

**MINUTES of the ANNUAL MEETING of the
BOARD OF DIRECTORS of the BAY AREA VIPASSANA CENTER (BAVC)
HELD APRIL 19, 2015**

Facilitator(s): Adrian Foley

Timekeeper(s): Adrian Foley

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

In Attendance: Karen and Tim Donovan, Marie Brennan, Meenu Gupta, Nae Hayakawa, Nobuko Yamada, Mark Mushkat, Anita Iverson-Comelo, Matt Iverson, Craig Neyman, Rajesh Bawankule, Doug Jackson, Nikhil & Shubhra Jain, Yasuhede Kida, Brooke Wright, Shobhan Shah, Alan Xia, Jeffrey Zankel, Mukul Agarwal, Nirmala Pailla & Sudhakar Reddy, Kashmira Kapadia, Jaya Kumar Tarigoppula, Prahlad Tarigoppula, Tayeko (Tai) Yamada, Ann Seitz, Adrian Foley, Judith Alper

Agenda	Questions-Answers-Comments Discussion & Action Items
Meeting Opening	<i>Q=Question, A=Answer, C=Comment</i>
The day began with a one-hour sit then a brief meet-and-greet with morning refreshments after which a 33-minute recorded talk from S.N. Goenka about the importance of Dhamma service was played. Karen and Tim Donovan offered Welcome Remarks that went unrecorded. A quorum of “Trust” members were present and the meeting began @ 10:55 am.	
Restatement of Trust Process	
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.”	
Call for New Agenda Items or Announcements for end of meeting	
Children and Teen courses added. Allotment of time for each report was redistributed.	
Introductions: Names, committee affiliations	
<p>The trust members for 2015-2016 are: Mark Mushkat, (<i>President</i>) Nikhil & Shubhra Jain, (<i>Treasurers</i>) Ann Seitz, (<i>Secretary</i>) Marie Brennan Adrian Foley Chloe Good Doug Jackson Meena Gupta Tayeko (Tai) Yamada Nobuko Yamada Prahlad & Jaya Kumar Tarigoppula Mukul Agarwal & Meena Gupta Nirmala Pailla & Sudhakar Reddy Brooke Wright Karen & Tim Donovan, (<i>Center Teachers</i>)</p> <p>The names and affiliations of those in attendance are: 1. Mark Mushkat, President of the BAVC Trust 2015-2016, BAVC Finance, Search committees, also works with SFVH. 2. Craig Neyman, formerly worked with Dhamma Kunja, moved to Bay Area, wants to help BAVC. 3. Jeffrey Zankel, NCVC and CYO (now called BAVC off-site course at Occidental). 4. Sudhakar Reddy, Search committee, Children courses, SBVH. 5. Nirmala Pailla - Children courses, SBVH, Occidental Non-Center committee</p>	

