

**MINUTES of the
BOARD OF DIRECTORS aka TRUST of the
BAY AREA VIPASSANA CENTER (BAVC)
HELD JUNE 18, 2016**

Facilitator: Adrian Foley
Timekeeper: Adrian Foley
Location: South Bay Vipassana Hall (SBVH), 3375 Scott Blvd. Suite 432, Santa Clara, CA 95054

In Attendance: Tim Donovan, Mark Mushkat, Susan Wayland, Shubhra Jain, Rajesh Bawankule, Brooke Wright, Sudhakar Reddy, Prahallad Iyengar, Adrian Foley, Alan Xia, Judith Alper, Ashish Dixit, Jesse Chen, Susan Wang, Akhil Gada, Taru Jain, Ann Seitz

Agenda		Questions-Answers-Comments Discussion & Action Items
Meeting Opening		<i>Q=Question, A=Answer, C=Comment</i>
Many in the Trust joined the first hour of a 3-hour sit for Anapana then moved to a Conference room for the Trust meeting. A quorum of “Trust” members were present and the meeting began @ 10:08 am.		
Restatement of Trust Process by Facilitator		
The agenda for the day was passed out. We will first have Committee reports, cover halls, discussion items then lunch compliments of Nirmala. Additional items were called for; there were none. Stick to written agenda items giving those presenters time to speak, thus moving the agenda process along. Questions are addressed when people raise their hands. They are called on in order and put “on stack.”		
Introductions and affiliations		
On BAVC Trust:	Old Students	
Adrian Foley	Susan Wang (South Bay)	
Sudhakar Reddy	Judith Alper (East Bay)	
Ann Seitz	Tim Donovan (South Bay)	
Prahallad Iyengar		
Jesse Chen		
Mark Mushkat		
Susan Wayland		
Shubhra Jain		
Brooke Wright		
WELCOME REMARKS — <i>Mark Mushkat</i>		
Welcome to all those attending a Trust meeting for the first time and to all others. There is lots of news today before lunch at the home of the Reddy’s. First, thank you for attending and taking the time to listen to these important matters. Please feel free to ask questions or make comments. We are grateful to see everyone here. We are looking forward to a productive and at times humorous day. Are there any comments or questions before we start?		<p>COMMENT: Karen just started a course at Dhamma Makaranda in Mexico where excellent Spanish/English translators support her. I’ll soon be leaving on a camping trip to Sequoia with 28 kids and their parents.</p> <p>COMMENT: Because of the upcoming 20-day course (to be held at CVC Sept. 11-Oct. 2) our next Trust meeting will be on Labor Day (Sept. 4) weekend. Scheduling our meetings every three months and rotating between Hall locations forces us to use that weekend at the SBVH location to get the next year on schedule.</p>
MEETING NOTES – AGENDA		<i>Q=Question, A=Answer, C=Comment</i>
OUTREACH		
The Outreach Committee recently held an in-person meeting at EBVH; Matt		ACTION ITEM: Each hall will appoint a person as

