

**MINUTES of the
TRUST MEETING of the
BOARD OF DIRECTORS of the
BAY AREA VIPASSANA CENTER (BAVC)
HELD DECEMBER 3, 2017 @ EBVH**

Facilitator: Nandini Iyer
Timekeeper: Bhoutik Mehta
Location: East Bay Vipassana Hall, 1250 Addison St #212, Berkeley, CA 94702

In Attendance: 1) Matt Iverson-Comelo, 2) Akash Jagannathan, 3) Judith Alper, 4) Ashish Dixit, 5) Stephen Lamm, 6) Mukul Agarwal, 7) Meenu Gupta, 8) Tim Donovan, 9) Karen Donovan, 10) Prahallad Iyengar, 11) Nandini Iyer, 12) Shobhan Shah, 13) Pradeep Ramanathan, 14) Ann Seitz **(14 attending)**

Agenda	Questions-Answers-Comments, Action Items, Proposal & Resolution
MEETING OPENING	
The day began at 9:05 am with a one-hour sit. Break. Meeting began at 10:15am. There were brief introductions.	
WELCOME REMARKS by Karen Donovan	
Paul Fleishman's recent talk is about meditating in troubled times. We all need to ask ourselves, what kind of mind do we want cultivate? Do we want to add to the already troubled world that is often and increasingly full of anxiety and even panic? Every action we take or make in a Dhammic way means each small step spreads good and positive actions in the world and that is what we can do.	
RESTATEMENT OF TRUST PROCESS BY FACILITATOR	
Agenda time allocated for various reports was adjusted. Please give presenters time to speak, thus moving the agenda process along. Questions are addressed when people raise their hands. Speakers are called on in order and put "on stack."	
SUMMARY OF SALIENT POINTS FROM EACH REPORT (See full report in the body of Minutes for further detail, comments & action items)	
<ul style="list-style-type: none"> • TO-DO: Only one to-do items from the last trust remains, see SFVH. • SFVH: Is installing a self-service, multi-function tracking, usage and accounting Kiosk. • EBVH: There are a few issues of building management and repairs, budget a bit short, issues of diversity are under consideration but the regular sit and course schedule is running fine. • SBVH: All is running smoothly. Rent has increased by \$500 a month. • FINANCE FOR BAVC: A Charles Schwab brokerage account is open to handle donations of stock and financial instruments.. A PowerPoint slide presentation is available from the Treasurer on request that shows actual hall expenses and modifications for new center search. • OUTREACH: Print materials are being generated, a new BAVC postcard is soon available; technology and website are moving to a Wordpress based format; Mailchimp easier to use format will soon be used for hall contacts; OS events are taking place, our community is expanding, new students events are being considered including a movie presentation of Doing Time Doing Vipassana. • OCCIDENTAL COURSE: Course is full with 100 on both F and M Waitlist. Servers still needed. Changes are being considered and must be made for the future health and existence of the course. 	

