

Vipassana Foundation Trust Meeting

Date: January 6, 2019

Place: Vancouver

Commence Meeting with 3 Minutes of Meditation

Attendance and Introductions

Present: Josh Bowie, Mansoor (Seyed) Mohseni, Manijeh Ghaffari

Skype: Peter Campbell, Masoud Ekhterai Sanai, Alitia Farrell (President), Tao Farrell (Secretary), Paula Farrell, James Ross, Naga Shunmugam (Treasurer)

Absent:

Quorum: 10 out 10 of Present

Teachers: Bob Jeffs, Jenny Jeffs

Friends of Trust: Craig Carpenter (Skype)

- A. Corrections and Approval of Previous Minutes; November 25th, 2018
- **Approved**

- B. Announcements
 - New “Old Student” Website for DS has been activated as of this morning.
 - James Ross is the new Coordinator of Operations Committee.

- C. Approvals and Email Approvals
 - No email Approvals.
 - Approval for Comprehensive Insurance and 5 Million Dollar Liability Insurance to be added to DS’s Toyota Echo Insurance Policy.

- D. Agenda Review and Additions to the Agenda
 - Planning Committee
 - Metta day posters are at the printers and should be ready for the next Metta Day display.
 - Update regarding septic upgrade and new male residences discussed. To add more students DS needs a septic upgrade of approximately \$80,000. Initially DS needs \$5,000 for a septic design. It was advised that it would be better to do a septic upgrade now and add a new septic down the road when and if needed. The upgrade would result in a better system and have the benefit of reducing the size and cost of the new system, if and when needed.
 - Men’s 12 block was reconsidered. Full Dhamma Hall capacity is now 40 women and 32 men. The intention is to fill the Dhamma Hall year round as soon as possible. A 16 block would accomplish this by adding 12 new year

round spaces, decreasing top bunk usage, and allowing male cabins to be moved to the female side. This would cost approximately \$715,000 in total, using all paid labour without dana labour. The current estimate for architectural drawings for the Men's 16 block is \$5000.

- The PC is moving forward with AT2. AT2 has been revamped to make it slightly larger and more attractive by taking out a closet and moving a window. There is concern about having the AT bed up against a student bed wall. The solution is that the bed space is not fixed and there is another bed option for AT's who do not want to share a wall with a student room.
 - Task to divide up items for sustainability discussion at May Trust retreat. Bring forward to next Trust meeting.
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- Executive Committee
 - Working on Old Student Course for 50th Commemorative of Goenkaji's first course. Considering putting Metta Day posters up on day 0, slideshows and having the trust meeting on day 11 so students could choose to stay and attend as friend of the trust.
 - The Trust Binder was reviewed and the link to the Trust Binder was sent out to the Trust
 - Importance of Trust Binder was discussed
 - Dana in kind and website instructions were proposed to be added to the Trust Binder.
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- Website
 - It appears that some links are now broken with the launch of the new Old Student Website. It was asked that all trust members review and send any broken link or other corrections to the Website Committee.
 - A question was raised regarding dates for job applications for centre management positions. CMC will make sure that the webpage has the appropriate dates for these positions and that the webmaster updates this information when the positions have been filled.
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- Centre Management Committee
 - It was discussed that Centre Management Positions are coming available and have been posted on the DS website.
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- Household Committee
 - Reported that a new shower sign up is being tried on the main Women's shower.
 - Possible requests for Household budget:
 - Blankets
 - Shelving

- Finance Committee
 - New member to be joining the Finance Committee.
 - Update was given from sub committee looking into loan options. It was reported that current expansion plans and mortgage options do not allow for DS to move forward with expansion due to debt servicing ratio. The Finance Committee and Planning Committee continue to work toward solutions to move expansion plans forward.
 - Generally finances are looking good. Donations are meeting all bill/expense demands and DS is in a better position than last year at this time.
 - It was discussed that the Finance Committee is considering moving away from Zoho due to ease of use issues and other shortcomings related to DS's needs.