<p>(student registration part).</p> <p>5. Alan Xia, BAVC off-site course at Occidental Kitchen committee and SFVH activity.</p> <p>6. Matt Iverson, RCCC for EBVH children's courses, EBVH committee Occidental course committee.</p> <p>7. Shobhan Shah, no committee assignment, meditated since 1985.</p> <p>8. Judith Alper, Finance Committee, EBVH committee.</p> <p>9. Prahlad Tarigoppula, Sunnyvale, joined Outreach today.</p> <p>10. Adrian Foley, EBVC trust, formerly NCVC trust.</p> <p>11. Doug Jackson lives in Berkeley, EBVH, and BAVC Finance committee.</p> <p>12. Nikhil Jain, BAVC Finance, Search, Occidental, Children's course committees.</p> <p>13. Rajesh Bawankule, lives in San Jose, BAVC Search, Outreach, SBVH, Children's Courses.</p> <p>14. Yasu Hirakawa, comes to U.S. once a year, took 10 day one year ago in Japan.</p> <p>15. Anita Iverson-Comelo, RCCC for EBVH children's courses, EBVH committee Occidental course committee.</p> <p>16. Marie Brennan, Children's Courses, EBVH Dhamma Service sub-committee, and trustee.</p> <p>17. Karen Donovan, BAVC Search Committee, Center Teacher.</p> <p>18. Tim Donovan, lives in Santa Cruz, BAVC Finance Committee, Occidental course committee, Center Teacher.</p> <p>19. Kashmira Kapadia, member SBVH, no committees.</p> <p>20. Tayiko (Tai) Yamada, EBVH Treasurer, BAVC Trustee and Finance Committee.</p> <p>21. Meena Gupta, BAVC Search committee. Lives Palo Alto, served on mid-Atlantic association, Registration for Children's Courses. Interested in BAVC Outreach, Finance and Kitchen committees. On CVC Trust last year. Part of Delaware center evolution, has served various courses. Sees parallel between Delaware search and BAVC search.</p> <p>22. Nia Hiakawa, living in Berkeley, wants to learn more about BAVC committees.</p> <p>23. Brooke Wright, lives Santa Cruz, Chair BAVC Outreach committee, BAVC off-site course at Occidental Food Committee, looking for a Co-chair.</p> <p>24. Shubhra Jain, Occidental course, Children Course, BAVC Finance committee, BAVC Treasurer.</p> <p>25. Noboku Yamada, BAVC trustee, finance committee, EBVH group host committee</p>	
ACTION ITEMS	
<p>This is a brief summary from the full meeting, further explanations can be found in the body of the Minutes.</p> <p>1) Nikhil to update CYO account balance in finance report.</p> <p>2) Judith to give Ann the language for signatories resolution—<i>completed 4/20/15</i></p> <p>3) Brooke, Rajesh to send website to trust for feedback.</p> <p>4) Shubhra to send mission statement from CVC to Tim and Karen for review.</p> <p>5) Karen to send mission statement to Brooke to be put on letterhead—<i>completed 4/27/2015</i></p> <p>6) Brooke to put mission statement on letterhead and share with the trust.</p> <p>7) Occidental Offsite course committee to organize strong cleanup crew.</p> <p>8) Karen and Judith to develop Dana script for group sit hosts.</p> <p>9) Nikhil and Shubhra to provide a matching donations process write up.</p> <p>10) Brooke to create Dana posters.</p> <p>11) Brooke to verify all Trustees are on the Basecamp account.</p>	

