

**MINUTES of the TRUST MEETING of the
BOARD OF DIRECTORS of the BAY AREA VIPASSANA CENTER (BAVC)
HELD JULY 18, 2015**

Facilitator(s): Adrian Foley

Timekeeper(s): Mukul Agarwal

Location: East Bay Vipassana Hall (EBVH), 1250 Addison Street, Room 212, Berkeley, CA 94709, Telephone: 510-224-5070

In Attendance: Marie Brennan, Meenu Gupta, Nobuko Yamada, Mark Mushkat, Susan Wayland, Matt Iverson, Doug Jackson, Nikhil & Shubhra Jain, Nikhil's mother and father, Brooke Wright, Mukul Agarwal, Tayeko (Tai) Yamada, Ann Seitz, Adrian Foley, Judith Alper, Paula Good, Akash Jagannathan, Tim Mull, Elke Moritz, Ron Merom.

Agenda	Questions-Answers-Comments Discussion & Action Items
Meeting Opening	<i>Q=Question, A=Answer, C=Comment</i>
The day began at 9:00am with a one-hour sit. The meeting began at 10:10 am with around-the-room introductions. Mark Mushkat gave the "Welcome" and congratulations to all on the new location.	
Restatement of Trust Process	
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."	
Call for New Agenda Items or Announcements	
1. The North America Children's Course Committee (NACCC) was removed as an agenda item, Nikhil will give a brief summary. 2. A brief highlight for the Occidental course was added. 3. Two minutes of Meditation were added to close the meeting.	
Approval of Minutes	
Minutes from April 19, 2015 were approved by consensus.	
SUMMARY OF ACTION ITEMS	
1. Develop Occidental course page--Unassigned 2. Develop content re: why we are called "bay area vipassana center"--Karen Donovan 3. Develop strategy for newsletters--Unassigned 4. Develop content for BAVC 4x6 cards and flyer for distribution at CVC and NCVC--Unassigned 5. Confirm posters are created in InDesign or other program that we have access to--Unassigned 6. The Outreach Committee will return to the Trust at the next meeting with a proposal on how to handle the coordination of the announce lists.--Unassigned 7. Finance Committee will continue to contact old students to move their recurring donations to BAVC account(s), recurring pledges formerly through CVC need to be canceled and can be re-pledged on the BAVC website--Nikhil 8. The Finance committee will determine and report back whether old students can make electronic payments or recurring payments by setting it up with their bank and whether, most importantly, how will BAVC know for which hall its designated.--Unassigned 9. Determine who is allowed/not allowed to donate to the NACCC or the halls, what are the restrictions if any—Nikhil. Unassigned 10. Brooke will contact the San Francisco Vipassana Hall to see if we could have our next Trust meeting at their location.	

