

ECA August 2015: Business Meeting Minutes

Present: Jnanavaca (Chair), Amalaketu, Amogharatna, Amoghavajra, Arthavadin, Aryapala, Buddhashanti, Candradasa, Danapriya, Jayaraja, Jnanacandra, Jnanadhara, Jvalamalini, Maniraja, Padmasimha, Parina, Priyananda, Ratnaghosha, Samacitta, Samantabhadri, Saravantu, Satyapada, Shantiprabha, Sinhendra, Sobhanandi, Subhadassi, Sudarshini, Sujana, Suryamati, Tejananda, Uddyotani, Upekshapriya, Vajradarshini, Vajrasakhi, Vassika, Vidyamala, Viryapuspa, Visuddhimati, Vidusi, Mokshini (Development Team), Nandavajra (Development Team and minutes).

1. Apologies

Arthamitra, Arthabandhu, Amalamati, Arthakusalin, Dassini, Gunaketu, Nayaka, Nityabandhu, Rijupatha, Padmadaka, Suvannavira, Vidyamala

2. Previous minutes

- a. Corrections:
 7. (iv) Visa Sponsor Licence Update: should read 'The sponsors licence held by the Triratna Chairs Assembly has been revoked by the UK Boarder Agency'.
- b. Minutes agreed as correct

3. Matters arising

All matters arising covering in agenda for meeting

4. AGM of the European Triratna Chairs Assembly

a. The Executive / Council of Trustees stood down

b. Annual Report and accounts year ending 30th September 2014 – Approved

- i. Noted: independent examiner needed to replace Pramudita. Action: Nandavajra to follow up
- ii. Noted: possible need for public liability insurance to protect Trustees. Action: Nandavajra to research
- iii. Noted: possible advantage of changing accounting period to Jan – Dec to match funding period. Action: Nandavajra to research
- iv. Noted: possible need for more detailed risk management assessment. Action: Viryapushpa to forward sample assessment to Nandavajra

c. Election of Trustees and Executive members

Amoghavajra, Jnanavaca, Ratnaghosha, Vassika and Visuddhimati all expressed willingness to stand again as Trustees and Exec members.

Arthavadin proposed as Trustee and Exec member.

Jnanacandra proposed as Exec member for trial period of 6 months. If she is happy to continue beyond that she will be appointed as Trustee.

Amoghavajra – proposed by Amogharatna, seconded by Ratnaghosha. **Agreed**

Ratnaghosha – proposed Visuddhimati, seconded by Suryamati. **Agreed**

Visuddhimati – proposed by Satyapada, seconded by Jnanadhara. **Agreed**

Vassika – proposed by Aryapala, seconded by Jayaraja. **Agreed**

Jnanavaca – proposed by Suryamati, seconded by Jayaraja. **Agreed**

Arthavadin – proposed by Vajradarshini, seconded by Maniraja. **Agreed**

Jnanacandra – proposed by Vassika, seconded by Padmasimha. **Agreed**

ECA August 2015: Business Meeting Minutes

d. Expression of thanks to the Trustees

The members of meeting expressed their thanks to all the Trustees for their willingness to serve and for their hard work.

5. Triratna Development Fund 2016

Agreed: Development Fund budget for 2016, as detailed in spreadsheet (Appendix 1).

At this stage as well as meeting the core costs of the ECA the following grants will be guaranteed for 2016:

TBCO	£15,725
Clear Vision	£16,811
Windhorse Publications	£13,809
Preceptors College	£6,137
Mitra booklet reprint	£970

The following grants will be made subject to fundraising to £50,000. This will be ratified at the Jan 2016 ECA meeting:

TBCO	£24,600
Clear Vision	£26,300
Windhorse Publications	£21,600
Preceptors College	£10,000
Mitra booklet reprint	£970

6. Minutes of decisions made earlier in the meeting

a. Vision, strategy and fundraising proposal from 'Working Group'

Agreed: The working groups to take forward the implementation of the vision and strategy and fundraising initiative, as detailed in the briefing document. This will include the establishment of a new Charity, with the working group representatives serving as Trustees, and an associated bank account, and fundraising costs (fundraiser support and expenses) being funded from fundraising. The working group will work out the details of the structure and constitution of the Charity and investigate and establish grant application and funding processes and procedures. Development team members will devote time and resources to this process as needed and the developing fundraising team and bookkeeping capacity will be managed through the Development Team in the first place. The working group will report back and consult the ECA, the College, the Order Office and the International Council on a regular basis. Formal guidelines on consultation and decisions may be needed.

It is noted that a fundraising assistant will be recruited to resource the fundraising initiative.

b. Development Team Changes

Communications and Liaison Officer

Agreed: fulltime support for Munisha as Liaison and Communications Officer from the beginning of 2016. Munisha is now based in Sweden so this will be subject to review after a suitable period (after 6 months and for the summer 2016 ECA meeting).