<p>Iverson is this committee's AT advisor. At that meeting Kanan presented three Children's Course poster designs. Once a look, feel and style is agreed upon this same style and format will be used for Occidental and other poster needs thereby shortening the time needed to produce new, and revised materials.</p> <p>Matt will start to develop a Communications Strategy to be used for all the Halls and eventual Center. Among other things this "bird's-eye" view and "roadmap" for in-reach and outreach communication will evaluate and recommend guidelines on whether to use text reminders, how to streamline emails and more. It would be helpful if we had people from each hall to be the point person for Outreach to keep track of what is on each hall website site and for them to let Outreach know what needs so be changes.</p>	<p>their Outreach coordinator, that person will contact Outreach about needed changes to each hall website or other publicity need. Prahallad for SBVH, Doug for EBVH, SF to be decided.</p> <p>ACTION ITEM: Judith Alper will evaluate and make a recommendation if Goenka's new recording, "The Mangala Sutra" is appropriate to use as the subject for a special Vipassana event to be organized by the Outreach Committee. Judith will report back.</p> <p>ACTION ITEM: Although not present due to a previous unbreakable commitment, Nandini volunteered to coordinate special events such as Fleishman talks.</p> <p>ACTION ITEM: All Halls will develop signage per Outreach Committee guidelines and keep those figures revised pertinent financial operations, deficit, income and recurring costs. The same will be done for the BAVC overall to be used as needed.</p> <p>ACTION ITEM: The Outreach Committee will develop dropdown menu categories such as; Supporting Halls (choose from SBVH, EBVH, etc.), Supporting Children's Course (local Children's Courses, National and Outreach Children's Courses under NACCC etc.</p> <p>QUESTION: What is the supply of Dana brochures at Dhamma Manda?</p> <p>ANSWER: Do not re-supply Dhamma Manda with the present version. The brochure needs to be more broadly based. It's current version benefits only BAVC activities.</p>
<p>FINANCE</p>	<p>Q=Question, A=Answer, C=Comment</p>
<p>If anything about this brief report is unclear, please email Susan Wayland with your questions or concerns. Overall, BAVC is in good shape with \$130,000 in the bank. There is an operating surplus of \$53,000. A \$50,000 "restricted" donation has been recently received for the benefit of the SF search for a new hall. EVBH currently operates with a deficit of \$3,000. Children Courses consume quite a bit of expense. SBVH has a surplus of \$1,800.</p>	<p>COMMENT: Two meditators from Spain evaluated the Vipassana business; the introduction to their findings declared of our finance model, "If it were a bird, it would not fly, if it were a duck it would not quack, yet it seems miraculous that it should work," to which many replied, "yet it does."</p> <p>QUESTION: Does the BAVC Trust General Fund cover the deficit of any hall under the BAVC Trust?</p> <p>ANSWER: The Halls are under the care and protection of the BAVC Trust and will be supported unless extreme circumstances prevail.</p> <p>QUESTION: Can any non-old student donate to a Children's Courses?</p> <p>ANSWER: Parental donations are accepted but some connection to the young student needs to be established (Aunt, Uncle, etc.)</p>

SEARCH (BAVC's search for a physical location for a new center)	<i>Q=Question, A=Answer, C=Comment</i>
<p>In January, February and March this committee narrowed down its search criteria before scheduling in-person, time-consuming site visits. Since then we've also found that in-person visits reveal much that paper cannot. Paper and practical experience are entirely different. Philip Block assisted with some in-depth research on county permits needed and found in one case permits granted on paper had in fact expired.</p> <p>For our first site visits we chose San Benito County to "get our feet wet." We visited five properties; Two were partially developed and even if acquired we would need to change and make modifications. Two were bare land. It was a comfort that the six on the committee trip were in agreement of what we were looking for.</p> <p>One visited property sat next to a gravel quarry whose daily operation used large machinery, we saw neighbors of another site displaying "Guns n' God" signs indicating potential opposition by neighbors, we found beautiful properties (about 100 acres) but with very little flat buildable land and no parking or fire access without considerable expense. Land use requirement for fire have tightened since the recent fire near Dhamma Manda. With each site visit the committee sharpened its sensibility of what to ask realtors and how to spot forthcoming realtors. We've been lucky that realtors so far have not bombarded us with sales pressure.</p> <p>This committee meets every six months and plans future site visits. Similar field trips are planned to the Santa Cruz Mountains, then next will visit south of Hwy 580 or the East Bay and next August will visit Vesta, San Jose, and Milpitas area. This will provide the big picture view of property in the Bay Area. We are not working with one particular realtor nor have we signed any contract or exclusive option to use a particular broker. Our goal is to work with a different realtor in each county to broaden our knowledge of what they can offer.</p> <p>A few days before our most recent planned field trip property in the Sana Cruz Mountains came to market. It featured 55 acres but in the end parking was impossible and fire access up a steep hill was a problem. Possible future growth would have placed quads or dorms a half-mile or more from the Dhamma Hall on this beautiful but mostly hilly area. We loved the property but it could only house 25 people and there was no realistic way to accommodate future growth so the committee decided to not pursue it any further.</p> <p>Many challenges surround finance. Funds in reserve are usually the answer when purchasing property. Bank loans are almost always out of the question. Banks don't understand our business model that doesn't charge money. A personal guarantee might suffice and satisfy a bank's need for financial assurance.</p>	<p>ACTION ITEM: The Finance Committee before the Trust Meeting in September will meet and discuss whether financing is in place to purchase property for a new center if found and they will look at and suggest options for financing.</p> <p>COMMENT: I understand new and improved construction technologies now offer solutions to hillside or steep construction.</p> <p>COMMENT: Fire regulations are getting more stringent and restricting especially since the Northern California fire. Dhamma Manda was set to build and had to go back to the drawing board to implement a two-way fire access road.</p> <p>COMMENT: Some properties are "grandfathered" so no new upgrades are needed, but in our case this would not be true.</p> <p>COMMENT: Land must be fairly flat to accommodate handicap access, future building and parking.</p> <p>COMMENT: We should at least be aware that hilly land is probably cheaper.</p> <p>COMMENT: It's true that a single neighbor is enough to shut down a purchase. It can also be true wealthy neighborhoods consider our presence to bring down their property values.</p> <p>COMMENT: The 2-year old center in Israel started with a capacity for 72 students, they were able to build a kitchen, and over 10 years will expand to 200 student residences and 130 students. Some residence will be for long-term servers and ATs.</p> <p>COMMENT: The Colorado group has been searching since 2007; money is not really their issue.</p> <p>QUESTION: Does building quads or dorms make any difference in the type of land needed or county regulations?</p> <p>ANSWER: No, state and country requirements are the same.</p> <p>QUESTION: Let's say a property is found; are the finances in place to move forward?</p> <p>ANSWER: The short answer is we don't have finances in place, in the long term no center had it all in place before they went ahead.</p> <p>QUESTION: Is hilly land always a problem?</p>