MEETING NOTES – AGENDA	
OUTREACH COMMITTEE REPORT (Website and Posters)	<i>Q=Question, A=Answer, C=Comment</i>
<p>The members of this Committee are Brooke Wright and Meenu Gupta (Co-Chairs), Rajesh Bawankule (Website, AT Advisor); Prahlad Tarigoppula., Alan Xia, Nae Hayakawa, Nikhil Jain, Seema Sharma, and Shobhan Shah.</p> <p>If you are interested in being on this committee contact Brooke Wright.</p> <p>WEBSITE: This committee has been functioning well with weekly committee phone meetings.</p> <p>Two draft websites were projected and all agreed the one with the white background and black typeface was most crisp and easy-to-read. Since comments to improve the BAVC website will keep coming, the Outreach Committee wants to take the next step. The website is already online and has an address but this committee is announcing it in the August California newsletter.</p> <p>There was discussion about how to best provide information on activities at each hall in a non-confusing way. One method is to use Google Calendar. Its advantage is that all events are in one central place and each hall's designated calendar editor can add, delete or edit content. Its disadvantage is that events can seem overlapping and difficult to separate. The dedicated webpage is another method. Its advantage is it provides a clear and separate page for individual hall information. Its disadvantage is updating a fixed website requires a dedicated "Webmaster" and can be more work intensive if there are multiple changes. Events include things like: Group daily sittings, day courses, one-time events, announcements particular to one hall or another, etc.</p> <p>Currently, email is used to notify students of updates and changes but there are five or six more avenues for this committee to consider on how to coordinate information from all the halls.</p> <p>POSTERS: Three posters are being worked on:</p> <ol style="list-style-type: none"> 1. Dana Service 2. Dana Finance; and, 3. Dana and Service for Children's Courses. <p>We have draft content for all three. Nai is working on their design that sometimes is more complicated than we thought. Our posters will be 24 inches by 36 inches to begin with. If you would like to review their content Meenu is happy to share it as a Google Doc.</p>	<p>ACTION ITEM: The Outreach Committee will return to the Trust at the next meeting with a proposal on how to handle the various questions and coordination of the email lists that alert old students to activities.</p> <p>ACTION ITEM: Brooke will contact the San Francisco Vipassana Hall regarding their schedule and site availability to host a trust meeting.</p> <p>ACTION ITEM: Outreach Committee will look into a BAVC 4"X6" or three-fold or other color handout for Metta Days that will include schedules that cover all the halls.</p> <p>ACTION ITEM: Confirm posters are created in InDesign or other program that can easily be edited—Meenu.</p> <p>COMMENT: Greater effort by the Outreach Committee and all committees will focus on bringing SFVH into BAVC's operations including committee work, Trust meetings.</p> <p>COMMENT: The main Home Page of any BAVC website should list each and all halls and by clicking on that link will list its events. Currently, we contact Nikhil to change or update and do not use Google Calendar.</p> <p>COMMENT : The committee needs to think about the relationship and interrelationship between BAVC and the websites for each Hall. Opt-Out List rules about email state how many we can send per week, month. There seem to be two issues: students need clarity when they access information on their own and BAVC needs to control what goes out</p> <p>COMMENT: Students do come from courses wanting to find out what is going on elsewhere. They don't identify with one particular hall. We may be overly concerned of those regulars who frequent just one hall. Let's remember to focus on new old students to make our events as clear as possible.</p>
FINANCE REPORT	<i>Q=Question, A=Answer, C=Comment</i>
<p>The Finance Committee consists of Nikhil & Shubhra Jain, Mark Mushkat, Susan Wayland, Judith Alper as AT Advisor, Nobuko Yamada (Quickbooks), Tayeko Yamada, Doug Jackson, and Elke Moritz (Bookkeeper) and Tim Donovan.</p> <p>Elke Moritz has volunteered to be the BAVC Bookkeeper and was in attendance. With this committee she will be developing bookkeeping processes and categories. Her email is emoritz@sbcglobal.net.</p>	<p>PROPOSAL AND RESOLUTION: It was proposed and accepted by consensus that we keep CVC on our lease for insurance purposes and find out each hall's portion so we can reimburse CVC.</p> <p>ACTION ITEM: Finance Committee will continue to contact old students to move their recurring</p>

