

Dharma Centre of Canada Board Meeting Minutes
Tuesday July 11, 2022 1:00 ET Zoom Call

Present: Karen, Robin, Christine, David, Mark, Monique, Sarah & Dawn
Robin and David arrived 1:30

Approval of Minutes of previous meeting on June 7, 2022
Moved by Mark Moved, Christine Seconded
Dawn reviewed some of the information to get any corrections
Amendment of previous minutes Christine moved and seconded Mark
Carried
Minutes passed

Adoption/ Confirmation of Agenda:
Moved by Christine, Dawn seconded
Discussion, Technically business arising from minutes after adoption of minutes -
Carried

President's Report (Christine)
Business arising from minutes –Yoga Loft – agreed that Karen would write letter, and done –
Other business will be included in other reports.
One offs – that President needs to deal with – enquiries about COVID policy, Book donation to library,
payment to Tammy Foreman.
Great that everyone came to Governance meeting.
Decide Directors – new Board to take office in July.
Dharma center evolved from a small group of Namgyal followers to a business. Course retreats, emails
etc., and higher expectations – may need executive Director to work full time
HR Committee participating in hiring, orientation – management function divided into fragments –
whereas an Ex Director would make things more coherent. To review at Strategic planning. Basically
difficult for President's role to be done from a distance.
Paying Tammy Foreman – lack of clarity of payment to cooks. To define roles. She has been paid in full
but rate higher than anticipated.
Any discussion
Karen passes chair to Robin
Karen takes back chair
Moved by David, Mark seconded
Carried

Treasurers Report Monique
Tammy's invoice was very high charging for 6 retreat days (over 2 weekends) when there were 4, and
travel and prep time. She charged a total of 8 days of work – should have been a total of 5 or so.
Invoice appeared to be more expenses and unusual from past payments done.

Current bank balances:
TD

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- chequing – 16,361.14
- savings - 17.96

Kawartha Credit Union

- Chequing – 95,251.66
- Savings – 196,106.18

So total funds of 307,736.94 of which 179,642.03 are for special purposes. 128,094.91 available for operations.

Loss for Jan. to Apr is 4,500 down from 9,963 at Mar. 31.

Our cash balance keeps increasing even after refunds for cancelled retreats and some expenses for Hill house and the road.

There is approximately 20,000 received for future retreats for which expenses have not been incurred yet. This is relevant to the cash position mostly and not necessarily the loss.

Special purpose funds must be used for the purposes for which these funds were donated estimated. Don't have current numbers for 2022.

- | | | |
|-----------------------------------|-----------------|--|
| • Practitioner Support Fund | 14,586.81 | |
| • Yukon Practitioner Support Fund | 25,000.00 | |
| • Endowment fund | 315.00 | |
| • Garuda Project | 100.00 | |
| • Temple Renovation | 103,228.90 | (81,912.25) |
| • Namgyal Yangzab BCC | 19,564.89 | |
| • Uplifted Property Fund | 12,329.10 | (includes 2 to 3,000 donated by Len for the foundation of the cabin) |
| o Monuments | <u>4,797.33</u> | <u>16,846.43</u> |
| Total | | 179,642.03 |

[DCC needs retreat booking software.](#) One software looks interesting, my challenge is analyzing and pricing these as well as quality.

Motion by Monique - To provide Noon with signing authority on 2 bank accounts Kawartha Credit Union & Toronto Dominion [including a debit card](#) [Seconded by Robin](#)

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[Monique- Change motion to provide Noon with signing authority for the Kawartha Credit Union and Toronto Dominion bank accounts including a debit card, for operating expense up to \\$1500. Seconded by David](#)
[All in favour – passed](#)

Moved (insertion) [1]

[Signing authority for Noon](#)

Signing authority for operations – anything up to a \$1000 – anything over goes to Board – anything not operations goes to Board

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Signing authority is Christine and Nick - two signatures on both accounts

Seconded by Robin

Monique has made comments about the efficiency and great asset Noon has been.

HR Committee – Mark – thought maybe to up the amount to \$2000. For maintenance

Monique [such a limit is available through the maintenance committee.](#) Monique and Robin have approval for that

Mark suggests moving [signing authority for operations](#) to \$1500.

