

**MINUTES of the MEETING of the  
BOARD OF DIRECTORS of the BAY AREA VIPASSANA CENTER  
aka BAVC Trust  
HELD SEPTEMBER 4, 2016**

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

***In Attendance:*** Karen and Tim Donovan, Tayeko Yamada, Doug Jackson, Nandini Iyer, Sudhakar Reddy, Nirmala Pailla Mark Mushkat, Susan Wayland, Nikhil Jain, Shubhra Jain, Jesse Chen, Taru Jain, Meenu Gupta, Prahallad Iyengar, Ann Seitz, Ali Naimi, Amit Satsangi  
***(18 attending)***

Agenda	Questions-Answers-Comments Discussion & Action Items
<b>Meeting Opening</b>	<i><b>Q=Question, A=Answer, C=Comment</b></i>
The day began at 9:00 am with a one-hour sit as part of the SBVH one-day course. The trust moved to the conference room and the meeting began at 10:15 am with introductions and a welcome to all newcomers.	
<b>Restatement of Trust Process</b>	
i) Try to stick to written agenda items giving those presenters time to speak, thus moving the agenda process along; ii) Questions are addressed when people raise their hands. They are called on in order and put "on stack."	
<b>Introductions</b>	
<u>Trustees in attendance:</u> Mark Mushkat, San Francisco, Trust President, Finance and Search Committee Nikhil Jain, South Bay, BAVC Treasurer, Occidental and Finance Committee Shubhra Jain, Sunnyvale, BAVC Treasurer, several BAVC Committees Ann Seitz, East Bay, BAVC Trust Secretary, Occidental and Outreach Committee Susan Wayland, San Francisco, BAVC Trust member, Finance Committee Prahallad Iyengar, Santa Clara, BAVC Trust, on several committees Nandini Iyer, Santa Clara, Outreach Committee Meenu Gupta, Palo Alto, BAVC Trust, Outreach Committee Doug Jackson, Berkeley, BAVC Trustee, EBVH Committee Tayeko Yamada, BAVC Trust, Finance Committee, EBVH Treasurer Jesse Chen, San Francsc, BAVC Trust, SFBVH Committee Sudhakar Reddy, Santa Clara, BAVC Trust, Finance committee Nirmala Pailla, Santa Clara, BAVC Trust <u>BAVC Teachers in attendance:</u> Karen Donovan, BAVC teacher Tim Donovan, BAVC teacher <u>Observers:</u> Taru Jain, South Bay, Search Committee Ali Naimi, visiting from Sunnyvale Amit Satsangi, Fremont, not on any committee  There's a full agenda, for those who can stay there's a potluck, and after that there will be another meeting of the Search and Finance committees to discuss where the work intersects in finding and funding a new site.	
<b>Call for Adjustment to Agenda</b>	
Time was adjusted and given to more fully hear the Finance Committee	
<b>Opening and Welcome Remarks-Karen Donovan</b>	