- Operations Committee
 - Echo Insurance
 - Discussed adding Comprehensive Insurance and \$5 Million Dollar Liability Insurance to the Echo
 - It was decided that if there is a considerable difference between the \$3 and \$5 million Liability Insurance that DS will obtain \$3 Million Dollar Liability Insurance, otherwise DS will obtain \$5 Million Dollar Liability Insurance for the Echo.
 - Discussed that there seems to be some confusion around following Operations process/procedure/protocol and that there is a lack of awareness of and direction to the Trust Binder, Management Binder and Maintenance Binder for answers.
 - During a recent power outage it was discovered that the WLR does not have a secondary power source. The OC was directed to look into acquiring a secondary power source for the WLR..

- Mail
 - Mail forwarding has been purchased from Canada Post for the next 4 months from the old VVH to the new DS mail address. DS will endeavour to provide everyone with the new mail address within that time frame.

- Next meeting February 17th

Read Aloud the Process Decision Making

COMMITTEE REPORTS AND DISCUSSION

Planning Committee Report submitted by Alitia Farrell

Planning Committee projects and cost estimates:

- Metta Day Posters: Are currently being printed.
- Occupancy Load: up to \$4000
 - Septic Engineer fee \$1500
 - Architect Fee \$1500
 - Additional Fee of \$1000 for “as built” drawings may also be needed
- AT2: \$10,000: \$4000 has been pledged for this project. It seems that \$2000 was absorbed in last years operations budget. \$2000 has not been collected. \$6000 is still needed.
 - The Planning Committee has been revising the plans to save on the cost of the project and to ensure it’s functionality. This has lead to the following changes.
 - Forgo adding a window which could mean a structural engineer is needed.
 - Forgo adding the additional storage closet. After viewing room 5 again it was determined that it is too small.
- Septic Design: \$5,000 for septic upgrade design and overseeing of the project.
 - Septic Upgrade: \$75,000. The septic engineer recommends that DS upgrade the current septic even if down the road a new septic field is added. The upgrade will save money on the new septic field since it can be smaller. Also, a new septic field will be far away from the kitchen and it would be tricky and costly to pump the kitchen waste to the new field.
- Men’s 16 block: \$715,000 (this is with everything contracted out, no dana labour) This adds 12 additional students for each 10 day course year round (since DS will be losing women’s room 5 for AT2)
 - Building a men's 16 block could fill the dhamma hall year round. 40 women and 32 men.
 - 16 beds would get rid of the two top bunks on the men’s side.
 - Move 3 cabins to women's side. This would mean that all cabins on the women's side would be for students. One cabin has been reserved for a server but a decision could be to make do with the 4 beds in women's server dorm and manager room. In Summer, with tents, a cabin could be used for a server and free up top bunks.
 - Currently DS has 22 men's student beds in the main residence.

- 4 cabins and manager room all usually used for male servers.
- So, 10 student beds minimum are needed on the men's side to get DS to the 32 student beds needed to fill men's side of DH.
- Women's side currently has 38 student beds. Losing rm 5 for AT2. Brings total to 37 meaning we need 3 additional beds (thus moving the 3 cabins over).
- Now additional beds on men's side are needed to accommodate male servers. Minimum of 4 servers' rooms needed. Male servers could be housed in the main building thus giving students new rooms with private baths.
- In summary, 16 beds would allow DS to move 2 men off of top bunks, add 10 male students, add 3 female student beds by moving the cabins, and still provide enough accommodations for male servers.
- Tenting in the summer will allow rooms to be less crowded.
- \$5000 estimated for architectural plans for the build. Once drawings are complete then the PC can obtain quotes from a number of contractors and additional cost saving avenues will be explored.

Kitchen Committee Report submitted by Paula Farrell

The KC has agreed to bring back decaffeinated and lemon zinger tea.

The KC had a discussion with the management team regarding the need for head coverings while preparing food. The KC approved writing down the policy already in practice by verbal direction. In short, the policy is the same policy used by food safe for commercial kitchens.

The KC, in consultation with the Kitchen Coordinator, is assessing potential needs for the 2019 budget.

Center management Committee Report submitted by Dylan Fry

January 2016

Gratitude is arising in the minds of the many people who freely give their time and energy to spread this wonderful Dhamma and alleviate suffering around the world.

Everyone had an exciting last course with power outages, water failure, and internet problems. The whole team equanimously worked together throughout it all and the meditators kept working with little disturbance.

