

CSAA BOARD Minutes – January 21, 2014
7:00-9:00 pm @ The HUB

Chair: Alison Nicholson

Directors Attending: Sue Wells, Pat Calveley, Madelaine Macleod, Michael Andringa, Angela Davies, Jill Thompson

Regrets: Rick Juliusson, Sarah DL, Cheri Ayers

Guests:

Notes:

Item	Time	Purpose	Actions
1. Welcome, Introductions, Agenda	7:00 pm		
2. What's Up <ul style="list-style-type: none"> • Quick round table FYI & applause 	10 min	Chance to chat and exchange info about community news, insights, ideas and successes.	
3. Focus on Business	7:20	Time to discuss and make decisions on policies and priority issues.	
<ul style="list-style-type: none"> • Reports & Questions <ul style="list-style-type: none"> ○ Treasurer ○ Secretary ○ Facilities ○ Cafe ○ Fundraising ○ Rentals ○ Jumpstart ○ Other? 	20 min	<p><u>Treasurer's Report (attached)</u> Revise to include add'l \$5K; per last mth's decision will dip into surplus to purchase heating system components for annex by end of Feb; + \$4K coming from Jumpstart; <u>Secretary report</u> Thanks to all for picking up slack</p> <p><u>Facilities report (attached)</u> est. \$23K for ramp but quote should be in soon (\$21K w/o proposed railing) NOTE: ramp funds from HRSTC must be spent by March 28. Use re bricks? Stop sign, metal gate taken by Richard; thanks to him for vandalized teeter totter.</p> <p><u>Café</u> Cost effective budget of \$400 to start. Cook off starts Friday with opening next Tues. Jeannie has volunteers lined up and excited;</p>	<p>Rick/Jill to confirm with HRSTC</p> <p>Jeannie to provide mthly updates Sue to buy therm for fridge</p>

		<p><u>Fundraising</u> (report to follow) March 29th Arts Space benefit dance for the new clay studio Trash Bash event April 26 - all day: neighborhood clean up, scrap metal drive, chili cook off, AGM, and dance w/Chuck Wenberg et al May - Kids' Garage sale</p> <p>Other events brought up by Jill as proposed by Cheri to follow at next meeting</p> <p><u>Rentals</u> (schedule attached) Very busy; Shady Grove (dance band) looking for mth venue starting 1st Fri in April; Open Mic hosting nite of comedians (+19)</p> <p><u>Jumpstart</u> 5 boxes of equipment to look at; they want pics/reports for program promo;</p>	<p>Madelaine to put on marquee</p> <p>Madelaine/Alison/Pat to interview potential candidates for coordinator/assist for program</p>
<ul style="list-style-type: none"> • Volunteer HUB Program 	10 min	<p>Policy discussion re expenses Deferred to next meeting</p>	Board to review
<ul style="list-style-type: none"> • Board recruitment 	5 min	<p>Plans in place for meet and greet for potential new directors (dessert potluck Feb 25 @ 7:30;</p>	Jill/Madelaine to do invites
<ul style="list-style-type: none"> • Alumni Reunion 	15 min	<p>Nothing further to report; still interest from community via emails; still looking for help</p>	
<ul style="list-style-type: none"> • Event Planning/Newsletter 	15 min	<p>Newsletter planned for March</p>	
<ul style="list-style-type: none"> • Church – Letter of Intent 	5 min	<p>10 people at open house on church; interesting mix; letter of intent to go to Diocese; Rick Goodacre offered to assist in getting Heritage perspective Colin offered to do assessment; still to remain as a spiritual</p>	Gord to continue to lead

		place; compliment hub; self sustaining	
4. Looking Ahead	8:30		
	15min		
5. Summary	8:45	Recap Actions	
6. Adjourn	8:50 pm		
<i>Next Meeting</i>		<i>February 18th</i>	

TREASURER'S REPORT

NOV. 20TH, 2013 TO JAN. 21ST, 2014

EXPENSES**UTILITIES:**

Hydro	994
Shaw	298
Janitor	1,411

CONSTRUCTION:

Optimus Electric	9,435
Green Isle Homes	18,322
J.S. Plumbing	6,993
Mercury Refrigeration	1,459

MAINTENANCE:

Save-on-Septic	855
Save-on-Septic	906
Optimus Electric	703
Baker Plumbing	578

HUB EVENTS:

Sweet Lowdown	880
C. Ayers, refreshments	512
Z. Parker, liquor	422
A. Nicholson, misc.	100

MISCELLANEOUS:

Plan Canada, donation	200
M. Andringer, compost bin	106
Planet Clean	101
C.V.A.C. 3 year membership	100
C. Ayers, mouse traps	35
C. Peterson, rental refund	100

TOTAL EXPENSES: \$44,537**REVENUE:****LEASES:**

D. Dous	1,200
I. Bergum	2,626

GRANTS: Jumpstart, Canadian Tire 3,997 plus equipment**RENTALS:** 2,975**BRICKS:** 1,885**DONATIONS:** 1,334**MEMBERSHIPS:** 20**DIRECTORY:** 36**CSAA EVENTS:**