<p>The BAVC Trust was formed to support the Occidental 250-student off-site course and as a way to how to hold funds for the halls in the Bay Area. We are close to having a SF Vipassana Hall that will be under the auspices of the Trust. The Trust has also undertaken the search for a new center site and the Search Committee has shifted into a new phase, out of planning and preparation and now conducting site visits. Another indication of the growing maturity of the Trust's efforts is that Search and Finance are meeting together today to discuss further how a center might be funded. We're inspired, optimistic and uplifted by all the work this Trust has done so far. We are fortunate to have a growing understanding of issues and willingness to learn from the past and share knowledge and experience with each other.</p>	
<p><b>OUTREACH COMMITTEE</b></p>	
<p><b><u>CHILDREN'S COURSE POSTER:</u></b> While preparing the children's poster the Outreach Committee moved its focus to developing a style guide to inform and direct all published BAVC materials. The 2x3ft CC poster displayed now acts as the template and foundation for that guide and is in its final stage of development. The poster can be scaled to smaller handouts or posters. We are also thinking of distributing the smaller posters in appropriate ventures like libraries to inspire more children to participate. We have regular children's, teens' and old student children's/teens' programs at both SBVH and EBVH.</p> <p><b><u>BAVC DANA BROCHURE</u></b> There already exists a Dana Brochure and a revised version should be ready for this year's upcoming Occidental course.</p> <p><b><u>BAVC SURVEY</u></b> The intent is of this survey is to reach out to old students get feedback in terms of different communication strategies they would respond to; different sorts of APPs and Websites to get old students to serve at Occidental course as well. All trust members are asked to complete this survey before it is launched to all old students. The deadline date for the trust members to take the survey is September 10; the launch date for the widely distributed survey is just before the Occidental course.</p> <p><b><u>SPECIAL EVENTS</u></b> A recording of Dr. Paul Fleischman's recent talk up in the NW will be played for old students at upcoming events at EBVH September 17 and SBVH October 12 @ 1:30pm.</p>	<p><b><u>CHILDREN'S COURSE POSTER:</u></b></p> <p><b><i>ACTION ITEM:</i></b> The Outreach committee will generate an 8.5x11 size version of the Children's Course poster.</p> <p><b><i>ACTION ITEM:</i></b> The Outreach Committee will "mock up" necessary posters and outreach materials to be ready for an eventual site purchase and new center. They will identify a recent newsletter article about Idaho and use it as a guide for an informational letter to old students about a new center.</p> <p><b><i>Q:</i></b> Could this and will this CC poster be shared nationally? <b><i>A:</i></b> If neutral enough it could at least be shared with the other California centers and nationally as long as the link could be easily changed.</p> <p><b><i>Q:</i></b> Is there a single landing page for children's courses? <b><i>A:</i></b> children.dhamma.org specifically hosts information for international courses, videos and more.</p> <p><b><i>Q:</i></b> Is it possible to make room on this poster to post dates for upcoming courses or to leave a space to superimpose something updated? <b><i>A:</i></b> When we create a standardized look and feel those questions can be addressed.</p> <p><b><i>C:</i></b> Is so much detail regarding parental involvement needed on this poster?</p> <p><b><i>C:</i></b> It would be nice to have a Finance poster for all the halls similar to the Children's Course poster.</p> <p><b><u>BAVC DANA BROCHURE:</u></b> <b><i>ACTION ITEM:</i></b> If you have suggestion to improve the content of the Dana brochure (there are copies in all the halls) please contact Meenu or Brooke.</p>

	<p><b><i>ACTION ITEM:</i></b> Prahallad I will develop a poster to compare the finances of all the BAVC halls and work with the Outreach committee to publish it within the new style guide guidelines.</p> <p><b><i>ACTION ITEM:</i></b> Outreach and Finance will develop a poster to explain the intent and purpose of Dana as a Parmi and part of daily practice.</p> <p>C: Is there a question of confidentiality about hall finances? Is it important that old students have access to all of it? I suggest a discussion between all the halls.</p> <p>Q: Can all aspects of Dana, money, and service be incorporated into one poster?</p> <p><b><u>BAVC SURVEY:</u></b></p> <p><b><i>ACTION ITEM:</i></b> All Trust members are asked to take the Outreach survey on Basecamp and complete it prior to September 10.</p> <p><b><i>ACTION ITEM:</i></b> Prahallad will contact those he knows in the technology field to determine if one of them can and will write an APP.</p> <p><b><i>ACTION ITEM:</i></b> The Outreach Committee will send a reminder via Basecamp for all Trust members to take this survey.</p> <p>C: The survey seems to contain some redundancy, don't ask the same question twice.</p> <p>C: If we do not have the resources to launch an APP we might not want to include it in the survey.</p> <p><b><u>SPECIAL EVENTS:</u></b></p> <p><b><i>ACTION ITEM:</i></b> The Outreach committee will soon present a training for Basecamp, it will develop and announce website updates, and it will develop information messages regarding Dana for the new center.</p> <p><b><i>ACTION ITEM:</i></b> If a SFVH is in operation soon, Dr. Fleishman will be asked if could present a talk there, possibly as an inaugural event.</p>
<b>FINANCE COMMITTEE</b>	
On Basecamp you will find the document: Bay Area Vipassana Center INCOME AND EXPENSES BY CLASS January - July, 2016 where you can see recurring donations and other Dana for each hall, Occidental and BAVC separately. There is a surplus of approximately \$6,000 for this year's Occidental course.	<p><b><u>FINANCE TRACKING</u></b></p> <p><b><i>ACTION ITEM:</i></b> The Finance committee will make new Dana categories to separate and identify large one-time donations, monthly pledges, after-course Dana only, cash placed in anonymous receptacles</p>

The NAACC \$-3,399.02 is not fully representative of funds available, BAVC has been sponsoring courses in Wisconsin, New York, New Jersey, and this trust acts as a placeholder for NAACC funds. BAVC is the natural choice trust to hold these funds because most of those on the NAACC committee live in the Bay Area.

