

Vipassana Foundation Trust Meeting

Date: February 17, 2019

Place: VVH

Commence Meeting with 3 Minutes of Meditation

Attendance and Introductions

Present: Manijeh Ghaffari, Peter Campbell, Masoud Ekhterai Sanai, Mansoor (Seyed) Mohseni

Skype: Alitia Farrell (President), Tao Farrell (Secretary), Paula Farrell, James Ross, Naga Shunmugam (Treasurer), Craig Carpenter

Absent: Josh Bowie

Quorum: 10 out 11 of Present

Teachers: - Skype: Bob Jeffs, Jenny Jeffs

Friends of Trust: Skype: Dylan Watters (Caretaker), Rupert Hudson (Kitchen Manager), Agapi Broumas (Support Manager)

Read Aloud the Process Decision Making

- A. Corrections and Approval of Previous Minutes; January 6th, 2019
- **Approved**
- B. Announcements
 - New Trust Member Craig Carpenter
 - Craig Carpenter new Communications Committee Coordinator and new Technology Committee Coordinator
 - James Ross joining the CC and the TC
- C. Approvals and Email Approvals
 - Approved Donation Receipt Signing Authority for Dylan Watters by email.
- D. Agenda Review and Additions to the Agenda
 - Household discussion of duvet vs shelving as priority
 - Discussion about supplying duvets for all students or adding more shelves/hooks to rooms for more storage.
 - Discussed issue with attaching hooks to the wall with wall anchors as this could damage drywall.
 - Question on cost of maintenance of duvets. Comment that it's easier to wash

the duvet covers than the blankets even though we may be washing more duvet covers more often than blankets. There would be an added task of putting duvet covers back in covers in between courses.

- Issue to go back to Household Committee for more discussion on cost, timeline, project scope etc.
- Executive Committee's verbal presentation of items in submitted report. Discussion if needed about items.
 - The EC determined that the Outreach Committee's functions are not currently needed. It was decided to replace the Outreach Committee with a Communications Committee.
 - Discussed creating a communications "tree" to track who is involved in what discussions. To be followed up in "Basecamp" discussion.
 - Discussed formalising Foreign Language communications/networking. Onus would be on the Foreign Language Group to coordinate with the EC to help communicate/network/promote the Foreign Language Courses. In the past this has been informally included in the Outreach Committee. Currently there is a subcommittee for Persian courses. Discussed adding "function" under Communications heading to coordinate with Foreign Language Course organizer. Again, the onus would be on the Foreign Language Course teachers or organizers to reach out to EC for help.
 - Discussed that Dana has been lower over the last three courses than the same period last year but it was noted that January is historically low for Dana. DS has been trying to determine ways to help increase Dana. The EC decided to add more Metta Day Posters by adding 4 posters that are currently on the Female Side to the Men's side as well. Also the EC decided to add a small orientation Dana talk at lunch to introduce the Dana Table and a brief orientation to the Metta Day display. Suggestion was made to duplicate the Course Cost Poster to have 2 total on Metta Day, one away from the Dana Table and one at the Dana Table. Discussed adding "History Talk" and "Projects/Vision Talk" to increase Dana. Suggestions to go back to the EC for further discussion. Also, "Poster Updating" to go back to EC.
- Planning Committee clarification of changes to AT2
 - The West door is being converted to a window and the North Door is to be used as the only door to AT2.
- Updating Posters
 - Discussed updating the "Spread of Vipassana" poster as the "Recent Times" list ends with Goenkaji's passing in 2013. The introduction of the poster provides centre numbers from 2014 and it was discussed that it would be good to have current numbers. Discussed the updating the VVH poster photos.

- Management team check-in/update
 - The Management is doing well. The Support Manager is successfully finishing up projects before leaving. The Signage project is finished. Set templates with set fonts are in a file folder to be moved to an appropriate drive. Rupert and Peter are tasked to move the file to Google Drive.
 - The Kitchen Manager is leaving in a month and a half and may not be coming back. He is feeling very happy and happily tired.
 - The New Caretaker is optimistic but feeling like the new job learning curve has been moving fast (from sitting to serving to caretaking).
 - We may have another Management Team Member or two joining soon.

