

## **Twin Cities Vipassana Collective (TCVC) Operational Policies**

Last update: October 20, 2022

### **I Organization**

#### **7/2008, 7/2009 and updated 9/2021 – Board positions**

As a non-profit organization, TCVC is legally required to have a Board Chair and Treasurer. Other board positions include Retreat Coordinator and Newsletter Coordinator. Other work, such as taking meeting minutes, updating the website and handling audio files may be shared among board members.

The officer position of Chair of the board is limited to one year. The board will continue to rotate the role of facilitator at meetings and function as a collective, with the officer position of Chair being a nominal position.

#### **10/2007 – Membership**

A clarification: The main purpose of membership is to provide oversight of the board and prevent it from becoming a “closed system”. The membership chooses the board and may give input at board meetings. People are also able to show their support of TCVC by becoming members.

#### **10/2007, updated 9/2021 – Meeting Announcements**

The secretary will send e-mail invitations to board members regarding upcoming board meetings and identified topics for discussion.

### **II TCVC Retreats**

#### **Updated 9/2021 – Remuneration for managers and registrars**

Managers and registrars will receive half the cost of their room for either the current retreat or a future retreat. Managers and registrars for online retreats pay the entire online retreat fee and can use this remuneration to offset the cost of a future residential retreat. The treasurer tracks remuneration owed for previous retreats as a liability.

#### **10/2008, updated 9/2021 – Reduced Number of Retreats per Year**

Beginning in 2010, we will reduce our retreat offerings to two per year: a 7 day retreat in January and an 8-9 day retreat in June.

#### **Updated 7/2012 – Weekend Options**

All retreats are full time. There are no weekend options for retreats.

#### **7/2009, 2/2008, and updated 9/2021 – Attendance**

In the interests of maintaining the retreat container, yogis are required to reside at the retreat center for the duration of the retreat. There are no part-time or commuter options. Yogis can't join a retreat after it has begun.

Exceptions to this policy may be made for medical reasons. Prior to the retreat, the board will review questions from the registrar regarding other exceptions. We ask the teachers to honor our policy of full-time residential retreats.

### **7/2008, 7/2009 and updated 9/2021 – Participation**

TCVC doesn't accommodate people who are not participating in the retreat, such as young children. People who need medical assistance may bring along an attendant. Minors under 18 years of age must be approved by the teacher and accompanied by a parent or legal guardian.

Residents and staff at the retreat center are invited to join the group for the morning instructions, *metta* sit and dharma talk. TCVC doesn't allow other people outside the retreat to attend any part of the retreat, regardless of their history with the teacher(s) or TCVC.

### **III Registration and Newsletter**

#### **7/2009 – Late Registrations**

Registrations received after the Tuesday before a Friday start date must be approved by the manager.

#### **6/2007 – Use of Unscented Products**

We will update our registration fliers to request that retreatants use only “unscented products” (rather than refraining from using strongly scented products).

#### **2/2008, updated 9/2021 – Shared Rooms**

When the retreat venue has shared rooms, the registration form will include a question about whether yogis are planning to bring any medical devices, such C-PAP machines, to retreats.

#### **Various, updated 9/2022 Scholarships**

The board will determine how much money can be allocated for each retreat and award scholarships on a first come/first served basis. The board may decide to award scholarship money that exceeds available funds, with the expectation that the scholarship fund will be replenished in the future.

Scholarships for residential retreats are often half the cost of a shared room, however the board will determine the maximum individual scholarship for each retreat. The registration form allows yogis to request the scholarship amount they need up to that limit.

The board pre-approves all scholarship requests, provided there is ample money available in the scholarship fund.

Retreatants will be limited to receiving one scholarship per calendar year.

We'll publish scholarship award amounts in the newsletter, as this could increase interest in donations to the scholarship fund.

We'll maintain a separate scholarship fund for BIPOC (Black, Indigenous and People of Color) to be donated to other organizations that organize BIPOC-specific retreats.

#### **4/2008 – Non-Tax-Deductible Donations**

Under some circumstance, retreats donations will not be tax-deductible (e.g., Arrow River). TCVC will convey that information to retreatants at the time of registration.

#### **IV Managing the Retreat**

##### **6/2022– Retreatant Questionnaire Confidentiality**

All participants are required to fill out a questionnaire as part of checking into the retreat. The questionnaires are collected in an envelope and given to the teachers at the beginning of the retreat. These questionnaires will be shredded using a TCVC portable shredder at the retreat center to ensure that confidential information intended only for the teachers isn't available to anyone else.

##### **6/2007, updated 9/2021 – Room Assignments**

Due to the complexities of room assignments, a TCVC board member or staff at the retreat center will assign participants to rooms if necessary. The retreat manager can choose their room; those with accessibility needs will be accommodated. Participants in shared rooms will be given the option to choose a roommate as part of their registration. Couples aren't allowed to share a room.

##### **6/2007 – Yogi Jobs**

Yogi jobs should be as straightforward as possible and able to be completed within one working period per day.

##### **6/2007, updated 9/2021 – Equipment**

Most equipment is stored at the home of Joanne Hedrick. We'll no longer lend out any of our equipment on an ongoing basis. On a case-by-case basis, the board may decide to lend equipment for other organizations hosting retreats.

##### **7/2009 – Manager Considerations**

The TCVC board appreciates the service of the manager and registrar and supports them in setting boundaries for themselves regarding special requests, especially requests that come in the last week of the retreat that require a policy decision by the board, special fees for the participant, extra work for the retreat center and/or approval by the teacher(s). TCVC doesn't expect these volunteers to accommodate every request they receive and to also consider the energy of other people involved.