Before BAVC was a trust CVC held funds for the operation of EBVC and SBVC. Those funds have been slowly separated and transferred into BAVC accounts with a remaining \$30,000 to be transferred next year. There's been a request from CVC to wait on transferring these funds until next year and BAVC has agreed. This amount will include the balance about \$13,000 for NAACC.

We have signed a contract and made a deposit for this year's Occidental course. The CYO facility management has been most helpful and worked with us to keep our cost low even though their parent company raised our rent this year.

The Finance Committee is developing guidelines on how committees and the overall trust will spend on big and small ticket items for example with flowcharts and summary descriptions of what needs trust approval, when committees can act on their own, what defines a big ticket item, what is this an emergency expenditure, is this a budgeted item? This process will give autonomy to the committees and dispense with the need for endless trust involvement. This will help the Trust in the later part of the year when spending needs arise. Basically, if an item is budgeted but also an emergency the committee can act without further Trust approval. Different committees will have different needs, the halls have storage to stock items but the Search Committee might have more pressing time-sensitive. All pertinent charts can be found on Basecamp. (Or contact Nikhil Jain)

not needing a receipt, so that a more complete understanding can be developed of where Dana comes from.

**C:** Centers in India make it easy for students to give any amount of donation (small or large) by providing an option for them to anonymously put money in secure donation boxes.

**C:** We don't want to overly bureaucratize this process but do need more of an explanation and understanding than just the aggregate amount.

**C:** Committees should start now to keep track of incidentals and sundries might be a good idea so your budget begins to reflect what is spent and later will reflect an aggregate total for any time period.

### **BUDGETS**

**ACTION ITEM:** All BAVC Committees will formulate a beginning draft budget request by October 15 to be presented at the December 10 next trust meeting. This gives two months for committees to develop at least a draft budget.

**ACTION ITEM:** The Finance Committee will make a formal invitation to develop beginning budgets and send to all Committees.

**C:** To clarify the Occidental committee has been working for the last decade by not going to the trust for every expense. Regular expenses such as rent, food, insurance are well known, we know exist and always in the same ballpark. We purchase alarm clocks, umbrellas and many small items without going to the trust.

### **UNDERSTANDING DANA PARMİ**

**ACTION ITEM:** Using style guide templates Outreach will develop an importance of Dana Parmı and Dhamma Service poster(s) to be distributed in the halls.

**C:** Understanding of Dana is weak among students. Data gathered from an Occidental course several years ago found at that time out of 240 students at the end of Occidental only 80 students gave and those were old students. Our greatest fundraiser, Goenkaji, is no longer with us. How do we now inspire more new and old students to be part of something, how do we communicate that message of developing that parmı without using guilt or solicitation? Is there a way to do this and create a new spark for dhamma?

