

Dharma Centre of Canada
September 20, 2023
Board Meeting

Regrets:

David Berry
Filippa Consiglio
Amber Pennington

President's report:
Maintenance report
Hermitage Cabin

Rob and David will coordinate with Hydro One on their requirements in order for them to give us an estimate cost.

Due to conflict Rob has left this project. Robin will look for local contractors. She estimates three days to do the job which may be costly.

The electrical work will be done from the switchgear and transformer located behind the Hermitage.

Extension cords can be brought for temporary heaters and lighting.

The cabin holds 15 to 20 people and is about 400 ft.²

Water testing: the water was tested with good results and will be retested in December or January.

Motion: Christine moves to accept the President's report
Second, Maria

Treasurer's report: in Filippa's absence, Karen will address her report, which was emailed to us.

The treasurer's report was thorough. Maria suggested that at Filippa's discretion we could consider doing an audit sometime during her tenure, as her experience would be invaluable.

The report presents a budget that could be adjusted (raised) across-the-board. This simplifies the task for the administrator.

The report suggests 1). increasing rates by 10%

2). Having one cancellation fee of \$100 across-the-board, once again, saving time for the administrator. This \$100 cancellation fee would go into the practitioner's fund

3). It is noted that 25% of the cost of the retreat are 50% of the deposit.

4). A request for a refund earlier than 14 days before the start of a retreat will be fully refunded.

The executive also looked at streamlining memberships.

The analysis the treasurer did were on mostly comparable retreat centres. Some centres were larger.

The treasure's report said we are in good shape, and, depending on course deposits, our funds may increase.

Agreement will be required in January 2024 to update the website to reflect these changes.

It was requested that the executive have a full outline of all sub committees and their members.

It was noted that Greg our accountant does not file our returns on time and Revenue Canada has cautioned that we could lose our charitable status, NFP,

but suggested as a starter, that at least we file on time and make changes or corrections later.

Our present bookkeeper does not work with QuickBooks online. Using QuickBooks entries from the administrator immediately go into the correct place once again, saving time.

Mark and Maria will investigate regarding bookkeepers and accountants. It is noted that Mark has had personal contact from many years with his bookkeepers and accountants which is preferable,

having known them personally, and he being directly connected with the Dharma Center for many years.

We will ask Filippa if she wants to keep Bonnie doing the payroll. We are also to confirm Bonnie's pay.

It is noted that Karen and Filippa are signing officers for banking purposes.

The executive noted that Filippa wants to minimize the amount of work she has to do for the DCC, but she is committed as long as she is not too busy.

Motion: Karen moves we accept the treasurers report.
Second, Robin

Human Resources Report: Mark

Mark noted there is continued interest in the server mediator positions, some coming through Terry and Mala's students.

The cook, Samantha, is still in a test period, having run into some stumbling blocks. We have a three month probation Period.

Mark wants to know, based on finances how many server mediators we can have it any given time.

Should server mediators be charged more regarding food and accommodation?

At the moment, there are two requests, interested in living at the centre and volunteering for hours a day.

It was noted server mediators should have some solid skills.

Mark is continuing to do three month reviews of staff and server mediators.

Noon expressed that during large courses, there is a strain put on the server mediators and the staff, concerning kitchen duties.

Some server mediators were banking hours, so if they did six hours one day, then they would do only two hours on another day. It has been decided that there will be no banking of hours.

Renewal Committee: in David's absence, Maria, Head of Temple Renewal, spoke in regards to the Temple.

Maria contacted Lee Poysner regarding Water Management, Thomas will speak with Lee at our direction.

Thomas sent the OSSA Standard Architects Contract for our perusal with hourly wages of the different juniors on his team and contractors' commission.

With the approval of the renewal committee, Maria negotiated the construction fee from 15% to 11%.

Thomas understands our financial situation, but is also very inspired by our vision.

He's willing to have us contact our own builders, contractors, etc. so that would avoid the 11% in those areas. Most architects do not do this.

The second part of the contract deals with giving Thomas Payne Architect a retainer of \$10,000 in cheque form.

Thomas has worked with us for many months without this retainer again very trusting on his part.

I will forward the contract to all.

Again, he gently raised the issue that the Dharma centre is considered "a place of assembly" so must conform to bylaws concerning safety regardless, when things were originally built.

Concerning the Temple he would personally see to that. Until then, he cautioned that the back staircase does not conform.

He would like us to start remediation in regard to water management before the winter, so water does not continue to go into the building and under the floorboards, producing mold.

He is willing to work with Lee in this regard, as well as the renovation. Lee needs to be informed of our timing as he is busy as well. In areas that Lee is not experienced he would act as a general contractor for the other trades.

Lee would also charge a percentage commission for this process.

Alternatively, we could find our own trades.

Lee is charging \$45 an hour for his personal work.

Perhaps one of the advantages that Thomas Payne would have, is that he is very experienced dealing with contractors and trades, has negotiating skills, and some clout and influence due to his stature as a well-known architect.

Thomas is willing to do the project at our speed. As well, the contract can be terminated by the Dharma centre without penalty.

The Treasurer and the Directors will review the contract.

Maria stressed it was important to have a good architect as guide, to do the design in collaboration with us, and lead us in the correct direction and order of proceeding, who is experienced with bylaws and liabilities.

Thomas is a creative and compassionate man.

Most directors were in favour of proceeding with the water management, remediation, and a retainer for Thomas Payne Architect.

Christine pointed out that water management for the temple is a remediation and could come out of repair and maintenance fund, rather than renovation. Maria will address these issues with the renewal committee.

Marketing and Fundraising report: Sarah

The next marketing meeting is scheduled for October 21. to further address marketing issues.

Archives will be addressed at the next board meeting.

Programming overall will also be addressed at the next board meeting.

Regarding cooking for retreats, Karen and Robin (with Zenru) are considering putting on a cooking course to train cooks for large numbers 30+ for retreats.

Training cooks could also mean being able to call on them in future, who may be interested in taking the job as Cook on a full-time basis.

Robin raised concerns that Lama Mark's organization NYBCC arranged Zoom Broadcasts of this classes at the DCC with registration fees, payable to the NYBCC, in support of his rental accommodation off property.

As well, interested persons were not able to access the teacher, for clarification

The fee was \$13 per class, and there was no applications for support provided.

Karen reviewed everyone on the board is allowed one week rent free to do a retreat. She suggested perhaps two weeks for the executive board members, this to be raised at the next Board meeting.

The meeting ended, and the next meeting of the Board was set for October 20, 2023.

Minutes provided by Maria, Secretary.