MEETING NOTES – AGENDA	<i>Q=Question, A=Answer, C=Comment</i>
<p>Finance</p> <p>The Finance Committee consists of Nikhil & Shubhra Jain, Mark Mushkat, Susan Whelan (who has 30 years experience in finance and bookkeeping), Judith Alper as AT Advisor, Nobuko Yamada (Quickbooks), Doug Jackson and Tim Donovan.</p> <p>In March last year the Finance committee took upon itself a bookkeeping exercise to determine the funds needed for each hall meaning SBVH, EBVH, SFVH and BAVC off-site course at Occidental (formerly CYO). At the last NCVC Board of Director’s Annual Trust Meeting it approved transferring approximately \$10,000 it holds for the Occidental course to be moved to BAVC bank account for use of the BAVC off-site course at Occidental.</p> <p>On May 19, 2014 BAVC became a corporation and then applied for 501(c3) status. In January of 2014 that 501(c3) designation was granted. Formerly, all incoming Dana was received and distributed to the “Halls” through CVC bookkeeping so from the perspective of the IRS, BAVC had no income. Next year this will change and BAVC will most likely need to hire their own tax professional. Now that BAVC is a 501(c3), the Finance Committee is setting up its own financial systems to include but not limited to, for example:</p> <ol style="list-style-type: none"> 1. Working with CVC recurring donations designated for BAVC, and BAVC off-site course at Occidental, SBVH, EBVH, SFVH need to be identified, separated from CVC accounts and moved and redirected to the BAVC bank account; 2. A system to accept PayPal donation online needs to be set up; 3. Monthly donations need to be switched to a new BAVC online system; 4. Encourage Electronic Bill Payment (EBT) where old students, others, have monthly donation taken from their account bypassing PayPal or third step to making a donation; 5. Set up Quickbooks accounting identifying what type, character of named accounts, put in place systems expenditures outlining when approval is needed, how to set budgets, procedures for reimbursements of expenditures, making dates to set up online donations on website; 6. Develop an easy scan “bar code” that goes directly to a donation page. 	<p>ACTION ITEM: The Finance Committee will look into who and how to contact any person whose monthly donation has come up for renewal and then create a plan and procedure to contact them.</p>
<p>Outreach</p> <p>The members of this BAVC Committee are Brooke Wright and Meenu Gupta (Co-Chairs), Rajesh Bawankule (Website, AT Advisor); Prahlad Tarigoppula joined this committee. If you are interested in being on this committee contact Brooke Wright.</p> <p>A draft website shown in November has been further developed based on suggestions given and its new features were shown. This website in future will include a link for “Service,” a Dana page for bequests and possibly an E-Trade account. The revised website will link all three California centers and Pariyatti books. Right now all links redirect to the CVC page but soon will link to BAVC. The new Website masthead photo is a satellite chart of the Bay Area Sound, showing the East Bay, the South Bay, the Peninsula, inlet water and at least two bridges.</p> <p>Goals of this committee will include but are not limited to for example:</p> <ol style="list-style-type: none"> 1. Arranging three to six Teacher-led sits in the Bay Area. 2. Create new Metta Day posters for EBVC, SBVH, SFVH, and EBVH. 3. Offer Bi-lingual courses meaning English and Chinese, Burmese, Vietnamese, Mandarin. Spanish will be considered. 4. Making new posters that convey deficit or need at SFVH, EBVH, SBVH, and Occidental. 5. SFVH Poster will point out that SFVH hosts ethic one-day courses twice 	<p><i>Q=Question, A=Answer, C=Comment</i></p> <p>ACTION ITEM: Create an email list of all those who have ever shown an interest in being on the Outreach Committee or with skills that might be useful.</p> <p>ACTION ITEM: Brooke and or Rajesh will send the final iteration of the Website to the entire Trust for approval.</p> <p>ACTION ITEM: Information will be gathered by persons yet unnamed on templates for making “Bequest” donations to add to the website.</p>

<p>a month. Adi Loo, has pioneered a 3-hour sit in Mandarin.</p> <ol style="list-style-type: none"> 6. One-day courses and three-hour sittings to add to goals of Outreach. 7. Outreach to new students will not be a function of this committee as it is seen more as a function of the 10-day centers. 8. Emphasis will be given to “Service” for the BAVC off-site course at Occidental. 9. Emphasis will be given to monthly donation for all locations. <p>Also noted: this Committee helps facilitate group sits in the entire western region of the US (CA, HI, OR, AZ, NM). Contact Tim at sfbayarea.us.dhamma.org.</p>	
Children/Teen Courses	<i>Q=Question, A=Answer, C=Comment</i>
<p>All locations offering Children/Teen courses share a financial burden of approximately \$400 that covers the costs of background checks for any Servers connected with these courses. Questions of BAVC and its portion of insurance will be determined later. Dana predominantly has covered these costs.</p>	
BAVC Physical Location Search	<i>Q=Question, A=Answer, C=Comment</i>
<p>The members of this committee are: Taru Jain, Nikhil Jain, Mark Mushkat, Craig Rublee, Mukul Agarwal, Jon Tom Woon, Sudhakar Reddy, Rajesh Bawankule, Karen Donovan (AT Advisor)</p> <p>Most of the work of this committee up to now has been to organize workshops to explain the “search” process and define parameters for finding a fourth California center to be located in the Bay Area. On Friday March 20, 2015 Workshop #1 was offered at EBVH and today, April 19, 2015 the second Workshop was offered in the afternoon. No third workshop is currently planned.</p> <p>The Search Committee is in consulting with old student experts who have helped find and develop centers in the US. These experienced old students have provided information about finance, state regulations, and legal issues. The BAVC search committee is taking a slow, attentive and considered approach in laying the groundwork for a fourth center in California. The California center teachers have been communicating with each other about BAVC’s intentions and the BAVC search committee is proceeding with the other two centers CTs’ support.</p> <p>The committee is not yet working with realtors. The search committee predicts that it will take from 3-7 years to establish a center in the Bay Area, from the time of acquiring property to the time of offering courses. Overall the feeling from the other centers is supportive though some letters of concern regarding the impact on NCVC have been sent to Craig from NCVC ATs.</p> <p>A brief history of the South Bay Vipassana Hall (SBVH) is it was first located in San Jose and is now in Santa Clara. Last year, an old student heard about a potential property for sale that could be utilized as a new center in the Bay Area. It was located in Woodside. The property didn’t work out and at the time there was no real Trust in place and the process of forming a BAVC had hardly taken off. Then, in spring of 2014, the EBVH was found. It was decided to merge the two halls (EBVH and SBVH) and the Occidental Course, along with the one-day course program in SF to form the Bay Area Vipassana Center (BVAC) Board of Directors and “Trust.”</p> <p>The Northern California Vipassana Center (NCVC) “Dhamma Manda” actually started in Mendocino. When in Mendocino it was not a fully functioning center but the need was recognized. This need prompted the search for what became the first center, the California Vipassana Center (CVC) “Dhamma Mahavana” near Fresno. From northern California this was an eight-hour drive prompting talk of a Northern California center. At that time concerns arose about loss of servers to CVC but the nascent “Trust” of the Northern California Vipassana Center continued.</p>	

