Mineral Claim

Claim Name/Property: VIPDM

Issue Date: 2012/jul/18

Good to Date: 2013/jul/18

Area in hectares: 63.7851

Invoice Number: [110958717](#)

Amount: \$111.62

Payment Method: BCEP - Credit Card (Visa)

NOTE: Any subsequent activities, permits, approvals or decisions related to exploration and development work on mineral or placer tenure will require the Province of British Columbia to meet applicable legal obligations to consult with and, if appropriate, accommodate affected First Nations.

NOTE: A tenure overlap report for this title will be posted to your bulletin board and emailed to the email address listed in Mineral Titles Online for this tenure.

**Mineral Titles Branch
Province of British Columbia**

I) Shawnigan Lake 10-Day Course

Person(s) to oversee course set up

- Kyle, Harry (when available) and pencil in Bob

Set up and take down coordinators

- Kyle

Truck rental

- Don

Visit Camp Pringle

- Kyle

VIVA inventory

- Sue, Don, Hope and possibly Bob

Food order

- Hope, Don, Bob willing to help

Other supplies - Kitchen, Hall

- to be determined after SL visit - ? Hope

Medical supplies

- Bob

AT supplies/instructional materials

- Jenny

Course management guides

- in general supplies

Financial aspects - dana box, money for shopping etc

- ? Hope with Bob as assistant

Put up sign at Oct day sit requesting volunteers for set up

- Don but Robert will write it

Contact for registration re any info they need

- Bob

Cell phone # to use at the camp for emergencies, (to let registration know to add to the confirmation letter)

- Bob and Jenny will supply

Organizing signs

- Kyle

Organizing pamphlets

- Jenny

Looking for one of the old packages the center used to give out

- Jenny

Metta Day display

- Jenny

Electrical

- Don

Extra cushions

- Jenny talk to Thomas about group sitting cushions

Extra cushions

- Robert talk to the Denekew about day sitting cushions

Handout pamphlets

- Steve to ask Jen about creating one

Certificate of insurance

- Evie

Printing all the forms of the students applications

- Gray

Printing the new registration forms from the VRL website

- Evie

Bed plans

- Evie and Michael

Slideshow

- Steve

TVs

- Evie and Steve can loan
- Kyle will check on projector
- Steve will ask Tim if Kyle asks Steve

Volunteers for set up

- Doug Child-who will also serve the course
- Linda-will help with setup. Mentioned serving, but will be waitlisted, as there are already 3 men and 6 women registered
- Steve will contact John Waters

PROPOSALS

None

DECISIONS OF THE TRUST

None required

TASK LIST

1. Robert: re-request invoice for Victoria day sit rental
2. Jenny: do displays for Metta Day SL

3. Don: discuss w Greg to build 4 tables for 3-day
4. Steve: send link to trust for Mineral Claims
5. Kyle and Steve: discuss plan and date for a Fall work period
6. Robert: book Eastern Star Hall for Victoria day sits, cancel Nov and start in Dec
7. Hope: send our Announce in Nov that Nov Victoria day sit cancelled and that we're putting all our efforts into setting up for SL course, and please contact us if you can help
8. Steve: to Elyena about finding curtain fabric
9. Steve: confirm with Linda and Ken their availability and interest for serving or set up at SL (already full for FEMALE servers at this time)
10. Robert/Don: put sign up at Oct day sit for SL setup volunteers
11. Bob: check w Adi about not overbooking SL, and to put cell number on the confirmation letter
12. BJJ: bring back pamphlets from DS
13. Jenny/Robert: arrange for cushions from Vancouver
14. Robert: contact Denekew about above
15. Jenny: ask Tomas to buy 20 foams
16. Jenny: send Evie master of bed plan
17. Jenny: ask Greg whether he is available to print out all the Day 0 forms
18. Jenny: look for DS "handout" for Metta Day for SL
19. Evie: correct Finance numbers in report
20. Evie: send out SL tasks
21. Evie: apply for certificate of insurance for SL
22. Bob: find out size of DS water tanks.

8. Evaluation of Meeting

9. Future Meeting: To be determined at a future date via e-mail

10. Meditation (3 minutes)