



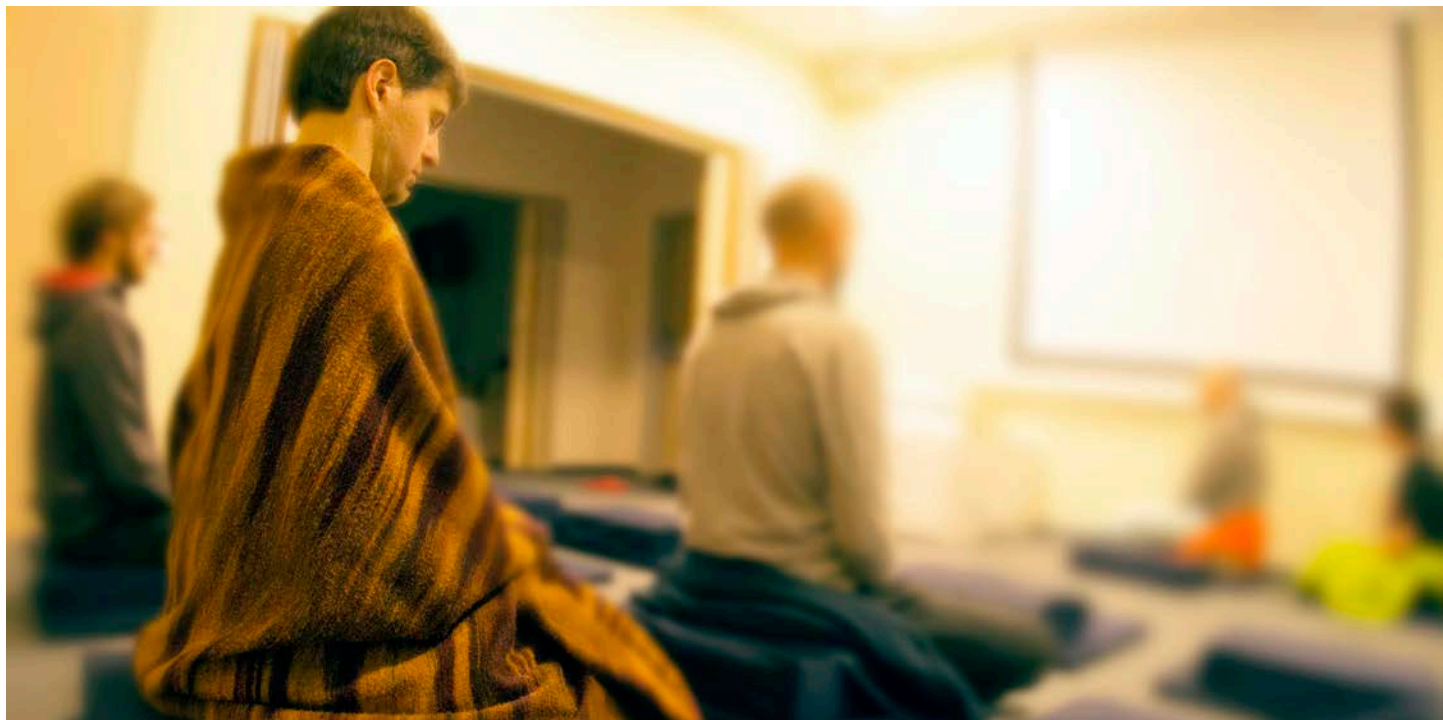
FUNDACIJA
VIPASSANA
ustanova za meditacijo

ANNUAL REPORT 2017

CONTENTS

1. ABOUT THE FOUNDATION	3
1.1 Organisation	3
1.2 Objectives	3
1.3 Activities before the official registration	4
2. ACTIVITIES IN 2017	5
2.1 Foundation's main scope of work	5
2.2 Organisation of courses	5
2.3 Purchase of basic equipment	6
2.4 Management system	7
2.5 Management meetings	7
2.6 International cooperation	8
2.7 Trainings and certifications in 2017	9
2.8 Volunteering	10
2.9 Donations	11
2.10 Plans for 2018	12

For the financial statements please see the Slovenian version of the Annual report (*Letno poročilo 2017*).



1.

ABOUT THE FOUNDATION

1.1 Organisation

Vipassana Foundation, registered with the name *Fundacija Vipassana, ustanova za meditacijo*, is a foundation of general interest and an educational, charitable and non-profit organisation. It was founded with the approval of the Ministry of Education, Science and Sport on 2 March 2017.

1.2 Objectives

The main goal of the Foundation is organising the courses of Vipassana Meditation as taught by S. N. Goenka in the tradition of Sayagyi U Ba Khin. The Foundation develops a network of meditators who by volunteer work prepare, organize and conduct courses.

