

MINUTES
of the BOARD OF DIRECTORS (Trust)
of the BAY AREA VIPASSANA CENTER (BAVC)
HELD JANUARY 24, 2016

Facilitator: Adrian Foley
Timekeeper: Adrian Foley
Location: East Bay Vipassana Hall (EBVH), 1250 Addison Street, Room 212 Berkeley, CA 94702

In Attendance: John and Gail Beary, Mark Mushkat, Taru Jain, Elke Moritz, Doug Jackson, Nobuko Yamada, Tayeko (Tai) Yamada, Nirmala Pailla & Sudhakar Reddy, Shubhra Jain, Matt Iverson-Comelo, Akash Jagarnathan, Marie Brennan, Frances Wong, Rajesh Bawankule, Jessie Patterson, Susan Wayland, Sam Cohen, Adrien Foley, Crystal Fu, Vikas Meka, Maya Reddy, Ann Seitz **(24 attending)**

Agenda	Questions-Answers-Comments Discussion & Action Items
Meeting Opening	<i>Q=Question, A=Answer, Comment, and Action Items</i>
A one-hour sit began at 9:00am. With a quorum of Trust members present the meeting began with 2 minutes of meditation @10:23am.	
Restatement of Trust Process by Facilitator	
i) 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." A restatement of the day's Agenda was read to include Committee reports, a short break, Vipassana Hall reports, miscellaneous items and potluck at 12:30. There was a call for additional Agenda items; there were none.	
Welcome by John and Gail Beary	
This is our first time at the East Bay Vipassana Hall, it's very nice to hear about it and see it used. Berkeley, as you may know, has a special historic connection to this Vipassana tradition in America. The very first Vipassana newsletter was first published here in Berkeley in 1973.	
OUTREACH	
This committee received good input for its development and design of the newest Dana brochure, we got a great price and recently printed 250. This committee is organizing a Workshop to take place before the next BAVC Annual Retreat with the purpose to: <ol style="list-style-type: none"> 1. Welcome new members; 2. Further develop a software APP that would compare and evaluate overlapping times of sits, special events, courses and more; 3. Schedule and evaluate more Q & A sessions with ATs; 4. Host Movie showings; 5. Because projects often get bottlenecked determine how to smooth them for example with Canva.com or other good design website, how do we benefit from it? The committee hopes the brochure will be utilized prominently in the Halls, on Dana and Donation tables, at Children's Courses, etc. as it is a useful donation reference. If more brochures are needed the turn-around time from ordering to printing is quick (2 days). It was the intention of the Outreach Committee to have the brochure available at this year's Occidental course but we didn't quite make it.	<p><i>ACTION ITEM:</i> The Outreach Committee will set a Workshop date prior to the Annual Trust Meeting to set their agenda. Some of its goals are set out in the report to the left of this page.</p> <p><i>ACTION ITEM:</i> All old students are asked to respond to the Outreach committee on how the new Dana Brochures are be used and how to make them more available. If you have ideas for improvement or editing contact the Outreach Committee.</p> <p><i>ACTION ITEM:</i> Akash Jagarnathan joined the Outreach Committee; the OC will include his email in their communications.</p> <p><i>ACTION ITEM:</i> Rajesh will give Nae's email address to Mark who in turn will contact her about becoming a member of this committee.</p>