- Basecamp
 - Reviewed Basecamp to encourage Committee discussion usage rather than email. Discussed the need for a demo to help people feel more comfortable with using Basecamp. Suggestion to arrange demo time at the Trust Retreat. Question as to how we get Committee Members who aren't Trust members to participate in a demo? It was suggested that it's necessary for the Committee heads to lead on Basecamp usage and arrange demos with their committee members.

- Service Period/Trust Retreat
 - Request for topics to be submitted to Alitia and Jenny for Retreat Agenda.
 - Reminder for Trust to try not to create more work for Service Period servers.
 - Discussed that it may need to be a combined effort to obtain the servers needed for the next Service Period. A general request letter should be sent out as well as contacting individual old students with special skills. Coordination should be made so that students are not receiving duplicate contacts.

- How to divide up tasks for a discussion at the Trust Retreat regarding sustainable energy
 - Naga to look into past emails regarding Solar and Geothermal.
 - Alitia to ask Lynn Tonkin to start a new "Sustainable Energy" Basecamp.
 - Someone to look into what other centers are using for sustainable options.

- Posters
 - Noted that VVH and Metta Day Posters are moving out of date with Posters showing most recent information stopping at 2013 and showing old halls. Task for EC to review what needs to be updated and coordinate with CC.

- VVH Technology and Skype
 - Discussed having two tech people for VVH to ensure that technology and Skype work properly. Suggested more coordination between VVH Trust Attendees to arrange tech needs for Trust Meetings
 - Suggestion to looking into Discord.ca for replacing Skype.
- Next meeting: March 31st, 2019

COMMITTEE REPORTS AND DISCUSSION

Planning Committee Report submitted by Alitia Farrell

The Planning Committee has updates on the following projects:

AT2

The PC is working on organizing trades and purchases for the upcoming AT2 renovations during the May work period. The committee became aware that AT1/disability bedroom is not required to have a door to the outside. There have been many complaints about how cold AT1 is. The committee has decided to take out the door to the outside and put a window in instead where the door was. This window placement will not require structural engineer services.

Metta Day Posters

The posters have been hung at the centre.

Men's 16 Block

The committee is in the beginning stages of exploring the option of quality modular buildings for this project. Modular builds might be considered if a significant cost savings is evident.

Technology Committee Report submitted by Craig Carpenter

Mediawalla Server Updated

Long short: The Mediawalla server was updated.

Minor glitch in special ten day but everything else working fine, according to Dylan Frye who reviewed the updated content.

Phone System

Issue: Support manager reported the phone not routing properly.

Manager is testing to see if there is anything awry.

If necessary the Technology Committee to contact Philip at Silverline System (604.200.2234 ext: 125)

Technology Committee to look into the Samsung PBX manual to fix if needed.

Hardware located in the mechanical room and cannot be accessed remotely. Possible future solution if there is an issue is to move to a cloud-based system

Manager explained that when a new manager comes in, the phone line needs to ring in the office and the MTG suite. Often the new manager is in a different suite, requiring the phone to be rerouted. A cloud-based system that was easier to reroute would be preferred.

Mediawalla Foreign Language Phones

Issue: Freezing

Solution: Take back off case to remove battery. Wait a few seconds then re-insert and turn back on. Not an ideal solution. Working for now.

Technology Committee to look into the cost of replacing these phones? Is there an option to use another older ipod etc?

Printers

Office printer not working - printing paper smudged heavily. Looking into fixing it.

The AT1 printer stopped working two months ago. The AT2 printer was used to replace it. A refurbished printer was purchased from the printer store in Merritt to replace the AT1 printer but that printer stopped working during the last course. We were able to get most of our money back which we have used to buy a new one online. This new printer for the AT1 suite will be installed soon.

About 4 months ago a new computer was bought for the office and the old one (the Mac) was switched to be the server computer. However, Mac and the printer are no longer connected.

Technology committee to fix this next Day 10 or 11.

An AT encountered problems with the AT1 printer. It was changing the default settings for printer page size. This might be something to add to the AT orientation if it is happening regularly.

Technology Committee to follow through with manager if this has happened.