The Foundation strives to build a meditation centre and collects funds for this purpose.

The goals of the organisation are solely focused on the well-being of society, which the Foundation contributes to by the teaching of meditation according to the S. N. Goenka method.



1.3 Activities before the official registration

Organised Vipassana activities in Slovenia started to develop in 2006, when the official Slovenian web page was established. The team of volunteers gathered in an informal association called Vipassana Slovenia which conducted activities under the guidance of Vipassana assistant teachers. Since then the Vipassana meditation group sittings have been organised in Maribor, Ljubljana and Koper.

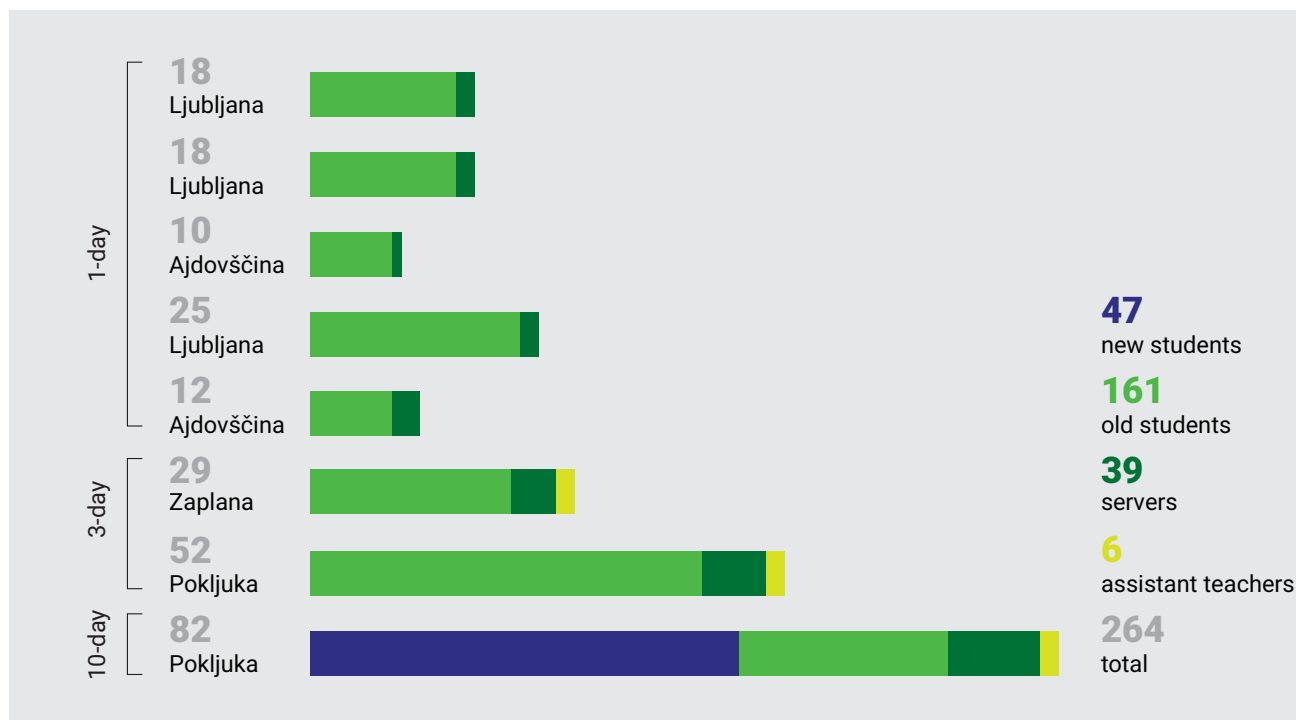
The first one-day course was held in Ljubljana in August 2009. Between 2013 and 2017 one-day courses were organised several times a year in Ajdovščina, Kranj, Ljubljana and Maribor.

In 2013, 2014 and 2015 the first of the three-day courses were held in Smolnik in the Pohorje mountains near Maribor and in Zaplana near Vrhnika.

These courses were conducted in English and were designated for old students only - those meditators who have completed at least one ten-day course with S. N. Goenka or one of his assistant teachers.

During that period an extensive project of translating the material for the first ten-day course in Slovenian language was initiated. Recording of translations of S. N. Goenka's original audio instructions and discourses was finished in April 2017.

In July 2016 the first steps were taken to establish the official organisation in Slovenia which was finally registered in March 2017 as *Fundacija Vipassana, ustanova za meditacijo*.



2.