	<p><b>C:</b> I think we need Outreach Service posters to educate and understand the Dana parmi and dhamma service.</p> <p><b>C:</b> The SF Geary street hall location is for used one hour a week plus one day a month. One hundred dollars a month is paid to the host for use of the temple, not as rent but donation.</p> <p><b>C:</b> We must include money donated anonymously, at the last Occidental course \$3-\$4 thousand came by way of students taking cash out of their pocket and not wanting a receipt.</p> <p><b>C:</b> When I took my first course I went there because it was free. I was waiting for someone to approach me. I've been to many meditation locations and there was always a "guilt trip" there about giving. No one at Vipassana then or since then has cornered me about giving and that's important.</p> <p><b>C:</b> A study done of the Vipassana business model concluded, "If it was a bird it wouldn't fly, if a fish, it would not swim." Yet, we continue. We need to make known at the end of any 10-day course the need of this organization that is truly student and volunteer run. We are a pay it forward model it is our inspiration model and our restraint.</p> <p><b>Q:</b> Should we consider using JIRA to manage the BAVC budget?</p> <p><b>A:</b> This software is probably more than is needed.</p>
<b>SEARCH COMMITTEE</b>	
<p>Taru posted a report to Basecamp on Search Committee activities that included what sites have been visited, what was learned about county regulations and several other fronts of inquiry. This committee has a full day in-person meeting every 6 months where they evaluate what to do next, develop concrete actions items and discuss what to do next. Field trips are conducted to evaluate properties in San Benito, Santa Clara and Santa Cruz counties and found San Benito county regulators were found easier to work with--probably because it is a rural county--and Santa Cruz the most difficult due to High Density laws meaning even if you own a large parcel of land there are many rules about building on it.</p> <p>This committee continues to learn about research regulations and decipher Topo Maps (topographical or steepness of grade) and have found almost all information needed is online. Spreadsheets have been created for all these counties allowing the committee to visit fewer properties, as some will never meet our needs. We no longer use realtors and are getting all the information we need without using their services.</p> <p>Our need is not urgent and we are in no rush. We can take the time we need to do the necessary work and have found going through this process has revealed certain deal-breakers. The more properties we research the more problems we minimize.</p>	<p><b>C:</b> No matter what property is purchased a Land Use and Building Permit must be obtained. This process is long and involved requiring much documentation, often architectural drawings. This process can take up to one year so plenty of time to wait for property to roll out of the Williamson act.</p> <p><b>Q:</b> Should we offer Option money or ask or Right of first refusal when considering a property?</p> <p><b>A:</b> In general there is at least a two month period during which time a Conditional Use Permit hearing is conducted, the public is notified of intent and use, concerns are heard. If opposition arises this is usually before any final purchase. If a percent of money is held in escrow to hold the property for purchase and we don't buy, that money is forfeited.</p> <p><b>C:</b> When we looked for our personal home, we looked at over 100 houses. The groundwork we did at times seemed endless but it allowed us to know</p>

<p>The Williamson Act: Was created to protect farms from being converted to development and to minimize the loss of agricultural land. One saving grace is it renewed every 10 years, we have to be cautious careful what we buy isn't going to be removed. It is a major issue especially in San Benito. If property is included in The Williamson Act, the owner may not have buildable rights. This was passed to protect agricultural land from over development. Each property in it is reviewed and properties scheduled to time out of the Act can be considered.</p> <p>Topographic maps: There is a way to figure the slope of a property and determine what actual buildable land is really available.</p> <p>Karen and Taru are looking at a Santa Clara property next week. The search committee has really grown for 2 years now and continues to benefit greatly from all the other centers and their experiences.</p>	<p>exactly what we wanted and to know when we'd found it.</p>
<p><b>OCCIDENTAL REPORT</b></p>	
<p>The next course dates are set: December 20-31, 2016  Pre-course set up: December 18-19-20, 2016  Course cleanup: December 30-31, 2016  Registration opened: September 1, 2016 (thus far 30 applications have been received)</p> <p>The rental contact for this year has been signed and a deposit has been sent. The Food sub-committee is Brooke, Brian Rabben, Ann and maybe Alan Xia. Data has been compiled from last year on food use has been useful. We want to do outreach for getting servers. Dining hall space, particularly on the Female side was an issue last year. CYO will assist with using large rectangle tables instead of round tables. This trust may have to purchase a few more tables.</p> <p>Also, this committee will be building some benches this year and contacting the trust for the cost of the materials.</p>	<p><b>ACTION ITEM:</b> The Outreach committee will update and widely share last year's Occidental flier.</p> <p><b>ACTION ITEM:</b> Doug Jackson will volunteer or help find volunteers to make verbal announcements after each group sit, 3-hour, one-day for Occidental service.</p> <p><b>ACTION ITEM:</b> Tim Donovan will make available the Group Sit email List, for example on the CVC and Sacramento websites to make the Occidental service announcement.</p> <p><b>ACTION ITEM:</b> A date will be set for an inventory of items in Jeffrey Zankel's barn.</p> <p><b>ACTION ITEM:</b> Call for joining this committee. The Core Occidental Organizing committee is down to 3 people, and is looking for greater participation even in limited capacity. Even if not able to be a full committee member, anyone is welcome to start as an observer by attending Pre-course set up or clean up, by doing simpler tasks like listening to voice mail messages or helping students understand what is involved.</p> <p><b>C:</b> Even a half-day of service is very useful.</p> <p><b>C:</b> Acknowledgement and grateful thanks to Jeffrey Zankel whose contributions make this course a reality. He rents a truck and organizes a load-in and load-out team; he resupplies the course as it is in progress.</p> <p><b>Q:</b> Are there daily groups sits during the Set up days?  <b>A:</b> Yes, three a day.</p> <p><b>Q:</b> Whom shall we contact if we want to donate or serve Occidental?</p>