	<p>ANSWER: We look at topographical maps as part of our search criteria to insure any prospect has 5-10 acres of buildable land.</p> <p>QUESTION: Why not have only 50 places for parking and make carpooling a necessity?</p> <p>Q=Question, A=Answer, C=Comment</p>
<p>OCCIDENTAL, BAVC off-site course at Occidental (formerly CYO)</p> <p>Dates for this year's annual course are set for Dec. 20 to Dec. 31, 2016. Set-up is scheduled for Dec. 18th and 19th. Main registration will open starting in September. If you are interested in being on the Registration Committee please email Nikhil or Shubhra. For the Food Committee email Brooke Wright.</p> <p>The question is sometimes asked: When do you know whether an area is ready for a center? The answer is by putting on non-center courses, that's where a group "cuts its teeth." A non-center course reflects much of what running a center will need. For the Occidental course about 700 students register and typically they come from the waiting lists of the other three centers.</p>	<p>ACTION ITEM: Shubhra will track Occidental matching donations and report back to Mark and the trust. Data will break down how many students gave Dana, how many were new, old etc. Of note is that Q2 usually sees an increase in Occidental donations.</p> <p>ACTION ITEM: Make all Metta Day Dana tables more visible.</p> <p>ACTION ITEM: Seventy new meditation "wedge" covers are needed-Sudhakar</p> <p>COMMENT: By emphasizing "Corporate Matching Funds" at the Metta Day Dana Table this year our donations skyrocketed. All Metta Day Dana tables should emphasize corporate matching donations.</p> <p>COMMENT: Occidental is coming up on its 12th or 13th year of operation.</p>
<p>NORTH AMERICAN CHILDREN'S COURSE COMMITTEE (NACCC)</p> <p>No report at this time.</p>	<p>Q=Question, A=Answer, C=Comment</p> <p>ACTION ITEM: Since NACCC and the Children's Courses are entirely different the Outreach Committee will specify on the website dropdown menu and in the next revision of the Dana Brochure about giving to Children's Courses and/or NACCC.</p> <p>COMMENT: NACCC's purpose is to identify minority or other in need communities to offer courses. Its funds are "held" by a trust but not available as part of that trust's funds. For example the fund for Occidental were "held" in trust by NCVC but not touched or used by that Trust. There are legal reasons this is most efficient.</p>
<p>East Bay Vipassana Hall, EBVH</p> <p>Basically things are going along the same with the hall offering group sits, 1-day many more 3-hours sits. The EBVH committee continues to keep students informed by use of its bulletin boards. One of the hardest things is having enough ATs. Matt, Judith and Anita can sometimes preside. On occasion sits have to be cancelled because there isn't anyone around to even play the tapes.</p> <p>Several months ago a difficult situation with a bad management company arose and now there is a new management company. The former management company left their files in chaos to the point the new management company asked us to send them a copy of our rental agreement. Initially, the new management company agreed to install a lockbox on our door so meditators could come and go. Later, they reversed that decision citing safety reasons. Our lease is soon up for</p>	<p>PROPOSAL AND CONSENSUS: Judith Alper will negotiate the terms of the new EBVH lease with its new management company as follows: she will request shared cost of a new Keypad and a 5% rent increase (2.5% over 2 years) in return for EBVH signing a 2 year lease.</p> <p>COMMENT: SBVH has a 4-year lease and by signing for so long rent decreased monthly too less than what management had originally asked.</p> <p>COMMENT: Students interested in developing a</p>