<p>BAVC has a balance of \$6,053 now in its Wells Fargo Bank. BAVC fund balance at CVC is \$86,152 (not reconciled). The North America Children's Course Committee (NACCC) Fund has a balance of \$10,166 (not reconciled). This committee tracks BAVC finances in two places: on Quick books and with CVC. Since finances are held in two locations this is a close approximation of an exact amount.</p> <p>This committee has a bank account. This committee has a stock donation account. We have ability to take donations online. This committee is in negotiation and application with PayPal, because of our 501c3 status, to get a discounted rate on credit card donation fees. We pay 3-3.5% on any credit card transactions. We might get 2.2%.</p> <p>Matching Grants are now available through the BAVC website. Old students can go to their employers and ask them to add the Bay Area Vipassana Center to their matching list, then if others donate through that company, it can quickly find BAVC to match. Nikhil has contacted about half of the students who have in the past given recurring donations to move them to BAVC.</p> <p>BAVC will continue to get insurance through CVC for the foreseeable future, at least the next few years. As long as CVC is listed on the lease insurance is less expensive for BAVC. In future, we may need to purchase insurance on our own. That cost is estimated at \$3,000 a year for all the halls or maybe \$2,000 for all the halls and another \$2,000 for Occidental. We will monitor this to arrive at an accurate dollar amount to pay back to CVC for our costs.</p>	<p>donations to BAVC account(s), recurring pledges formerly through CVC need to be canceled and can be re-pledged on the BAVC website--Nikhil</p> <p>ACTION ITEM: The Finance committee will determine and report back whether old students can make electronic payments or recurring payments by setting it up with their bank and whether, most importantly, how will BAVC know for which hall its designated.</p> <p>COMMENT: We want to make it clear to old students that BAVC is the umbrella organization for all the halls and the credit card company will not track that change.</p> <p>COMMENT: Long ago there was a payment/donation system on CVC, not PayPal.</p> <p>COMMENT: Each bank probably has a different system to set up monthly automatic payments but if a student has bank account number directed to an individual hall there should be no confusion as to what hall it goes to.</p>
<p>SEARCH COMMITTEE</p>	<p><i>Q=Question, A=Answer, C=Comment</i></p>
<p>The members of Search committee are: Active members: Taru Jain, Jon Tom Woon, Mark Mushkat, Craig Rublee, Mukal Agarwal, Sudhakar Reddy, Karen Donovan (Teacher Advisor), Phillip Bock (advisor), Not-active members: Rajesh Bawankule, Nikhil Jain</p> <p>The architecture of moving forward has taken the form of three sub-committees.</p> <p>1. REGULATORY: This group is researching and applying knowledge of specific county and state ordinances. This knowledge will be applied to what we will refer to as sample or test properties. The intention of this work is to learn what regulatory issues might apply to various properties. Currently another spiritual based group is looking to purchase property in San Benito County. This committee will be taking a "sideline seat" and watch their process for county and state pushback. With this information we can all look at what has real potential. A Colorado Vipassana group has provided a structural checklist of things to research. The Regulatory sub-committee is just beginning its work.</p> <p>2. SEARCH OUTREACH: This committee notifies the rest of community of its actions. This committee is charged with maintaining clear lines of communication with the greater Vipassana community in whatever delicate and mindful way is needed. This committee acknowledges that there are many parties, for example from other centers, watching this process. Outside issues can be but are not limited to issues of Dana, availability of servers and sharing them among centers.</p> <p>3. SITE SUB-COMMITTEE: This group is charged with looking at specific properties (when this is relevant) with the idea of securing a specific purchase. All information and research from the others committees will be applied during this phase. Philip Block reminds us that it's important to balance all the preparations of the Regulatory sub-committee as we move forward and to make sure it carries over to the purchase of any site.</p>	<p>ACTION ITEM: Develop a minimal acknowledgement of why we use BAVC when a center doesn't yet exist.</p> <p>COMMENT: This statement should delicately address the atmosphere specifically of Dhamma Manda. The Bay Area—known to be the home of 7,000 old students—and BAVC have started the process to find a new center and present the idea of expansion before Dhamma Manda has even gotten on its feet that is what Mark is alluding to and it needs to be handled in a mindful, caring, and delicate way.</p>