Center management Committee Report submitted by Peter Gindl

Winter is in full swing at the centre now, with beautiful snow falls, bright nights, and a whole bunch of effort put into road maintenance.

The Support Manager is currently serving her last course at the centre, although it doesn't feel real to her - she only just got into the groove! Her time on management has been hugely beneficial to all, providing a wide range of meaningful support to management individually, as a team, and to the centre as a whole. She has filled in for the caretaker, the kitchen coordinator, and the centre manager when they have needed time off, and she has still found time to update most of the signs at the centre. She is about to sit her first 20 day course.

The Kitchen Coordinator will be at the centre until the end of March, when he will be taking an extended break for a couple months. He hasn't yet decided if he'd like to commit to coming back, but currently he is quite happy here and looking forward to continuing to training new management members who will be coming to fill in the interim while others are away.

The Centre Manager has been assisting an OS in making an inventory of all the electronics at the centre and documenting all of the problems that have been arising. It's amazing how as soon as something gets fixed, something breaks - Anicca! At the end the current course The CM will be taking a little while off before sitting his first 20 day with the SM.

The Caretaker read the maintenance manual overnight and he's been killing it (metaphorically of course). Aside from snow removal he's been fixing various little things through out the centre, like the toilets, the leaky eavestrough, and thermostats just to name a few.

Dylan and Sonya have arrived at the centre after a couple months off . They are happy to be back at the centre, and the management team is happy to have the amazing support that they bring. Sonya is conducting the current course with Deneke, and Dylan is sitting.

Operations Committee Report submitted by James Ross

Jan 10th Update

Mobile North **Gas Oven** is yet to be fixed but parts (gas range) were potentially found for it in Vancouver.

One of the **sand filters** needs to be repaired -which caused the water shortage for the last course.

MICE proofing has been ongoing, more areas with holes are plugged, one mouse caught inside of the building.

MTR upper **thermostats** is to be replaced.

The **Echo insurance** was upgraded to Comprehensive and \$5 million liability insurance as well as renewing the truck's policy. The windshield replacement was done after the part was ordered to repair.

The comprehensive means any further damages like this will be covered. This one was too big to be covered.

The truck has a huge crack all along the width of the windshield so also needs that one replaced.

Jan 20th Updates:

The **sandfilter B** received a repair in March 2018, the piston was replaced because it was stuck in backwash mode - the same issue happened in the Dec course, which drained water tanks and caused water shortage. EDS will be contacted for this matter. For now it's on bypass mode.

UV filter indicators has been intermittently sending error messages (different indicators). Working to troubleshoot the issue (if there is one), the first one was gone after a short period of time, the second one is to be determined, hopefully just a program error, will keep the power unplugged for 24hrs and keep monitoring it.

Center **Truck's Windshield** has finally been replaced for having a large crack which had been there for possibly more than a year.

However the **truck's rear tire** has got a screw punched in, which causes air leaking. Both Canadian Tire and Kal tire would not be able to fix (patch) if for the position of the screw is right on the edge between the side of the tire and the surface where contacts road.

Checking for receipts for insurance/warranty/etc. Can't find a record in the truck. A new tire has been ordered at KalTire. If those winter tires (kal tire brand) were purchased with warranty, they would replace the tires for free (it costs just under \$300.00).

10 tons of **Winter Sand** has been purchased and delivered today Jan15, it's sitting near the MTR building where Greg's trailer used to park at. The amount of the sand

could get the center through the winter without having to drive to town, each time for ½ tonne, spending 1.5 hours, and paying for loading fee (\$20.00 each time) Each delivery fee costs about \$150, with no loading fees.

This order -10 ton saves \$500 loading fees, about 20 hours of driving and gas costs - for about \$400, and 10 hours (un)installing the canopy.

10 tonnes of sand made a smaller pile than thought, so if needed next time getting 15 tonne which is the max they can deliver each time is likely the best choice.

The center ground has been kept well working with other management teams and servers. There was a bigger snowfall during a course but there hasn't been a need to call the plougher, neither the snowblower has been used this winter.

