

**MINUTES of the
TRUST MEETING of the
BOARD OF DIRECTORS of the
BAY AREA VIPASSANA CENTER (BAVC)
HELD SEPTEMBER 9, 2017 @ SBVH**

Facilitator: Hamid Aghdaee
Timekeeper: Tayeko (Tai) Yamada
Location: South Bay Vipassana Hall (SBVH), 3375 Scott Blvd. Suite 432, Santa Clara, CA 95054

In Attendance: 1) Judith Alper, 2) Ashish Dixit, 3) Stephen Lamm, 4) Doug Jackson, 5) Mukul Agarwal, 6) Meenu Gupta, 7) Tayeko (Tai) Yamada, 8) Taru Jain, 9) Tim Donovan, 10) Karen Donovan, 11) Prahallad Iyengar, 12) Nandini Iyer, 13) Sato Bon, 14) Kiran Bhatt, 15) Ranjan Bhatt, 16) Neelam Murthi, 17) Michael Chung, 18) Hamid Aghdaee, 19) Willy Hartford, 20) Rajeshnari Gareson, 21) Brooke Wright, 22) Sudhakar, 23) Nirmala, 24) Vijay Lal, 25) Shruti Sharma, 26) Michael Wes, 27) Sheela Ural, 28) Shobhan Shah, 29) Anjeer, 30) Ann Seitz, 31) Akash Jagannathan, 32) Kaviraj, (32 **attending**)

Agenda	Questions-Answers-Comments Discussion & Action Items
MEETING OPENING	<i>Q=Question, A=Answer, C=Comment</i>
The day began at 9:00am with a one-hour sit. Break. 2 Minutes of meditation, meeting began at 10:33am.	
WELCOME REMARKS	
Welcome to all Dhamma family friends looking to get to know you and work together.	
RESTATEMENT OF TRUST PROCESS BY FACILITATOR	
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."	
INTRODUCTIONS	<i>Q=Question, A=Answer, C=Comment</i>
<ol style="list-style-type: none"> 1. Meenu Gupta, BAVC co-president, Outreach committee 2. Nandini Iyer, Santa Clara, Outreach committee 3. Brooke Wright, Santa Cruz, BAVC 2017-18 trustee, Outreach committee 4. Neelam, Milpitas, first time attending BAVC trust 5. Raji, just moved to bay area from Bangalore, first BAVC trust meeting 6. Judith Alper, Oakland, Search, Finance committees 7. Karen Donovan, BAVC Teacher 8. Mukul Agarwal, Palo Alto, BAVC co-president 2017 9. Ranjani, Dublin, first time BAVC trust meeting 10. Taru Jain, Search committee chair 11. Ann Seitz, BAVC trust secretary, Outreach committee 12. Tai Yamada, Berkeley, BAVC trustee, EBVH Treasurer 13. Sudhakar Reddy, long time BAVC friend & former Trustee 14. William 15. Anjeer, Santa Clara, old student 16. Kiran, old student 17. Shobhan Shah, wants to be more involved 18. Akash Jagannathan, Sunnyvale, looking to get more involved 19. Michael, San Jose, second time to BAVC trust meeting 20. Ashish, BAVC trust member, Search committee, BAVC treasurer 21. Hamid Aghdaee, Oakland, BAVC trust member 22. Prahallad Iyengar, Santa Clara, BAVC trust, Search committee 23. Steven Lamm, Palo Alto, BAVC trust and Search committee 	