The Kitchen Coordinator took 3 weeks off in December to rest, spend time with his parents and ski. He did some training with Centre Support before he left so that she

could cover the role while he was gone.

The Support Manager has been learning the duties of the other positions and covering for them whenever needed. She is also a burst of new fresh enthusiasm for the centre as she has been working on side projects and improvements. She has spearheaded pictures in student rooms to aid end-of-course cleanup, shower sign up sheets, inspirational dhamma quotes in the kitchen, updating manuals and more. She plans to sit a 20 Day course at Dhamma Karuna in March and will, therefore, complete her term at Surabhi at the beginning of that month. Agapi says that "It has been a truly amazing and humbling experience serving with this management team. I will do my best to stay present and get the most of my remaining two months here."

The Centre Manager is presently sitting this January 2 course after 4 months of serving since his last sit. He has also been making well-needed updates to documents like the Day 0 Student Talk and others. He is also registered to sit the 20 Day in March. This will leave management a little short handed but luckily a server who knows the centre well has agreed to serve on management for the time he is gone.

The Caretaker has also been working hard (along with others on Management) at snow removal and has been training course servers to help with this hefty chore. He will train a new Caretaker during the Jan 2 course. After that, he will sit the January 16 course, then depart for China in February. His plan is to sit a 20 Day in March at Dhamma Torana and come back to help out for a week at the end of March and April and then come back at the beginning of June for another 3 months period if he is needed.

A responsible Dhammic long-term server since November who is also a certified Carpenter will be joining the team. After a course of training, he will sit the January 16 course and then serve in his new role until mid-April when his Canadian Visa runs out and he has to leave the country.

The resident ATs left Surabhi a few weeks ago to go and stay in Victoria for a while.

Surabhi will soon be in great need of new Management Team members as 3 team members will all be leaving in March and April. We are sending out an email to all old students in BC and also including a blurb in the January Newsletter. If you know of anyone that may be suitable and has the volition to serve in this capacity then please let us know. Even if they are less experienced but they have the volition to come and do long-term-service for a while, they may be suitable to transition onto Management.

May we all be tuning forks of Dhamma and keep reverberating with Compassion, Equanimity, selfless undiscriminating love and sympathetic joy!

Operations Committee Report submitted by James Ross

Operations Committee Report January 6, 2019

Nov 27 -

HRV boxes, three are built, one (a small one controls female hallway are) is yet to be built. Got most of the building materials for this remaining box, which would take a carpenter 1-2 days to complete.

Nov 27 - Getting Winter Ready

With the Winter snow and ice safety concerns have arisen due to some minor injuries. Discussions included using gravel, snow blowers, etc, as well as replacing the boundary ropes with sandwich boards.

Looked into purchasing Sanders, Roof Rakes, and Traction Aides.

Steel mesh strips have been installed on WLR - main building wooden stairs. They have been effective to prevent slipping even in snow conditions. Only no salt can be used on these stairs as they corrode the steel mesh.

December 31st Update

- 1) Salt was put on the steel mesh which caused corroding, so baking soda paste was used to try to wash off the salt, then bought salt remover solution from lordco.
 - 2) More and thorough instructions have been given to servers on the usage of salt and sand.
- Other than corroding due to misuse of salt, steel mesh are working great in winter.

Dec 31 Update to Getting Winter Ready

Late Dec course had first big snowfall. Slipping issues occurred.

Crampons have been handed out.

Salt & sand buckets have been put out. Concrete salt were misused on the pathway and steel mesh by a server. Keeping the management informed on the proper use of salt and sand according to the caretaker manual.

Walking sticks (ski poles) are placed outside main building entrances from the discussion with the committee, a boundary cable is to be replaced by a pole sign (similar to the parking lot signs), to increase safety for people to walk through, as well as visibility.

Shoveling task is delegated to a server by caretaker.

Roof eaves heaters are on (kitchen entrance and female main entrance).

Snowblower is yet to be tested and used.

Nov 26 -

The gas range in a mobile needs replacing. The oven doesn't work and the gas elements are compromised They cannot be repaired.

No used parts found anywhere.

Found a good price on a "cosmetic damaged" one in Puerto Rico.

If the decision is to replace the range, it will not be delivered until the end of January.

