

**MINUTES of the ANNUAL MEETING of the  
BOARD OF DIRECTORS of the BAY AREA VIPASSANA CENTER  
aka BAVC Trust  
HELD MARCH 20, 2016**

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

***In Attendance:*** Karen and Tim Donovan, Meenu Gupta, Mark Mushkat, Nikhil & Shubhra Jain, Brooke Wright, Susan Wayland, Tayeko (Tai) Yamada, Indira Shah, Chand Shah, Elke Moritz, Marie Brennan, Akash Jayanathan, Nandini Nyer, Prahallad Iyengar, Anita Iverson-Comelo, Matt Iverson, Kaviraj Chopra, Akhil Gada, Jesse Chen, Taru Jain, Judith Alper, Adi Loo, Rachel Hammerlein, Cinque Schatz, John Reilly, Adrian Foley, Ann Seitz. **(29 attending)**

Agenda	Questions-Answers-Comments Discussion & Action Items
<b>Morning Sit</b>	
A one-hour sit began at 9:00am.	
<b>Opening and Welcome Remarks-Karen Donovan</b>	
<b>RECORDED TALK BY GOENKAJI</b>	
The group listened to “Companions on the Path of Dhamma” the recorded words of S.N. Goenka to help guide the trust. His talk was to discuss and understand the ego and how it affects us individually and in this organization.	
<b>AGENDA</b>	
The written agenda was adjusted to accommodate time needed for committee reports and to insure newer attendees and trust members got an overview of trust and committee work. No designated representation from the South Bay Vipassana Hall was present for today. Twenty minutes were allotted the committees: Search, Occidental and Outreach.	
<b>COMMITTEE REPORTS</b>	
<b>OCCIDENTAL—Nikhil Jain, 11:20am</b>	<b>Action Item, Comment, Q&amp;A</b>
Occidental is the largest off-site 10-day course offered in the U.S. and probably the Americas. The 2015-16 course held recently is now under the auspices of the Bay Area Vipassana Trust. In its twelfth year it hosts 250 students and requires 30-35 servers. It’s held every year over the Christmas and New Year’s holiday to meet the high demand for courses at this time of the year.. The facility used is a youth summer camp located near Sebastopol in northern California. A team of old fifty to sixty volunteer old students converts it into a meditation center over a 2-3 day period. Many come ahead of time to help and then sit the course. The core committees for the course are:  REGISTRATION: This committee processes 700+ applications for this course; many applicants are from the waiting lists from other centers. The Registration core committee members have to be specifically trained but generally answer emails requests, coordinate Rideshare including airport arrivals, address and follow up on specific needs of students, organize printed materials, purchase medical and office supplies, organize team leaders and more. The committee also organizes student intake and registration on Day 0 assigns cabins, beds, alarm clocks, flashlights and all needs.  SET UP: <u>This committee needs old students who understand what needs to be done to help guide others who want to serve.</u> This committee working with Jeffrey Zankel insures materials are in working order, loads materials from his storage barn, delivers to the site, unloads and assembles or places them. This	<b>Comment:</b> Occidental is the ideal practice for BAVC as we develop a center. Maintaining Occidental is part of our mission and practice.  <b>Comment:</b> Most of the necessary Occidental documents are structured and archived on Basecamp so easy to find and understand.  <b>Comment:</b> The clean up needs better organizing, possibly color coding on how to disburse or assign jobs. We take three days to set up and have only two hours to clean up on the last day. We need to think ahead on this more.  <b>Comment:</b> Old students need to look at themselves as ambassadors. If you have enthusiasm find others students, old and new who want to serve. Help break in to the service of Occidental with dhamma enthusiasm. Even this full group here today at the trust is not enough for Day 0 registration or serving the course itself. We need experienced folks. We have about 1/3 of the members needed from a few years ago.

