

CSAA BOARD MINUTES – February 18, 2014

7:00-8:45 pm @ The HUB

Chair: Alison Nicholson

Directors Attending: Sue Wells, Pat Calveley, Madelaine Macleod, Cheri Ayers, Michael Andringa, Jill Thompson

Regrets: Rick Juliusson, Angela Davies, Gord Iversen

Guests: Sadie Bartram

Notes:

Item	Time	Purpose	Actions
1. Welcome, Introductions, Agenda	7:00 pm	Welcome to Sadie – coordinator of youth programs (and assistant Karoline, who was unavailable)	Madelaine to verify w/ Karoline what 1 st aid kit needed
2. What's Up <ul style="list-style-type: none"> • HUB Café! 	15 min	Menu simple but diverse; need more volunteers; food storage becoming an issue – really need second fridge; stand up freezer currently in basement – need electricity in hall for it	Sue to coord w/Jeannie Alison to advise renters to use small fridge Angela to budget out for 2 nd full size fridge Sarah to chat w/Jeannie re storage needs
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"> ○ Finances ○ Secretary ○ Fundraising ○ Rentals ○ Jumpstart ○ Board Recruitment ○ Alumni reunion 	30 min	<p><u>Finances:</u> Heritage Canada holdback of \$26,500 has been released; review of budget report show expenses for janitor and maintenance up \$15k. Motion: That we now purchase heating unit for annex from Mercury as agreed to previously. CARRIED. Motion: That we finish construction in basement to balance of contract of \$9,500. CARRIED.</p> <p><u>Facilities:</u> Ramp and deck designs have been tweaked to meet CVRD permit requirements. Quotes from</p>	

		<p>Colin pending</p> <p><u>Secretary</u>: Property cameras now recording continuous due to data not capturing vandalism. Coastal CU presentation: cheap vehicle ins for volunteers avail; several grant opts.</p> <p><u>Fundraising</u>: grant updates; membership drive postponed; more signs for donors to come; benefit dance March 29 for art space funds; info on ICE Trust grant deferred</p> <p><u>Rentals</u>: lots happening; new is drop in basketball, VI Film and Mankind Project. Need to stay on top of storage room organization.</p> <p><u>Jumpstart</u>: Sadie and Karoline to start youth programs later in March; will be inventorying Jumpstart equipment</p> <p><u>Board Recruitment</u>: Dessert event Tuesday; Jill created small handout invite for potential directors</p> <p><u>Alumni Reunion</u>: Not much to report at this time; people still contacting about event</p>	
<ul style="list-style-type: none"> • Volunteer HUB Program Guidelines 	10 min	<p>Policy discussion/decision. Thanks Alison for leading this. Document reviewed and tweaked; revisions to be carried over</p>	
<ul style="list-style-type: none"> • Fundraising – Naming Rooms 	10 min	<p>Pat proposed that we offer naming rights to \$50k donors; also be a fundraiser</p> <p>Discussion to defer idea until closer to time when construction focus on the upper rooms</p>	
<ul style="list-style-type: none"> • Event Planning/Newsletter 	15 min	<p><u>Events</u>: Jill presented attached event plans; looking for help in leading events; volunteer/director recruitment dessert event Tues @7:30; scrap drive account again open at Schnitzer in anticipation of Earth</p>	

		Day clean up. <u>Newsletter</u> : Article coming together on VanBoven family; should be ready to print in next couple of weeks	
• Church – Letter of Intent	10 min	Still working out specifics with Diocese; response to our letter of intent indicated two items not negotiable: no heritage status; control over renters	
4. Looking Ahead	8:30		
• ?	15min		
5. Summary	8:45	Recap Actions	
6. Adjourn	8:50 pm		
Next Meeting		March 18th	

