

Vancouver Island Vipassana Association Trust Meeting  
Date: February 17, 2018, 11am till 3pm  
Place: Dhamma Modana and via Skype

***Commence Meeting with 3 Minutes of Meditation***

**Attendance and Introductions**

Trustees Present: Harry Mensink (President) , Lynn Tonkin (Secretary); Robert Weaver, Steve Bruce, Sophia Andras  
Skype: Robert Baker (Treasurer)  
Absent: Carl Wolford, Rosie Dauk

**Quorum Present: 5 of 7 Quorum**

Teachers and ATs: Steven Armstrong, Bob Jeffs  
Friends of Trust: Linda Armstrong, Brendan (Kieran) McGuirk, Marc Gaudrian, Sylvia Swift

**A. Corrections and Approval of Previous Minutes; December 21, 2017 APPROVED**

**B. Announcements**

- Lynn Tonkin has started her training as an assistant teacher.

**C. Approvals and Email Approvals**

- None.

**D. Agenda Review and Additions to the Agenda**

1. Facilitator
2. Off-site course
3. Stairs, Ice
4. Dhamma Materials at the Dhamma House
5. Hosting AT and Trust Retreat

**Read Aloud the Trust Meeting Guidelines**

*May all the suffering people of the world understand what is Dhamma. May they practice Dhamma. May they apply Dhamma in their day to day life and come out of all the agonies of a defiled mind full of negativities. May all enjoy peace and harmony of a pure mind, a mind full of compassionate love and good will towards other beings.  
(excerpt from a reflection to the trust members)*

**COMMITTEE REPORTS AND DISCUSSION**

**Planning Committee Report Submitted by Steven Armstrong**

After the occupancy designation was received, the Planning Committee contacted the CVRD to set up a meeting with the Planning Department to address several questions regarding:

1. planning and building of the main center
2. questions around hosting tenting retreats on the P2A area
3. old student events out of the Dhamma House

CVRD responded with a detailed response of what the committee should have prepared before setting up a meeting. Several tasks need to be completed prior to meeting regarding the P2a development project. A request was made to the CVRD for clarity regarding hosting Old Student events in the Dhamma House in the interim of the P2a development project.

A ground water application was undertaken for both the surface well at the Dhamma House and the second drilled well behind the Dhamma Hall on the rezoned area. A request for gathering more information to complete that application is in progress.

**Discussion:** Clarification on the process for planning courses. Will gather and share information regarding the water applications that are needed. The Trust is waiting for Operations/Building Committee to present a budget to complete the workshop. The workshop may act as a temporary Dhamma Hall should the ok be given to host Old Student Events. We are in the process of finding out if this is allowable under the F1 residential house zoning.

## **Operation Committee Report Submitted by Steven Armstrong**

### **Building Projects/Maintenance**

The remaining issues pointed out by the Building Inspector were completed (screws for the front door, a smoke alarm for the upper dorm room, earth removed to a depth of 8" around the foundation of the house) and passed. We now have occupancy.

Difficulties with using the front entrance has been addressed by hiring a contractor to reverse the swing of the doors. As the doors are recessed and well under the roof overhang and ample space on the porch, it was felt this approach would be fine for the time being and be the most fiscally responsible. A fully enclosed mudroom may be added at a later date.

The rear entrance pad needs to be brought up to level to allow proper drainage.

A major cleanup of all the building materials around the house and property was undertaken over several of the work periods. A new refuse collection area was created under the rear porch. All the various piles of lumber around the house were collected and stacked under the second four season tent (see below).

A concrete entry pad for the side entrance of the workshop was poured in December. A shed roof support structure was completed for the trailer. There are plans to hook up the septic to the trailer and get both the bathroom and kitchen functional.