<p>Brochures will be ready for next year's course. A special thank you to Jimmy Thanki for his design assistance.</p> <p>BAVC publications are missing a common look and feel. To that end the Outreach Committee is focused on finding standardized, clear style guides to develop all materials. We want to create templates that use the same design features insuring they carry-over in terms of font, color, structure and compatibility thus making it easier to design future publications (newsletters, posters etc.) and making it easier for committee volunteers to assist with projects.</p> <p>Posters for upcoming Children's Course posters are in production.</p> <p>The Newsletter has a new format. No longer will there be long streams of information but links will direct students to relevant websites. Outreach calls for new members to take on a project.</p> <p>It should be mentioned that any new member should expect to give about eight (8) hours per month to this committee and its projects.</p>	<p>ACTION TAKEN: This committee would like one Graphic Designer to serve in a professional capacity to help us bring our posters to completion and make sure all our templates reach across all projects. We seek someone with strong related skills also with a strong commitment of Dhamma to help realize the goals listed just above. If you or anyone you know is interested in serving please contact Rajesh, Brooke or Meenu who are the Co-Chairs of this committee.</p>
<p>FINANCE</p>	
<p>The BAVC Trust is doing well financially with a total equity of \$125,436.</p> <p>We've been in a transition period since June 2015 moving Dana from CVC and NCVC to the BAVC umbrella. Tracking this transition we've found most old students have set up their own donations online and most SBVH donors chose to donate to BAVC General fund instead of SBVH though old students can specify where their donation goes if they like.</p> <p>There is a paper trail of where money originated to where it is designated. Donations in June were coming to CVC so they don't show up in the BAVC books as "income." There is an "opening balance equity" line on the Basecamp Finance Spreadsheet to represent this.</p> <p><i>*Full spreadsheets are available on Basecamp.</i></p> <p>Regarding this year's Occidental course more Corporate Matching Funds are expected to arrive in Q2 and it's important to mention the 2015-16 course is only about \$1,800 short.</p>	<p>COMMENT: Some companies match funds for "Volunteer" time meaning they pay wages for community service and "serving" a course often qualifies.</p> <p>COMMENT: Beyond "Matching Funds" and "Volunteer Wages" make students aware that many companies would recognize sitting a course as "Professional Development." This makes it easier for students to take the necessary time to sit a 10-day course once a year because a company might pay for up to "X-days" of professional development meaning the student needs to take less of their own vacation time off. <i>(Susan Wayland)</i></p> <p>COMMENT: The Occidental course one year ago received \$8,000 in Matching Funds. When students realize this they want to double the value of their donation.</p> <p>COMMENT: We got a huge response after the notice of deficit was sent to old students regarding Occidental prior to this year's course.</p> <p>COMMENT: About two years ago an unheard of \$10-\$15K deficit occurred after the Occidental course. The Finance committee was at first alarmed but on reflection realized students wanted to go home, verify the safety of donation sites, check with their place of work, check their accounts. We found donations came in about two weeks after the course had ended.</p>
<p>OCCIDENTAL</p>	<p>Q=Question, A=Answer, C=Comment</p>
<p>The eleventh annual year-end 10-day Vipassana course held at CYO camp in Occidental was completed on January 2, 2016.</p>	<p>COMMENT: The Trust President offered a big thank you to Shubhra and Nikhil Jain for their</p>

<p>Two hundred twenty seven (227) students were happy to take this opportunity to immerse themselves in Dhamma for 10 days in the redwood forest of Northern California. A few issues e.g.: An underground pipe broke on Day -1 causing the water pressure to drop. Water had to be cut off on the Male side and at the AT residence for a half day. The CYO maintenance manager had the problem fixed by Day 0 afternoon when the students arrived.</p> <p>Four (4) teachers, seven (7) course managers and twenty-five (25) including full time and part time kitchen servers and many others played a significant role in planning for this large course, preparing the site, managing and administering it, and its break-down and storage for next year. The breakdown or load out of the course went well and was completed by 9:30am. Usually it gets done after 11am. Total expenses for the course were: \$47,796.93. Donations received as of this writing are: \$45,036.61, leaving a shortfall of \$2,760.32.</p> <p>The next, or this year's course, will be held from Dec 20 Dec 31, 2016.</p>	<p>organization of this course that was echoed by the Trust and old students present.</p>
<p>SEARCH DISCUSSION (Undeveloped Land / Existing Structure)</p> <p>This Committee has been researching and analyzing property types and their issues in San Benito county as practice exercises to learn of key issues in real estate searches. There has been no attempt to identify or secure any property. The Trust's input and ideas add to the discussion. This committee current operating or working criteria are for an opening capacity of sixty (60) students able to expand to serve one hundred twenty (120) to be located within a traveling distance of one (1) hour from the San Jose Mineta Airport.</p> <p><u>RAW or UNDEVELOPED LAND, CONSIDERATION FOR EACH</u></p> <p>Things to consider:</p> <ol style="list-style-type: none"> 1. Seismic, earthquake and fault lines, one cannot build on these areas; 2. Water: does the property have it? 3. Neighbors; 4. Noise; 5. Electricity; does it exist, how feasible is it to generate? 6. Need to develop access roads; 7. Light pollution or lack of it; 8. Accessibility on several levels; ADA, public transport and Rideshare problems; groceries or while on-course shopping needs; 9. County, State, City restrictions and requirements; 10. Lost Dana while under development. <p><u>UNDEVELOPED LAND, Discussion Points</u></p> <ol style="list-style-type: none"> 1. There are three other centers, how critical is it to act fast? The So. Cal center took 8 years to become operational. While its true their initial land cost was inexpensive (approx. \$250,000 for 100 acres) by the time they opened they were \$3 million into it. They started by offering a large course, about 250 students 2-3 times a year at the Mental Physics facility. 2. Even if someone donated land and the purchase element were removed we still must conduct careful research on that location. 3. Check with neighbors, they can and have shut a venture down. 4. A property not conducting courses is not generating Dana that pays for it continued development. A six-year development window is 6 years of money going out, not coming in. 	<p><i>Q=Question, A=Answer, Comment and Action Items</i></p> <p>COMMENT: A property we considered was described as "having a water well." On closer examination "the well" was located on an adjoining parcel, not on the land for sale. Not only must we consider the direction of water flow but also if we even have it.</p> <p>COMMENT: Undeveloped land has been looked at in a number of places and it takes much longer to develop, lots of time to go through the requirements for a Conditional Use Permit or CUP, then issues of the neighbors. We are not a company with a full staff working full time to develop a CUP, do we want to spend many years before we even start?</p> <p>COMMENT: A CUP must be evaluated or rewritten whether from scratch or if one already exists.</p> <p>Q: How important is the time factor, speed of acquisition?</p> <p>A: Per guidance from Karen and Tim there is no rush at all or imperative to have a fixed date to open and they hope that this Search committee finds comfort around that.</p> <p>JOHN BEARY'S COMMENT: Experience at other centers, especially in Southern California emphasizes the "Inspiration Factor." It can't be discounted. The So. Cal location started with a fraction of the money they needed in hand before going operational. Sometimes what's needed is to just start. There is a great deal to be said about keeping the inspiration at a high level in people's awareness. All details will be worked out and the inspiration of the project carries them forward.</p>