Finances Report

Bank Balance

Main - \$81,395.63

Gaming - \$213.00

CSAA BUDGET	March - February	2013/14 budget	2013/14 actual	2013/14 projected	2014/15 Budget
	OPERATIONS				
Revenues	Membership fees	\$600.00	\$905.00	\$900.00	\$1,000.00
	HUB Rental Income gym/annex	\$7,000.00	\$13,279.74	\$13,300.00	\$13,000.00
	HUB lease income annex (16 @ \$600, 6 @ \$1200)	\$14,000.00	\$19,403.46	\$19,403.00	\$15,000.00
	CVRD annual operating grant	\$25,000.00	\$24,043.39	\$24,043.39	\$24,000.00
	HUB Café -pilot				\$1,000.00
	HUB Volunteer-led activities				\$100.00
	Income from reg. community events	\$4,000.00	\$4,602.38	\$4,602.00	\$4,000.00
	Other operations/program grants (Jumpstart)				\$3,997.20
	HST rebate	\$1,400.00	\$1,497.00	\$1,497.00	\$500.00
	bank interest		\$62.45	\$60.00	\$20.00
	Subtotal operations revenue	\$52,000.00	\$63,793.42	\$63,805.39	\$62,617.20
Expenses	Media Advertising	\$200.00	\$0.00	\$100.00	\$400.00
	Newsletter	\$2,000.00	\$839.85	\$850.00	\$2,200.00
	Office supplies & expenses	\$500.00	\$603.70	\$605.00	\$700.00
	HUB - non capital equipment	\$2,000.00	\$424.25	\$500.00	\$2,000.00
	HUB - Hydro	\$9,000.00	\$7,959.41	\$9,000.00	\$10,000.00
	HUB - Security	\$1,200.00	\$1,508.58	\$1,600.00	\$2,000.00
	HUB - Phone/internet	\$2,000.00	\$1,645.29	\$2,000.00	\$2,000.00
	HUB Occupancy Other (e.g. water, garbage)	\$500.00	\$1,137.02	\$1,150.00	\$1,200.00
	Legal/accounting/lease/licenses	\$2,000.00	\$25.00	\$4,500.00	\$3,000.00
	Insurance	\$7,000.00	\$10,154.32	\$10,154.32	\$10,000.00
	Janitor & maintenance contract	\$7,000.00	\$5,827.62	\$6,500.00	\$12,000.00

CSAA BUDGET	March - February	2013/14 budget	2013/14 actual	2013/14 projected	2014/15 Budget
	HUB Staff - (Jumpstart)				\$4,000.00
	Volunteer recognition	\$1,000.00	\$204.85	\$500.00	\$500.00
	Fields maintenance	\$2,500.00	\$0.00	\$0.00	\$2,000.00
	Building maintenance/contingency	\$10,000.00	\$5,214.45	\$5,250.00	\$5,000.00
	Community events	\$3,500.00	\$1,293.76	\$1,300.00	\$1,500.00
	Volunteer-led Activities		\$0.00		\$100.00
	HUB Café pilot		\$400.00	\$400.00	\$600.00
	interest & bank charges	\$60.00	\$19.57	\$22.00	\$20.00
	HST/GST		\$975.44	\$1,000.00	\$2,500.00
	Subtotal Operations expenses	\$50,460.00	\$38,233.10	\$45,431.32	\$61,720.00
		\$1,540.00	\$25,560.32	\$18,374.07	\$897.20
	CAPITAL				
Funds Raised	Van City (energy efficiency)	\$3,000.00	\$3,000.00	\$3,000.00	
	Legacy grant	\$26,500.00			\$26,500.00
	Community Fund (heating)	\$25,200.00	\$50,565.00	\$50,565.00	
	Telus community fund	\$2,000.00	\$5,000.00	\$5,000.00	
	HRDC	\$23,000.00	\$22,917.00		\$22,917.00
	Creative Spaces	\$50,000.00	\$50,000.00	\$50,000.00	
	Special fundraising events	\$5,000.00	\$15,581.23	\$15,581.00	\$8,000.00
	Donations	\$10,000.00	\$26,838.23	\$26,883.00	\$10,000.00
	HST rebate	\$32,383.00	\$32,360.12	\$32,360.00	\$10,000.00
	Subtotal Revenues for Capital	\$177,083.00	\$206,261.58	\$183,389.00	\$77,417.00
HUB Capital Improvements	Special projects (train station)	\$413.00	-	\$413.00	
	Heritage roofing		-		
	Gym roofing		-		
	Energy upgrades		-		
	Washroom repair		-		
	Demo stilts building		-		
	leasehold improvements other		-		
	Chair lift balance		\$3,849.96	\$3,849.96	
	HUB capital equipment (dishwasher etc)	\$4,000.00	\$4,126.15	\$4,126.15	
	Fundraising	\$2,000.00	\$1,251.07	\$1,300.00	
	Kitchen & Foyer	\$43,140.00	\$62,132.54	\$62,132.54	

