

Vancouver Island Vipassana Association Trust Meeting

Date: March 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); Steve Bruce, Sophia Andras, Carl Wolford, Robert Baker (Treasurer), Rosie Dauk

Absent: Robert Weaver

**Quorum Met: 7 out of 8 Present**

Teachers and ATs: Steven Armstrong, Jenny Jeffs, Bob Jeffs

Friends of Trust: Linda Armstrong, Carsten Hunter

**A. Corrections and Approval of Previous Minutes; February 17, 2017 APPROVED**

**B. Announcements**

- CVRD Approval (see below)

**C. Approvals and Email Approvals**

- **New Approval** - \$14, 446.05 as budgeted for materials and sub-trades, plus \$1000.00 (for double entry door for the front of the Workshop), plus \$500.00 (for miscellaneous siding), total of \$15, 946.05. There are 2 interior doors for the workshop that are not included in this budget, this will need to be budgeted. (see Appendix for budget)
- **New Approval** - To have a project manager to complete the Workshop. To hire Carsten Hunter as the project manager for 4 weeks at \$15/hr for 40hrs/week.
- **New Approval** - \$3000.00 for the Kitchen (sinks, dry storage, shelving)
- **New Approval** - \$500 maximum to build 10 more beds.

**D. Agenda Review and Additions to the Agenda, Facilitator - Sophia Andras**

1. Basecamp
2. Trust Binders
3. Workshop
4. Kitchen
5. Beds
6. Square

**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**

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

The outreach committee has met twice since the last trust meeting. Most of the communication and planning is being discussed and developed using Basecamp. Old students who are interested in seeing what is going on can be added as guests to the Basecamp project. There are 22 members on the outreach committee at this time, the committee is looking for more participants.

The committee is focused on spreading the wonderful news of service and dana opportunities. Approval has been given by the Cowichan Valley Regional District (CVRD) to host old student retreats in the new Dhamma House. The Dhamma House can accommodate 10 old students and 4 servers. The plan is to start with a 3-day single gender retreat as a test pilot before holding 10-day retreats. Currently, there are a few projects in progress to be completed prior to the first 3-day old student event.

The goals for the Outreach committee are:

1. Networking with old students to come to the center for work periods and specific projects to complete the Dhamma House and Workshop.
2. Developing and managing ongoing email Announcements (monthly), visual-oral presentation (in development), updating the webpage and creating new posts on FaceBook.
3. Coming Soon - Setting dates for 3-day and 10-day old student retreats, planning, organizing supplies and servers.

If you have any questions or require more information, please contact the centre at: 250-749-4499 or [info@modana.dhamma.org](mailto:info@modana.dhamma.org)

### **Planning Committee Report by Steven Armstrong**

The planning committee met once since the last trust meeting.

The criteria for the Groundwater Application have been met and the application is in review, all of the information can be found in dropbox.

CVRD has given written support for old student retreats and events.

The Dhamma House is close to completed and the Workshop needs a fair amount of work to be

completed. The roofing, doors, drywall, electrical and painting are the remaining tasks for the Workshop.

Once the Dhamma House and Workshop are completed the direction for the Planning Committee will shift to the main site on the upper property. The committee will review and build on previous plans before moving forward as a lot of work went into mapping, researching, site plans, designing and developing the site.

### **Operations Committee Report submitted by Steve Bruce**

Operation met once since the last trust meeting, these minutes are posted to Basecamp under Operations.

#### What's Happened:

- Continued progress with Dhamma House caulking and painting 90% complete
- Medicine cabinet installed in bathroom at bottom of stairs
- Door knobs being installed
- Donated computer acquired thru Outreach set up
- Peter contacted re: Workshop
- See Carsten posting on Basecamp under Outreach
- Both Peter and Carsten have ideas for the Workshop
- Security – see ongoing discussion on Basecamp under Operations
- 3 sets of Private Property, NO Trespassing sign purchased
- Electronic deadbolt for front door needs to be lever activated
- Workshop clearing begun. Miscellaneous items around outside of Workshop moved to materials yard.
- Office area arranged downstairs
- Ongoing cooking, cleaning and organizing going well

#### What's Pending:

- Placement of security signs
- Workshop sorting to container, materials yard, future tent, under tarps, FB marketplace, donate Habitat for Humanity, recycle centre, stairs to Greg's
- Triple sink project for Dhamma House kitchen
- DH windows need cleanings
- Upcoming Triple sink budget
- Upcoming Workshop exterior budget
- Workshop interior/ lower Dhamma Hall planning

The committee recommends hiring a project manager for completing the workshop and carport.