<p>team converts the site into a meditation center, covers the windows with paper, places course border barriers, assembles awnings and shoe racks, labels all cabins and bed assignments, places signage, directs parking, and more.</p> <p>FOOD: This committee contacts vendors, updates price comparisons each year, tracks on spreadsheet all information, compares all data to the 10 day menu, compares and contrasts vendor delivery dates, national holidays dates, optimal times for delivery, interprets food needs on the course and more. They convert ounces, pounds, kilograms, cups and teaspoons into uniform methods of measurement. As of March 2016 this committee has already begun to organize for next year and will <u>This committee would like 2-3 more members to rotate in.</u></p> <p>SERVICE: Service covers two aspects, the kitchen and the management of the course. The kitchen manager is chosen, food is received, labeled and placed on storage shelves, and jobs such as dishes, rice prep, dining hall, garbage and compost, etc. are assigned. Condiment trays, special meals and breakfast service trays are set up. Day 0, 1 and 2 food prep begins. The management side assists the ATs with organizing the seating in the meditation hall, addresses all student needs, posts notices, and coordinates changes in daily timetable.</p> <p>CLEAN UP AND LOAD OUT: This committee needs more students who understand what to do and to provide a more central contact to lead work crews. A letter asking for students to help with set up is sent and we get a good response, we need the same for Clean up and Load out. This committee is responsible for the clean up of the entire kitchen to insure it is returned as we found it, it also takes down all signage, puts away border barriers, disassembles the partition, awnings, shoe racks, rain barriers, cushions, toppers, Dias, electronics, loads them into a truck, helps unload at the Zankel barn, removes all tape on walls, sweeps and cleans the meditation hall, etc.</p> <p>DE-BRIEF: After each course there are follow up conference calls and in person meetings to understand what went right and what can be improved. Through the year we use Basecamp projects and conference calls.</p>	<p><b>Q:</b> Will this course continue once there is a BAVC center?  <b>A:</b> Yes, in all likelihood we will keep going on as a non-center course, people come from all over the world to attend; hundreds apply and are still turned away for lack of facility.</p> <p><b>Q:</b> Do other centers have courses during this time of year?  <b>A:</b> Yes, but they fill up sometimes within minutes of opening Registration.</p> <p><b>Q:</b> Why the CYO facility and not another?  <b>A:</b> Occidental/CYO is a Summer camp and a Catholic organization so all employees are furloughed during this season, there are no conflicts. The facility is happy to have us. After researching other facilities 90% of them want us to purchase food from them not understanding our needs, they didn't understand we don't hire workers. One big plus with CYO is their kitchen is large enough and further their management charges a flat rate not per attendee as other location do.</p> <p><b>Q:</b> Whom shall we contact if we want to donate or serve Occidental?  <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>
<p><b>INTRODUCTIONS</b> <i>(delayed because of changes to agenda)</i></p>	
<p><u>Mark Mushkat</u> <i>(President of the BAVC Trust 2016-17, BAVC Finance, Search committees, also works with SFVH.</i>  <u>Nikhil &amp; Shubhra Jain</u>, <i>(BAVC Trust co-Treasurers, Occidental, South Bay)</i>  <u>Ann Seitz</u>, <i>(BAVC Secretary 2016-17, Occidental food committee, lives in Hayward)</i>  <u>Adrian Foley</u> <i>(EBVH, BAVC Trust, Berkeley)</i>  <u>Meena Gupta</u> <i>(Lives in Palo Alto, served on mid-Atlantic association, Registration for Children's Courses.)</i>  <u>Susan Wayland</u>, <i>(new BAVC Trust member, Finance committee)</i>  <u>Tayeko (Tai) Yamada</u> <i>(EBVH Treasurer, BAVC Trustee and Finance Committee, Berkeley)</i>  <u>Brooke Wright</u>, <i>(Chair BAVC Outreach committee, Occidental Food Committee, BAVC Outreach, Santa Cruz)</i>  <u>Karen &amp; Tim Donovan</u>, <i>(Center Teachers, BAVC Search Committee, Finance Committee, Aptos)</i>  <u>Anita Comelo-Iverson</u>, <i>(Occidental registration, Children's course, BAVC Trustee)</i>  <u>Matt Iverson</u>, <i>(EBVH)</i>  <u>Judith Alper</u>, <i>(BAVC Trust member, Finance and Legal committee)</i>  <u>Taru Jain</u>, <i>(lives South Bay, BAVC Trust search committee)</i></p>	

