

**Dharma Centre of Canada Board Meeting Minutes**  
**Tuesday June 7, 2022 1:00 ET Zoom Call**

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**Present:** Karen, Robin, Christine, David, Mark, Nick, Monique, Sarah & Dawn

**Adoption/ Confirmation of Agenda:**

Moved by Mark, Monique seconded  
Discussion, resolved that the Agenda be approved  
Carried

**Approval of Minutes** of previous meeting on (Date)

Moved by Chris Moved, Nick Seconded  
Carried

**President's Report** (Christine)

Recent hiring of Noon, new staff member. HR Committee active in hiring noon – current committee Mark, Robin and Karen Steven Gellen and Cheryl resigned from HR committee  
Management of property – delegated to Dharma Centre renewal committee – long term planning and short term planning – David combined them into Dharma Centre renewal committee – renos and building of new temple. Robin active role in supervising volunteer – Lan Robson (replacing work Marta did) – Robin supervising contractors Hill house, repair road, and repairs to main house basement. Monique will take on supervision of Noon. Large learning curve.  
Reports from Retreats, Terry and Mala pleased with retreats. All good

Moved by David, Robin seconded  
Carried

**Treasurers Report** Monique

Received March almost \$10000 loss from Jan to March – due to retreats  
\$4000 revenues from rent, food & donations  
2700 electricity  
Insurance and wages for Marion and Marta for Jan & Feb  
April and May – bank account up since March - many registrations for retreats  
Zen group contributions  
14000 first week of June for retreats including Zen group  
\$291,000 current cash  
\$196,000 savings  
\$182,000 special purposes that includes \$82,000 from Shelly Buttimore Estate  
\$109,000 available for operations

Start looking for software for accounting systems that go beyond accounting, something that handles retreats. One day a week for book keeping

\$100,243 plus \$81,000 from Shelley Buttimore Estate  
\$182,000 for special purposes  
Renewal fund or temple – she chose the temple fund  
Money for Hill house – box to be checked off

## Questions

Robin asked Monique about doing research for programs for software

Retreat Guru or point of sales system – going straight into Quick books

Christine happy to help Monique to look into systems and bring to next meeting

Moved by David, Robin seconded

Carried

## Noon Report

Retreats in past

Mala & Terry 20 people attending retreat

Linda retreat – 9 people

7 meditators to help in kitchen with big group

Yoga Loft – past 2 weekends hard to find kitchen people

Past retreat – was behind schedule – and Centre left abruptly and not cleaned properly- Noon thinks she needs to manage people with what needs to be done for preparation and clean up.

Sonan 27 people participating

Jerry Kofalo – retreat cancelled – not enough people

Coming retreat in June – Linda – full house 20 people applying

July – numbers low at this time.

Need to look at marketing - website, google site – social media – may be a good platform to work with

Need more social followers

Kaufman 20 people. Full retreat

David 4

Tracy 1

Analís & Jack 3

Solo (Hacob ?) doing well no concern

Dominique – interested in solo retreat (cook for Lama Mark retreat)

Mala Terry students 2 for a solo retreat so 4 for this month

Discussion about sharing space – Robin - if they live together or can tent on property or trailer – there is hook up

Christine – Yoga Loft – if problem came up before –about not cleaning up – need formal communication sent – require cleaning deposit

Karen will write letter to them concerning this.

Lama Mark will have hire someone to do cleaning after retreat

To Table this for future meeting

Noon leaves meeting

Nick leaves meeting

**Conflict of interest** Dawn

discussion

On review of bylaws need to bring up the situation where she is doing immigration work for the Dharma Centre and if a conflict being on the Board.

Christine Legislation in Ontario changed – Directors could not be paid unless doing something not Director work

By laws - they do not see it as conflict if persons hiring Dawn outside of Board

Dawn has been hired to do services – Dharma Centre has paid Dawn etc.

Dawn could recuse herself if discussion at Board about hiring her.

David checked out previously – legal for Federal government but not legal for provincial government

Christine looked at changes to Provincial government – and laws changed in 2021 – so okay for Director to be paid. So no conflict of interest.

### **Marketing Committee – Karen**

Dharma Centre Board running Dharma Centre – any committees approved first by Board – Board creates committees

Christine – looks at marketing and under previous Board Shelane set up in house committee – Shelane and Marion were not official committee. Marion was skilled graphic artist.

Nick left behind tools that could be used for marketing.

Decision made to not hire an external marketing person

Need more effort into marketing as we have mailing list, but not sufficient for lesser known teachers.

Question is whether to spend money for advice to attract people and an example - Jerry Kopola is an experienced teacher but only known in Winnipeg, so not attracting people from other places where not known.

To start up another in-house marketing committee – Nick & Noon have good computer skills, and Sarah has offered to assist as she has experience in graphic design.