ACTIVITIES IN 2017

2.1 Foundation's main scope of work

The Foundation organizes one-day, three-day and ten-day courses of Vipassana meditation. For the implementation of courses, the Foundation rents halls, youth hostels, hotels and other accommodation infrastructure.

For the preparation of meals at courses the Foundation organizes training of volunteers for work in the kitchen and supervises them in accordance with the current regulations and standards governing food hygiene.

The Foundation also provides for the translation, recording and publishing of audio materials and printed matter which further enable the organization of courses and support of independent meditation practice.

In 2017 the Foundation organised five one-day, two three-day and one 10-day meditation course (see Figure 1 and Table 1).

2.2 Organisation of courses

The most important achievement of the Foundation and an important step for further work was the organisation of **the first 10-day course in Slovenian language**. The course was held in April at Hotel Center on the mountain plateau Pokljuka. Beforehand a 3-day course was organised at the same venue. The course site is a

Figure 1:
Vipassana courses
participants in 2017.

	Location		Date	New students	Old students	Servers	AT's	Total
10-day								
1	Pokljuka	Hotel Center	21.4.-2.5.17	47	23	10	2	82
3-day								
1	Pokljuka	Hotel Center	17.4.-20.4.17		43	7	2	52
2	Zaplana	Dom Bratstva	15.11.-19.11.17		22	5	2	29
1-day								
1	Ajdovščina	MC Hiša mladih	12.3.17		9	3		12
2	Ljubljana	Iyengar joga	28.5.17		23	2		25
3	Ajdovščina	MC Hiša mladih	17.9.17		9	1		10
4	Ljubljana	Iyengar joga	8.10.17		16	2		18
5	Ljubljana	Iyengar joga	17.12.17		16	2		18
Total				47	161	32	6	246

three-star sports hotel in a well-known biathlon area situated within the Triglav National Park (North/West Slovenia), in the vicinity of the tourist attraction Lake Bled.

The Course was attended by 82 students and servers. Registration was carried out without any major problems and there weren't any no-shows for the 10-day course. The large majority of students (around two thirds) came from Slovenia and almost all the others came from Croatia, Serbia and Bosnia and Herzegovina.

The courses in 2017 were attended by **total 246 meditators**:

- **One-day courses** were attended by **83** meditators.
- **Three-day courses** were attended by **81** meditators.
- The **Ten-day course** was attended by **82** meditators.

From October 2017 regular **weekly one-hour sittings** in Ljubljana were held on Thursdays and Sundays at two different locations in Vič and Stegne.

2.3 Purchase of basic equipment

For the practical purpose of conducting courses the Foundation purchased the materials required for 75 meditation mats and 95 meditation cushions. The covers were made by a group of volunteers. Quality mats and seat cushions are the basic means for conducting successful courses and the ownership of these items enables the Foundation to be independent in organizing courses. This was the largest purchase of fixed assets till now. Due to their large volume it is a great challenge to store these materials during the periods between courses. Mats and pillows are currently stored at the Hotel Center in Pokljuka, as there are plans to organise further courses in 2018 at the site.

Table 1:
Vipassana courses
participants in 2017.

2.4 Management system

In addition to establishing the necessary **acts of the foundation**, a management system has also been established:

- The **accounting** was taken over by a volunteer bookkeeper and by the financial team.
- The **miniMax online accounting software** is used and occasionally an external consulting or assistance from professional accounting services is arranged.
- **Electronic storage of documents**, both in the cloud and on paper, has been arranged.
- A system for **collecting and recording donations** has been established: cash, POS, bank account, Pay Pal System and also donations in kind. Procedures for issuing certificates and donation letters have been arranged, as well as the recording of all donations in the collection documents.
- **Two bank accounts** were opened and a POS terminal and a payment option for donations via PayPal system were arranged.
- **Annual insurance** for courses was taken out.
- The **website** is regularly updated. An application for transport sharing to courses is maintained (**ride-share**), and our own web domain was arranged through G-Suite (Google for Non-profits).
- The **HACCP system** (Hazard Analysis Critical Control Point) was established: we trained a responsible person and prepared material for the training of volunteers in the kitchen. Powepoint presentations were subtitled, video trainings organised, and written instructions translated for the food handling (materials were obtained from other Vipassana international organizations).
- **Outreach communications** with the public have been established (info e-mail, regular e-news, internal e-communication system among volunteers).
- Various **information brochures** were translated and published.
- An **inventory list of fixed assets** was set up. Fixed assets are owned by the Foundation and kept at the premises provided by the students of meditation.
- A **library** that collects literature and audio or video materials about Vipassana has been established.
- The Foundation became **a member** of CNVOS (Slovenian national NGO umbrella network) and TechSoup Slovenia (technology for non-profit organisation).