CSAA BUDGET	March - February	2013/14 budget	2013/14 actual	2013/14 projected	2014/15 Budget
	Asbestos removal	\$600.00	\$555.00	\$555.00	
	insulation gym (labour roof)	\$835.00	\$835.00	\$835.00	
	Septic	\$900.00	\$1,517.50	\$1,517.50	
	Engineer	\$4,835.00	\$2,880.00	\$3,000.00	
	HUB improvements - other (paint)	\$3,000.00	\$178.95	\$300.00	\$1,000.00
	Annex heating system	\$50,000.00			\$38,000.00
	Annex Roof	\$65,000.00	\$53,575.56	\$53,575.56	
	old school downstairs	\$50,000.00	\$46,448.38	\$50,000.00	\$12,500.00
	cement ramp & deck	\$22,000.00			\$22,917.00
	gym washrooms & old school upstairs			\$2,700.00	
	misc		\$7,177.00	\$7,177.00	
	HST/GST paid	\$14,922.00	\$10,544.38	\$12,000.00	\$3,600.00
	Total Capital Improvements	\$261,645.00	\$195,071.49	\$203,481.71	\$78,017.00
		-\$84,562.00	\$11,190.09	-\$20,092.71	-\$600.00
		-\$83,022.00	\$36,750.41	-\$1,718.64	\$297.20

Report: Pilot Children and Youth Rec Activities Program - JumpStart

- Contract with Karoline Creighton and Sadie Bartram to co-coordinate
- Term Feb 15th to end of May; 152 hours @ \$25/hr
- Karoline is trained as a teacher and has experience in recreation setting (CVRD) and Sadie has training in child and youth care and experience in children/youth community – based outreach.
- They will lead the design and delivery of the pilot program including:
 - i. Assessing needs, barriers and approaches for providing physical activity opportunities at the HUB for children from 4-14 years of age.
 - ii. Establishing a budget and basic safety related guidelines for the pilot program.
 - iii. Designing, scheduling, promoting and delivering after school sessions for youth.
 - iv. Working with interested volunteers/parents to design, schedule, promote and deliver morning sessions for younger or homeschooled children and parents.
 - v. Evaluating and reporting on the pilot program,
 - vi. Based on the pilot, developing guidelines for the future delivery of child and youth activities at the HUB, including activities led by volunteers where applicable.

The Hub: Volunteer-Led Activity Guidelines – DRAFT February 2014

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:
 - a. have a criminal record check on file at the CSAA; a volunteer working one on one with children or youth will require a police ?.
 - b. Abide by the CSAA guidelines for children and youth programming.
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.

The Board will set an annual 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.

2014 CSAA/HUB Events Schedule

For more info or to volunteer: info@cowichanstation.org

JANUARY		- Nada. We were all sick all month!
FEBRUARY	1 st	- Valentines membership drive – show your love for your community (\$20/household/year)
MARCH	All 29 th	- Benefit Dance! Live band: <i>Chuck Wenberg & Used Goods</i> . Rock for the HUB! Profits go to finishing the new Community Clay Studio and Art Room in the old schoolhouse.
APRIL	26 th	Earth Day “Trash Bash” – neighbourhood litter clean-up and scrap metal drive – all day. 4-8 Trash Bash awards, AGM, Chili cook-off, and volunteer party - All welcome!
MAY	10 th	Kids’ Benefit Garage Sale – kids (<18) sell their stuff and share earnings 50-50 with the HUB. Indoors. Movie matinee to follow. Plus, Clay HUB Collective’s pottery table.
JUNE	6-8 th	Cowichan Station School 100 th Anniversary reunion
JULY	5 th	Summer Gathering - plant sale, trunk sale, BBQ, kids’ summer games, more?
AUGUST		
SEPTEMBER		
OCTOBER	TBA	HUB Social – Cow Bay Pub (date TBA)
NOVEMBER	TBA	Craft Sale (tentative)
DECEMBER	TBA	Christmas dance
And more....		Watch for (or initiate!) community-led discussion nights, movie nights, kids’ dances, youth drop-in, sports, café, concerts, more work parties, etc.
Get involved!		ALL activities powered by volunteers. Great people (like you?) make our community a fantastic place to live, work or visit. If you have a bit of time to give, or really want to see one of these events happen, we invite you to join us. No pressure – all good fun!