ECA August 2015: Business Meeting Minutes

Young Buddhist Co-ordinator

Agreed: funding for a fulltime post of Young Buddhist Co-ordinator from time of Singhamati stepping down (autumn 2015). This will be reviewed after 3 years or if the post holder leaves at an earlier point and it should not be regarded as a 'core' DT post. The post holder should be a member of the Order and funding will be subject to availability and a suitable person for the post.

The following appointment process will be followed: the Young Buddhists Steering group to interview and shortlist up to 3 applicants for final interview by 2 members of the Exec and Nandavajra. The steering group can make a recommendation to the Exec.

Bookkeeper / finance officer

Agreed: the appointment of a part time (up to 2/5) bookkeeping / financial management post for the ECA and for the emerging central charity and fundraising drive, in order to meeting the increasing bookkeeping and finance needs. Funding of the post would be shared, pro-rata, by the two Charities with the new charity component being drawn from fundraising. This post would be managed by Nandavajra through the Development Team but need not be regarded as a full member of the team.

7. AOB

- a. New ECA representative on TBCO Council

Jvalamalini proposed: Agreed

- b. ECA 'Working Group' representative

Visuddhimati proposed: Agreed

Noted: desirability of mainland European rep in time and need to communicate with movement worldwide and invite international perspective

- c. UK and Ireland ECA representative on Area and International Council

Jnanadhara willing to serve subject to the blessing of his Centre team: Agreed

- d. Urban retreat update

- 21st to 28th November with the theme of 'Living in the Greater Mandala'
- It will be run by the Development Team with Mokshini taking the lead
- There will be a Centre version (Mokshini will circulate resources) and an online version for people not at Centre
- It will have an international focus but there will not be a separate order strand

- e. Child protection and vulnerable adults policies

- Munisha updated the meeting on the need for Child Protection and Vulnerable Adult policies at Centres and Retreat Centre
- Munisha will act as the Dev Team contact for CP and VA for Europe
- In this role she will:

ECA August 2015: Business Meeting Minutes

- act as named contact for Chairs and Centre managers
- respond to general queries
- issue guidance and reminders from time to time.
- issue model policies and procedures for Triratna charities to adopt/amend/translate
- hold an ECA membership of the Churches' Child Protection Advisory Service so she can use their website, resources and helpline.
- She will not be able to:
 - take responsibility for Centre/projects' CP and VA policy, or **making** them do anything about all this! They are all separate legal entities.
 - do security checks
 - say exactly what a Centre/project needs to do. This is something for them to work out with the CCPAS according to their circumstances (or with an equivalent local body if outside the UK).

8. Dates of next meetings:

The next meetings of the European Chairs Assemble will be:

Mon 4th – Mon 11th January 2016 at Adhithana

Deadline for items for the meeting or business agenda: 20th November 2015. Please send to Nandavajra

Sun 28th Aug – Tue 6th Sept 2016 at Adhithana

Note: the later than usual dates for this meeting are an experiment

ECA August 2015: Business Meeting Minutes

Appendix 1: Development Fund Budget 2016

ECA Development Fund Budget 2016	2,015 Budget	2,016 Budget	2,016 Budget Full funding
	Agreed	Guaranteed	
<u>Income</u>			
Centre dana	109,000	116,349	116,349
Fundraising Consultancy	2,000	0	0
Miscellaneous + interest	500	500	500
Fundraising	52,282	20,000	50,000
[Full cost recovery]	-4,900		
Available from reserves		20,000	20,000
Total Income	158,882	156,849	186,849
<u>Expenditure</u>			
DT support	55,650	46,148	46,148
DT expenses	8,500	7,400	7,400
YB Co-ord (full time)	7,440	15,383	15,383
YB co-ord expenses	1,200	1,500	1,500
Finance Officer support		6,153	6,153
Finance Officer expenses		720	720
Pension provision DT 8%		4,800	4,800
Fundraising budget	2,000	0	0
Liaison budget	1,550	1,500	1,500
ECA + Exec Expenses	2,500	3,500	3,500
TBCO	20,000	15,725	24,600
Int. council secretary	2,500	2,500	2,500
Newsbyte'	6,000	0	0
IC mvt reps travel fund		2,600	2,600
ECA meeting travel fund		1,000	1,000
Translations fund	5,000	5,000	5,000
Growth Fund	7,000	5,000	5,000
Clear Vision	10,000	16,811	26,300
Windhorse Publications	12,000	13,809	21,600
Preceptors College	10,000	6,137	10,000
Mitra booklet		970	970
Return to reserves	7,000		
Total Expenditure	158,340	156,655	186,673
Income / Expenditure	542	194	176