

**Tiratna Buddhist Order, Southampton**  
**Minutes of Trustees'/ Management committee meeting 11<sup>th</sup> December 2010**

Present: Dharmamodana, Ratnabodhi, Tony Ley, Elspeth Wicketts (until item 7), Anne Willie

Apologies: Gill Knight, Robert Hubbard, Dominic Reynolds

**1. Approval of previous minutes**

With one addition –that it had been decided to invite Anne Willie to join the Management Committee –the minutes were accepted as a true record of the previous meeting.

**2. Matters arising from previous minutes**

a) Posting of minutes on the internet

A query had been raised about whether the minutes of meetings which were to appear in the public domain should be anonymised. TL had researched the guidance on the Charity Commission website and the practice of other organisations. It was agreed that, since the final minutes of the meetings were a legal record, names should be included in the file copies. It was agreed to consider on a case by case basis whether it would be appropriate to remove individual names from the version of the minutes which were to appear online. It was also agreed that minutes would only be uploaded on the website after they had been checked and agreed by all those present at the meeting.

b) Postholders

It was confirmed that Gill Knight is the secretary and Dharmamodana the treasurer of the charity. Ratnabodhi is the Chair of the Trustees, and Tony Ley the Chair of the Management Committee.

c) Shabda advert

DM has drafted an advert to go into Shabda to recruit more Trustees, circulated it for comment and produced a revised version in the light of those comments. After some discussion, it was agreed to specify that new Trustees would be expected to attend at least 3 out of the 4 meetings per year.

**\* ACTION 1:** AW to revise the advert and return to DM for insertion in the January, February and March editions of Shabda.

**\* ACTION 2:** DM to write a 'reporting in' entry for the February issue of Shabda to include more description of the Southampton sangha to reinforce the advertisement.

d) Signatories to bank account

DM has now received the forms from the bank that need to be completed in order to change the signatories on the account. It was agreed that TL, Ratnabodhi, GK, Dharmamodana and EW should be added as signatories, each cheque to require two signatures, one of which should be Dharmamodana or Ratnabodhi. It was agreed that online banking would not be used to manage the account for the time being, and that this decision would not be changed without discussion at a management meeting.

**\*ACTION 3:** D M to ask John Noyce if he would be willing to be a signatory to the account.

**\*ACTION 4:** D M to complete the bank forms and obtain the necessary signatures to update the list of signatories accepted by the bank.

### 3. Sangha activities

A sangha building afternoon organised by Viryapuspa on 21<sup>st</sup> November had been attended by 9 people.

On 8<sup>th</sup> December, D M had given a talk at Applemoor College.

The retreat scheduled at Rivendell from 3<sup>rd</sup> – 5<sup>th</sup> December had been cancelled by Rivendell since snow made the roads impassable. Rivendell were making no charge for the cancellation.

### 4. Class numbers

D M reported that class numbers had not dropped off following the move to the new venue, Unity 12, in September.

Monday class attendance has increased over the year.

There was discussion about the format of the Thursday class and it was agreed that this would continue to follow the mitra study course and be open to newcomers.

The committee agreed to monitor whether there was a need for more advanced mitra study. D M reported that he was pleased with the levels of study in the Wednesday and Thursday classes.

### 5. Accounts

D M presented the accounts for the year, and pointed out that the charity's expenditure has reduced due to the sale of 163 Northumberland Road and the fact that Unity 12 is costing just £12 per evening. The contract on Unity 12 is due for renewal in February.

The Winchester classes have made a profit of £433 over the year.

The major publicity expenditure was the production of leaflets to advertise the Winchester class, of which there are currently 2500 left.

D M reported that the insurance premium does not seem to have decreased as much as he would have expected following the sale of 163.

Concern was expressed that the sum in the deposit account was higher than the £50,000 guaranteed in the event of bank failure; it was agreed to look into the possibility of opening a second savings account.

**\*ACTION 5:** D M to investigate the insurance payments to clarify what is currently being paid for.

**\*ACTION 6:** T L will ask G K if she might be able to investigate alternative savings accounts.

### 6. Future meetings

It was agreed that management meetings would be held approximately every two months, at 12.30, on the second Saturday of the month.

The dates of the next meetings were therefore agreed as:

12<sup>th</sup> February (with Trustees),

9<sup>th</sup> April (Management committee only)

11<sup>th</sup> June (with Trustees)

9<sup>th</sup> July (Management committee only)  
8<sup>th</sup> October (with Trustees)  
10<sup>th</sup> December (Management committee only)

It was agreed that if meeting dates needed to be rearranged this would only be done at, and not between, meetings. It was agreed to cancel a meeting if the anticipated attendance was to be fewer than 4 people.

It was agreed to aim to get draft minutes out to meeting attendees within 5 days, for returning back to the secretary within a further 5 days, so that final minutes could be made available to the whole sangha within 14 days of a meeting.

It was agreed to publicise meeting dates in advance so that agenda items could be submitted to the secretary by any member of the sangha. It was agreed that the secretary would have responsibility for collating the agenda for meetings.

**\*ACTION 7:** TL to confirm with GK whether she is happy with the above.

## 7. **Communication**

Communication within the sangha was discussed. TL highlighted that communications from the Trustees and Management Committee were being revised.

It was agreed that 'building communication' might be a valuable topic for a study day at some point, if a suitable leader could be found.

It was also agreed that it would be useful for the various groups within the sangha to take communication as a study/discussion focus over the next few months.

## 8. **AOB**

a) **Going for Refuge group:** This is meeting regularly on the second Saturday of each month, open to mitras who have asked for ordination. It was reported that of a potential 9 members there were now 8 regular attendees, and the group was following a regular format each meeting.

b) **External speakers:** TL reported he had compiled a list of 18 Order members to invite to Southampton to give talks/lead day retreats. There was discussion about suitable venues for weekend events; DM pointed out that Unity 12 was likely to be available; TL reported Viryapuspa had offered to hold some events at her flat if appropriate. There was discussion about opening up events with invited speakers to the public and/or other sanghas. DM suggested that smaller venues with a more intimate atmosphere might be needed for such events to be effective in communicating the dharma to the general public. Ratnabodhi suggested Maitreyabandhu, Padmavajara, Vessantara, Paramananda and Ratnadarini be added to the list of invitees, and that members of other sanghas might be glad to be offered the opportunity to attend talks by these speakers.

**\*ACTION 8:** TL to have approached 5 of the above names, with the aim of having one date booked in, by the time of the February meeting.

c) **Trustees:** TL reported that Mokshini from Brighton might consider becoming a Trustee.

**\*ACTION 9:** AW to arrange to meet with Mokshini and invite her to become a Southampton Trustee.