<p><u>Prahallad Iyengar</u>, (<i>Lives Santa Clara, served Occidental 2015-16, currently on CVC Trust</i>)</p> <p><u>Elke Moritz</u>, (<i>BAVC Trust member, finance BAVC Bookkeeper</i>)</p> <p><u>Marie Brennan</u>, (<i>BAVC Trust member, Children's courses</i>)</p> <p><u>Jesse Chen</u>, (<i>interested in SF Vipassana Hall Search committee, new BAVC Trust member</i>)</p> <p><u>Rachel Hammerlein</u> (<i>New BAVC Trust member</i>)</p>	
<p><b>COMMITTEE REPORTS (Continued)</b></p>	
<p><b>OUTREACH-Brooke Wright</b></p>	<p><b>Action Item, Comment, Q&amp;A</b></p>
<p>This committee manages the BAVC website in both technical and design aspects. It prepares and submits articles and updates to the statewide newsletter and calendar. The Newsletter is posted every three months and contains more details articles and news; the Calendar is posted every month with updates regarding events.</p> <p>Last year we decided to standardize and make templates for all printed materials—postcards, posters, Metta day materials, handouts etc. This is to make it easy for committees to work together and exchange graphics before embarking on making more materials but we are experiencing growing pains. We had a bottleneck in skilled graphic design. Kanan is now helping with the graphic design aspect so we expect to see this smooth out sooner rather than later.</p> <p>The Outreach committee wants to act as a conduit for other committees to address their needs to reach more old or new students.</p>	<p><b>ACTION ITEM:</b> The Outreach committee will make an Occidental poster and have it placed in each Hall. The subject will be spread the word about the Occidental course, its need for servers and how to give Dana to it for 2016-17.</p> <p><b>ACTION ITEM:</b> When a social event is being planned and organizers want to gather names on a sign in sheet from an official Vipassana event they will create a separate box to check be added to any sign in sheet. Having shown an interest those names will then be put on an Evite or Yahoo list.</p> <p><b>ACTION ITEM:</b> Three people joined the BAVC Trust: 1) Susan Wayland, 2) Rachel Hammerstein, and 3) Jamie Chand. Brooke will add their names for Basecamp access.</p> <p><b>Comment:</b> It should be noted we do not lack for interested new students coming to our courses and that comes first and foremost from word of mouth. We have a good reputation. It's more critical for our outreach to focus on old students, to invite them to participate, maybe even set up a student event to nurture and grow our old student community.</p> <p><b>Comment:</b> One big misconception is the thinking we are free. People may not realize and we need to make it clear we are neither without cost nor are we supported by some larger organization. It's important to communicate their Dana is part of the ten Parmis.</p> <p><b>Comment:</b> It's always amazing to me how many students still don't know about these halls.</p> <p><b>Comment:</b> One encouraging piece of data shows 8,000+ old students reside in the twelve California counties surrounding the Bay Area. In the entire state of California there are 21,000 old students. A recent survey sent to 2,100 old students in the San Francisco zip code about a new Vipassana Hall there yielded about a 10% response. The EBVH corkboard is great but it only reaches those who already know about the hall. We need to do a better job engaging those who want to get involved.</p>