24. Kaviraj, Fremont 25. Doug Jackson, BAVC trust, EBVH chair and support committee 26. Tim Donovan, BAVC Teacher 27. Nirmala long time BAVC friend & former Trustee 28. Sheela Ursala, first BAVC trust meeting 29. Shruti Sharma 30. Michael Wes	
TO-DO REPORT	<i>Q=Question, A=Answer, C=Comment</i>
<p>SUMMARY: Please periodically open Basecamp/Trust/To-Do and delete those items that are completed. Thank you.</p> <p style="text-align: center;">~</p> <p>Items from the last trust meeting held June 3, 2017 are still to do or be completed:</p> <ol style="list-style-type: none"> 1. A Basecamp tutorial will be arranged when if a few more OS have asked for would like. This to be arranged as a conference call, not a shared screen. Each OS will work on their own Basecamp application. 2. Finance Committee will prepare a BAVC Financial Status document to show to any potential seller that will include BAVC finances and that of an operating center. 3. SBVH will purchase, install and use a Computer Square for Dana donations. 	
HALL REPORTS	
SAN FRANCISCO VIPASSANA HALL (SFVH)	
<p>SUMMARY: SFVH is excited to announce it has rented a location close to transit in downtown San Francisco. Plans are to hold daily weeknight sits. At this time needed items are being purchased and gathered. The San Francisco Vipassana Committee members are communicating well and have about 5-6 members functioning like an ad-hoc committee.</p> <p style="text-align: center;">~</p> <p>If you are in the area of the 870 Market Street, James Flood Building please make a point of coming to share this location with other meditators. Transportation couldn't be much better in this location, this is a secure building and plans for its future include a door code is planned to be available so OS can go and meditate on their own.</p> <p>The Market street location is about 400 square feet, can sit 16-20 cushion spots and a perfect size to begin with. This location appeals to San Francisco demographics of working old students in the area. The rent is about \$2,000 a month.</p> <p>Because the recent 20-day course at CVC was canceled Tim and Karen will attend its inaugural opening yet to be planned.</p>	<p>ACTION ITEM: Prahallad Iyengar will contact Matt Iverson and discuss the installation of "Square" for the SBVH Hall. SF Hall will need one too.</p> <p>QUESTION: Will the Geary Chinese temple location still be used?</p> <p>ANSWER: No plan is in place as the downtown lease was signed just a few days ago. Demand will be looked at. The temple location draws more residential old students who can drive there and attend for a day. The downtown location appeals to working old students. Use of the Chinese temple is still possible for a future Paul Fleischman event or other large gathering.</p>
EAST BAY VIPASSANA HALL (EBVH)	
<p>SUMMARY: We currently have one-hour group sittings Monday through Friday mornings at 7am and Sunday through Thursday evenings at 7pm. We have AT led one-day sittings on the 2nd Sunday and 4th Saturday of the month. Attendance at these sittings varies. Mornings tend to have few sitters. Evenings generally have up to 15 sitters. One-day sittings can have up to 30 students although not everybody attends the full day.</p> <p style="text-align: center;">~</p> <p>In the past few months EBVH has had some major security issues.. Last weekend somebody stole three 3 purses off the coat hooks, took the money dumped the purses at the bottom of the stairs.</p>	<p>ACTION ITEM: Prahlad Tarigoppula or Prahallad Iyengar will contact Doug Jackson to guide him on how to change the EBVH masthead photo. (Brooke already connected him)</p> <p>QUESTION: Could security be an issue at the SF hall?</p> <p>ANSWER: The SF location is in a building with 24-hour staffed security. This is an extra guard against this issue.</p>