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**New Approval** - To hire a project manager to complete the Workshop, to hire Carsten Hunter as the project manager for 4 weeks at \$15/hr for 40hrs/week.

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Agenda Item - Beds

Plan to make 10 more bed frames. Cost estimate for 12 beds is about \$35/bed. Discussion on how many old students or beds can be accommodated. There was a request made for a floor plan so this discussion will be given to the Operations Committee to research and make recommendations for the trust.

**New Approval** - \$500 maximum to build 10 more beds.

Agenda Item - Square

A brief description was presented for receiving dana. The finance committee will continue to research.

**Finance Committee Report submitted by Robert Baker (see below for budgets)**

Discussion: Ryan asked if it is approved at the next Trust meeting, I would like to create a new project specifically for this upcoming project that would be accessible to both Finance and Operations committee (and any other involved and interested individuals). It would house the expense claims, digital copies of receipts and discussions related to the financial side of the workshop and carport project. I'm hoping this would keep the folks paying the bills more in the loop as I found it difficult to keep up with all the different contractors and who was working on what during the last round of building.

Trust supports this. Lynn will add new project under Basecamp for the Workshop and Carport.

**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
<b>Total Cash</b>		<b>\$ 64,107.39</b>
Outstanding Cheques	\$ (300.00)	\$ (300.00)
Cash to be deposited	\$ 355.00	\$ 355.00
<b>Total Available Funds:</b>		<b>\$ 64,162.39</b>

<b>Victoria Monthly Day Sit Rental (incl. in Outstanding Cheques)</b>	\$ 100.00
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<b>Day/Group Sitting dana</b>	\$ 380.00	
<b>One-time dana</b>	\$ 42,267.86	\$ 42,647.86
<b>Total</b>		<b>\$ 42,647.86</b>

**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
<b>47 Students</b>	<b>\$2,610.02</b>

**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
<b>48 Students</b>	<b>\$3,669.02</b>

**Note: We now have a petty cash fund of \$300.00 available for small purchases. This fund will be kept at Dhamma Modana**

## VIVA TREASURER'S FINANCIAL REPORT

February 28th, 2018

VanCity Balances as at February 28th, 2018		
Membership shares	\$ 73.08	\$ 73.08
1010 Chequing	\$ 10,327.25	\$ 10,327.25
1015 Savings	\$ 1.65	
1017 Loan Repayment	\$ 1.96	
1018 Jumpstart Savings	\$ 53,056.66	\$ 53,060.27
<b>Total Cash</b>		<b>\$ 63,460.60</b>
Outstanding Cheques	\$ (200.00)	\$ (200.00)
Cash to be deposited	\$ 125.00	\$ 125.00
<b>Total Available Funds:</b>		<b>\$ 63,385.60</b>

**Victoria Monthly Day Sit Rental  
(incl. in Outstanding Cheques)**

Day/Group Sitting dana	\$ 125.00	
One-time dana	\$ -	\$ 125.00
<b>Total</b>		<b>\$ 125.00</b>

**Current Monthly Dana Totals for February 2018**

# of Old Students	Total Monthly Dana
10 Visa / MC	\$850.00
32 Auto Debit	\$1,264.00
4 Canada Helps	\$110.02
<b>46 Students</b>	<b>\$2,224.02</b>

**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
<b>47 Students</b>	<b>\$2,610.02</b>

Note: We now have a petty cash fund of \$300.00 available for small purchases. This fund will be kept at Dhamma Modana

1. Questions and Discussion if Necessary- Round-Table **Completed**
2. Task Review and New Tasks- **Completed**
3. Items to Bring Forward to the Next Meeting - 1) DropBox information; 2) Square
4. Evaluation of Meeting- **Completed**
5. **Next Trust Meeting Dates: May 5, 2018**