<p>BAVC search committee has identified that there are approximately 6,000 old students in the Bay Area and 18,000 in all of California and sees the potential resources for establishing a new center in the future. There are sufficient numbers of old students and ATs in the area to support a new center.</p>	
<p>East Bay Vipassana Hall (EBVH)</p>	<p><i>Q=Question, A=Answer, C=Comment</i></p>
<p>The members of this committee are: Doug Jackson (Chair), Judith Alper (Legal), Kanan (Secretary), Tai and Elke (Treasurers), Matt and Tom (Communications), Nobu, Anita, Marie (Service Coordinators).</p> <p>Before the present day East Bay Vipassana Hall (EBVH) was opened one-day courses were held at Berkwood Hedge school in Berkeley beginning in 2008 at about \$200 a month in rental cost. Student volition generated \$900 in donations in April 2013, a location search began and on March 22, 2014 the first one-day course was held at the newly opened East Bay Vipassana Hall (EBVH.) March 22, 2015 celebrated its one-year anniversary with sit a potluck. Twenty-seven people attended pushing the limit of the EBVH capacity.</p> <p>When EBVH first opened two one-day courses and two weekly group sits in the evening were offered. The current offering is five morning and five evening sits, plus special events, such as teacher-led talks. Also there is an organized system for private home group sits. A spreadsheet grid document is available that lists those opportunities and the back up contacts so those sits are always hosted.</p> <p>EBVH has recurring monthly pledges amounting to about \$1,700, utilities are about \$75 per month and there is quarterly charge due for maintenance like garbage pick up and sewer. Each month sees about a \$165 short fall. EBVH wants to expand to hopes to become more self-sustaining, serve more students, involve more in serving, expand its Dhamma library and they are looking at a new location which is less noisy and has a grassy area for children's courses and for students to have lunch. The current location is noisy, there is no outdoor space, the bathroom is in same area as the hall, not separate and the space is small for special events. A possible location has been located that needs a building permit for each space rented. EBVH is working with the City of Berkeley and building management on this. At this new location it is expected to add 3-hours sits, we will move our Meeting and Committee meeting dates so others can attend. Its rent is increased by about \$200 from what is now paid. The challenge is for all who work with the Halls to communicate better about its status, financial and otherwise.</p>	<p>COMMENT: S.N. Goenka was Vipassana's biggest proponent providing inspiration to understand the combination of gratitude and "selfishness" and responsibility needed to stay away from inappropriate Dana and donation activity. We should play any number of his Dana and service talks at the end of each Hall course as is done after each Center course.</p> <p>ACTION ITEM: Mark will make a pamphlet about old student recurring donations to be made available in the Hall after each event.</p>
<p>Lunch Break</p>	
<p>Afternoon Session convened at 1:15 PM</p>	
<p>South Bay Vipassana Hall (SBVH)</p>	
<p>The members of this committee are: Sudhakar Reddy (Kitchen), Rajesh Bawankule and Kashmira Kapadia joins this committee.</p> <p>Before the first South Bay Vipassana Hall had a location one-day courses were held in south bay temples and private homes. The first South Bay Vipassana Hall was located on Stevens Creek Boulevard in San Jose. In October 2010 SBVH moved to its current Santa Clara location. It offers sits twice a day at 8:15-9:15am and 6-7pm. Also offered are Children's courses, 3-hour sits, Pali workshops, a Dhamma Library. Plans for the future include Dhamma talks, adding 3 children's courses, enhancing the library and student facilities. SBVH holds a 4-year lease.</p> <p>Typically 5-6 students take part in the morning sits, there can be up to 30 in the evening, weekend sits can range from 15-50 old students. Currently SBVH has 5-6 old students who donate monthly. This committee wishes to emphasize one-time donations and matching donations in any flyer to bulletin board notice after</p>	<p>ACTION TAKEN: The point person for matching donations is Shubhra Jain.</p> <p>ACTION ITEM: Clarify the process how to make matching donations.</p> <p>ACTION ITEM: Brooke and Rajesh will develop BAVC letterhead.</p> <p>ACTION ITEM: New Metta Day posters made will explain how to make donations because when students need to know what is needed. Shortfalls will be explained.</p>