<p>We've contacted the building management about a door keypad and brought to their attention the outside door to the upstairs that is in poor shape and doesn't close properly. To date they've been slow to deal with this issue. This is an unfortunate situation we must deal and will deal of the next few months. We are starting by telling OS to bring valuables to where they sit. Other businesses renting space in the building have been impacted, the yoga studio was broken into several months ago and the management company really needs to address this issue.</p> <p>EBVH FINANCIAL</p> <p>The last two months EBVH is about \$200 short in terms of monthly receipt of Dana. Overall, our deficit is less and we are now -\$4,508. This is deficit brought forward from the year's operation.</p> <p><2017 Financials for EBVH Activities updated 9/8/2017></p>	<p>COMMENT: We have decided in our halls not to implement Registration for our OS.</p> <p>COMMENT: All hosts in our tradition have guidelines that state a person can sit in one of our halls or attend a course. The guidelines continue to instruct that all hosts should feel comfortable questioning those who attend i.e.: Ask if you are an old student in this tradition? If the answer is "yes" further inquire, "Where did you sit?" If they don't know that is a likely indication they are not OS. If an answer is given and they say they sat in Berkeley that can't be true as no 10-day courses are offered there. Being mindful and cognizant of the answers given can make a difference. Ask them to find out more information about where they did their course and come back another time with that information.</p> <p>COMMENT: EBVH introduced the "Square" several months ago and there has been a noticeable uptick in Dana we believe proving the "Square" is a convenient, recognizable, easy-to-use way for OS to donate. This "Square" is the one borrowed for use at the Occidental course.</p>
<p>SOUTH BAY VIPASSANA HALL (SBVH)</p>	
<p>This hall is well utilized; it holds about two one-day courses per month and a Farsi/English course mid June. It holds daily group sits morning and evening. It has a library. Our renegotiated lease starting November 1, 2018 will have a rent increase from \$1,594 to \$1,936 considered less than other locations in this area and it is an excellent facility. We are financially sound.</p>	
<p>TREASURER UPDATE</p>	

<p>The list of BAVC bank signatories:</p> <p>Old list: Mark Mushkat, Nikhil Jain, Shubhra Jain, Jeffrey Zankel.</p> <p>New list and current: Ashish Dixit, Mukul Agrawal, Nikhil Jain, Shubhra Jain, Jeffrey Zankel.</p>	<p><i>PROPOSAL & RESOLUTION</i></p> <p>Given that Nikhil Jain has resigned as Treasurer of the Bay Area Vipassana Board of Directors, and Ashish Dixit has agreed to serve as Treasurer, the Board has decided that Ashish Dixit shall be the Treasurer, and further decided that Ashish Dixit shall be formally added as a signatory on the bank accounts of the organization. The Board further has determined that Mark Mushkat shall be removed as a signatory, and the President of the Board, Mukul Agrawal, shall be added as a signatory in his place.</p> <p><i>THEREFORE</i>, it is resolved, that Ashish Dixit shall be the Treasurer for Bay Area Vipassana Center, and it is further resolved that Ashish Dixit and Mukul Agrawal, the Board Co-President, shall be authorized to sign all financial documents, and shall be included on the signature cards for any and all bank accounts.</p> <p>RESOLUTION: This resolution was made, seconded, and approved by consensus of the Board.</p> <p>ACTION ITEM: The BAVC Secretary will send a formal letter, written and worded with the guidance of Judith Alper to be addressed to the bank to formalize this change. The Secretary will obtain a new signature card from the bank for distribution and completion. The new list of officers has removed Mark Mushkat and added Mukul Agrawal and Ashish Dixit.</p>
OUTREACH	
<p>SUMMARY: The Aug 26th event had a good turnout, 45-50 attendee's half women, half men. The event started with a group sit, then lunch was served, then a slideshow and information about the new center search was presented then a Q&A session. Lively discussion, location Q&A. It was nice to see this group Vipassana meditators. There were many interesting questions asked about why we need a center, do waitlist justify the effort, do we need to put resources in what we have? 75% of people at this event were new students.</p>	
BI-LINGUAL	
<p>SUMMARY: A Thai/English course was offered at EBVH in May. A Farsi/English course was offered at SBVH in June.</p>	<p>COMMENT: The recent Thai/English course was done on short notice, The Farsi/English course gave lots more notice and had a much better turnout. Maybe we should contact the community to engage them helping organize the course.</p>
WEBSITE	
<p>SUMMARY: Matt is working with a team on redesigning the website and they have created a clone website and are now editing the masthead and other needs.</p>	
FINANCE COMMITTEE	
<p>SUMMARY: Operational Update: You will find two documents on Basecamp used for this</p>	<p>QUESTION: Can we donate stock? ANSWER: BAVC has a stock trade brokerage</p>