	<p><b>Q:</b> We could establish more social events similar to the SBVH Thanksgiving, or a movie night, a hike or share a meal. What are the guidelines for this?</p> <p><b>A:</b> For social events involving old students a separate column on a sign in sheet at a Vipassana sit can be added. This is how we gathered names for the Paul Fleishman book events. Yes, old students often like to bring family members, grandparents and others to social events but to be clear the Thanksgiving meal is separate from an official Vipassana event.</p>
<b>LUNCH</b>	
This was a wonderful and colorful banquet. Photos were taken for the Outreach Committee to use to help show the joys of service.	
<b>COMMITTEE REPORTS, 1:15pm</b>	
<b>SAN FRANCISCO VIPASSANA HALL—Mark Mushkat</b>	<b>Action Item, Comment, Q&amp;A</b>
<p>Using the South Bay and East Bay Halls as inspiration an effort has begun to establish a new San Francisco Vipassana Hall. Recently, 2,104 old students with SF zip codes were sent a survey and nearly 200 replied. The archived document “Establishing a San Francisco Vipassana Hall” can be found on Basecamp. This is our best effort thus far to establish need and interest by San Francisco old students.</p> <p>A sample of responses to the questions asked:  89% of respondents said they would use the hall to sit a one day course  52% said they would sit evenings during week  33% would sit weekday morning  49% would sit in the morning or evening (before or after work)  49.5% said they would use the hall 1-2 times a week some said 4-5 times.  43% said they would use it 1-2 time per quarter  28% said 3-5 times a quarter.</p> <p>The greatest preference for the location was in the Mission district, and after that the Haight being singled out as those districts with the greatest density of old students where public transportation is available.</p> <p>When asked if respondents would like to attend a meeting to launch and maintain a new hall 38% said maybe, 32% said no, and 30% said yes. This translates to 90-100 people willing to help. We are looking for a location where 50-80 people can sit and to identify a core group to be on its committee. We tip our hats to the East Bay and South Bay halls for being extraordinary models of what we want to accomplish.</p> <p><i>*see also Basecamp Vipassana Center Development Past, Present &amp; Future, North American Conference, May 20-23, 2012 or contact <a href="mailto:atseitz@yahoo.com">atseitz@yahoo.com</a> for a copy.</i>  <i>**<a href="http://www.sfbayarea.us.dhamma.org/os/donate/">http://www.sfbayarea.us.dhamma.org/os/donate/</a>, use the drop down menu to select if you want your donation to benefit this particular location.</i></p>	<p><b>Comment:</b> Other groups were approached about finances and they report monthly recurring pledges cover about 2/3rds hall cost.</p> <p><b>Comment:</b> Whoever shows up for the first organizing meeting we want to keep them engaged</p> <p><b>Comment:</b> 190 people took the time to respond so this survey so we hope this translates into committee members.</p> <p><b>Comment:</b> Jesse Chen is on board for the new hall and Bill Osberg has been involved with the temple facility for some time and excited about a new hall location..</p> <p><b>Comment:</b> After a new SF Hall is found and a transition made the BAVC Trustees must send a letter of gratitude to Sister Jesse for the use of the Chinese Temple for Vipassana activities with all the Trustees signing on.</p> <p><b>Comment:</b> There already exists on the BAVC website a selection where a student’s pledge or donation can benefit the SF Hall. (<i>see **</i>)</p> <p><b>Q:</b> Does EBVH have their monthly costs covered 2/3rds by pledges?</p> <p><b>A:</b> Yes, this is the only way. We project about \$2,000 in pledges with a total budget of about \$3,000.</p> <p><b>Q:</b> Why can’t the San Francisco Vipassana Hall stay at their Geary location?</p> <p><b>A:</b> The location is cold and multi-use with other organizations.</p>
<b>SEARCH—Taru Jain</b>	<b>Action Item, Comment, Q&amp;A</b>

The area teachers, Tim and Karen Donovan, formed the Search committee two years ago. Others from Southern California with experience and regulatory knowledge assisted. (A vision statement for the process was written September 2014 and its most recent revisions can be found archived on Basecamp titled, "BAVC Vision Statement.")

This committee's role is to carry out a center search and bring their findings back to the trust for final approval. All our recommendations and findings will be shared with the trust. Once a decision is approved, the area teachers report to the north America acariya for final approval. The search committee's process is to meet weekly for one hour. Our work includes developing a search criteria document, a vision statement for a new center, and committee guidelines. We offered our first workshop in June 2014, another to old students January 21, 2015 and April 19, 2015. At our January 24, 2016 Trust we had an extended discussion about the pros and cons of Raw Land vs. Developed property for a site. Today's presentation and discussion will look at four areas: 1) Raw / Developed scenarios; 2) Cost; 3) Time Frame; and 4) Financial (how too).

#### RAW/DEVELOPED COST:

*Raw Land:* It's difficult, unlikely or impossible to have a center on less than 5 acres and 10 acres might be difficult if the center wants to expand, provide more walking area and not disturb neighbors. Dhamma Siri in Texas is 40 acres. Dhamma Delaware is about 15 acres and has 3-5 buildings. What is your guess on what raw land will cost in the vicinity of the bay area. Much of what is done will hinge on the number of students we are focusing on. Estimates for this area ranged from \$400-\$500K to \$750K, \$1M, \$1.5M for 20 acres.

*Developed Property:* Some properties have already existing buildings that can be used to offer courses and thus provide an immediate Dana stream. Estimates from the group were \$2-\$5M, \$4M, \$6-\$7M, \$8M.