The second four season storage tent was erected outside the front entrance of the

workshop on 6"x 6" beams for stability and safety in windy weather. Some time has been spent organizing the donated items in the workshop. Wood presently stored in the workshop will be moved to the storage tent and then all the remaining items in the large room of the workshop will either be used or resold or donated. The idea being to clear this entire area, so that it may be insulated and drywalled.

A triple set of sinks is required by VIHA for food service out of the Dhamma House, but otherwise everything was seen as being very functional. A search was undertaken and a second hand unit was found in the US for a reasonable price, but to date we haven't been able to find a way of picking up the item. Having one fabricated locally is an option that is presently being looked into.

A basic layout for the kitchen was discussed and some rough plans decided upon for the flow of the dish washing/dry rack and storage.

The completion of the Workshop needs a volunteer to oversee the project. Once this person is found, the project and budget will be presented to the Trust.

## **Landscaping**

Several of the potholes around the bridge were filled and all of the logs beside the gate were removed. These logs were initially offered to be used as firewood, but as several years had passed before that took place, there was too much rot in the logs to be used as viable firewood.

**Discussion:** Steve B. spoke about the wonderful serving environment for the extended work periods. The focus has been on completing the inside painting projects which is done and next up is the sorting process of the workshop to clear it out. Task also for building more beds. Wanting to put out a needs list on the Website.

There is better communication between registration and Steve B. and Sophia regarding old students arriving and departure times.

Request for a newsletter to be sent out. This is being worked on and the goal is to have a Regional Newsletter going out soon. Anyone who would like to join the Newsletter committee please contact Lynn.

Gentle reminder to all the old students that are coming now to serve at the center to please be mindful in returning tools once you finished using them, and to please tidy up after yourselves.

## **Outreach Committee Report Submitted by Lynn Tonkin**

New members have joined this committee as well as several old students have come forward to host and organize extended work periods and day sits.

There have been monthly day-sits in the Dhamma House that are nested into the work periods and sometimes the trust meetings. Meaning, old students can come and serve, sit a day and also join the trust meeting.

There are 4 beds and 10 mattresses for students to comfortably stay overnight. There are 4 full bathrooms, an office area, and a fully functioning kitchen. Curtains for the house are being made with the temporary Meditation Hall and living room being completed.

Overall, there is more activity and more mediating that is happening on site.

There was a day sit on December 31st which was organized at the last minute. It was well attended with about 16 old students. It was a great way to bring in the new year.

Victoria day sits for November and December were well attended. Victoria day sits will continue through April and then resume again in November.

Nanaimo continues to have group sits and some monthly day sits.

Media Corner:

Dhamma Modana Webpage: Blog posts or photos are helpful, please forward any to Steven Armstrong [stevenchristopherarmstrong@gmail.com](mailto:stevenchristopherarmstrong@gmail.com).

Please check out the website and send any feedback so that we can keep the website current and informative. Mondana Link: <https://modana.dhamma.org/dhamma-modana/>

Facebook: A few old students are using Facebook to share information about upcoming events and work periods at the center. Dhamma Modana has its own Facebook page, this is separate, but thoughts of connecting and friending more activities on Facebook is under consideration. Feedback welcomed.

Twitter: The Outreach Committee is considering opening a Twitter account for organizing events and servers.

## **Discussions**

Dialogue on how committee and trustee decisions and meetings are help. At this time there are 4 committees:

1. Planning (P2a development, F1 development)
2. Operations (includes Household, Landscaping, Building)
3. Outreach (Courses Registration, Events, Media)

#### 4. Finance

A short demonstration of Basecamp2 was given during the trust meeting. This was to show how Basecamp can be used to gather conversations so that planning can be continuous and that access to information is shared for the committee to continue the projects at hand. As well, documents, photos, videos, todo lists can be uploaded to the site. Each committee has its own Basecamp project to store information, have discussions, and share a calendar. If there are any old students interested in joining or following a committee then please send an email to [info@modana.dhamma.org](mailto:info@modana.dhamma.org).