2.5 Management meetings

The first meeting was held on 6 March 2017 and was intended for the election of the President of the Board of Trustees, confirmation of the logo and the stamp as well as the text of the provision on the use of the full and abbreviated form of the name of the Foundation.

The second meeting took place on 31 March 2017. The members of the Board of Trustees were acquainted with the Articles of Association which were adopted by the Founders. The latter appointed two new members of the Board of Trustees (from here on referred to as the Trust) and proposed the treasurer, the secretary and the food hygiene coordinator, who were unanimously approved by the Trust. The Trust adopted the Rules on Financial Operations and Accounting and approved a larger order of basic equipment for the implementation of the course (meditation pillows and mats), the rental of a POS terminal and an order of the accounting programme MiniMAX.



The third meeting was held on 11 April 2017. The members of the Trust, among others adopted a decision on the decision-making process with consensus at the meetings of the Trust, approved the text that is used as a privacy policy and set the amount of funds over which the Trust's approval was required. It also approved the proposed general liability insurance for conducting the courses.

The fourth meeting took place on 12 June 2017 and provided an evaluation of the performance and the financial report of the April courses. A further work plan for the Foundation was also presented.

The fifth meeting was held on 21 June 2017 and addressed the schedule and the financial plan for the organization of courses for 2017 and 2018.

2.6 International cooperation

To realize the set goals and activities the Foundation connects and cooperates with organizations for Vipassana meditation in other countries.

The President of the Trust attended the ETDM 2017, the European Trustees and Dhamma Servers Meeting of Vipassana Organizations in S. N. Goenka's tradition, which took place from 6 to 10 July 2017 in Lutirano, Italy, where she presented the activities of the Foundation.

In the framework of ETDM the President of the Trust attended the regular annual meeting of the VOICE (Vipassana Outreach and Inreach Committee Europe) on 9 July 2017 where she presented the communication activities of Slovenian Foundation.



In the end of July 2017 a member of the Trust became a representative of the Slovenian Foundation in the field of Personal Data Protection in the international CALM Trust. The Foundation operates in the Netherlands and is a representative of the European Vipassana organizations for the establishment and implementation of the General Data Protection Law which will enter into force in May 2018.

A member of the Trust participated as an advisor to the working group for the establishment of the formal Vipassana organization in Serbia. Two volunteers of the Serbian informal organization worked with the registration committee and collected their first practical experience.

The Foundation collaborated with Vipassana Italia Nord, which organized a ten-day course for 150 participants in September 2017 in Cavallino Treporti, Venice, by lending meditation cushions and other inventory, as well as with voluntary help in course management.

Based on open invitations from international organizers, Slovenian volunteers participated in the implementation of courses in Italy, Austria and Germany.

2.7 Trainings and certifications in 2017

On 17 March 2017 the Head of the catering team became certified as a responsible person for the implementation of the Hazard Analysis Critical Control Point system (HACCP System) at REPA Institute.

On 26 April 2017 the President of the trust attended the workshop Legal and Tax Aspects of Volunteer Work organized by CNVOS (National NGO Information Centre).



The members of the registration team received e-training from the registrars of the German Vipassana organization.

On 14 June 2017 a member of the Trust was trained on Safe Storage of Online Information and Abuse Cases (Safe Mode) at CNVOS.

On 12 December 2017 a volunteer in the field of accounting attended a workshop for Accounting and Taxes for Non-Governmental Organizations (organised by CNVOS).