Metal Drive	837
Hoedown	2,386
Garage Sale – boat	75

TOTAL REVENUE: \$17,371

BANK BALANCE: \$76,852

Gym space bookings February 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Beavers 6-8	4 Freshstart Fitness 9-10 am Janet Harder 2:45-4:45 Freshstart Fitness 7-8 pm	5 RCOA Lynette Croswell 11:30-3:00 Girl Guides 3 – 8pm	6 Freshstart Fitness 9-10 am Freshstart Fitness 6:30-7:30 pm	7 Freshstart Fitness 10:15-10:45 Leah	1/8 Birthday party Nejma1-3
9	10	11 Freshstart Fitness 9-10 am Janet Harder 2:45-4:45 Freshstart Fitness 7-8 pm	12 RCOA Lynette Croswell 11:30-3:00 Girl Guides 3 – 8pm	13 Freshstart Fitness 9-10 am Freshstart Fitness 6:30-7:30 pm	14 Freshstart Fitness 10:15-10:45 Leah	15
16 IOPA 7:30-3:30	17 Beavers 6-8	18 Freshstart Fitness 9-10 am Janet Harder 2:45-4:45 Freshstart Fitness 7-8 pm.	19 RCOA Lynette Croswell 11:30-3:00 Girl Guides 3 – 8pm	20 Freshstart Fitness 9-10 am Freshstart Fitness 6:30-7:30 pm	21 Freshstart Fitness 10:15-10:45 Leah	22
23	24 Beavers 6-8	25 Freshstart Fitness 9-10 am Freshstart Fitness 7-8 pm	26 RCOA Lynette Croswell 11:30-3:00 Girl Guides 3 – 8pm	27 Freshstart Fitness 9-10 am Freshstart Fitness 6:30-7:30 pm	28 Open Mic Night 7 – 10 pm	

Kitchen/Cafe space bookings February 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4 Café 9-1 Senior's 10:30- 12:00 Janet Harder 2:45-4:45	5 RCOA Lynette Croswell 11:30-3:00	6 Café 9-1	7	8

9	10	11 Café 9-1 Senior's 10:30-12:00 Janet Harder 2:45-4:45	12 RCOA Lynette Croswell 11:30-3:00	13 Café 9-1	14	15
16	17 RCOA Languages 9:30-12:30	18 Café 9-1 Senior's 10:30-12:00 Janet Harder 2:45-4:45. CSAA Board meeting	19 RCOA Lynette Croswell 11:30-3:00	20 Café 9-1	21	22
23	24 RCOA Languages 9:30-12:30	25 Café 9-1 Senior's 10:30-12:00	26 RCOA Lynette Croswell 11:30-3:00	27 Café 9-1	28 Open Mic Night 7 – 10 pm	

Annex bookings February 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Yoga 9:30-10:45	4	5 RCOA Lynette Croswell 11:30-3 Science Club Leslie 3-5: pm Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	6 Cow Stn Discussion Group 6:30-9:00	7 Cheri homeschool art? 9:30-12:00 Hilary 5:30-7:30	8 Linda Hill 9- 3:30
9	10	11	12 RCOA Lynette Croswell 11:30-3 Science Club Leslier 3-5: pm Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	13 RCOA Art club 10- 12 Cow Stn Discussion Group 6:30-9:00	14 Hilary 5:30-7:30	15
16	17	18	19 RCOA Lynette Croswell 11:30-3 Science Club Leslie 3-5: pm Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	20 RCOA Art club 10- 12 Cow Stn Discussion Group 6:30-9:00	21 Hilary 5:30-7:30	22
23	24	25	26 Feldenkrais 9-10 RCOA Lynette Croswell 11:30-3	27 RCOA Art club 10- 12 Cow Stn	28 Hilary 5:30-7:30	

			Science Club Leslie 3-5: pm Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	Discussion Group 6:30-9:00	
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The Hub: Volunteer-Led Activity Guidelines – DRAFT December 2013

The following are guidelines for identifying and implementing CSAA sponsored, volunteer-led activities at the HUB and are in addition to the general programming framework dated October 2011. A volunteer is defined as an individual or an organization that develops/initiates and leads an activity on a not-for-profit basis.

Principles:

1. The CSAA encourages volunteers to develop/lead activities to meet the needs of the community.
2. CSAA sponsored activities are in accordance with registered charity rules (e.g., will be linked and subordinate to providing the HUB as a community centre)
3. CSAA sponsored activities will be covered by the HUB's general liability insurance.
4. The volunteer assuming overall responsibility for the activity must be 19 years of age or older and:
 - a. abide by all federal, provincial, and regional district statutes, bylaws, or regulations in the use of the facility, including Fire Regulations, the B.C. Human Rights Code which prohibits discriminatory conduct, and liquor license permits.
 - b. ensure reasonable care regarding the safety of participants and the condition of the space.
 - c. Be appropriately qualified for leading the activity.
5. Any volunteer working with groups of children or youth will have a criminal record check on file at the CSAA; a volunteer working one on one with children or youth will require a police ?.
6. Volunteer initiated and led activities will be approved by the CSAA subject to a trial period.
7. The CSAA will approve volunteer-led activities based on the following criteria:
 - a. Community interest/need
 - b. Financial viability, i.e., ability for CSAA to cover operating costs
 - c. Qualifications of volunteer
 - d. Avoid competing with other community businesses
 - e. Level of participation
 - f. Contribution towards providing a full spectrum of community activities at the HUB
 - g. ?
8. Each volunteer—led activity will have a designated CSAA contact person responsible for regularly liaising with the volunteer and reporting back to the Board as required.

Funding

Two options may be considered for funding a volunteer-led activity:

1. Participation by donation – all proceeds go to the CSAA to cover operating expenses including basic advertising of activities available at the HUB.
2. Participation by a set fee – the CSAA receives an agreed upon percent of fees to cover operating costs and the volunteer receives the remainder to cover their expenses.

Annually the Board will set a budget for supporting training and special requests/needs for volunteer-led activities.

Training

The CSAA will support volunteer access to basic health and safety training, e.g, food safe, first aid/CPR.