

CSAA BOARD AGENDA – October 14, 2014
7:15- 9:00 pm @ The HUB

Chair: Alison Nicholson

Directors Attending: Madelaine Macleod, Rick Juliusson, Jeannie McIntosh, Anne Harrison, Pat Calveley, Kuan Foo,

Regrets: Angela Davies, Jill Thompson, Dorothea Banman, Sarah DL, Michael Andringa

Guests:

Notes: Please see Madelaine for new record check forms.

Item	Purpose	Decisions/Actions
1. Welcome, Introductions, Agenda, Minutes	Minutes/action items:	Corrections to last month's minutes: reference to "potters studio" should be changed to "clay studio". Clarification in wording: Alison to meet with regular HUB renters to discuss ways to support HUB and CSAA endeavours
2. Finances	Treasurer's Report is attached. Bank balance \$47K. Large portion paid to Green Isle as they are doing much of the finishing we had hoped would be taken on by volunteers. Need to rein in spending until some cash flow happens to ensure we don't dip into contingency fund. Budget. Alison reviewed. We are estimating that at the end of the fiscal year (Feb 28 th 2015) we will be short about \$26K on capital front and ahead about \$7K on operational. By putting the operational surplus towards the capital shortfall we are left with about a \$19K shortfall . We started the 2014 fiscal year with a \$34K surplus of which \$14K is available to cover the shortfall (\$20K is held for contingency / emergency).	
3. Facilities/Operations	3 cheers for the siders and painters. Much thanks to Michael, Julie, Cindy, Jill, et al for doing the interior and siding painting. We are still on water watch! Failed	

	<p>last water quality test – high coliform count – so the well has been shocked and retested and this week doing the second test ;. If fail second time, will need to look further into UV and other treatment options. Should consider filtering system as tap filters need to be cleaned regularly due to sediment.</p> <p>Parking: Complaints about lack of space and unpainted lines. Plan needs to be reworked due to new BC Transit stop.</p> <p>Work Party: Per Angela’s facilities report, need bodies for some finishing and organizing.</p> <p>Internet: Kuan reports that Optimus has hardwired café and gym, rec room and annex. Need to add router in café so we can turn wifi on/off as desired. RCOA very happy with set up. Suggest advertising we have free wifi – could be big draw.</p> <p>Clay Studio Update: soft opening recently. Lots of interest.</p>	<p>Madelaine to put together info on equipment and costs for CSAA DIY David developing parking plan.</p> <p>Kuan offered to finish oiling in Rec Room. Kuan to coord w/ Angela for upstrs work party</p> <p>Mad to put on marquee when café reopens.</p> <p>Jill to f/u on her return re grand opening</p>
<p>4. Fundraising and Community Calendar</p>	<p>Pub Social Debrief: Always good fun; over \$700 raised with little effort. Great music choice.</p> <p>Grants Applications. Didn’t get Cow Com. Heath Network; focus on BC Gaming due Nov 30 (up to \$40K). Min of Children and Family Dev due Oct 30 (child care facilities). TD Bank \$2500 for environmental initiatives (inside recycling bins)</p> <p>Scrap Metal Drive: Last bin brought in almost \$1000; current bin removed</p>	<p>Mad to provide info to Rick on proposed bins</p> <p>Alison to send note out final two weeks to “fill the bin” for the year.</p>

	<p>today with second coming due to excess left behind</p> <p>Community conversation –all candidates. Proposed forums for Area B (Nov 1) and Area E (Nov 2) both from 3-5. Set up will be 5 min candidate intro; 10 min round table speed campaign; 3 min conclusion. Weekend selected due to every w/n gym booked; only Tues free in annex; safety for seniors (daylight and pkg). CSAA will propose a question for Area E candidates.</p> <p>Christmas Dance: Pat/Michael/Cindy taking lead. Basic plans: Date is Dec 6; name change to reflect Christmas and community; free food; rec room for kid hang out (Hire Madie to organize??); rsv tix available by email to info@ or by phone; Nellie to run bar; silent auction/50:50; 7-8:30 background music (Gen’s Band: available for \$400); Heather to DJ 9-??; Jeannie proposed offer early opp for community kids to perform.</p> <p>Café: opening dependent on water/rain situation; cooking to be done before; simpler fare; NOTE: prices for bevs sold at any CSAA events to be same as café’s.</p> <p>Community Library: Group from VIU in BEd program worked on as part of a Community Action Project; set up, labelled and brought in extra books. Lots of kids interest ; great idea</p> <p>Other: Rick proposes for next year HUB be “Haunted House of Cow Valley” for Halloween; will do some research this year on possibilities</p> <p>Madelaine was approached by Beaver group if CSAA would be interested in setting up a communal fire pit on site</p>	<p>Mad to email Jill info and ask re next steps/invites</p> <p>Rick to work on question wording and email to Jill/Madelaine</p> <p>Mad to help with details on alcohol and tix prices based on previous events (check out “wheel” binder)</p> <p>Mad to send thank you to group</p>
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	Jeannie: making signage for BC Transit bus times arrive/depart the HUB	
5. Clay Studio	Update: see above	
6. Summary/Adjourn	Recap Actions	
Next Meeting	November 18th	