About \$840, including taxes and delivery, for a new one from Home Depot. The reason for the higher cost is that it is a 24 inch range (no room for a 30 inch). No estimate for installation.

Electric will more expensive, if even possible, as the mobile may be maxed out electrically. If it isn't it will cost at least \$500 just to wire it in. That's why it was gas in originally.

Not discussed too much is the possible effects of installing a countertop convection oven. Even though it's 120 volts it will still strain the 15 amp circuit that feeds mobile north. For example, there is already a fridge, electric kettle, and possibly a toaster and blender in there, so there may be a lot of circuit breaker popping. If so, as the panel is in mobile south, it could get a little awkward.

Nov - rodent issues

In November, mice were reported seen in the kitchen, noticeable rodents activities in the attics above the dhamma hall and female resident hallway.

Orkin Pest Control came and inspected the building. Live traps were set in the kitchen and a couple outside the male server entrance, as well as two poison baits in the attics (above female and male emergency exits where closer to the dhamma hall).

About two weeks after, second visit from Orkin, confirmed mice activities in the attics and set a third poison bait in the attic above the male server entrance.

Inspections, plugging visible/accessible holes around the building and on the roof were done in the meantime.

Dec 31 Update to rodents

During late Dec course three mice were caught outside, however no mice activities have been found inside the building. It all seems that we are making progress with mouse proofing,

Outside live traps have been put away since winter is here. While keeping monitoring the inside, the focus is now on keeping mice away from the building.

Keeping entrances and other doors closed at all times

Storing no food in opened areas; keeping kitchen area floor clean.

Sonic mouse repellents are to be purchased

Last course, twice mice were seen by a server in male server washroom around midnight. Live trap has been placed in that washroom.

4 sonic repellents are installed outside the main building, outside male students entrance, one outside male manager room, one outside kitchen, one outside lower female students dorm.

More hardware cloth to be installed outside the freezers area for plugging hold and access for mice.

Dec 31 Update - Dish washer/sanitizer Adjustment

Darren was contacted due to the Sanitizer thermostat reading faulty in early Dec course - didn't reach desired temperature in rinse cycle. Checked the heating element which was working, did adjustment on the thermostat and showed the caretaker how to do it when necessary. Also repaired and replaced the overring in the washer tank which kept coming off. More proper sized overings will be purchased and kept as emergency. Servers are to be instructed to pay attention when operating the dish sanitizer.

November - Propane tanks for the main building have been filled up.

December - Parking ropes need to be replaced immediately. Recommendation was sent to OPs coordinator for approval.

December - Boundary ropes between the creek and female walking area, and between the outside kitchen and female side, are both to be replaced with sandwich board or posts.

December - Vehicle insurance is being looked at for more comprehensive coverage and making sure things are covered (such as a crack in the windshield)

December - Thermostats not functioning in AT1 and MTR.

Looking to replace the one in the MRT immediately as it's heating non-stop.

The AT1 isn't urgent so will wait for a good opportunity comes for something from a server/used/etc.

December - Water issues and Power Outages

Several mechanical issues happened in succession and were solved over several weeks in various steps.

Water

Power switches for both pumps in the breaker panel were reset and the water went back on immediately. HOWEVER, for about one hour later, the same issue occurred, no water running, the gauge showed 0, cistern pump protector (located in the mechanical room on the wall that near three 'well rite' tanks) was indicating an overcurrent error again .

It may be because one of the filters malfunctioning (constant in a backwash mode

which had been dumping out water) and drained the tanks.

After resetting the switches for the first time, immediately the filters started to dump water without displaying a cycle. that prolonged for about one hour, which is unusual, until the same water issue happened for the second time.

Also water was running through the 'backwash' pipe in the mechanical room. Possibly from the carbon filter even during an unusual time (the computer was replaced by Orlin two month ago, and was reset again over the phone a month ago). The rinse went on until until there was no water left in the tank, which may have lead to the cistern malfunction.

The filters are all bypassed and the power switches were reset again, so the water is now back on.

The issue might be solved, unsure still.

Power

The WLR panel tripping issue seems to be solved as it was a hairdryer that causes the issue which was shared by students in WLR.