<ul style="list-style-type: none"> CONCLUSIONS: Committees need to be willing to own aspects of the Occidental course; to learn tasks and commit to do them in ensuing years. 	
TO-DO REPORT	<i>Q=Question, A=Answer, C=Comment</i>
<p>All those who are assigned an Action Item are doing a great job completing and deleting To-do items from Basecamp/Trust/To-Do. Thank you.</p> <p>Items from the last trust meeting to be completed:</p> <p>1. Matt and Prahallad I. have begun discussions and will continue to discuss the installation of 'Square' for the SF Hall. This project has grown to encompass other elements so is not yet completed.</p>	<p>Comment: SFVH is installing what can a self-serve OS sign-in and data Kiosk near the entry door. Elements of what this offers are in the SFVH Hall report.</p> <p>Comment: Area teachers would like to see all the halls standardized to this model.</p> <p>Comment: By early January 2018 SBVH will finalize the installation of its self serve Kiosk, sign and Dana/Donation station.</p>
HALL REPORTS	
SAN FRANCISCO VIPASSANA HALL (SFVH)	
<p>SFVH is soon to fully install a self-serve Kiosk that will:</p> <ul style="list-style-type: none"> Let OS receive email about what they choose; Allows SFVH committee to track how many are using the hall and for which purpose. <p>This improvement is more under our local control because each hall has their own listserv and doesn't have to go through the bulk email system of Dhamma Reg. This kiosk system will allow electronic on-site donations, using Square. The kiosk will help us understand reporting and functionality of the hall.</p> <p>Presently, SFVH receives cash only in its donation box. This month Dana is well below what is needed for rent. One large donation of \$2,800 came in last month, so the monthly shortfall averages to \$822 for the first three months of operation.</p> <p>As for the running of the hall OS have stepped forward to do regular tasks such as launder the toppers monthly. The hall still needs garbage and recycling bins. There is a bulletin board for announcements.</p> <p>We've had two events in the SF hall. An OS from Marin in a wheelchair attended and values its easy access; he has never attended EBVH because it's impossible with the stairs. The James Flood building has handicap access bathrooms one on the floor directly above the hall and one on the floor directly below both easy to get to on an elevator.</p>	<p>ACTION ITEM: Karen will contact and work with the other CA centers to develop a message and email for OS to understand finances of all CA centers.</p> <p>ACTION ITEM: Meenu will work with Ashish to develop a specific message about the finances of each BAVC hall to be sent to hall listservs which would also include reminder about Matching donations before year end.</p> <p>Comment: Once the center finance and hall emails are developed and finalized the committees sending should be mindful of (keep in mind) and be responsive to a year-end tax perspective, making a donation before year and matching donations should be included in the message.</p> <p>Comment: I emphasize we keep our message from being too transactional and that it be balanced between the reality of need Dana and how this organization is donation operated and what is the purpose to benefit the many.</p> <p>Comment: Even though I hear OS say they are excited about a SF hall there's been too much emphasis on a large donation received some time ago. Large donation in this community are unusual, an anomaly. OS may have come to believe the distorted idea the hall has no further financial needs. OS need to be better educated and given actionable ways to help.</p> <p>Comment: We can't be shy about the issues that need articulating about Dana and need. It's important for OS to resonate and see the contrasts</p>

	between each hall and center and communicate it.
EAST BAY VIPASSANA HALL (EBVH)	
<p>There are no major issues at the hall; regular sits, one day courses and 3-hour sits continue. On occasion scheduled hosts can't make it but the schedule does get covered. There are no events planning right now.</p> <p>We continue to have some difficulty with door access. Management takes care of major issues like roof leaks but many repair issues are left undone. The hall is well utilized. We received some OS feedback about diversity of ATs. Many people of all colors sit at the hall.</p> <p>EBVH Financials: The hall is a few hundred dollars short each month.</p>	<p>Comment: Issues of AT diversity is a recent issue raised by an OS. Many people of all colors sit here and Matt or Judith most often are the regular AT's. Our ATs are diverse but sit at EBVH less often due to their conflicting schedules. The challenge we face is how to address diversity in our community. A group outside the hall regular planning could come together in a conversational format to open this dialogue. At this time it is a matter of coincidence who is on the Dias starting the tapes. Overall, if OS are strong in the practice, sitting the long courses and doing the service they are considered to do the service. We do not discriminate in any way that is qualified to do this.</p>
SOUTH BAY VIPASSANA HALL (SBVH)	
<p>The hall is working well; every Saturday there is a course of some type.</p> <p>The SBVH hall committee is dormant SBVH and needs to be revitalized.</p> <p>SBVH recently had a rent increase of \$500 a month above what they'd been paying.</p>	<p>ACTION ITEM: A Revitalization Committee to revitalize the SBVH Committee is formed by Prahallad I. Rajesh will be consulted.</p> <p>ACTION ITEM: Basecamp projects for each hall will be created.</p> <p>Comment: We need to encourage others not engaged to take a more active part and not pass it to others.</p>
FINANCE by Ashish Dixit	
<p>We've opened a Charles Schwab account as a way to handle donated stocks and other investment instruments.</p> <p>In September and October there were some short falls for the halls, SBVH had a \$500 increase recently.</p> <p style="text-align: center;">BAVC hall rents are as follows: SBVH: \$1,936 EBVH: \$2,107 SFVH: \$1,872+\$100</p> <p>The Wells Fargo BAVC bank account balance is: \$143K. This is used for BAVC main expenses. While this account has been depleted since the last trust BAVC has received a couple of big donations in the late in November.</p> <p>CVC has agreed to return to BAVC \$34K in January. Before starting BAVC Trust we'd sent our surplus to CVC for holding (there were various reasons to do this.) BAVC and CVC have recently reached an agreement on an amount and method of return of these monies to BAVC. CVC also holds a pending \$250K as dana towards a new center, and if BAVC requires its immediate return an OS has agreed to provide a "bridge loan" until CVC can provide it.</p> <p><u>OCCIDENTAL COURSE FINANCES</u></p> <p>The document used to present this portion of finance is BAVC Income and Expenses for 2016 Occidental Course 31 Aug 2016 -30 Aug 2017, a PowerPoint</p>	<p>PROPOSAL AND RESOLUTION: Shall this trust continue to investigate the financial ramifications of the modified and fixed terms between submitting an LOI and a PSA? It was resolved we further examine how our modified changes for acquisition of bare or developed land could help or hinder the trust. Agreed by consensus.</p> <p>Comment: We had a Staged Calling sub-committee that contacted OS to determine real support for a new center and discovered BAVC is not there yet, but this effort gave us the confidence to revisit. The next stage here is more outreach to tech companies. No further calling is planned for now.</p> <p>Comment: Several models and methods to understand BAVC's income and expenses were developed with the assistance of Craig Rublee using information from how other centers have formed.</p> <p>Comment: It's not in our hands and a mystery how Dana grows; things will take their own time. Building a new center is much bigger than anyone can know.</p>