#### TIME FRAME:

This varies widely. Dhamma Vaddhana took 8 years from purchase to offering its first course and they were challenged on funding. Dhamma Delaware began in less than one year but could only offer a course to one gender at a time because of size limitations. CVC was purchased 25 years ago in February; they offered their first course in March. The county said CVC wasn't serving food and instead called them a "soup kitchen" so no requirements for a full kitchen were needed allowing CVC to start right away. Other centers can develop as quickly as 1 year from time of purchase to first course. Some offer tent courses and begin immediately. What is this group's guess in years and months on how long it will take to get developed property to be ready to hold a first course for 60 students? Answers were 6 months, 1 year, 2, 3 and 6 years.

*FINANCING (how too):* How do we purchase a center? In some cases we can borrow from another trust with funds if they agree and know they will not be purchasing in their near future. What does this trust suggest?

**Comment:** Colorado had a bid on property only 30 minutes from Denver, on it is one building for a purchase price of \$1.5M. They may have to sell after discovering the seller had donated the working innards of the single structure to Habitat to Humanity leaving this building just a shell, virtually raw land.

**Comment:** One consideration to a purchase in San Benito county is the recent announcement that the first section of the California bullet train from San Jose to Madeira will be built before the SF-LA expanse. This could change a lot for accessibility.

**Comment:** In many areas today we find a 3 bedroom, 2 bath, uninspiring house where even the well heeled are moving out because of high cost. This is one of the highest cost areas.

**Comment:** If an area is identified Land auction can offer huge discounts on raw and developed properties.

**Comment:** In Latin America they construct all new buildings for a minimum of 80 students, so start with your biggest vision so you don't have to build more.

**Comment:** We could offer 3-day courses while developing other parts of the center. Just based on costs for some buildings I don't think that's out of reach start to begin minimal service of old students.

**Comment:** Bank loans are usually only given after a center has been established for many years.

**Comment:** Dhamma Vikasana had three people undersign or co-sign and the bank gave a loan.

**Comment:** In one instance an acquisition cost \$200,000 and old students paid the mortgage for three years then the center was on their own.

**Comment:** Start a major capital campaign now. Designate student pledges for this one specific purpose.

**Comment:** The one thing about developed property is the possibility that courses can start quickly maybe at a low level but they can generate Dana that can start supporting the center.

**Comment:** Here in California we have three established centers. Dhamma Siri and Dhamma Dhara both started in houses and both started