Board Recruitment

Are you mulling over maybe getting involved in your amazing local community association?

OR are you among the 100+ volunteers who are **wondering what's up for 2014?**

OR are you totally tapped out but **might know others** who'd like to help if you knew what was needed?

Then this event is for you!

Tues. Feb. 25th 7:30pm

Please join Cowichan Station Area Association for:

- Sweets in our sweet new café,
- A behind-the-scenes HUB-renos tour,
- A peak at what's planned for 2014, and,

- Irresistible volunteer opportunities!

Anglican Diocese Proposal

Letter of Intent to Lease items for consideration

- **Term.** Rental term should be of sufficient length for the tenant to recover costs of retrofit. The Diocese is proposing a rental term of 25 years with renewals.
- **Rent.** Initial term rent would be nominal (\$1 per year). Rent would apply on renewals and would be negotiated between the Diocese and the tenant.
- **State of property.** The Diocese will lease the property as is where is after removal of important chattels (property and records that are important to the church). Stained Glass windows will stay in place and most of the chattels and equipment in the Hall will stay in place. On agreement, a comprehensive list of items will be catalogued.
- **Use of property.** The Church may be used for weddings and funerals and religious service as approved by the Diocese. The Church may be used for Community events in keeping with the history of the property (music offerings; lectures; etc.) The Hall may be used as allowed in zoning and the Diocese would not object to rezoning for retail and commercial uses consistent with the history and character of the property (galleries; retail shop; studios; public use space; restaurant; display; artisan workshop; etc.)
- **Financing on title.** The Diocese will not permit the property to be mortgaged or pledged as security for financing. They will permit the lease to be mortgaged and used as security for financing (mortgage of lease)
- **Securing grants for restoration.** The Diocese as underlying land owners will execute heritage and other grants that may be available for restoration of the property. Such execution of documents may be required to be approved by Finance and Diocesan Council of the Diocese. The Diocese will not allow the property to be designated Heritage.
- **Building condition reports.** The Diocese has some information on the state of the property and what may be required to restore the property. This information will be available to the tenant on execution of a Letter of Intent in order that the tenant may complete due diligence
- **Insurance.** The Diocese has insurance coverage on the property and may continue to insure the property on agreement with the tenant for payment of annual insurance premiums.
- **Cemetery.** The property is surrounded by cemetery. The Diocese will want the tenant to care for the cemetery and keep it properly landscaped. The Diocese would pay for landscaping and maintenance in an annual amount to be negotiated. In the case where additional niches and burial plots may be sold, the Diocese will make appropriate arrangements with the tenant for oversight, recapture of any tenant costs, etc.

Comment [O1]: Our lease term with the school district is 40 years for \$40. If it is terminated prior to that the Landlord is required to purchase any improvements from us at fair market value. The church is perhaps a smaller project nevertheless no less than a 30 year lease makes sense for the CSAA. The community is also wondering if the Diocese would entertain an even more permanent arrangement.

Comment [O2]: The general use acceptable to the Diocese is in line with community discussions, however, having specific uses/users approved by the Diocese would not be possible. As a charitable organization the CSAA must be able to rent to any member of the public.

Comment [O3]: The CSAA is a charitable organization and would secure/manage its own grants. No approval by the Diocese should be necessary.