OCCIDENTAL COURSE	<i>Q=Question, A=Answer, C=Comment</i>
<p>The members of this committee are: (not yet listed)</p> <p>An important message from Taru Jain: Occidental finances have been fully removed from NCVC accounting including debit card donations, bank balances.</p> <p>Occidental is BAVC's 10-day course. This year will mark BAVC's first year running and supporting it; it belongs to this BAVC trust and no other. This year could be called our Beta Test on how we establish ourselves as a residential center. Anyone involved with BAVC needs to think seriously that Occidental is no longer a side project but running this 10 day course is the thing we are formed to do. Goenkaji talked about how do you know if a trust is ready to run a center? He said, it is the non-center courses like Occidental and how a community comes together is how they will do.</p> <p>A lot of effort goes into organizing Occidental. Preparation must begin six months in advance and includes registration, ride share, answering student emails and phone calls. Up to now mostly servers associated with Dhamma Manda (NCVC) have been supporting this course. If we see Occidental as an extension of BAVC then the Trust and its members need to step up more to support Occidental. Helping the Kitchen committee with food ordering is a time consuming and detailed job otherwise food and Dana are wasted. If you are an analytic genius, we need you. Please sign up to help.</p> <p>The beginning of September until the beginning of December registration for Occidental begins.</p>	<p>ACTION ITEM: Unassigned person or persons will create a separate website page devoted to Occidental.</p> <p>COMMENT: CYO stands for Catholic Youth Organization and had no affiliation with Vipassana. Therefore the change is needed.</p>
North America Children's Course Committee (NACCC)	
<p>This committee organizes children's courses for under-privileged communities who find it difficult to access any children's courses. Two courses were offered in Newark, New Jersey last May and one in Milwaukee, Wisconsin both in African American communities and a few other schools. The fund BAVC holds provides for these courses. The fund held \$15 or \$16 thousand and after completion of the courses mentioned it has \$10 thousand remaining.</p>	<p>ACTION ITEM: Unassigned person or persons will determine who is allowed/not allowed to donate to the NACCC, halls what are the restrictions if any</p> <p>Question: Since the work is being done in eastern states why is this committee under the BAVC umbrella?</p> <p>Answer: Many, most people on this committee live in the Bay Area and NACCC must be under one trust or another.</p> <p>Question: Can donations to NACCC only come from old students?</p> <p>Answer: The prison project will take money from other than old students and even family members can donate to the halls.</p>
FINAL COMMENTS AND ANNOUNCEMENTS	
<p>The East Bay Vipassana Hall's new space still has a few large and small items to do. We have now added 3-hour group sits and will be having two monthly AT-hosted sits. We had an inauguration sit and potluck. The EBVH committee is talking about have special events every 3 months to keep the enthusiasm for the new hall going. Some requests have been made from people in San Francisco about getting to EBVH for its group sits.</p>	<p>PROPOSAL AND RESOLUTION: By consensus it was agreed not to make a Rideshare board for people from San Francisco to attend EBVH. The North Berkeley BART is a ten-minute walk.</p>
NAME CHANGE FOR WEBSITE	
<p>A discussion of some length took place on whether BAVC should be known as "Trust", "Center" "Bay Area Vipassana Activities", "Bay Area Vipassana</p>	<p>PROPOSAL AND RESOLUTION: It was agreed by consensus that the name Bay Area Vipassana</p>

<p>Community” “Bay Area Vipassana” or another alternative. The issue was what name heading we should use on the website. It was decided that no matter what name we use confusion can occur over one issue or another.</p> <p>Pros and cons were the word community implies a sect which we aren’t and it could limit us to just the Bay Area. BAV leaves more open to interpretation. How do we define what we do? Branding is a big important decision that is going to have lasting impact and go for a few years and not disappear.</p> <p>The official name of the organization is Vipassana Meditation as taught by S.N. Goenka in the tradition of Sayagyi U Ba Khin and the Secretary of State has it recorded as Bay Area Vipassana Center.</p> <p>Concerns are legal and aesthetic. We can use the word Trust on internal documents but the word Trust refers to something legal and actual even though we are really a Board of Directors. Unforeseen confusion with other legal organizations and their interpretation of the word Trust if we continue to use that word could be very real.</p> <p>Getting an alias at the bank means anyone that the bank will honor any check written in that name. We could also get a DBA (doing business as).</p>	<p>Center be on the website and the word Trust will be removed.</p> <p>ACTION ITEM: A discussion of how to Brand, marketing will be tabled and taken up again</p> <p>COMMENT: The word ‘community’ sounds closed and might imply a group that wants to gather for tea. This is not the truth.</p>
MAILING ADDRESS, POST OFFICE BOX	
<p>A practical physical address for the purposes of the state and federal government mail is useful and necessary. We need a physical address but it doesn’t have to necessarily be where the mail goes. Considerations include directing all mail to a PO Box and then a Treasurer moves to a location far away or if a new Treasurer takes over and live far from an established POB. One advantage of having mail go to someone’s house is an old student is there to look at the mail each day.</p> <p>Currently, BAVC mail goes to Taru’s address and bank checks are sent to Nikhil’s address in the South Bay.</p>	<p>ACTION ITEM: Unassigned person or persons will weigh the pros and cons of a PO Box vs. a home address for BAVC official mail.</p>
2015-2016 Trust Meeting Dates	
<p>Sunday, June 14, 2015, actually held July 18, 2015 Sunday September 20, 2015 (or TBA) Sunday, November 15, 2015 Sunday, March 13, 2016</p> <p>Next location: TBA</p>	
Two minutes of meditation	
Meeting adjourned 12:37 pm	
Respectfully submitted: Ann Seitz, BAVC Secretary 2015-2016	