<p>presentation prepared by the BAVC Treasurer (now posted on Basecamp)</p> <p>The Occidental course has for years caused confusing financials because monies are spent and received over a two-year period; periods in two fiscal and tax years. There are expenditures mid year for securing rents and purchasing supplies that apply to the course for the coming year.</p> <p>Our current pledges for new center: \$330K: dana \$250K: no interest loans \$100K: interest loans These dollar amounts include an earlier \$250K donor pledge. We will need to continue to the work out how we are to receive Dana and loan pledges for a while.</p> <p><u>SUMMARY OF OCTOBER 22 CROSS-COMMITTEE MEETING</u> Briefly, the guiding principles developed in June 2017, are proposed to be modified as described below. The consequences of how these changes will shape plans for other committee approaches is a work-in-progress. We will no longer rely on the premise that once property is identified money will be donated. Instead more dana and pledges have to be in the bank for us to proceed.</p> <p>The modified model of new center acquisition is as follows: <u>BARE LAND</u> \$1.5 M: cost of land \$1.5 M: At least this dollar amount for infrastructure \$6M: Build-out</p> <p>FUNDS AT LOI (submission of a Letter of Intent) 70% of purchase price as cash pledged ok or transparency with seller</p> <p>FUNDS AT PSA (money available at signing of Purchase Sales Agreement) 100% of purchase price as cash</p> <p><u>DEVELOPED LAND</u> / or TURN KEY or with existing buildings \$10M purchase price</p> <p>FUNDS AT LOI 50% cash 20% interest free loans</p> <p>FUNDS AT PSA 70% cash 30% interest free loans Regular loans on case-by-case basis.</p>	<p>Comment: It's far more important to get Dana in place than finding a property we are not ready to move on.</p> <p>Comment: Points to consider are:</p> <ul style="list-style-type: none"> Is it wise for us to develop a document that really explains this process, the learning curve we went through and the conclusions from this effort? To be very clear about it. One of the difficulties we have faced is not enough clarity to move forward on a PSA, even if the new Dana amounts exist. We are talking about a year or over between LOI and PSA. Does this mean if we move with an LOI but don't reach this modified amount at time of PSA we stop? <p>Comment: The trust is still developing its message on what we are doing, not ready to make formal statements yet, search committee inactive as of now, and all of this has stimulated positive next directions.</p> <p>Comment: All committees have to revisit their criteria for how we search.</p>
<p>OUTREACH by Meenu Gupta</p>	
<p>Overall, this committee handles three key aspects for BAVC:</p> <ul style="list-style-type: none"> Print materials Communications encompassing technology and website Events <p><u>PRINT MATERIALS:</u> Brooke W. and Betsy Lyon have finalized a Style Guide—a set of standards, colors, fonts, logo type photos for the writing and design of documents—through the website service Frontify. Frontify recognized BAVC as non-profit; there is no cost to us. Style Guide will be used going</p>	<p>ACTION ITEM: Mukul A. and Pradeep R. will investigate/contact Cal State East Bay about hosting an event and communicate those results with Karen and Tim.</p> <p>Comment: If diversity is an issue Cal State East Bay is among the most diverse locations to be found. It also offers the largest Criminal Justice</p>