	<p>offering courses fairly quickly. Do we have the same urgency in having a center?</p> <p><b>Q:</b> Where are the most ideal areas?</p> <p><b>A:</b> So far we've found San Benito regulatory agencies easier to work with; this doesn't mean we are only looking there though.</p>
<b>CENTER GROWTH PRESENTATION—Mark Mushkat</b>	
<p>A study was done on the growth of Vipassana centers in North America and if trends hold 32 new centers will be needed over the next 20 years to accommodate the growth of this practice. A special thank you to Craig Rublee for developing these numbers.</p> <p>Starting in about 2002 center growth increased by about one center per year, one for Colorado is in development now. Dhamma Siri is the fastest turn around ever from purchase to first course. For all centers search and development took an average of 3.1 years, 1.6 years for bringing a facility up to ability to start first course. There is some risk. Even with the best intentions no group can fully protect themselves, one case exists now where one neighbor vehemently objects to a land purchase near them.</p> <p>An annual 9.1% annual growth rate in student increase we are limited only by space available. If we were not limited the growth rate might be 12% or over. The percent of existing courses with Waitlists in 2012 was 90% and this hasn't changed. To meet growing demand we need to continue to develop one center per year, then two and by 2032 we will need four per year to meet demand. To accommodate those centers that offer twenty 10-day courses per year, 22 new teachers will have to be trained.</p> <p>The costs and dollar amount presented on these graphs pertain to 20-25 acres of suitable land.</p> <p><i>*see also on Basecamp Vipassana Center Development, Past, Present &amp; Future, North American Development Conference held May 20-23, 2012</i></p>	<p><b>Comment:</b> California allows 90 days to leave a purchase agreement but it can take up to a year before CUP and appropriate permits are issued. We are not fully protected from that.</p> <p><b>Comment:</b> The Rocky Mountain group searched for 9 years.</p> <p><b>Comment:</b> The Vancouver property was purchased and while perfect and beautiful there wasn't enough student-based support to sustain it.</p> <p><b>Comment:</b> A story from I heard at Occidental last year was told by a woman from LA who couldn't get into the Dhamma Vadhana Christmas break course. She'd gotten online at 9am the day the course opened for registration and the course was already closed.</p>
<b>TRUST MEETING, COMMITTEE GOALS FOR 2016</b>	<b>Action Item, Comment, Q&amp;A</b>
<p>BAVC FINANCES: <i>(you will find all documents mentioned here archived on Basecamp titled, "Finance Report and Occidental course 2015")*</i></p> <p>Several reports were discussed.</p> <ol style="list-style-type: none"> <li>1. The BAVC Balance Sheet as of February 29, 2016;</li> <li>2. The Bay Area Vipassana Center Statement of Activities as of 2/29/16</li> <li>3. Bay Area Vipassana Center Occidental Course 2015.</li> </ol> <p>The finances for each EBVH, SBVH, OCCI, NAACC, SF, BAVC have been separated out on the above-mentioned reports. Strictly speaking the money for NAACC is not part of BAVC, this trust simply holds that money for the national group. Last September BAVC financially separated from CVC and brought over to the BAVC Balance Sheet \$129,384 that represents what CVC was holding for the various halls plus what BAVC earned this year. It will probably take a few more quarters to have a more comprehensive reporting system but what we have is very clear. All funds moved forward made an investment into the BAVC trust.</p> <p>As of February 29, 2016, two months into the current year, BAVC has a surplus of \$8,041.</p>	<p><b>ACTION ITEM:</b> Ashish Dixit is going to be the treasurer for SBVH--Completed.</p> <p><b>ACTION ITEM:</b> The Finance Committee will have a conversation of their best practices and how to best use them in all future undertakings.</p> <p><b>ACTION ITEM:</b> The Outreach Committee will develop a method to insure the BAVC and all the hall websites reflect updates and all changes that occur on the Outreach schedule.</p> <p><b>ACTION ITEM:</b> The Outreach committee together with the ATs will decide whether to have all old student activities in one place not just on each website's Old Student page.</p> <p><b>ACTION ITEM:</b> All BAVC Trustees are asked to take and send to the Outreach committee photos of joyful service that could be used for the newsletter.</p>

BAVC sends \$100 a month to the Chinese Temple for San Francisco Vipassana activities as an expense for its use. EBVH had about a \$500 shortfall per month.

Tai brought up a disconnect on what the Quickbooks reports say vs. what she has on her EBVH reports. Susan stated that she would work to reconcile the differences and would discuss with her.

If you still have questions or need clarification please contact Susan Wayland or Nikhil Jain on Basecamp.

#### OCCIDENTAL:

This year's course took in total donations of \$54,524.62. Matching donations are at this report \$2,301.00. Recurring donations are \$1,538.00 and we have a \$5,000 surplus to carry over as seed money for the 2016-17 course.

In the past we often reach the end of the Occidental course with a shortfall. We've found that allowing at least 7 days before worrying is wise. This allows students to go home, find out about matching funds. Of note, this year's course had a sign about matching funds on the dana table that many of students didn't know to ask their employer about.

Occidental management wanted to increase rent next year by 3% or about \$900. After working with them they only increased it 2% and waived costs for set up days. Our increase will be about \$200 no more than \$300. They have been helpful and easy to work with. Insurance has gone up, food cost dropped about \$1,000 this year but is still up from a few years ago.

A historical perspective is the Occidental course has mostly broken even for each of its twelve years but we are always able to offer the course the next year.

#### OUTREACH

In 2015 we launched our website version 1.0, the idea to upload more dynamic content. Each hall has its own page with links to the others. We've completed a new Dana brochure and also worked on Children's course posters. Kanan is working on a unified look for all our materials that should result in a Style Guide that will list the key features of what all our materials should look like. We are considering hosting more social events. Shobhan Shah has agreed to coordinate the newsletter.

#### EAST BAY VIPASSANA HALL

The hall's report on Basecamp is titled, "*EBVH Report for Retreat.*" The hall has a new management company. We will be requesting a new lock box so students with the code can sit any time. This was denied by the previous management company. Currently, we have to walk 4-5 blocks to get a key. We will also be requesting a change in the door code to \*EBVH. The hand written label was replaced with something more professional looking. EBVH is increasing the number of our 3-hour sits and will soon have a new bookcase and expanded library.