Strategic plan up for renewal next year.

Focus on Teachers in Namgyal tradition

Question – how professional should Dharma Centre appear – direction as a business or keep it more intimate – vision to expand?

Update of strategic plan

### **Solo Retreatants – Karen**

Dharma Centre wants to support solo retreatants, but a shortage of space/ accommodation.

Role of core teachers and solo retreatants –

When we reach others who do not have a teacher, should have a teacher to support them, questions to address on this.

Christine - Questions as to whether Noon has the time to support this and the priority

Previously Resident teachers would screen applicants and not a decision to be made by administrator.

Terry and Mala used to do this well, but now not resident teachers. They would interview everyone –

Can we open solo retreats to previous solo retreatants and to people self-sufficient to food and when there is no other schedule or when Noon has days off. Courses scheduled when Noon present.

Discussion ...

Does there need to be someone on site – what happens if injury happens

What happens when Noon away – Len on property

Mark – Publish something on DCC website – “while we do not have capacity for long term retreats now; we welcome people to apply for short self-sufficient retreats if they express interest to contact the DCC for details”.

Christine – to notify people on the membership list, as core members not pleased to be blocked  
Question for long time members to have access – rather than novice retreatants. Something on web site that we are not accepting any novice solo retreatants.

### **Property Report - Robin**

The Matrix (car) donated – doing a safety checkup

Len, Noon and Simian all drive standard

Washer, dryer – one in main house – we need one \$1600 to \$2000 needed for expense

Stairs to temple in bad condition – some of the decks in bad condition – safety hazards

Eckert – came forward to volunteer with carpentry – work with Len on Temple and Chen re zi

Offered donation of furniture from friend of Noon – sofa, beds, stereo, etc. If we accept donation - Tax receipt for donation – rent truck to load in Ottawa and bring to Centre. Will be some expenses for this – moving truck

Cabinetry for bathroom at Hill House

There was donation of propane refrigerator – not a direct vent fridge – needs to be direct vent

\$1000 – donation – cost \$1300, and cannot be installed – against code. Will return – direct vent fridge more expensive – over \$2000

Monuments committee dissolved and are in various states of deterioration and require maintenance.

The one with (Chortan) blue tarp needs attention - Terry only person left from the previous committee.

Money needed for restoration

Deck requiring water proofing – scaffolding etc.

Road to Hermitage is completed

No work on Hill House waiting for roof

Len’s cabin – more money needed – donation initially – but requires foundation – recommend slab for foundation – roof shingles etc. missing – need waterproofing for roof – need wiring, plumbing – etc. are extra. Len provided \$3000 of donations – when Board accepted cabin – Board knew it would spend in excess of \$10,000 and construction cost.

### **Fund Raising - David**

Over \$50,000 in pledges in Dharma Centre renewal, not separated into Temple and other building. Most donors were thinking on Temple with their pledges.

#### **Pledges**

\$38,355. Either now or July or time not specified – can be collected soon.

\$10,000 pulled back, but left in as pledge for new building

\$6,500 to come in later

\$16,000 when ready to start new building

\$10,000 – Don’t know answer

\$81,000 not allocated to projects so now allotted to teaching spaces and monuments and Temple renovation

Direct as much as possible of \$38,000 to non-teaching spaces

Len’s cabin had \$13,000 allotted

David will send out letter to all members to make donation

2 engineering reports for old temple, other proposed invoice review of \$1,670 for mechanical structure report and recommend to Board to be paid

\$3,200 structural report

Grand Connect – subsidiary of Imagine Canada – 1000 donors – July 16, webinar to use list

Letter to our 1000 members,

List of members - to contact people for donations

New Board members to make donations

NOTE:

Christine and David - Corporate changes – Corporations Canada accepted changes – acceptable with CRA as well. Just a modification only.

- Christine –spending authorities – we approved \$40,000 for projects Robin provided list - \$25,000 short of what was needed - where are we standing with this – update – also Len’s cabin – are funds there?
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Monique made a statement about how well Noon is coming along – good decision making, smart, she figures out the problem quickly – doing well. She will be able to pay invoices etc. soon. Very impressed with her. New financial program will be good for her to work with.

**Governance** – Ava & Tracy

Will set up time to go over the governance information – in a few weeks.

Additional business

Simeon Atkinson – Mark will contact to sort out passport

Will be coming end of June – mediator and help with cooking.

Long term willingness to get involved for longer period

Discussion about him coming to Canada and information about process.

Some volunteer work. Will be doing retreat. Mark and Dawn will discuss.

**Next Board Meeting July 11, 2022 at 1:00 P.M.**

**Meeting adjourned and we shared the merit.**

**Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director** \_\_\_\_\_ **Date** \_\_\_\_\_