The male bathtub (installed 2017) had a small crack on the bottom of the curve area two courses ago, presuming the cause is due to the uneven blocks it's sitting on. It was first patched with silicone and tape just so it's useable during the course, then during the last in between it was patched along the entire bottom with fiberglass and resin, to reinforce the structural integrity of the tub's bottom to prevent further crackings. However, it wasn't possible to smooth out the surface of the fiberglass due to it being too thin. Will try to apply another layer of resin after this course and to smooth the surface out, otherwise a tub replacement would be needed.

A mouse was caught in the kitchen server bathroom during last course, however no other evidence of rodents found inside of the building. Working with servers to follow certain procedures to prevent attracting mice is on-going, also patched and plugged a couple of more areas, which all seem to help with **mice-proof**.

Dhamma Hall lights dim themselves at times when they are not supposed to, since people tend to be sensitive to lights while meditating this should be fixed. It could be caused by the power, or the control box itself. Has to be looked into more.

Mid-February Updates:

Septic Enzyme Instructions

Clarity on instructions recently

The enzyme (Liquibac) to support a healthy microbial culture in the septic tank

- Is to be put in the shower and sink drain in AT-2, not toilet
- used three times a course in both urinals on the men's side and once per course in the toilet in AT2 to help with the build up of crystalized urine
- Possibly into shower drains to help with hair build up but less frequently

New Gas Range - continued/ongoing

Various Delays and Issues with lots of research and work being done over a long duration. Minor things like it being too cold to work on it while it was outside, and some major things like missing more parts than expected.

Propane/Gas

A used **Range** is for Gas but the stove uses Propane tanks.

To convert it, **orifices** and other parts are needed. Looking into conversion kits/how to install the parts/what's needed/etc. It didn't come with parts or kits because it's used - checking with Amre Supply and Appliances Outlet to confirm details and get the required things.

(The stove will be kept because it's very good - even if converting could be quite expensive)

Other Parts to Converting

The regulator conversion is done by reversing a "retainer pin" in the regulator. No need for a new regulator - though an anti-tip bracket may be needed.

The Manual has instructions but translation needed (no english)

The main difference between natural gas and propane is that NG uses a bigger orifice. If going from propane to NG an orifice could be drilled out but not the other way which is what's needed here.

Could experiment with removing an orifice from the old stove and see, if by some miracle they have the same thread as on the Haier. The instructions seem to indicate the need for 6 orifices, 4 for the burners and 2 for the oven, one upper and one lower. It may work.

Once the stove is inside/out of the cold, then can look under the hood just in case those orifices are hiding somewhere. Then call around to get someone's insight (maybe Harley can recommend someone besides CVM) or an installer might have some orifices hanging around. The only requirement is that they be for propane and that the threads match, and it's the right model number for the stove.

Further research and exploring to be done but it's moving along.

EDS - Sand Filters and UV Lamp Inspection, May Inspection Dates (PART 1)

About the Inspection just recently done and some clarification questions about settings.

EDS came out to look at the Sand Filter that seemed to be continually backwashing during the Christmas Course, Dec 19 - Dec 30 and also **UV Filter A** which had started alarming a couple of weeks ago.

The UV Lamp could be figured out with the Maintenance Manual but the **Sand Filter** needed to be looked at so waited for them to have a visual demonstration from them.

The UV Lamp was a little burnt out but the sleeve was quite clean. The sign next to the filter with maintenance dates showed that the lamp had previously been changed on May 31st 2018 and would be ok until May 31st 2020. There are a few new lamps to choose from but exchanged it with the one that had been removed in 2018 as it still looked somewhat ok, only a few little marks on one end. As the lamps are quite expensive it's likely best to get as much use out of them as possible. If it needs

changing before April then it can be done by the Caretaker, if not it can be replaced by someone else or by EDS when they return in May for the annual inspection.

Sand Filter B - After plugging it in and opening the valve which was closed to bypass it. It seemed to be functioning fine which was a nice surprise. So didn't have to do too much there. Changed the settings on the Sand Filters to Backwash and Rinse alternatively every two days instead of both every day to conserve water, also EDS said every day is a little excessive. Kept the Backwash duration at 10 minutes and changed the Rinse cycle to 5 minutes. Unsure why it says in the manual it needs to be done every day. Wondering still why it was set for everyday and why 10 minutes for both Backwash and Rinse cycle. Can change the settings back to daily and the duration of the rinse if need be.