#### WRAP UP

As we deepen understanding of how all committee efforts work together we thought it would make sense to have a summary of all the tools we have and list the best practices for using them. We suggest using:

**ACTION ITEM:** The Outreach Committee will move information to the front of the old student page all information that is timely or pertains to one-day events.

**ACTION ITEM:** A tutorial for all our information streams meaning Basecamp, email, GoogleDocs and Sheets will be set up for our next Trust meeting.

**ACTION ITEM:** Judith Alper will prepare and present at a future date to be determined a presentation about the fiduciary responsibilities of a trust.

**ACTION ITEM:** The three new BAVC Trustee names will be added for Basecamp access. BAVC's new trustees: Jesse Chen, Susan Wayland, Rachel Hammerlein.

**Comment:** I suggest we consider creating an Occidental Reserve Account.

**Comment:** Right now we feel lucky to have a small amount to carry to start the next year at all.

**Comment:** You can already make an online donation specifically designated to benefit the SF Vipassana Hall.

**Comment:** The Outreach committee could focus its events on developing friendships with the practice as its focus.

**Comment:** Look at gathering old students with a plan around the next Occidental course.

**Comment:** The two different Paul Fleishman talks were played for events then switched and played again six months later as an outreach events.

**Comment:** if we launch the SF hall this a good event to reach out to the community.

**Comment:** GoTo Meeting conference call service is available and can accommodate 10-30 participants at the same time though fewer names of those in attendance will be known.

<ul style="list-style-type: none"> <li>Email only for things that don't need to be recorded for the trust, to clarify or have a private conversation;</li> <li>Basecamp if someone is going to benefit later. Basecamp is historically efficient;</li> <li>Basecamp TO-DO for a memory of tasks that need to be completed;</li> <li>GoogleDocs and GoogleSheets will be explained at the next trust meeting but are a great place for storing files to use in conjunction with Basecamp;</li> <li>Conference Calls for status reports, these are a step closer to a live meeting and important for relationship building. GoToMeeting and WebEx are among the providers;</li> <li>Doodle, a free poll and organization tool can be used for scheduling conference calls and other events.</li> </ul> <p>We are reminded of the purpose of this trust and one purpose of these meetings is we have a legal responsibility for the finances and documented reporting of the same.</p> <p><i>*see also on Basecamp "BVC Communications Best Practices posted Saturday, March 19, 2016 BVC/Trust.</i></p>	
<b>CLOSING COMMENTS</b>	<b>Action Item, Comment, Q&amp;A</b>
<ul style="list-style-type: none"> <li>In the next two weeks Mark will email everyone a Doodle Poll with possible dates for the next trust meetings. It will include two dates in July and two dates in October.</li> <li>Thank to the EBVH organizers. Your food and drink containers need to be removed and go home with you. Please do not leave anything for the EBVH committee to clean up. Thank you.</li> </ul> <p>Agenda topics for next meeting: Full discussion of how many times to meet per year; Tutorial of Basecamp, Email and GoogleDoc, Search update, a discussion of whether to have all old student activities in one place.</p>	<p><b>ACTION ITEM:</b> A full discussion will be added to the next trust meeting agenda about increasing the number of trust meeting from 4 to 5 meetings per year.</p> <p><b>Comment:</b> Four months is too long in between Trust meetings.</p>
<b>NEXT TRUST MEETING DATE</b>	
<p style="text-align: center;">Date: To Be Announced Location: South Bay Vipassana Hall (SBVH) 3375 Scott Blvd. Suite 432, Santa Clara, CA 95054</p>	<p><b>ACTION ITEM:</b> Mark Mushkat will send a Doodle Poll document to determine the best date for the next Trust meeting.</p>
Meeting adjourned 4:15pm	
<b>LIST OF 2016 BAVC TRUSTEES</b>	
President: Mark Mushkat Treasurers- Nikhil & Shubhra Ann Seitz: secretary Marie Brennan Adrian Foley Doug Jackson & Tayeko Yamada Nobuko Yamada Mukul Agarwal & Meenu Gupta Sudhakar & Nirmala Brooke Wright Rachel Hammerlein Susan Wayland Jesse Chen	
<b>FINAL ONE HOUR SIT</b>	
<b>Respectfully submitted:</b> Ann Seitz, BAVC Secretary 2016-2017	