	<p><b>A:</b> Nikhil and Shubra Jain:  Nikhil Jain, &lt;<a href="mailto:nikhil.barjatya@gmail.com">nikhil.barjatya@gmail.com</a>&gt;  Shubhra Jain, &lt;<a href="mailto:00sankalp@gmail.com">00sankalp@gmail.com</a>&gt;</p>
<b>EAST BAY VIPASSANA HALL</b>	
<p>EBVH continues to pursue the installation of a Key Pad entry lock or a lock box. Management at this time is opposed. We will continue to look for a more affordable location for a new hall. Though the current location has many good features one detracting feature is no elevator, many stairs, so not handicapped-friendly access.</p> <p>EBVH also reported that they are offering two 1-day and two 3-hour sits on alternating weekends every month. They switch between Saturday and Sunday.</p> <p>By way of EBVH committee decision we closed last December. The Occidental course was using many of our cushions but more than that we decided to close due to vacations taken in December shrinking host and AT coverage for the hall. In future, Karen requested that we check with the trust before closing for any length of time.</p>	<p><b>ACTION ITEM:</b> The EBVH committee will check with the BAVC Trust to help in solving future questions of closing the hall.</p> <p><b>ACTION ITEM:</b> EBVH committee will evaluate and discuss the possibility of offering a New Year's Day 2017 one-day course.</p>
<b>SAN FRANCISCO VIPASSANA HALL</b>	
<p>A location a few steps from public transit, on Market Street in SF is being considered for SFVH. We are close to resolving final access to the building details with the leasing agent who has agreed to a \$3,600 monthly lease. Contact Mark Mushkat for details.</p>	<p><b>ACTION ITEM:</b> ALL TRUST MEMBERS are needed to approve the signing of the SFVH lease. Please look for this email or Basecamp notice. If it arrives please give it your full attention immediately.</p> <p><b>Q:</b> If the entry issue is not resolved what happens?  <b>A:</b> The SFVH committee goes back to square one.</p>
<b>SOUTH BAY VIPASSANA HALL</b>	
<p>Infrastructure changes inside hall include one door being removed that has improved the flow inside the hall and in particular the entryway. Last weekend a Children's course was conducted here for 33 children. Recently, an old student Q&amp;A was held for old students with Karen and Tim Donovan. We offer daily sits, and one-day courses.</p>	<p><b>ACTION ITEM:</b> This SBVH Finance Committee will consider QuickBooks to prepare its budget reports.</p> <p><b>C:</b> SBVH posts a phone number on the door so if students come for the first time they can call to gain entry.</p>
<b>GENERAL DISCUSSION</b>	
<p>We made a major purchase of 40 wedge cushions intended for SF, will be sent with Doug at EBVH to be stored in the loft. The idea behind this purchase was for all three halls to share the cushions and for use during the Occidental course.</p>	<p><b>ACTION ITEM:</b> Sudhakar has about 60 blue covers for EBVH cushions and will transport them today.</p>
<p><b>NEXT TRUST MEETING</b>  December 10, 2016  Location: East Bay Vipassana Hall (EBVH)  Address: 1250 Addison Street, Room 212, Berkeley, California 94710  Phone: (510) 224-5070  Website: <a href="http://www.sfbayarea.us.dhamma.org/os/ebvh">http://www.sfbayarea.us.dhamma.org/os/ebvh</a></p>	
<p>Karen and Tim have to reschedule the next the next trust meeting and propose March 12, 2017 instead of March 26, 2017 held at SBVH.</p>	<p><b>ACTION ITEM:</b> Mark Mushkat will send a Doodle Poll document to determine the best date for the March trust meeting.</p>
<b>Two minutes meditation. Adjourn 12:50 pm</b>	
<b>Respectfully submitted:</b> Ann Seitz, BAVC Secretary 2016-2017	