***Close Meeting with 3 Minutes of Meditation***

## APPENDIX

### **March 17, 2018 NEW TASK LIST**

- Robert to add a small written report, a few sentences explaining what the numbers mean.
- Harry to make a 2nd copy of the facilitator.
- Rosie to connect to Hans about what happened to the 5/10/20 swipe cards for dana
- Task to the Trust to read the Trust Binder
- Operations will arrange purchase of mattresses, 2 more mattresses are needed.
- Lynn will ask Syvia if she can take notes for the next trust meeting

### **February 17, 2018 NEW TASK LIST**

- Bob will ask for the water approximations amounts per person from Dhamma Surabhi. **Done (50 gallons/person/day, this will be in dropbox and falls under Water)**
- Steven will find out if the Spruceton site is viable, and if so available this summer for an off-center course. **Done**
- Robert Baker to add a needs list to the website. **Done (Outreach has taken on)**
- Outreach committee needs to review emails and how much information is being sent out, ie. the Newsletter. **Done**
- Steve B. to look into the exposed septic field covers. **Done**
- Steve B. to buy salt for the ice. **Done**
- Steve B. to contact Greg to ask after the remaining door knobs downstairs. **Done**

### **Tasks Carried Over from December**

- Outreach, Robert to send out the listserve email for signing up. **Done**
- Operations, Carston and Steve Bruce will organize building 6 more beds. **Done (Operations has taken on)**

### **Proposal for finishing the Workshop and Carport Estimate**

1	Estimate	Left to buy		Comments	Am
2					
3	Test and permits				
4					
5	First floor				
6	flooring 5/8 t&g	24	\$23.25	\$558.00 x	
7	Hardi plank 8.25" x 12"	0	\$12.15	\$1,000.00 x	
8	Roof				
9	Rafters 2x10x18 rona	19	\$21.99	\$417.81 x	
10	Strapping 2x4x18 rona	19	\$8.37	\$159.03 x	
11	roofing screws 100x 1 1/2	5	\$16.95	\$84.75	
12	100x2	2	\$22.78	\$45.56	
13	metal roofing 24 x 20 feet	7	\$59.22	\$414.54 x	
14	ridge cap 10	4	\$26.87	\$107.48 x	
15	roofing felt roll rona	1	\$34.11	\$34.11 x	
16	posts 6x6x8	4	\$15.00	\$60.00 x	
17	beams 6x8x10	2	\$25.00	\$50.00	
18	roofing for existing metal	0		\$1,200.00	
19		0			
20					
21	electrical			\$1,000.00	
22	insulation and finish				
23	walls and ceiling Roxul	0	\$37.99	\$1,000.00	
24	vapour barrier walls	2	\$34.97	\$69.94	
25	vapour barrier roof	1	\$85.47	\$85.47	
26	tape	5	\$10.97	\$54.85	
27	drywall walls/ceiling	100	\$12.47	\$1,247.00	
28	mud	10	\$26.70	\$267.00	
29	screws	6	\$17.77	\$106.62	
30	drywall labour 3200 sq ft @ \$1	3000	\$1.00	\$3,000.00	
31	paint 3200 sq ft	15	\$20.00	\$300.00	
32					
33	Subtotal			\$11,262.16	
34					
35					
36	GST on labour	0.05	\$5,000.00	\$250.00	
37	GST on materials	0.05	\$6,262.16	\$313.11	
38	PST on materials	0.07	\$6,262.16	\$438.35	
39	GST refund	-0.4	\$563.11	<b>-\$225.24</b>	
40				\$776.22	
41	Contingency 20.00%		\$12,038.38	\$2,407.68	
42					
43	Grand total			\$14,446.05	
44					
45	This estimate is to finish the exterior with cement board (volunteers), add a 20x20 shed roof carport (volunteers), vapour barrier and insulate the interior (contract), drywall, tape, mud, and sand all interior				
46					
47	walls and ceiling (contract), paint the interior (volunteers), lay down a plywood floor in the main room (volunteers), finish the electrical work and install baseboard heaters (contract), and re-roof the existing roof with metal (volunteers).				
48					
49	The workshop would then be ready for use as a Dhamma hall.				
50					

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