Some points raised by EDS trying to find the reason for the continuous backwash and emptying of the cisterns were:

1. Don't know if the deep well and cistern pump are connected to the generator. Had a look in the Maintenance Manual but couldn't see anything. If it's not, the filters could have used up most of the water in the cisterns by Backwashing and Rinsing all within a short window of time during the power outage. Sand Filters were backwashing and rinsing for a total of 20 mins every day and the Carbon Filter every four days for a total of 20 mins as well.

2. During the next power outage to check on the Backwashing of the filters. Depending on the length of power outage we can skip the Backwashing and Rinse cycle for a day or more if necessary.

Spring Inspection for the May Work Period

Booked EDS to visit on the 16th of May. At that time the EOC and Environmental Operation Program needs to be re-contracted with them.

- If this isn't something that's overseen by the Trust then Caretaker can sort it out.

EDS - Sand Filters and UV Lamp Inspection, May Inspection Dates (PART 2)

Last year the same problem occurred - it was going into the backwash cycle at all times of the day and night and waking up the female servers in the middle of the night who said the whole wall of the room was vibrating.

(Orlin) from Alternative Water Solutions is the best person to get in touch with about the Sand filters (installed them, did an inspection, tune them up) in March and then worked on it again in October upon request. After the interface being programmed a few times and then it continuing to malfunction + replaced the computer interface and that seemed to work.

Were told it actually only really needs to backwash about every 4 days, so every other day should be fine too. Sometimes it can be unplugged and wait a few hours and then plug it back in again and it resets and stops malfunctioning for some time.

- Hoping the female servers aren't disturbed by the noise at night.
- Due to a misunderstanding - ended up with an extra computer interface for the Sand filter. It's either in the cupboard in Mobile South. If it was a brand new one installed in October then that would be the problem.
- Both the deep well and cistern pumps are connected to the emergency electrical panel in the maintenance room - It helps narrow down the problem but still unsure of how the centre ended up dry. Could be that Sand Filter B was just stuck for some time. Seems like it could be due to the multiple power outages and that the filters weren't checked in between.
- If it starts Backwashing again - Alternative Water Solutions will be contacted. It seems to be fine now after sitting unplugged for quite a while, it seems it did reset itself. Will keep the extra interface in mind if it starts happening again and nothing else seems to be the reason.

Notes: No female servers have complained, but will ask the current female servers and the next course of servers to know if there are any noises during the night as the filters are set to backwash while people are in the hall. - Can also change the settings to every 3/4 days then to help with unnecessary water consumption.

Children Course Committee Report submitted by Josh Bowie

The Children Course Committee will be working on an inventory list for conducting children/teen courses in the lower mainland, Dhamma Surabhi and Dhamma Modana, as well as other locations in BC. This will help us to have a clear budget moving forward. Otherwise, there is no new information from the Children Course Committee at this time.

Executive Committee Report by Alitia Farrell

The Executive Committee met once since the last Trust meeting and has the following items to report on:

Dana

- There has been a decrease in dana over the last 3 courses which can be typical for this time of year.
 - EC will explore what might be contributing to this
 - EC agreed to print a post a second set of the Expansion posters on the men's side of the dining hall
- EC agreed to add an extra orientation talk at 11am on Mettā day.
 - This might be helpful for students to have all of the information split between two orientations
 - The 11am orientation talk will let students know that they can access phones or wallets to give dana

- a sign with this information will be added to the dana table
- After 4 courses the EC will evaluate to see if the talk has been helpful and if the timing of the talk is appropriate

Communication Committee

The EC had been tasked with increasing the appropriateness and efficiency of VF committees that involve communications. The committee determined that the Outreach Committee's functions are not currently needed. It was decided to replace the Outreach Committee with a Communications Committee.

7.13 Outreach Committee

outreach-committee@surabhi.dhamma.org

Committee Coordinator: Thomas Hicks

Assistant Teacher Adviser: Bob Jeffs

Functions/Responsibilities:

- Inform public about Vipassana meditation as taught by S.N.Goenka.
- Respond to messages on VF Info line (604-738-9877) and email address (info@surabhi.dhamma.org).
- Send out information packages as requested.
- Announce course dates to public through media and posters.
- Organize events for the public, such as open houses and public talks.

