

CSAA BOARD MINUTES — December 17, 2013
7:00-9:00 pm @ The HUB

Chair: Alison Nicholson

Directors Attending: Sue Wells, , Pat Calveley, Madelaine Macleod, Cheri Ayers, Gord Iverson, Michael Andringa, Angela Davies, Sarah Davies-Long, Jill Thompson

Regrets: Rick Juliusson

Guests:

Notes:

Item	Purpose	Actions
1. Christmas Cheer		
2. Ho Ho Ho down	<p><u>Hoe Down:</u> 100-120 tix sold; appx \$300 profit; all food eaten! Discussion that CSAA charge ourselves rent on such events to ensure some income</p> <p>MOTION: That after paying rent for event (\$100), the balance (\$200) be donated to (previously recommended) Philipine Hurricane relief fund. (Jill) CARRIED</p>	
3. What is under the tree?	<p><u>Financial pressures, options and priorities</u> Septic problem result of low flush toilets+ too much tp + old system. Recommend switch to single ply paper; notices to be posted in bathrooms. Budget add-in of \$2000 for septic system maintenance</p> <p>Financial pressures presented (below) 2 main pressures: Annex heat and completing basement/potter studio. Where do we spend remaining monies? Potential challenge that Legacy holdback may be less than anticipated because we did such a great job fundraising and included rentals in documentation. Round table discussion decision that annex heat is priority. Balance of financial need to be met through community fundraising and approach HUB potter collective to apply for grants</p>	<p>Madelaine to advise Planet Clean Madelaine will create notices for posting Alison to include in budget Angela to check re septic pump</p> <p>Community fundraising plan to be brought for discussion at next mtg</p>
4. Santa's Snapshots	<p>Directors watch out and recount naughty and nice stories</p> <p>Always great to have so many people involved in keeping the Association active and the HUB happening. Thanks to all for the hardwork</p> <p>Check out Shaw's Youtube video from the HUB</p>	

	film story.	
5. Elf Hunting	AGM in March/April; several names put forward as possible board members (Alex/Jen/Bailey – Blue Grouse/Kerri Briggs/Tracy – Richard's partner) Proposed luncheon for potential director people	
6. Santa's Workshop	Should we reorganize – proposal below Jill proposal to restructure committees set out below	
7. Stocking Stuffers	Jumpstart equipment has arrived! Great op to supply photos in support of the program. Suggest we host a post-Christmas party for kids – open/play/watch movie	Sarah, Cheri, Alison, Pat to set plans for Dec 27
8. HUB Choir	Merry Christmas (Thanks for the chocolate, Alison!)	
Next Meeting??	January 14, 2014	

Organizing Ourselves – Where to? proposal?

- **Renovations Committee** (basically everything in our capital budget, including grants and individual giving campaigns - a short term committee that will disband in a few years).
- **HUB Committee** (Operations - cafe, rentals, maintenance and repairs, raising funds for operational budget (via cafe, rentals, etc.) - this committee would be ongoing/long-term and may need to oversee staff.
- **CSAA Activities Committee** (events, programs, newsletter, website, some of which happen at the HUB and some elsewhere, raising for their own budget through event fees, ads in newsletter, etc).

Financial Pressures – Options for Discussion

Pressures:

1. Annex Heat – Estimate \$42,000 (\$38,000 heat pump (\$20K for equipment, \$18K installation) \$4K electrical
2. Completing the downstairs Clay Studio and Multipurpose rooms to occupancy Estimate \$12,500

Financial Picture:

- Started March 1, 2013 with bank balance of \$32,000
- October 2011 minute requires that we keep \$20K contingency available for basic operations
- Now, after addressing recent septic issues (estimate \$2K), projecting \$17.5 K surplus at end of Feb 2014. (\$10K operating and \$7.5 K capital)
- Therefore about \$27.5 K to address annex heat and downstairs \$ pressures.
- But there is a risk that the Legacy Grant holdback of \$26,500 does not come through or is reduced.

Other Considerations

- Recent septic issue is a reminder that ‘s’ happens with old buildings and a contingency of \$20K is a modest safety net.
- WRT the septic situation, it is old and there is a risk as usage increases that more maintenance/repairs will be required before we can finance a new system.
- Similarly the current annex heating situation is about living on borrowed time. As well it is not cost efficient and hydro rates are going up.
- Mercury’s quote with the deal on the Mitsubishi equipment is not indefinite, there is a risk the equipment deal may not be available if we leave it too long..
- With the Annex Aid Challenge we raised community expectations that the fundraising \$ would be going towards the heating (and roof).
- Completing the downstairs will provide opportunities for more revenue generation (along with more operating expenses)
- The Legacy Grant holdback situation may not be resolved for another month or more

	Scenario 1 – Legacy holdback comes through Basic Surplus = \$27.5K	Scenario 2 – 50% holdback comes through Basic Surplus=\$14K	Scenario 3 – 0% holdback comes through Basic surplus=\$1000
Option A – Basic surplus, Priority is downstairs	<ul style="list-style-type: none"> • Do downstairs (\$12,500) • Remainder set aside for heating (\$15K); and becomes # 1 funding priority 	<ul style="list-style-type: none"> • \$12.5 towards downstairs • Remainder set aside for heating (\$1.5K); and becomes # 1 funding priority 	<ul style="list-style-type: none"> • Fundraise
Option B – Basic surplus, Priority is heating	<ul style="list-style-type: none"> • \$20K for equipment purchase asap • \$7.5K for downstairs and becomes #1 funding priority 	<ul style="list-style-type: none"> • \$14K set aside for heating; • heating continues as # 1 priority; downstairs only pursued opportunistically 	<ul style="list-style-type: none"> • Fundraise
Option C – Temporarily dip into contingency	<ul style="list-style-type: none"> • \$20K to buy heating equipment • \$12.5K towards finishing downstairs • Funding priority # 1 automatically becomes replacing contingency 	<ul style="list-style-type: none"> • Dip by \$6K to buy heating equipment • Funding priority # 1 automatically becomes replacing contingency 	<ul style="list-style-type: none"> • Dip by \$10K for downstairs; risk manage \$1.5K to finish; contingency #1 funding priority