Facilities Report

GENERAL INFORMATION: We passed the Cowichan Bay Fire Department Annual Check-up with the proviso that we purchase two more fire extinguishers for the upstairs of the old school. Due to the drought our well did not pass muster so Alison has 'shocked it' and cleared out all the lines in the hope we pass the next test. Alison will report on this further if you have questions.

REC. ROOM: Storage seating benches nearing completion - some painting and clear coat still needed. Thanks Julie and Jill. Cupboard doors in progress (Colin), school wall clock installed, post trim finished. Still some oiling required on posts and other trim bits, any volunteers? Recent fridge donation is noisy, may need to trade with the other one upstairs.

CLAY STUDIO: All but completed, Optimus booked to change kiln to 3-phase. Windows still need some scraping and interior of exit door needs painting (potters will attend to that). They are receiving a lot of interest in their classes. Security alarm installed downstairs.

HALLWAY: Still needs some trim installed and minor wall painting where the electrical panel is, any volunteers?

WASHROOMS: Mirrors in progress, thanks Ron Price. Still need silicone on gaps between counter and walls (Colin) plus a few minor drywall patches which were missed (Colin). Windows need to be cleaned inside. We need an artist to design and make something interesting for Women's, Men's, H/C, and probably the other doors in the hallway.

MECHANICAL ROOM: Needs organizing and cleaning.

FOYER/MAIN HALLWAY/CAFE: Cork notice boards installed, whimsical coat racks installed in main entrance hallway, thanks Michael. Siding and painting in progress, thanks Michael, Richard Harrison, Jeannie, Leah. In/out board installed.

UPSTAIRS OLD SCHOOL: These rooms really need attention. Organising, chucking out and recycling and a general clean-up. There is lot we can do without spending any money to get things to the point where we are ready to start more destruction and construction. I am happy to lead on this but I need bodies I can boss around!

DECK/RAMP: Donated lumber take-off completed and sent to Luke Martin, the order is in progress and will then go to Pat Woodland's (timber framer) place to be stored until we have the \$\$ to pay for the installation.

ANNEX: New heating is now up and running. We need \$1,000 to install our remote control unit which will save us money as renters will not be able to turn it up and down and forget to turn it off.

EXTERIOR LIGHTING: Photo cells have been installed in the foyer lights and the side entrance light to the Rec. Room. This means that they will automatically come on at dusk and go off at dawn.

SIGNAGE: This is now in place, we may need an extra sign board set up at the side entrance past the Rec. Room so the Clay Club people will know where to enter.

TREASURER'S REPORT - SEPTEMBER 10TH TO OCTOBER 8TH 2014

EXPENSES:

Utilities:	Hydro	401	
	Shaw	147	
	Cobalt	130	
Construction:	Green Isle Homes	4,075	Clay/Rec. Room
	Optimus Electric	190	Photo Cell Inst.
	J.S. Plumbing	1,995	Inst. bathroom/rec. room/clay trap
	Leon Signs	375	Directional signs
	A. Davies	348	Art Spaces/ Materials
installation	Mercury Refrigeration	21,420	Annex heating
downstairs	Cobalt Sec.	305	Alarm siren wiring
	General Paint	180	Ext. Siding and trim
	Dobson's Glass	59	Mirror for washrooms
	Annex White Board	134	Multi Purpose Room
	In/Out Board	14	For entrance to gym
Office:	Fall Newsletter	666	Printing and postage
	For Deposit Only	17	Stamp
Report	Minister of Finance	25	B.C. Soc. Annual
	A. Nicholson	26	Garbage, office, well
Cafe:	Beverage Supplies	132	
TOTAL:		\$30,128	

REVENUE:

Leases:	I. Bergum	2,626	Annex rent Sept.
and Oct.	D. Sharpe	315	Annex Sept. Rent

Rentals:	3,688
Donations:	20
Bricks	1,200
Cafe	0
Hub Snacks	106

Events:	B&B	500
	Silent Auction	234
Metal Drive:		920
Bottle Recycle:		204
J.P. Construction		137
Rev . Can Summer Student		699
Optimus Electric Overpayment		580
		Deductions refund