Backup Panels and procedures were discussed, along with how outages affect water (and that it shouldn't affect water), and buildings (the WRL) being on different systems, etc.

Some clarity on these may still be needed as there are many systems at work together and separately, and a place where it's available for center management/etc to be able to look at when issues arise is needed.

Dhama Service Committee Report submitted by Susan Brooks

1. The Metta Day form that was being used by CM was located and identified as the old form. The new form hasn't been located yet so changes were written on the old form for now and discussed it with CM. CM is going to construct a new, new form, that better reflects the information requested for DhammaReg.

2. It was identified that "Request for Servers" on the OS web page is too hard to find. It is now a link at the very bottom of the page under "Center Management". It is felt that it still needs to be more prominent. DSC would suggest adding an additional tab -"Request for Service"- under the existing heading of "Dhamma Service". There are no dates included.

Children Course Committee Report submitted by Josh Bowie

January 2019

A few members of the children course committee (Josh, Greg & Elyena) had a productive phone meeting to connect and discuss plans for 2019. Course dates were discussed as well as a suggestion to host a CCT training for local CCT's that are in need of re-training. This could also be an opportunity to train any new CCT's that might be ready for this role.

As mentioned in the last report, the children course committee will now be serving both Dhamma Modana and Dhamma Surabhi. With this in mind, we have a tentative schedule in mind, with exact dates to be confirmed by the committee soon. We are aspiring to have course dates that run annually at the same time each year, so families can plan around them and build their own routine and tradition of attending these courses. The summer 3-day course at Dhamma Surabhi is very established in this respect, as families look forward to it year after year and know it will be happening.

Dhamma Modana

Spring Break: 1-day course (age 8-15)

In the future this may be a 3-day residential course.

Summer Holidays (early July): 1-day course (age 8-15)

November Remembrance Day weekend: 1-day course (age 13-17)

Vancouver (VVH) & Dhamma Surabhi

Family Day Weekend (February): 1-day course (age 8-15) @ VVH

Easter Break (April): 1-day course (age 8-15) @ VVH or PoLam

August course: 3-day children course (age 8-15) @ Dhamma Surabhi

August course: 3-day teen course (age 13-17) @ Dhamma Surabhi

The children course committee still needs to finalize exact dates for 2019 courses and most likely will not hold all of the above courses this year, due to limited availability of CCT's and also short notice. These are dates we aspire to establish as regular courses moving forward, but for some of them it will mean starting in 2020.

Executive Committee Report

The EC met once since the last Trust meeting. The following items were discussed:

- Old Student loans, finances and expansion of centre. It was determined that current expansion plans can not move forward yet due to the debt servicing ratio that would be incurred by the current cost projections. Discussions are going back to Finance Committee and Planning Committee to explore solutions.
- Old Student course (July 3-14th). Planning is moving forward for an Old Student course to commemorate the first course Goenkaji taught 50 years ago!
- The function of the Communications Committee. There seems to continue to be some confusion as to what it is and what it includes. The EC is trying to determine if the Communications Committee should remain in some form or if it should be dissolved and allow the subcommittees to function as stand alone Committees.
- Check in with the CMC. Committee and team are functioning well.
- Transgender issues. Active discussion of Transgender issues are also still taking place at the Acharya level. Developing policy and solutions for transgender inclusion is held as a high priority but more work needs to be done at the Acharya level before moving forward too quickly at the Centre level.
- Foreign Language Courses. A Vietnamese course has been proposed to be held at DS and DM within 6 months to 2 years. It appears that no other additional foreign language courses are needed at the moment.

Household Committee Report submitted by Ryan Wiskar

The household committee has been more active than usual as of late thanks to the hard work of several servers who are actively trying to refine certain aspects of the center.

First, a new shower schedule has been tested on the female side to prevent worry which arises from having uncertainty about when the showers are free or having to wait to use them. Feedback has been requested from old students following courses and this will continue for the next little while.

Second, there has been email discussion about hanging a picture of what the rooms should look like following end of course clean-up to help make sure it all gets completed. They will be printed and posted in each room.

Finally, further discussion about perhaps putting shelves in the rooms for students to put personal items and/or the pillows which are currently being stored under the beds. This is ongoing and will need to be added to next year's budget. It will also

need to get trust's approval.