<p>discussion:</p> <ol style="list-style-type: none"> 1. Bay Are Vipassana Center_Income+Expenses+by+Class.xlsx 2. Bay Are Vipassana Center_Statement+of+Financial+Position.xlsx <p style="text-align: center;">~</p> <p>Financially BAVC is sound. The Occidental course ran at a deficit of about \$3000 in 2016. This is probably due to shortfall in Dana, since the expenses were about the same (fewer students). Also, the deficit that shows up in the above documents for Occidental is higher (about \$14K), but this is a reporting artifact. This has happened in previous years too, and there is a request to file the Occidental reports differently to clarify the accounting for the future.</p> <p>Finance for the new center:</p> <p>A comparative cash flow model is being developed to estimate Dana and expenses of a new center to help evaluate cost of bare land and turn key acquisition. Last week this committee received good data from CVC that helped us with this model. We are in the midst of validating and fitting it for BAVC needs. Ashish is in touch with CVC treasurer. It isn't just regular course Dana that run a center there is also dependence on large donations that come in over the year. BAVC will need to model various scenarios to understand expenses and realistic expectations of what Dana could be received from offering full time courses, what will need to be expended and the dollar amount still needed (or would likely be needed from large one time gifts). This will take place within the Finance committee.</p>	<p>account. Contact the BAVC Treasurer to get the specific process for this. Also finance committee to look into how to further make this option visible in our communications to OS for stock donations.</p> <p>QUESTION: Does a person have to sit a 10-day course before they can give Dana?</p> <p>ANSWER: Dana is received from those who sit a 10-day course. However, we can accept donations from companies that have a Matching Donation Program if an old student who works there has made a donation and informs their company. We can also accept donations through a family member on behalf of an old student.</p> <p>ACTION ITEM: If any students wish to join a committee please send your email to someone on that committee.</p>
<p>SEARCH</p>	
<p>SUMMARY:</p> <p>Since the Search committee was formed and began identifying properties, three have been seriously considered and offers made without acquisition as yet. Those properties are Redwood Retreat Road, Vega Road and Presentation Center. Since our last trust meeting the sellers of Vega Road have complied with one BAVC request to make the property fully accessible and are now pushing to receive another LOI offer from us. Since the last trust meeting BAVC also got word of a beautiful property, a 67-acre functioning retreat center owned by Catholic Christian nuns that can accommodate 194 people closed June 30. It's not officially for sale as yet, a few details are known. Their realtor contacted one of the Search Committee members in August to inform us that the property is supposed to come on the market soon.</p> <p>All properties mentioned here are fairly private.</p> <p style="text-align: center;">~</p> <p>REDWOOD RETREAT ROAD: This was a beautiful, mostly flat bare land property in Monterey county offering three 20-acre parcels + close to Mt. Madonna. This land fell under the Williamson Act jurisdiction. We made an offer on all three parcels, the seller was unhappy with the offer, therefore rejected it. It was thought to be sold, but recent online inquiry shows it has not yet sold.</p> <p>VEGA ROAD: This is a 106-acre hilly property near Watsonville and would be sold as bare land. With the asking price of \$1.5M this is the least expensive property we've seriously considered so far. This property would require costs for grading, steppe work and access road work. A bare land acquisition would require large amounts of money to even start courses. Sellers had difficult person living on the property preventing BAVC from walking onto and viewing the full property, they have given notice and that person is moving. The sellers and agent are anxious to get a new BAVC LOI since this notice has been given. The</p>	<p>COMMENT: As a former general manager of large properties the age of the property, such as Presentation Center could be a huge sinkhole for money. It would be wise to take extra caution and not inherit roofing, heating, sewer or foundation issues.</p>