- **Permission for Improvements.** The Diocese will approve plans for building improvements, site improvements, servicing changes, etc. providing that changes are approved by local governing authorities and approved in zoning. The Diocese will require approval all major and structural changes as reasonably requested by the tenant. Diocesan approvals will not be unreasonably withheld.
- **Subject Conditions.** The Diocese will require that the lease be approved by both the Diocese Finance Committee and the Diocesan Council. The Diocese will expect that the tenant will require sufficient time to undertake full due diligence on this potential transaction including securing building condition reports; acceptable use plans; indications of Grant funding, etc. Estimate a due diligence period of 4 months from execution of a Letter of Intent.
- **Documents.** The Diocese will draw lease documents as required in order to facilitate this arrangement and on the advice of the tenant that they wish to proceed to a formal lease agreement after due diligence.
- **Timing.** The Diocese has some interest from a potential purchaser of the property and would expect to have a Letter of Intent to Lease subject to due diligence and Finance and Diocesan Council approvals by end of November 2013.

Comment [04]: Six months

Gym space bookings March 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Beavers 6-8	4 Freshstart Fitness 9-10 am Janet Harder 2:45-5:00 Freshstart Fitness 7-8 pm	5 Girl Guides 3 – 8pm	6 Freshstart Fitness 9-10 am Freshstart Fitness 7-8 pm	7 Freshstart Fitness 10:15-10:45 Leah	1/8 Naama evening
9	10	11 Freshstart Fitness 9-10 am Janet Harder 2:45-5 Freshstart Fitness 7-8 pm	12 Girl Guides 3 – 8pm	13 Freshstart Fitness 9-10 am Freshstart Fitness 7-8 pm	14 Freshstart Fitness 10:15- 10:45 Leah	15
16	17	18 Freshstart Fitness 9-10 am Janet Harder 2:45-5 Freshstart Fitness 7-8 pm.	19 Girl Guides 3 – 8pm	20 Freshstart Fitness 9-10 am Freshstart Fitness 7-8 pm	21 Freshstart Fitness 10:15-10:45 Leah	22 Koksilah farmers2-6
23	24 Beavers 6-8	25 Freshstart Fitness 9-10 am Freshstart Fitness 7-8 pm.	26 Girl Guides 3 – 8pm	27 Freshstart Fitness 9-10 am Freshstart Fitness 7-8 pm	28 Freshstart Fitness 10:15-10:45 Leah	29 Arts/Dance Benefit
30	31 Beavers 6-8					

Kitchen/Cafe space bookings March 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 RCOA Languages 9:30-12:30	4 Senior's 10:30- 12:00 Janet Harder 2:45-5	5	6	7	1/8

Kitchen/Cafe space bookings March 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9	10	11 Senior's 10:30-12:00 Janet Harder 2:45-5	12	13	14	15
16	17	18 Senior's 10:30-12:00 Janet Harder 2:45-5. Board meeting 7-9	19	20	21	22
23	24	25 Senior's 10:30-12:00	26	27	28	29 Arts Dance/benefit
30	31 RCOA Languages 9:30-12:30					

Annex Bookings March 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Yoga 9:30-10:45	4	5 Science Club Leslie Gardner 3-5: pm Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	6 Art Club 10-12 Cow Stn Discussion Group 6:30-9:00	7 Cheri homeschool art 9:30-12:00 Hilary 5:30-7:30	1/8
9	10 Yoga 9:30-10:45	11	12 Science Club Leslie Gardner 3-5: pm Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	13 Art Club 10-12 Cow Stn Discussion Group 6:30-9:00	14 Cheri homeschool art 9:30-12:00 Hilary 5:30-7:30	15

Annex Bookings March 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
16	17 Yoga 9:30-10:45	18 MKP 7-10 (Jacob)	19 Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	20 Cow Stn Discussion Group 6:30-9:00	21 Hilary 5:30-7:30	22
23	24 Yoga 9:30-10:45	25	26 Feldenkrais 9-10 RCOA Lynette Crowell 11:30-3:00 Science Club Leslie Gardner 3-5: pm Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	27 Art Club 10-12 Cow Stn Discussion Group 6:30-9:00	28 Cheri homeschool art 9:30-12:00 Hilary 5:30-7:30	29 Westcoast men8 am all day/evening
30 Westcoast men til 8 am	31					