

CSAA BOARD MINUTES – November 18, 2014
7:15- 9:00 pm @ The HUB

Chair: Jill Thompson

Directors Attending: Madelaine Macleod, Angela Davies, Jill Thompson, Rick Juliusson, Jeannie McIntosh, Anne Harrison, Michael Andringa, Pat Calveley, Kuan Foo, Sarah DL, Dorothea Banman, Alision Nicholson, Rick Juliusson

Regrets:

Guests:

Notes:

Item	Time	Purpose	Decisions/Actions
1. Welcome, Introductions, Agenda, Minutes	7:00 pm	Minutes/action items: Thanks to Gil and Jeannie for cleaning parking lot; Congratulations to Alison and Jill. CSAA will miss Alison's leadership.	Jan. mtg to be a facilitation mtg
2. Board functioning	7:45	Next steps to reconfigure CSAA executive as due to her election as CVRD Area E director, Alison has now resigned position as President. Following discussion, decision for her to continue to do CSAA finances/bookkeeping, HUB rental bookings, email list (to go out under e-lerc starting in Jan.), brick collections, charitable receipting Madelaine will do agendas. Jill to chair mtgs and manage board functionality. Kuan will take on responsibility of website. MOTION: That CSAA Board appoints Jill as president and Sarah as Vice President until next AGM. CARRIED. Pat proposed kitchen committee (Jeanne/Anne/plus one other). Discussion that any issues still need to be brought to Board as well as Alison who is responsible for VIHA contact (water and foodsafe) so recommend further discussion before moving forward.	Kuan to meet w/ Alison re website Madelaine to advise ISCU/BC Societies re change

		Clay studio committee: currently Alison and Jill plus 2 from HUB Clay Collective. Dorothea to consider joining group.	Jill to share clay studio lease with Dorothea.
3. Facilities	7:30	<p>Priorities, timeframe and implications for fundraising. Focus s/b \$15K for porch Sound-proofing grant must be used by April; need to match 25% of \$6300</p> <p>Dorothea concerned about constant light on at HUB. Discussed that on solar timer now; decision to stem vandalism.</p> <p>>Winter clean up. Discussion re snow events to ensure parking lot and walkways cleared.</p> <p>Facilities cleanup. Jeannie offer to take on back of HUB. Kuan has done apx ½ of oiling and will continue with mirrors etc.</p> <p>Parking plan: David still working on one. Madelaine advised cost differential about \$100 between two different lane markers. Discussion to purchase better quality machine.</p> <p>>Fire pit request from Scouts/Guides David has 3 possible sites; discussion concerning how to contain and ensure respectful use;</p>	<p>Sarah to compile options for sound-proofing.</p> <p>Dorothea to contact Alison re contacts for winter clean up; Michael to do shoveling;</p> <p>Kuan to organize work party; Julie and Jill to finish painting; Michael to install door lock</p> <p>Madelaine to contact groups re concerns and request letter from them.</p>
4. Fundraising and Community Calendar	7:50	> Christmas Celebration at Cowichan Station: Plan update (Michael). Dec 6 @ 7. Tix \$10 (under 12 \$5); Tix w/b available by reserving through	Michael to send email for name suggestions.

		<p>HUB email and phone. To be posted on email, facebook x2, Valley Voice, Town Crier - Silent auction (Jill)</p> <p>> Scrap Metal Drive – final tally at end of month.</p> <p>> Jumpstart application. Thanks to Sadie’s hard work, got funding for 9 week afterschool program plus equip. Needs an assistant;</p> <p>BC Gaming grant for Feb looks good for funding for part time staff</p>	<p>M to post @ local media; Pat in V. Voice; Jill on Facebook.</p> <p>Sarah to contact Brian Ellison for 1 ton truck for metal pick up</p> <p>Jill to post on HUB facebook/M to post on CSAA facebook.</p> <p>Alison and Jill to work on budget and other info.</p>
5. HUB operations and rentals	8:20	<p>Proposal to block HUB space 2 days per month for CSAA access (Jill). Discussion vs. revenue stream; most reg. rentals are weeknites; decision to advise renters that they may be required to bump one night in important cases. This will be when next Sept we also reconsider rent increase.</p> <p>Hub café now open every Fri 11-2 Nov 14; Jeannie advises 10-12 pp due to facebook posting, w/o advertising</p> <p>Jeannie would like package of info for people who drop by. Also says lots of people have “suggestions” on the HUB and activities....would like a drop box for them.</p>	<p>M to put on marquee (+ Star Wars continues)</p> <p>M to create/finish welcome pkg; contact Welcome Wagon. Ron Price to build suggestion box?</p>
6. Finances	8:40	<p>>Treasurers Report balance in account \$45,291 >Budget not different at this point >Motion: That volunteers be reimbursed for use of their vehicles for preapproved CSAA business at a rate of \$.40 per km (Madelaine) Motion deferred</p>	
7. Clay Studio	8:50	Update: Grand Opening; pic in paper	

8. Other		<p>Request for rental of tables (Jill). Handled.</p> <p>Highways speed signage update (Rick) Should be here by year's end. Will be 40 kmh when children present</p> <p>Community vandalism info (Madelaine). Defer</p>	<p>Mad to contact Cheri re newsletter. To feature Cliff Ross and include info re donated via united way; Mad to post 9 bricks for ramp onto marquee</p>
9. Sarah Summary/Adjourn	9:00	Recap Actions	
Next Meeting		December 9	