renewal and they are asking for a 5% per year rent increase and they want us to pay for our own Keypad entry lock. Does EBVH want to absorb that cost?	<p>SF hall visited EBVH and SBVH and had a favorable impression of a model they wish to follow.</p> <p>QUESTION: How much is EBVH monthly rental and total operating cost?</p> <p>ANSWER: Currently about \$1,700, with the new rental agreement about \$1,800.</p>
South Bay Vipassana Hall (SBVH)	
<p>SBVH just marked its 10-year anniversary. The most recent Teen Course at this location was a success hosting 10 boys and 9 girls ages 13-17. It was experimental in that it mixed the hall. The next Children's Course is scheduled for August 27th.</p> <p>The hall's finances are strong. The SBVH Committee is considering changing the layout of the hall. Changes will include removing one of the annex doors thus hoping to eliminate congestion and the purchase of a new flat screen TV to be mounted on the wall above and behind the Dhamma seat. Feel free to send your comments or suggestions to Prahallad.</p>	<p>ACTION ITEM: Per an earlier request to each hall from the Outreach Committee the SBVH committee will develop a poster that contains its monthly operating costs, recurring costs, deficits, financial needs etc. and will post it in the hall and keep it revised as needed.</p> <p>COMMENT: Recently 200 new meditation "wedges" were ordered, this time at a reduced cost of \$7.50 per cushion. 30 are designated for SBVH, 30 for EBVH, and 30 for a future SF hall, 84 went to CVC. Nikhil, still in India at this writing, is trying to have topper covers made that he will return with.</p>
San Francisco Vipassana Activities, (future Hall)	
<p>Efforts to develop a new San Francisco Vipassana Hall are underway. A core of old students is still being sought and formed into the future hall's management committee. 37 people attended the first organizing meeting held in San Francisco. Efforts continue to identify a committed group of core old students to run the future hall. Steps have been taken to identify possible rental location through Craig's List and word of mouth. Most are quite expensive meaning \$3,000 a month or more.</p> <p>A survey sent to 2,100 Regwalla zip codes of old students in SF or its surrounding counties was completed last April. From that information location, need for public transit, parking, expense and donor support were gathered. One old student couple, committed to finding a SF hall location has come forward with a \$50,000 "restricted" donation.</p>	<p>ACTION ITEM: For presentation at the September meeting, Prahallad and Mark will develop data regarding multiple tracking of students such as the percent of new students who take a second course, the percent of new and old student who give Dana, percent of students sitting more than ten courses, who serves, the transient nature of SF etc.</p> <p>COMMENT: I'm uncomfortable with the SF \$50,000 being only targeted to one effort or that the donor might misunderstand the use of their gift. The Trust must tell all donors "we will make our best efforts" to give the people donating what they have specified their money go but the Trust has a fiduciary and legal duty that is very clear. The fact is the fiduciary duty of the Trust legally takes precedent to what any particular donor wants. Furthermore, it took 10 years to build the CVC Pagoda even though many donated toward that effort.</p> <p>COMMENT: An ideal finance model is 2/3ds of hall support must come from monthly recurring donations and 1/3d from Dana table donations or one-time gifts. At the rate of \$2,083 we would use up \$50,000 in two years and could still fall short. To have a location that can sustain itself helps to build up its vibrations. The SF venture is not yet financially sustainable.</p> <p>COMMENT: Rajesh has tracked data from 1993-</p>

	<p>current for over 100,000 students and developed statistics for North America. Some of his other findings show that only 30% come back to take a second course and those are the students who support halls and centers. He found since 1993 that 2.25% have taken 10 or more courses. Questions of who sits, who comes to a hall, who contributes in Dana or service to its operation is vital.</p> <p>COMMENT: As we discuss and parse out the future of any new SF Hall let's remember the pillars of how the halls and centers support themselves: 1) recurring monthly pledges; 2) Dana Table donations; 3) One time donations and 4) Children's Courses. Too often Children's Course's are not recognized as part of the economic balance sheet that they are. Full consideration of the economic balance and how to accommodate Children's Courses needs to be a factor.</p>
2016-2017 Trust Meeting Dates	
Sunday, September 4, 2016	
Locations: TBA, and will alternate between SBVH and EBVH or as explained in the body of these Minutes.	
2 Minutes of Meditation	
Meeting adjourned 12:49 PM.	
Respectfully submitted: Ann Seitz, BAVC Secretary 2016-2017	