7.13 Communications Committee

communications-committee@surabhi.dhamma.org

Committee Coordinator: Craig Carpenter

Assistant Teacher Adviser: Jenny Jeffs

Functions/Responsibilities:

- Maintain and update Dhamma Surabhi's Facebook page.
- Oversee quarterly newsletter.
 - Coordinate with Dhamma Modana
- Send out announce emails as needed.
- Update Webmaster with pertinent information
- Organize events for the public, such as open houses and public talks.

Household Committee Report submitted by Ryan Wiskar

The main topic of discussion as of late has been to do with duvets and shelves. As a committee there seems to be a variety of opinions. We have not been able to come to a consensus as to which is more of a priority.

Some feel it is a priority to buy duvets for the entire center and perhaps move

through the bedrooms on a room by room basis providing shelving and hooks where needed. Others feel shelving should be done first in all or most of the rooms, with duvets waiting.

This may be something trust could weigh in on and give us some guidance. Jenny and Josh have been a part of these email correspondences so they could speak to them.

Financial Committee Report submitted by Naga Shunmugam

There are no recent statements to report on...The FC is working towards streamlining this process with our bookkeeper to get this on time going forward

There are many items in the discussion with finance committee like looking at reducing the payment processing cost, how much loans we can afford for expansion etc..There is nothing much to report on those yet.

Few major items that finance team will be taking on next are

1. Work with Accutax to do "Notice to reader" and to file our charity returns..Note that this is the replacement to the full audit we did the last years...We no longer need to do those since are not registered provincially
2. Work on the 2019 budget...we are waiting for the finance statements to be ready before this work can begin

VVH Report submitted by Peter Campbell

Vancouver Vipassana Hall Trust Report February 17, 2019

AT Advisor: Veronika Gruber

Manager: Thomas Hicks

Members: Hosts

vvh-hosts@surabhi.dhamma.org

VVH Committee Trust Reports from this point forward can be found [here](#).

A brief report. Things are proceeding well at the new location. There was another bilingual one-day course for the Persian community.

So far, no change - only hosts have access to VVH outside of the scheduled meditation times.

Attendance was 233 in January.

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.
Done

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. **Done**

October 14th, 2018

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

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 **Done**
- Jenny to update website and newsletter with Dana in Kind list **Done**
- Bob to request poster/information from Dhamma Modana fo Dhamma Surabhi Metta Day **Ongoing**
- Task for ? to divide up sustainable energy conversation **Done**

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. **In progress**
- OC to look into secondary heat/power source for WLR during power outage. **Open**
- For Everyone to explore new Old Student Site and send corrections, additions and recommendation to the Website Committee. **Done**
- For Jenny to communicate new "Old Student" link issues to website committee. **Done**
- Task for Jenny to announce new Old Student Website once glitches are worked out. **Done**
- Alitia to add Dana In Kind description to the Trust Binder description of the Newsletter Committee **Open**

February 17th, 2019

- Rupert and Peter to move the signage file from the CM desktop to Google drive
- Bob to send local residential property sale information near DS to Trust
- Alitia to add "function" under the CC description to "coordinate with foreign language course organizers regarding promoting, networking and advertising"
- EC to explore updating Metta Day posters
- EC to discuss adding second Course Cost Poster for Metta Day
- EC to discuss adding "History" and "Project/Vision" talk to Metta Day
- EC to review need for updating VVH and Metta Day Posters and coordinate with CC
- Jenny to upload Metta Day Poster to EC to review and discuss

- Tao to look into Discord to replace Skype for Trust Retreats.
- Patrick to organize bringing speaker phone system to VVH
- Trust to submit topics/agenda Items to Alitia and or Jenny for upcoming Trust Retreat.
- Naga to look into past emails regarding Solar and Geothermal and check in with Bob and Jenny if he can't find it.
- Alitia to ask Lynn Tonkin to start a new "Sustainable Energy" Basecamp.
- Bob to contact center Teachers about sustainable/alternative building/energy systems.
- James to send out information gathering email to Operations Committee