<p>forward for design of print materials and online design. In the past few weeks this committee has gained several new members who've taken on tasks and projects. Chris Heather is one of the old students at the Google Event and has worked on the new BAVC postcard. This aspect of Outreach committee work includes: Occidental Metta Day displays, all postcards, DVD work, video work, annual and ongoing printed material inventory and more.</p> <p><u>TECH and COMMUNICATIONS:</u> Prahalad T and Shiva Naru are taking baby steps to transition the website. They are updating the website with a new format that is more mobile phone friendly. Matt and other OS are working with them and preparing a total revamp of the website using Wordpress. Seva at CVC is helping.</p> <p><u>MAILCHIMP / FORMATTED EMAIL</u> We are moving to a different platform for our distribution lists and consolidating them in Mailchimp. Mailchimp allows for segmentation where users can more easily indicate what they are interested in making the content easier to search and whom we contact more targeted.</p> <p><u>BAY AREA EVENTS</u> Since our last trust meeting we've had a OS meeting at EBVH, OS meeting in SFVH, on Oct. 17 a presentation at Google office, the biggest Thanksgiving Potluck (not really a BAVC event) was held Nov. 18 indicating our community is growing. For the first time this year there was a formalized Welcome and presentation. On Nov. 17 SFVH there was presentation to inform and welcome the OS community. Afreen M. and Praveen K. are active on the event sub-committee.</p> <p><u>BI-LINGUAL COURSES</u> Ten or twelve registered for the recently offered one-day course in Mandarin at SBVH. No date is set yet for the one day in Khmer.</p>	<p>Program in the California system.</p> <p>Comment: In 2000 Goenka himself spoke at CSEB.</p> <p>ACTION ITEM: Ann will contact the Oakland Grand Lake Theater about showing Doing Time Doing Vipassana movie.</p> <p>Comment: Ten years ago there were outreach efforts at the Roxie Theater and this was a running and effective tool for bringing in and introducing others to Vipassana.</p> <p>ACTION ITEM: Meenu will communicate with Lisa Chey about an upcoming one-day course in Khmer course.</p> <p>Question: What are the advantages of Wordpress? Answer: It's widely used and easier to edit, many other online elements and pieces work with it easily.</p> <p>Comment: It's important to work with Rajesh to keep within already existing email policies.</p> <p>Comment: The mailings that go out each month we call Opt-out because OS can unsubscribe at any time. We gather about 24,000 names from Ca and Idaho through DhammaReg to receive CA-wide newsletter. Mailchimp is called Opt-In where we send what is requested based on their selections.</p> <p>Comment: Many Tech companies already have an email list for OS who work there and provide a meditation room. This makes organizing at these companies easier. If these are small or don't exist BAVC needs to consider new student events to introduce Vipassana with the few OS employees that exist.</p> <p>Comment: I know many want to invite Paul Fleischman but he's spoken in California 3 times and is in demand worldwide.</p>
<p>OCCIDENTAL 10-DAY COURSE, updates and future plans by Nikhil Jain</p>	
<p>See Google Docs "Occidental course discussion with Trust" for full discussion of points brought up in brief here.</p> <p>https://docs.google.com/document/d/1UnQdmclZTFPJYMHbneUi25WeNYr0IcqLROwOF9qlQoM/edit?usp=sharing.</p> <p>We are about to offer the 14th annual 10-day holiday course near Sebastopol. Course by course we gain more skills. We need to start developing an</p>	<p>Comment: I find it confusing that Dhamma Mahavana has a link in their course listing for set up days, one for the waitlist and a third for the open course. This gets repeated in too many ways, there are too many navigation tools and OS think they are on one site but are actually on another. I'd like to see the second CVC Occidental line removed.</p>