sits.	COMMENT: BAVC is one 501(c3) and its Board of Directors should decide greater questions of allocation of donations, to SBVH, EBVH, SFVH, Occidental.
BAVC off-site course at Occidental (formerly called CYO)	
<p>The members of this committee are: Tim Donovan, Anita Iverson, Brooke Wright, Jeffrey Zankel, Nikhil and Shubhra Jain, Alan Xia. Shubhra holds the list of names and contacts that helped with the Occidental course. Seven servers cannot run this course and the committee asks for more members.</p> <p>This course has taken place for the past 10 years once-a-year over the Christmas and New Year break. It is located near Sebastopol/Bodega Bay and 1.5 hours north of San Francisco. It's location is not owned by any Vipassana center so all items must be trucked in and taken out. It is the largest "gypsy" or off-site from an established center course in the United States. It serves up to 250 students and utilizes 30-35 servers.</p> <p>The organizing needs of the Occidental course are many. All items must be organized months in advance, trucked in, set up and then cleaned up and packed out. This includes creating segregation with a partition, covering windows, assembling awnings, setting up the dining room and kitchen, setting up course boundaries, making signage, parking alone needs 5-8 servers on registration day. The Registration team processes 700-800 applications prior. Some cushions owned others are borrowed from other centers. This committee meets 2-3 hours a week by phone and starts preparing 6 months in advance by going to Jeffrey's barn to do inventory. Inventory takes one weekend. Then food is purchased. It takes 47-48 K to organize this course. This course is a great opportunity for remote service.</p> <p>The annual Occidental course was under the umbrella of Northern California Vipassana Center (NCVC) Dhamma Manda. At Dhamma Manda's Annual Trust meeting held in March 2015 it formerly gave that responsibility to BAVC. NCVC held \$10,000 for the Occidental course in its bank accounts and will give money to BAVC account for Occidental when asked. With Trust consensus and participation BAVC now take full ownership of the Occidental off-site course.</p>	<p>PROPOSAL TO THE TRUST AND RESOLUTION: On April 19, 2015 the Board of Directors of the Bay Area Vipassana Center, a quorum of members being present, unanimously passed a resolution appointing Mark Mushkat, Nikhil Jain, Shubhra Jain, and Jeffrey Zankel to be the signers on the Bay Area Vipassana Center (BAVC) bank account at Wells Fargo Bank.</p> <p>PROPOSAL AND CONSENSUS: With strong determination the BAVC Board of Directors formally takes on the mission of support and running the Occidental course.</p> <p>ACTION ITEM: Investigate and compare insurance coverage.</p> <p>ACTION ITEM: Find a point person for Occidental clean up committee.</p> <p>ACTION ITEM: The Finance Committee will report back to the Trust on the insurance issues of Occidental.</p> <p>COMMENT: The cost of insurance will substantially rise if BAVC attempts to procure a new policy to cover the non-center Occidental course. Instead the existing Dhamma Manda insurance should remain the same except BAVC must now bear its cost.</p> <p>COMMENT: Thank you to Jeffrey Zankel for use of his barn for interim storage.</p> <p>COMMENT: John Berry was asked, "How does one know an area is ready to run a center," and he said, "The best way of knowing is when there is experience running a non-center course and Occidental is the biggest in the world." Even after a fourth center is established this off-site course will need to continue because it "plants the seed" of a new center. Before Occidental there was one other off-site course held in southern California at a location called "Mental Physics" that in its lifetime never exceeded the demand of Occidental at this time of year. Students from all over the nation and world seek to attend and demand to continue exists.</p>
Brainstorming Session	
<p>This segment is just to take ideas for committees to discuss and come back to the Trust with recommendations at a later time. We can build on these ideas but also need to get a feeling for who is taking on the idea.</p>	<p>ACTION ITEM: Karen and Judith will develop a "script" for each group sit host, daily sit, 1-day, 3-day host to read about Dana.</p>