<p>advantage with this location is that it is close to the Bay Area while being in a very rural setting.</p> <p>PRESENTATION CENTER: This location was closed in March or April and permanently closed in June. It is not yet on the market. BAVC knows very little about the features of this property but we have lovely pictures and nice things have been said about it. We assume there is an existing Conditional Use Permit or CUP because the current owners, an order of Catholic nuns, have been operating with a permit for some time. We don't know when we can get into see it.</p> <p>The seller's agent is vague about why the property isn't yet on the market saying the sisters have not been able to reach a decision. One thing to keep in mind is this location has been used as a Catholic kids youth camp and its primary mission that was not a big money maker and the nuns are also people invested emotionally in the mission of their retreat center. Reticence to let go could be the reason it isn't yet on the market and this might work in our favor. The initial asking price was \$10-\$15M as a ballpark amount. The nuns say there are still \$5M in repairs, improvements and upgrades they can't afford. Of the three properties mentioned here Presentation center even if not ideal is the location we can get start offering 10-day courses fairly quickly.</p> <p>The Search committee right now is creating a letter addressed to the nuns about who we are any why we are worthy of consideration. The letter acknowledges other groups are interested and considering purchase and probably have the cash on hand to do so. The letter will state clear terms of who we are.</p> <p>Any location will be a huge endeavor for BAVC to take on.</p>	
<p>QUESTIONS OF FINANCIAL CERTAINTY</p>	
<p>Karen & Tim have consulted with John Beary, (coordinating area teacher for the West Coast of the US) to discuss the need for some determination of available funds before continuing buying property to develop for a fourth center in California. At this point would be disingenuous to proceed to make further offers without known sound financing, or a clear pathway to financing. This consideration is independent and a separate from any property. What is needed is a clear financial path meaning "X" number of OS who can provide loans, pledges and known Dana that indicate, and BAVC can document that there is a financial path forward even if all the money is not in the bank.</p>	<p><i>ACTION ITEM:</i> If you have any questions at all contact Mukul, Taru, Prahallad, Stephen, Judith or Karen for clarification..</p> <p><i>COMMENT:</i> When considering bare land it can be more difficult to envision buildings, development and a center. When seeing property that already has buildings it's easier to envision courses being given.</p>
<p>TRADE-OFF CONSIDERATIONS</p>	

<p>As just discussed we've had three very promising properties we've considered. There is no perfect property; there are challenges of all kinds with each. Therefore a document was shared that compares features of each property side-by-side. Even with that useful tool it needs to be recognized that the upfront cost of a turnkey operation and a bare land development over time could be close to equal.</p> <p>One of the biggest challenges is dependent on getting a conditional use permit with approval for our specific needs. None of this is certain as each county has different requirements for granting the most important and complicated part, the Conditional Use Permit. Sometimes the sellers will work with us, other times they are in a hurry to just sell before the work to be certain of this can be completed. The Search Committee has advised the BAVC Trust that no Purchase Agreement should be signed without a clause that makes the purchase contingent on acquiring a CUP. It can take 12 months or more to get a CUP.</p> <p>Acquiring the most important and complicated aspect, the CUP requires acknowledging this is completely out of our hands. Sellers might work with us but many want to just sell right away. We as trust members should understand the CUP is the showstopper. We are an unusual buyer, tend to have needs opposite of the regular real estate buyers and we are slower.</p> <p style="text-align: center;">~</p>	<p>QUESTION: What about Yurts or Trailers to get started on bare land?</p> <p>ANSWER: Put to rest any idea of temporary use like this as no California county will allow it not even more lax counties like Lake. We can only begin with regular, hard shell, approved buildings.</p> <p>COMMENT: Money has been allocated for a land use planner who has verified that Santa Cruz and Monterey counties will be harder to get a CUP approved. San Benito county will be much easier.</p> <p>COMMENT: Search committee members have been trained on how to parse through and filter county requirements for obtaining a CUP.</p> <p>COMMENT: One thing to point out is uncertain/historical use; regardless where there is a transferable to use CUP it has a history with the county that means a lot. Any location that has been used as a retreat center or has an existing CUP is a place that provides us a leg up on the process.</p> <p>COMMENT: It's been not two but three years since the Search process began.</p>
<p>DANA OF FINANCE GUIDELINES</p>	
<p>SUMMARY: There are two major points here: Talking about the Dana of Finance with OS (the approach) and establishing a critical financial path forward so we can with confidence make a purchase.</p> <ol style="list-style-type: none"> 1. As an organization do we feel more comfortable asking OS about service needs than for financial needs? 2. How we communicate the need is very important. There's a certain way to do it, a certain approach. 3. We should avoid extremes i.e.: charging for courses vs. hiding the Dana table away in a corner. 4. Emphasize, make clear we have no big organization supporting us, no foundation; we are student run and operated. <p style="text-align: center;">~</p> <p>Theme one is how to talk about finance. On Basecamp you will find posted "The Dana of Dhamma Service and Monetary Support In Our Tradition.pdf" a document compiled by senior teachers that addresses how to approach center finance. This particular essay was written to increase awareness, specifically of our own intent. Goenkaji was unambiguous about making the need known however, there are two extremes: one is arm-twisting the other is hiding the Dana table in the corner and both are to be avoided.</p> <p>A key point is for all in our OS community to have the same understanding of how our community shall address finance and service. Those of us who've been around Goenkaji, found him unwavering about how we approach Dana; on that he is very clear. The fact is our tradition is based on what is now called "pay it forward" or has been paid for by grateful students. The way to feel comfortable is by offering</p>	<p>QUESTION: Google has a meditation place for employees already, as do many other companies. Is it possible make presentation of 10-day course at these companies?</p> <p>ANSWER: A presentation at Google with the help of an OS employee is being organized. Our goal is to bring awareness of BAVC activities, not to "fund raise". This should be clear.</p> <p>QUESTION: Who do we reach out to about financial needs with the calling program?</p> <p>ANSWER: We started with trust members and friends of the trust and are expanding that circle. The Outreach Committee is developing a map of who and how to increase our reach. There is a calling sub-committee comprised of Ann, Ashish and Mukul.</p> <p>QUESTION: Is there a script for calling to reiterate points Goenkaji makes at the end of a course. Do we come up with a script as a inspiration for a way</p> <p>ANSWER: Yes, there is a script ("The Dana of Dhamma Service and Monetary Support In our Tradition" that Karen wrote consulting other senior teachers Tim, Parker & Laura, and John Beary.</p>