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Moved up [1]: Monique- Change motion to provide Noon with signing authority for the Kawartha Credit Union and Toronto Dominion bank account for operating expense up to \$1500. Seconded by David ¶
All in favour – passed

Christine indicated that we need current up to date financial info –

Person who gave furniture wants income tax receipt –

David gave some clarification – We would give receipt for items but we don't provide the value – the donor would get the valuation done – a third party should do valuation – [Monique indicated this was not legal, although we can give a receipt we cannot give a donation receipt for an income tax deduction \(different receipt\)](#)

To table this for another time

Moved by David Seconded by Mark

All in favour

Director Positions

Officially take office within 60 days of AGM – so next meeting

President

Treasurer –

Chair

Vice Chair

Secretary

Election

Chair

Robin nominates Karen, Christine seconds, Karen accepts

Vice Chair - Karen nominates Mark – refused

Christine nominates Dawn, Robin seconded, Dawn Accepts

President

Christine nominates Robin, Mark seconds – Robin accepts

Secretary Robin nominates Christine – Dawn seconds Christine accepts

Treasurer

Mark nominates Monique, David seconds – Monique accepts

COVID Policy

Christine – currently - Double vaccinated and have a rapid test before coming

Public Health has lifted – but news shows more cases

Discussion

To maintain status quo
Karen passes chair to Robin
Karen speaks to COVID policy
Robin passes chair back to Karen

Mark says two vaccinations and rapid test on date of arrival
Christine says not to allow non vaccinated

So keeping decision to keep same policy in effect

Book Donations

Christine speaks to this – need to catalogue books – a lot of work if we accept.
If we accepted we put out as help yourself – maybe look to see if anything valuable for DCC library
Discussion - we don't really have enough information to make a decision on this.

Renewal Report

David provided this – He had sent previous notes and spread sheet listing projects, and approval of funds of \$40,000. From previous meeting. Some partly done – and when additional funds come in- can figure out allocation.
Will update list and we allocate funds.
Christine mentions that Len has set up a fund for a golf cart, but monies can be used in another area and Robin and David will speak with Len so he knows that any donations he is raising will not receive any tax receipts.
Dawn mentions that Thomas Payne – architect would be willing to provide review of any blueprints at no cost for temple.

Property Report

Robin advised that all the furniture delivered and it was disbursed to different areas as needed.
Roof being started this week, washer and dryer being delivered, and waterproofing at end of month for main house.
Building permit for Len's cabin still outstanding.

Marketing

Sarah – not being able to set up meeting as yet, but will pursue this ensuring all parties available.
Christine commented – Noon to locate a document left by Marion for scheduling – Teachers to promote on their own social media.
Had to cancel Jack's course – he doesn't advertise on his own media – so not enough participants
Could ask Lama Mark to advertise Tracy's course on his social media.

Programming Brief

Karen – disappointed in low numbers for July, but we are going forward – 2023 filling up
Should be able to give marketing for next year – and considering to start 2024 in September.

HR Staff

Karen – Mark to be Chair of HR and he accepted. Sept to Dec – full time work with his job – so one of HR people will fill in during that time

Mark – Thrilled with Noon – discussion with Noon and Simeon.

Jane worked a few days with Simeon so he can learn how it works.

Ongoing discussions with two persons interested to come in for building – what will be protocol to have these people come in and stay – funds and accommodation in place?

When will Simeon be getting spiritual worker work permit?

Addressing whether we keep him, if he fits in etc.

Put something out for server meditators to help with kitchen – from the different retreats coming, perhaps an opportunity for the teachers to identify server meditators who cannot afford course to come in to serve in kitchen

Set up an HR meeting.

Action Points

David will send all of us – edited list of our contact members so we can choose which ones we contact for donations.

Monique will need motion/ wording for bank to get Noon on the signing for motion. Dawn to send this motion to Monique. Motion to give Noon signing authority.

Amendment of Motion for purchasing washer and dryer

Robin makes motion to purchase washer and dryer for \$1751.49 and Christine seconds

All in favour

Next Board Meeting Monday August 8, 2022 at 1:00 P.M.

Meeting adjourned and we shared the merit.

Director _____ Date _____

Director _____ Date _____