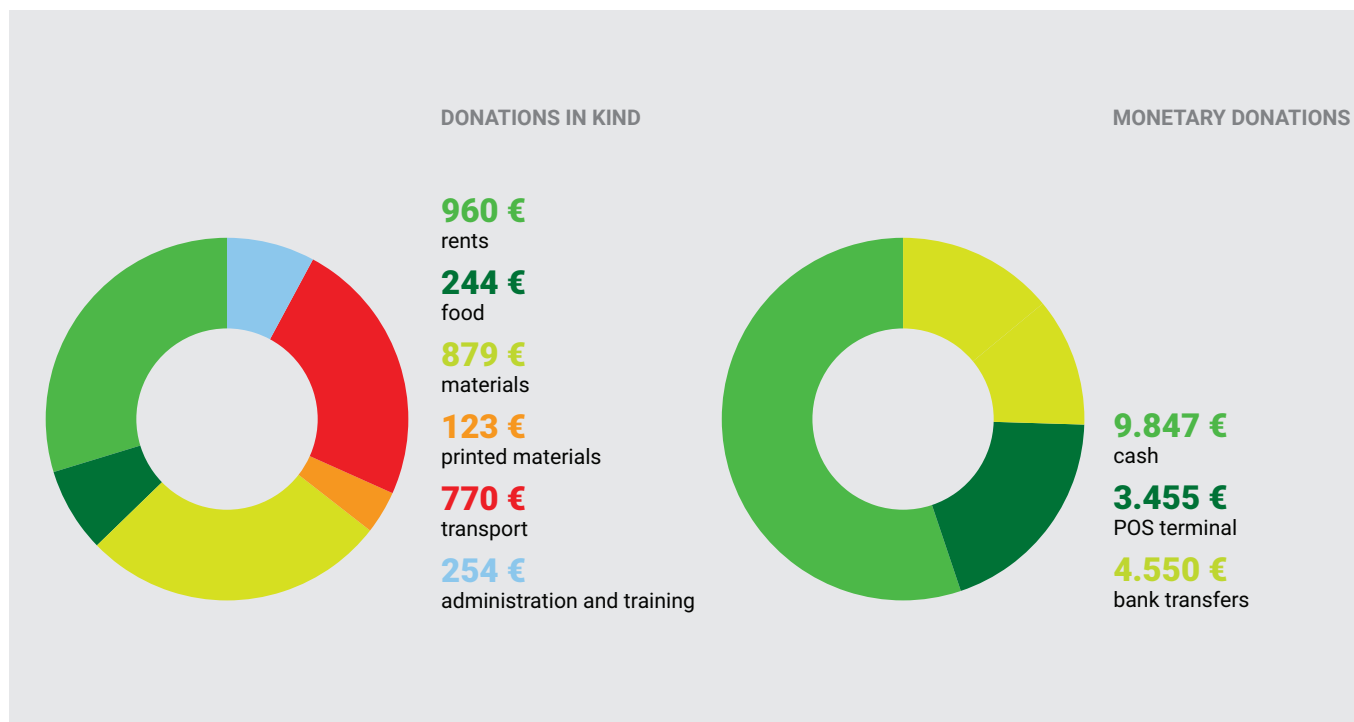
2.8 Volunteering

Like other Vipassana organizations around the world, activities of the Slovenian Foundation are based only on the work of volunteers. All Foundation members are volunteers - the Founder, the President, the Trust Members, the Committee Members, the administration volunteers, as well as all those involved in the registration procedure and the meditation teachers. They do not receive any remuneration for their work or any other rewards.

To volunteer one has to be an old student, which means, a student who has successfully completed at least one 10-day meditation course with S. N. Goenka or one of his assistant teachers.

In 2017 more than 50 volunteers participated in different activities of the Trust:

- preparation, organisation and management of one-, two- and ten-day courses
- web services and registration
- PR activities



- translations of course and other materials
- procurement, production, organization and storage of fixed assets and other equipment
- administration, accounting and management of the Foundation

The quoted numbers do not include volunteers who participated in the courses with in the same tradition at the affiliated organizations in Europe and around the world.

2.9 Donations

One of the basic premises of the Vipassana meditation ideal, which differentiates it from other meditation techniques, is that the teaching is free of charge and available to all. Due to these reasons, the running of the Foundation and the courses are carried out only on the basis of voluntary work and the donations from participants that have already experienced the benefits of the technique. The Vipassana Foundation therefore acts as a non-profit organization whose aim is not to make profit in any way. The Foundation has not asked and will never ask for any payment for its services (7., 15., 16. in 17. Article of the Memorandum of Association).

The **founding capital** of the Foundation is **2,500.11 EUR** (as of 31.12.2017). Besides that, the total of **17.852 EUR of monetary donations** were collected in 2017, of which:

- Donations in cash, 9.847 EUR
- Donations via POS terminal, 3.455 EUR
- Donations to the bank account, 4.550 EUR

Figures 2 in 3:
Donations in kind
and monetary dona-
tions.

The Foundation also received donations in kind to the value of 3.230 EUR (goods, services and free rental of premises).



2.10 Plans for 2018

For the future Vipassana courses the donations will be used in accordance with the Articles of Association:

- In April 2018 two 10-day courses for old and new students are planned in Pokljuka.
- At least 5 one-day courses will be organised in Ljubljana, Maribor and Ajdovščina.
- The organization of weekly group sittings in Ljubljana will continue.
- In the process of translation, editing and preparation the following materials were translated: recordings for the Vipassana Children's Courses and the book by William Hart, Art of Living.

Ljubljana, 20 February 2018

Ingrid Gortan
President of the Board of Trustees