<p>understudy program for some major jobs. Our biggest issue is the ongoing training of new OS each year. We hope to get OS more involved and commit to return.</p> <p>Registration numbers are fine, we do overbook the course to help insure it is full; the course is full with 100 or so both F and M on the Waitlist. We are in the Confirmation Period and are dealing with a computer or Dhamma Reg glitch that seemed to occur on Nov. 18 where students say they confirmed attendance but we did not receive.</p> <p>Nikhil will soon reconfirm with all set up servers, reconfirm set up hall and audio, somewhat complicated need to have done before or have to have done. He will contact few OS about setting up awnings.</p> <p>In brief this course must make a transition for its future needs as follows:</p> <ul style="list-style-type: none"> • Be less reliant on a few individuals like Jeffrey. If one year he cannot participate, he isn't there, all his knowledge is not available to us. • Typically we need to re-train people about various tasks but every year they change, it's not so much to get servers, but there is hard to get ownership. We'd like to divide tasks across various committees e.g. Outreach handles all Metta Day materials, inventory, reordering, the Finance committee take ownership on rent paid, donations and follow through, the Hall committees take ownership of locating, securing use, delivery and takeaway for cushions. Basically distribute tasks across committees. 	<p>ACTION ITEM: Nikhil and Judith will work together with Ron Meron to remove 2nd Occidental line on CVC website and help clear multi links that offer the Occidental course. AT will weigh in.</p> <p>Question: Is this year's food order placed? Answer: Not yet, but we are close to ready.</p> <p>Comment: We are short on cushions this year.</p> <p>Question: How many servers do we have? Answer: About ½ the servers we need are set. We typically identify who will take the stronger server position on day -2, -1, and 0. We always have the option of having accepted a server ask them to sit and assign a stronger server who might have applied later or last minute.</p> <p>Comment: Over the last two years what I notice is you show up that day and there's too much to read to get up to speed on projects.</p> <p>Question: How will this Occidental committee ownership happen? Any aren't there enough people on the Occidental Course Committee to do these insure these jobs already? Answer: We will start this year and get ready for next. There are two aspects: splitting up responsibilities ahead of time and an understudy program. We need to start thinking of the Occidental course like a center and key OS as center managers in how they function. To centralize training is unrealistic so people must own.</p>
<p>CONCLUSIONS</p>	
<p>The trust needs to take the next step in ownership of the Occidental course. We will implement some ideas from today this year and more for next year.</p> <p>The Occidental Course committee organizers ask specifically:</p> <ul style="list-style-type: none"> • Are committees and halls willing to take on aspects of the Occidental course e.g. the halls committees supporting transportation of cushions and in away halls make it formal. This is done for this year but for next. • Are committee and halls ready to understand what needs to be done with the intention of doing it in the future? • Will the Outreach committee start to develop two Occidental videos for assembly tasks such as partition and awnings and an overall introduction of service video for presentation on morning of Set Up Day 2. 	<p>PROPOSAL AND RESOLUTION: Shall this trust further investigate BAVC committees and halls distribution of Occidental work and ownership? It was agreed by consensus.</p> <p>ACTION ITEM: There is a general call for anyone who wants to brainstorm the Occidental understudy program before we go to the course.</p>
<p>2018 – 2019 Trust Meeting Dates</p>	
<p>The first trust meeting of 2018, also our Annual trust meeting will have morning and afternoon sessions. Plan to attend all day. The ANNUAL Trust will be held: SUNDAY, MARCH 2, 2018 SOUTH BAY VIPASSANA HALL.</p>	

The meeting will be from 9AM – 4PM	
2 minutes of Meditation, meeting adjourned, 12:55 pm	
Respectfully submitted: Ann Seitz, BAVC Secretary 2017-2018	