

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

Chair: Alison Nicholson

Directors Attending: Madelaine Macleod, Angela Davies, Jill Thompson, Rick Juliusson, Michael Andringa, Pat Calveley, Kuan Foo, Sarah DL, Dorothea Banman

Regrets: Anne Harrison, Jeannie McIntosh,

Notes:

Item	Time	Purpose	Decisions/Actions
1. Welcome, Introductions, Agenda, Minutes	7:15 pm	Minutes/action items:	
2. Facilities	7:20	<p><u>3 cheers for Angela</u> She has been instrumental in getting basement completed in time for renters to get in</p> <p><u>Priorities/timeframe and implications for fundraising</u> >Rick: Waldorf would like to use HUB for Waldorf teacher training next summer. Would need entire facility for 6 weeks. Would commence the Monday after summer celebration (July 4)</p> <p>>Priorities: need to raise 15-20K to finish front (roof/deck/siding) > Jill: ICE Trust – funds a revitalization project. Potential fit, but needs us to raise substantial funds. Consideration of parking, playground, park – need to consider why would people come to Cow. Stn/stop at the HUB?</p> <p>Motion: That the priority for the CSAA’s fundraising efforts for next 6 months will be to raise \$15K for café/kitchen deck/roof/siding. (Alison) CARRIED</p> <p><u>We are on water watch!</u> Believe well is in line with the Koksilah River aquifer, so due to low level, we need to go deeper for water. Pump has been set down 1</p>	Rick/Alison to connect re expectations and opportunities.

		meter lower; new shut off switch installed to prevent dry pumping.	
3. Fundraising and Community Calendar	7:50	<p><u>What should we do?</u> Jill: suggests a plan for next 6-8 mths B&B Social – Sept 29 Work party – for siding Scrap drive – until T’giving Christmas dance Movie Nite- Fridays StarWars Ron Price swing bands – Ron proposed but wants us to run in exchange for 50% of profits. Decide not enough energy to take on. Community conversation</p> <p><u>Calendar:</u> HUB continues to be very busy. Regular programing up and running.</p>	<p>B & B – Sarah/Jill W/P – Jeannie? Scrap - Mad Xmas – Pat/Mich. Movies – Kuan/R Swing – Sarah to ask if Ron to play at B & B</p> <p>Alison- to discuss options with our renters Above project leaders to send any info to Alison</p>
4. HUB operations and rentals	8:20	<p><u>Summer, fall rental calendar</u> >newsletter says it all! <u>Clay Studio:</u> Draft agreement in place; need a committee of 2 (potters) + 2 (CSAA) to manage <u>Name that room</u> – required for signage. Decision is “Rec Room” is multipurpose room; “Pottery Studio” for Clay Hub collective <u>Café:</u> Jeannie will be revisiting café operations <u>Jumpstart:</u> Suggest Sadie be approached again to run afterschool programs from Oct to November. Estimate \$500 to hire her.</p>	<p>Angela to have signage made as per</p>
5. Finances	8:40	Treasurers Report (attached) Budget (attached)	
6. Clay Studio	8:50	Update They have done a tremendous job of fixing/finishing and moving in. Lots of help from their group.	

		Grand opening will happen in Oct.	
7. Summary/Adjourn	9:00	Recap Actions	
Next Meeting		October 14th	

Facilities Report

Old School Downstairs: Take the tour (it will cost you a donation Ha!). I will answer any questions and point out the minor things left to be done and where more volunteer help is required.

Fire wall and door completed upstairs (Michael)

Gym/Kitchen: Entry wall painted, doors painted (Madi). Back splash tiled in kitchen (Aaron Wenberg)

Annex: Mercury Refrigeration will have completed the installation of the heating system by Wednesday September 10th. Optimus Electric have completed their work already.

The installation of the donated remote control system will be an extra \$500 to \$1,000 and we have not committed to that as yet.

Cowichan Janitorial has stripped and waxed the floors and cleaned the carpet.

Fluorescent lights repaired.