These shelves, and possibly new comforters and comforter covers for each bed, will likely be our major expenses this year, if it is decided they are necessary by the trust.

Financial Committee Report submitted by Naga Shunmugam

There is no new Finance statements since the last trust meeting...We are running a little behind. The overall financial health is stable and have enough cash flow to pay the bills.

The new financial year has started. The budget for 2019 has to be done as soon as possible (at least by Mar) to be able to spend according to the budget in the coming months.. If there are any non standard items needed this year (ie items not normally purchased in the last year), please email them directly to me along with estimated cost. This may include things like planned replacement items, new capital expenditures etc.. In a month or so a draft budget will be created based on this and approval from trust will be sought after that.

Our call for help was heard and we may have a new person with accounting experience join our team soon...Our hope is it will help provide faster response from our team by balancing the work load.

VVH Report submitted by Thomas Hicks

January 6, 2019

The VVH successfully moved to its new location at 1480 Venables on Friday, December 14th. It was a great team effort which culminated in a large group sitting the tikapaṭṭhāna, followed by 23 people at the Saturday morning day-sitting.

The Quebec Street location's landlord gave an all clear after the walk through there stating that perhaps only a small disposal fee may be levied.

The schedule will remain the same as at Quebec Street and both the google calendar and Vancouver Vipassana Hall website have been updated with the new location and sitting information.

Old students will only be able to sit during group and day sittings at this time, other than hosts and ATs with keys. Later, in January a procedure on how to allow old students to sit on their own during weekdays before 5:30 will likely be implemented with the help of the new landlords to ensure building security.

There will be a New Year's Eve potluck on December 31st at 7:30 pm following the 6:30 group-sitting.

For more attendance figures, please see the attendance tracking [table](#).

- Questions and Discussion if Necessary- Round-Table
- Task Review and New Tasks
 - ◆ See Appendix
- Items to Bring Forward to the Next Meeting:
 - How to divide up tasks for a discussion at the Trust retreat regarding sustainable energy..
- Evaluation of Meeting
- **Next Trust meeting is February 17th 2019 at VVH**

Close Meeting with 3 Minutes of Meditation

APPENDIX

1. TASKS

March 25, 2018

- Executive will continue to review the communication committee responsibilities.
In Progress

June 17th, 2018

- Josh and Naga to develop "Strawman" or sketch for developing Trust Goals -**In Progress (Trust Retreat in May)**

July 29th, 2018

- Task for Executive to create Dana in Kind list for Metta Day - **In Progress**

September 2nd, 2018

- Tasks Operations Committee to research the best way to keep exterior doors at DS closed (signage/automatic door closers etc.). **Ongoing**

- Task for Tao to look into setting up Operations Basecamp. **In Progress**
- Task for Alitia, Josh and Mansoor to talk to Thomas and Veronika for clarification about whether or not old students can meditate at VVH at anytime and if so how to communicate and arrange it. **In Progress**

October 14th, 2018

- Finance Committee - connect with Dhamma Modana regarding record keeping guidelines with Provincial registration **Ongoing**

November 25th, 2018

- Finance Committee to explore Old Student RRSP Mortgage offer. **In Progress**
- Tao to research and educate on RRSP Mortgage option. **In Progress**
- Tao to get Financials to Webpage committee. **In Progress**
- Jenny to create request for Dana in kind for a 40" Screen for VVH **In Progress**
- Jenny to update website and newsletter with Dana in Kind list **In Progress**
- Bob to request poster/information from Dhamma Modana fo Dhamma Surabhi Metta Day **In Progress**
- Task for ? to divide up sustainable energy conversation- **Agenda item for next meeting**

January 6th, 2019

- Task for Josh and Alitia to add to the Trust binder under "Committees: what Dana In Kind is and how it gets onto webpage and how to make additions to the website/website instructions.
- OC to look into secondary heat/power source for WLR during power outage.
- For Everyone to explore new Old Student Site and send corrections, additions and recommendation to the Website Committee.
- For Jenny to communicate new "Old Student" link issues to website committee.
- Task for Jenny to announce new Old Student Website once glitches are worked out.
- Alitia to add Dana In Kind description to the Trust Binder description of the Newsletter Committee