<p>the opportunity of giving to others whether service or finance. We have to feel comfortable. The idea is ultimately whether this community can put out the work needed and where our intention is. We convey simply: Here's what we what we are doing, here's what we hope to do, are you interested in learning more about how you can help?</p> <p>A financial path forward has to happen.</p>	<p>COMMENT: Workshops presenting information about property, Search and a new center have been held for three years. Yet, there is a gap for so many OS not knowing about a new center.</p> <p>COMMENT: Everyone needs to align or reset ourselves for a better understanding of how to approach OS about finance. It's best to think, "I can do this to benefit others and give an opportunity for others to develop their Parami," and to know what the intent is. Our thinking should not be, "This is how I want to talk about finance."</p> <p>COMMENT: I used to think this entire process would go quickly for a variety of reasons and assumptions about the bay area and what it wants and can provide. It's a chicken and egg situation, people say I will give when a property is identified, we can't acquire a property without the money. Still OS are very excited about a new center.</p>
CLOSING	
Thanks to all for presenting reports, for adding your questions and comments for facilitation and all your contributions.	
Trust Meeting Dates	
<p>The next Trust meeting will be held: SUNDAY, DECEMBER 3, 2017 EAST BAY VIPASSANA HALL The meeting will be from 9 am - 1 pm.</p>	
ANNOUNCEMENTS	
<p>1. Annual Thanksgiving Potluck in the South Bay hosted by Sudhakar and Nirmala will be November 18 at Casa De Anza Club House, 10331 Mary Avenue, Cupertino CA 95014. Please send an email to sreddy007@yahoo.com if you or your meditator friends need an evite. FYI, there is also a 1-day course on the same day at SBVH.</p> <p>2. There is a dedicated Facebook page for BAVC. <https://www.facebook.com/groups/BayAreaVipassana></p>	
2 minutes of Meditation, meeting adjourned, 12:55pm	
Respectfully submitted: Ann Seitz, BAVC Secretary 2017-2018	