Maintenance: Armstrong Cleaning have cleared all the drains and cleaned off all the roofs of debris.

Cowichan Janitorial will be cleaning all exterior windows except for the upper school ones.

Caledonia Fire Protection have done their annual inspection of fire extinguishers, emergency lights and fire alarm system.

Several outside lights have been repaired.

Signage boards have been delayed, Leon lost the work order but its on track now and need final decisions on the room names.

Water: Drought is taking its toll on the well. Pump was dropped a meter and a sensor put in to shut pump off when pressure gets low and to turn it back on when it has recharged. Rental use was low during the summer so it is not clear these measures will be enough to see us through to the rains.

CSAA BUDGET		March - February	
		OPERATIONS	
		2014/15 Budget	2014/15 Actual
Revenues	Membership fees	\$1,000.00	\$245.00
	HUB Rental Income gym/annex	\$13,000.00	\$7,272.86
	HUB lease income annex	\$15,000.00	\$11,650.57
	CVRD annual operating grants	\$24,000.00	\$25,132.36
	HUB Café -pilot	\$1,000.00	\$1,411.60
	HUB Volunteer-led activities	\$100.00	\$165.00
	Income from reg. community events	\$4,000.00	\$2,143.85
	Other operations/program grants (Jumpstart)	\$6,800.00	\$6,093.00
	GST rebate	\$1,000.00	\$1,366.58
	bank interest	\$20.00	\$24.04
	Subtotal operations revenue	\$65,920.00	\$55,504.86
Expenses	Media Advertising	\$400.00	\$0.00
	Newsletter	\$1,400.00	\$408.98
	Office supplies & expenses	\$700.00	\$238.98
	HUB - non capital equipment	\$2,000.00	\$2,679.11
	HUB - Hydro	\$10,000.00	\$4,994.51
	HUB - Security	\$2,000.00	\$502.00
	HUB - Phone/internet	\$2,000.00	\$1,008.28
	HUB Occupancy Other (e.g. water, garbage)	\$1,700.00	\$1,557.74
	Legal/accounting/lease/licenses	\$4,000.00	\$0.00
	Insurance	\$10,000.00	\$9,411.00
	Janitor & maintenance contract	\$12,000.00	\$6,218.32
	HUB Programming - (Jumpstart;Canada Summer jobs)	\$8,000.00	\$7,833.11
	Volunteer recognition	\$500.00	\$0.00
	Fields maintenance	\$2,000.00	\$0.00
	Building maintenance/contingency	\$5,000.00	\$1,183.28
	Community events	\$1,500.00	\$1,987.01
	Volunteer-led Activities	\$100.00	\$0.00
	HUB Café pilot	\$600.00	\$0.00
	interest & bank charges	\$20.00	\$22.48
GST	\$2,500.00	\$603.33	
Subtotal Operations expenses	\$66,420.00	\$38,648.13	

Net Operating Income/Loss		-\$500.00	\$16,856.73
CAPITAL			
	Legacy grant	\$26,500.00	\$26,500.00
	HRDC	\$22,917.00	\$22,917.00
	Prov Arts and Culture - sound enhancement		\$6,300.00
	Special fundraising events	\$8,000.00	\$7,668.91
	Donations	\$10,000.00	\$382.19
	HST rebate	\$15,000.00	\$14,971.05
	Subtotal Revenues for Capital	\$82,417.00	\$78,739.15
	Special projects (train station, alumni plaque)	\$413.00	\$337.26
	leasehold improvements other	\$11,500.00	
	Fundraising	\$2,000.00	\$2,814.90
	HUB improvements - other	\$1,000.00	\$385.73
	Annex heating system	\$25,000.00	\$1,714.19
	old school downstairs	\$12,500.00	\$17,175.68
	cement ramp & deck	\$26,400.00	\$29,628.57
	GST paid	\$3,600.00	\$3,016.79
	Total Capital Improvements	\$82,413.00	\$55,073.12
Net Capital Income/Loss		\$4.00	\$23,666.03
Total Net Income/Loss		-\$496.00	\$40,522.76