TOTAL: **\$11,229**

BALANCE IN CHEQUING: **\$47,113**
BALANCE IN GAMING **383**

CSAA BUDGET		March - February		
		2014/15 Budget	2014/15 Actual	2014/15 Projected
OPERATIONS				
Revenues	Membership fees	\$1,000.00	\$265.00	\$300.00
	HUB Rental Income gym/annex	\$13,000.00	\$10,999.24	\$13,000.00
	HUB lease income annex	\$15,000.00	\$14,450.76	\$21,000.00
	CVRD annual operating grants	\$24,000.00	\$25,132.36	\$25,132.00
	HUB Café -pilot	\$1,000.00	\$1,411.60	\$2,000.00
	HUB Volunteer-led activities	\$100.00	\$236.05	\$300.00
	Income from reg. community events	\$4,000.00	\$2,253.35	\$4,000.00
	Other operations/program grants (Jumpstart)	\$6,800.00	\$6,792.00	\$6,792.00
	GST rebate	\$1,000.00	\$1,366.58	\$1,366.00
	bank interest	\$20.00	\$34.30	\$35.00
	Subtotal operations revenue	\$65,920.00	\$62,941.24	\$73,925.00
Expenses	Media Advertising	\$400.00	\$358.61	\$400.00
	Newsletter	\$1,400.00	\$1,045.66	\$1,550.00
	Office supplies & expenses	\$700.00	\$268.61	\$500.00
	HUB - non capital equipment	\$2,000.00	\$3,029.87	\$3,029.00
	HUB - Hydro	\$10,000.00	\$5,386.11	\$10,000.00
	HUB - Security	\$2,000.00	\$1,061.60	\$2,000.00
	HUB - Phone/internet	\$2,000.00	\$1,292.57	\$2,000.00
	HUB Occupancy Other (e.g. water, garbage)	\$1,700.00	\$1,587.92	\$1,700.00
	Legal/accounting/lease/licenses	\$4,000.00	\$0.00	\$4,000.00
	Insurance	\$10,000.00	\$9,411.00	\$10,000.00
	Janitor & maintenance contract	\$12,000.00	\$6,993.32	\$12,000.00
	HUB Programming - (Jumpstart;Canada jobs)	\$8,000.00	\$7,833.11	\$8,000.00
	Volunteer recognition	\$500.00	\$0.00	\$250.00
	Fields maintenance	\$2,000.00	\$0.00	\$1,000.00
Building maintenance/contingency	\$5,000.00	\$2,183.28	\$5,000.00	

	Community events	\$1,500.00	\$2,050.04	\$2,500.00
	Volunteer-led Activities	\$100.00	\$0.00	\$100.00
	HUB Café	\$600.00	\$0.00	\$500.00
	interest & bank charges	\$20.00	\$30.10	\$30.00
	GST	\$2,500.00	\$786.33	\$2,500.00
	Subtotal Operations expenses	\$66,420.00	\$43,318.13	\$67,059.00
Net Operating Income/Loss		-\$500.00	\$19,623.11	\$6,866.00
CAPITAL				
Revenues	Legacy grant	\$26,500.00	\$26,500.00	\$26,500.00
	HRDC	\$22,917.00	\$22,917.00	\$22,917.00
	Prov Arts and Culture - sound enhancement		\$6,300.00	\$6,300.00
	Special fundraising events	\$8,000.00	\$10,013.58	\$10,013.00
	Donations	\$10,000.00	\$1,185.70	\$2,000.00
	HST rebate	\$15,000.00	\$14,971.05	\$15,000.00
	Subtotal Revenues for Capital	\$82,417.00	\$81,887.33	\$82,730.00
Expenses	Special projects (train station, alumni plaque)	\$413.00	\$337.26	\$337.00
	leasehold improvements other	\$11,500.00		
	Fundraising	\$2,000.00	\$2,818.70	\$3,000.00
	HUB improvements - other (sound)	\$1,000.00	\$385.73	\$7,000.00
	Annex heating system	\$25,000.00	\$32,476.47	\$32,500.00
	old school downstairs	\$12,500.00	\$30,521.60	\$31,000.00
	Deck, timber frame, railing, roof, siding		\$352.94	\$400.00
	cement ramp	\$26,400.00	\$29,628.57	\$29,628.00
	GST paid	\$3,600.00	\$4,662.67	\$5,300.00
	Total Capital Improvements	\$82,413.00	\$101,183.94	\$109,165.00
	Net Capital Income/Loss		\$4.00	-\$19,296.61
Total Net Income/Loss		-\$496.00	\$326.50	-\$19,569.00