Agenda Item, Dhamma Materials, listening to Dhamma materials at the Dhamma House. Clarification was provided that yes, it okay to listen to Dhamma materials at the house that old students should be sitting and listening as opposed to doing tasks or eating at the same time. Steven will gather some Dhamma materials for the Dhamma House.

## Finance Report Submitted by Robert Baker and Ryan Schumm

VIVA TREASURER'S FINANCIAL REPORT		
January 31st, 2018		
VanCity Balances as at January 31st, 2018		
Membership shares	\$ 73.08	\$ 73.08
1010 Chequing	\$ 11,102.49	\$ 11,102.49
1015 Savings	\$ 1.65	
1017 Loan Repayment	\$ 1.96	
1018 Jumpstart Savings	\$ 52,928.21	\$ 52,931.82
Total Cash		\$ 64,107.39
Outstanding Cheques	\$ (300.00)	\$ (300.00)
Cash to be deposited	\$ 100.00	\$ 100.00
Total Available Funds:		\$ 63,907.39
Victoria Monthly Day Sit Rental (incl. in Outstanding Cheques)	\$ 100.00	
Day/Group Sitting dana	\$ 140.00	
One-time dana	\$ 42,252.86	\$ 42,392.86
Total		\$ 42,392.86
Current Monthly Dana Totals for January 2018		
# of Old Students	Total Monthly Dana	
10 Visa / MC	\$850.00	
32 Auto Debit	\$1,264.00	
5 Canada Helps	\$496.02	
47 Students	\$2,610.02	
Monthly Dana Totals for December 2017		
# of Old Students	Total Monthly Dana	
10 Visa/MC	\$850.00	
32 Auto Debit	\$1,264.00	
6 Canada Helps	\$1,555.02	
48 Students	\$3,669.02	
Note: We now have a petty cash fund of \$300.00 available for small purchases. This fund will be kept at Dhamma Modana		

## Appendix

### 1. TASK LIST

#### February 17, 2018 NEW TASK LIST

- Bob will ask for the water approximations amounts per person from Dhamma Surabhi.
- Steven will find out if the Spruceton site is viable, and if so available this summer for

an off-center course

- Robert Baker to add a needs list to the website.
- Outreach committee needs to review emails and how much information is being sent out, ie. the Newsletter.
- Steve B. to look into the exposed septic field covers.
- Steve B. to buy salt for the ice.
- Steve B. to contact Greg to ask after the remaining door nobs downstairs.

#### **December 16, 2017 NEW TASK LIST**

- Operations, Greg to look into bed bug prevention **ODone**
- Operations, Greg to look into VOIP, voice over internet phone. **ODone**
- Children's Committee, Greg will look into determining an annual date for holding children/teen courses. **ODone**
- Outreach, Rob Weaver to update the information regarding the daysits for Duncan **ODone**
- Outreach, Robert Baker to update the website regarding the Victoria group sits **ODone**
- Operations, Carston will look into pricing for replacing the Dhamma House single pane windows. **ODone**
- Planning committee, to look at solar panelling for the Dhamma House and for future projects. **ODone**
- Operations, Kiearn, Steve B., Sophia to remove the dirt around the foundation of house and workshop **ODone**
- Operations, Steve Bruce to look into costing and purchasing out fire extinguishers. **ODone**
- Executive, Steven to bring the discussion of a caretaker forward. **ODone**
- Outreach, Robert to send out the listserve email for signing up **OOngoing**
- Operations, Carston and Steve Bruce will organize building 6 more beds. **OPending**

#### **October 21, 2017 NEW TASK LIST**

- Lynn to plan an Outreach meeting. **ODone**
- Lynn to create a contact, local ats, trustees, friends of the trust, committee members, active old students (email and cell numbers). **ODone**

#### **September 23, 2017 NEW TASK LIST**

- Task to Operations Coordinator overseeing ceiling insulation completion before he leaves on Friday. **ODone**





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