5. Could a Pagoda eventually be built, approved? What is the topography: steep, flat, alluvial, earthquake zone, rocky, sandy, muddy, heavily wooded requiring forest management's approval etc.
6. Is there an assessment of the actual volunteer skills available in the Bay Area?
7. What would vehicle movement look like? Would county regulators view eighty (80) cars on Day 0 and eighty (80) on Day 10 as heavy traffic? Would they assume that means traffic use all day, each day? Would they require us to pay for road improvement, streetlights, and access lanes? This could be expensive and prohibitive? Could we convince them that this doesn't mean daily traffic at this rate, that the roads are not clogged all the time?
8. Early work with Craig Rublee and Philip Bock have offered multiple Pro and Con viewpoints;
9. Years ago in Mendocino a significant purchase was made to seed a new center. In the end the state and county had an argument, no CUP was issued and the land had to be sold at a loss. The lesson learned at least twofold: California is a difficult place to develop land and now no property will be looked at without at least the written promise that a CUP will be issued.
10. This Search Committee did look at a property in San Benito County about ½ mile from 101 so worried about noise but the map showed there were many rolling hills between a proposed center and road; what seemed like a concern maybe wasn't.
11. When considering noise, we need to look at Airport and plane patterns of operation, is there a loud industry just down the road, is there a smelly industry just down the road like a pig farm etc.

EXISTING STRUCTURE: Discussion Points

1. It can be just as difficult to obtain a CUP as it is to expand and re-purpose one that already exists.
2. How suitable are existing structures for what we actually want to do? How quickly will existing structures have to be replaced for example NCVC had existing structures most had to be completely rebuilt to suit center needs.
3. Temperature; is there a furnace and is it working?
4. How do we determine the condition of the underground plumbing?
5. Does the topography lend itself to future building of a larger Dhamma Hall or Pagoda?
6. What are its amenities? Does it have a commercial kitchen? Can it be expanded? Is it reasonably useful now? Then all of the same problems mentioned for undeveloped land apply, neighbors, access, parking, noise, light.
7. Signing any sale contract must have a condition that we can get a CUP.. We will buy the property as long as we can get a CUP.
8. Is the sky clear at night? Light pollution is an issue. Can a person see the sunrise and sunset? Is it in flight pattern of an airport, in an area that sounds a noon whistle?
9. Dhamma Delaware is instructive. It was once a Catholic Orphanage. It is one building all together, meaning kitchen, hall, all in the same building and there is one outlying Trailer for use.
10. In the Bay Area we will find more developed properties where ADA issues are somewhat less onerous because much of that may have already been addressed.