<ol style="list-style-type: none"> 1. Stay consistent with Goenkaji's principles; 2. Financial committee: Dana pays it forward; 3. Matching contributions for Service 4. Posters: attractive, inspirational with specific methods for Dana donations; 5. Making electronic giving easier; 6. Bequests: both electronic and written information about; 7. Bookmarks that list pāramitās, inspirational thoughts that create energy, diligence, effort; 8. QR Codes; 9. Dana table at center intimidating, place plain envelopes at Dana tables for privacy, give the personal touch; 10. Buckets around centers and sits to make giving anonymous; 11. Position of Dana table and person after all courses; 12. Stock giving, E-Trade, Brokerage, Tax advantage to donor, emphasize capital gain tax advantages to donors; 13. Electronic Bill Transfer or Pay (EBT) avoid middle step, direct pay; 14. PayPal Auto Pay; 15. Inspirational talks; 16. Script for host to read after all group sits; 17. Reminder courses are donation based. <p>The underlying understanding of Dana in terms of Goenka's principles is critical and we must abide by them. The dividing line between asking for Dana and soliciting must be adhered to.</p>	<p>COMMENT: There is discussion about the shortfall of \$4,000 at the non-center Occidental 2014/2015 course. The discussion continues to revolve around how much the course costs and how much Dana came in. Too often the conclusion is we need to be careful, next year will be difficult hosting. We must remember that all courses taken are paid for and provided by students before who came before. Courses given are not just money but the community that exists around them and that Dana comes in is to cover the next year. Service is a contribution. Saya Gyi and Goenka have provided a standard to tell students about costs. For example Goenkaji once paid his own airfare to give a course in Japan, he made it known this allowed the course to break even.</p> <p>COMMENT: Change language on all posters, written materials regarding Dana. Don't say courses are free; instead say courses are free-of-charge and donation based.</p> <p>COMMENT: Make the need known on posters in all halls and centers. When students perceive need it brings forth a volition in them to give.</p>
2015-2016 Trust Meeting Dates	
<p>Sunday, June 14, 2015 Sunday September 20, 2015 Sunday, November 15, 2015 Sunday, March 13, 2016</p> <p>Locations: TBA, and will alternate between SBVH and EBVH.</p>	
Meeting adjourned 2:30pm.	
Respectfully submitted: Ann Seitz, BAVC Secretary 2015-2016	