<p>11. We looked at the Wilber Hot Springs property and wondered if we had the right to cover up or initially pay for features like headwaters, hot tubs, swimming pools etc. that would not be needed or used. While the facility may be perfect this kept us from going ahead.</p> <p>12. Existing properties may be closer to resources like groceries stores, Costco, medical facilities and public transit to name a few.</p>	
EAST BAY VIPASSANA CENTER (EBVH)	<i>Q=Question, A=Answer, Comment and Action Items</i>
<p>Doug Jackson reports EBVH continues to function smoothly. We have a reliable set of hosts who open the hall for each of our group sits.</p> <p>We currently offer one-hour sits Monday through Friday mornings at 7am and Sunday through Thursday evenings at 7pm. We have AT led one-day sits on the 2nd Sunday and 4th Saturday of the month. We also have 3-hour sits once a month. Attendance seems consistent with 1-5 sitters in the morning, up to 12 in the evening. One-day sits are well attended as are the monthly (meaning up to 30 students); also 3-hour sits are also well attended.</p> <p>During December, we closed the hall over Christmas. This was partly due to most of our cushions being used by the Occidental course, and partly due to vacations of sitters and hosts.</p> <p>We feel fortunate to be able to provide this opportunity for old students to deepen and strengthen their practice.</p> <p>Our financial report from EBVH Treasurer, Tayeko Yamada, states we took in \$23,000 in Dana and our expenses are about \$26,000 meaning we have an end-of-year deficit and carry forward of minus -\$2,680 or so.</p>	<p>ACTION ITEM: A discussion will take place between the Occidental and EBVH committees to determine how to keep EBVH open during this time, whether and how many EBVH cushions can be spared, whether to stop using their cushions at all etc.</p> <p>Q: Should EBVH stay open during the last two weeks of December and should the Occidental course not use its cushions?</p> <p>A: EBVH needs 24 cushions over this time period to have enough. An email discussion to pursue this will take place.</p>
SOUTH BAY VIPASSANA HALL (SBVH)	<i>Q=Question, A=Answer, Comment and Action Items</i>
<p>SBVH hosts the following:</p> <ol style="list-style-type: none"> 1. AT led 1 day courses every first Sunday and third Saturday; 2. 3 hour sits on other weekends. Usually 15-20 students participate; 3. 1-hour sits every workday morning and evening. Many students also use the hall as and when needed, its basically open 24/7. <p>Hall meetings gave rise to a new, strong team of Dhamma servers. We'd also like to report that our Dhamma Library, on one shelf in our Panty room is growing. Please send any ideas that might make the Hall more useful to Rajesh.</p>	
SAN FRANCISCO VIPASSANA ACTIVITIES	
<p>The BAVC president recently spoke with Bill Osberg about the development of a SF Vipassana Hall.</p> <p>Mark Mushkat reports to the Trust of that meeting not only is the current SF location quite cold, there also doesn't seem to be a contingent of dedicated SF old students right now resulting in an atmosphere of demoralization. A more agreeable and amenable space needs to be found. There are close to 8,000 old students in the Bay Area many working for Twitter, Facebook, and Google etc. To get this community engaged a more continuous and consistent schedule of activities must be offered, this is the key to a deeper representation of the practice. An alternative to the space in the Chinese Temple must be found to engage the old student community and Bill is eager to see a new space found.</p>	<p>ACTION ITEM: The BAVC Hall committees will gently and slowly provide assistance to those in SF to develop a SF Hall. Its methods will begin and include tracking criteria. Lists exist where old students can be contacted by Zip Code, a letter can be developed to send to them to determine interest, gather Dana, send a questionnaire to discuss motivation and commitment etc. for the development of a hall.</p> <p>COMMENT: For a long time Berkeley rented a Yoga studio that already had blankets. It also featured a more energetic neutral type of space more consistent with the practice different from a</p>

The SF group is currently referred to as San Francisco Vipassana Activities and not yet as the SFVH.	Google conference room, that requires set up and removal each time. That might be a way to start and there is a precedent for it.
NORTH AMERICA CHILDREN'S COURSE COMMITTEE (NACCC Committee Report)	
<p>Recently a Children's Course was held at SBVH that coincided with the NACCC Regional Coordinator's meeting held at the same location. This Children's Course had twenty-five (25) attendees plus 8-10 servers and some observing. There was a Waitlist.</p> <p>This meeting overlap prompted the use of a new model for conducting a "live" Children's course. "Live" in this case means not relying on recorded Goenka materials. To that end Karen re-formatted the traditional Children's Course to make it more engaging with the attending AT.</p>	COMMENT: It's difficult to increase the number of Children's Courses because the same servers are also serving elsewhere.
GROUP CONVERSATION & FINAL COMMENTS	
The BAVC Trust from its inception has had members with with a strong finance background. We have solid finance practices helping us through this adjustment period where CVC and NCVC have held finances that are moving to BAVC.	ACTION ITEM: To all Halls and their members: Post in Halls information about the upcoming Annual Trust, that helps spread the word about BAVC and the SF endeavor.
ANNOUNCEMENTS	
There were none.	
NEXT TRUST MEETING DATE	
<p>Several long courses interfered with attendance for the upcoming Annual Trust Retreat. The selected date best suits many schedules. Therefore, the Annual Retreat will be held Sunday March 20 at EBVH 9:00am – 4:00pm. It will be an all day meeting. Group sit begins at 9am. We had last year's annual trust retreat at SBVH. We rotate not only the yearly meeting between halls but the interim meetings too. If we rotated per each meeting the Annual Meeting would again be held at SBVH.</p> <p style="text-align: center;">BAVC ANNUAL TRUST MEETING Sunday, March 20, 2016 9:00 am – 4:00 pm Potluck Lunch will be organized Plan to attend all day</p> <p>Location: East Bay Vipassana Hall, 1250 Addison Street, Room 212, Berkeley, CA</p>	
Two (2) minutes of meditation. Meeting adjourned 12:33pm.	
Respectfully submitted: Ann Seitz, BAVC Secretary 2016-2017	