

## CSAA BOARD Meeting – January 13, 2015 Minutes

7:00- 9:00 pm @ Michael's home

**Chair:** Jill Thompson

**Directors Attending:** Madelaine Macleod, Angela Davies, Jill Thompson, Jeannie McIntosh, Anne Harrison, Michael Andringa, Pat Calveley, Kuan Foo, Dorothea Banman

**Regrets:** Sarah DL, Rick Juliusson, Alison Nicholson

**Guests:** Charlie

Item	Time	Purpose	Decisions/Actions
1. Welcome, Introductions, Agenda, Minutes (10 mins)	7:00	Agenda, previous minutes and action items, check in	
2. Board Planning Session (10 mins)	7:10	Goals and tentative agenda planning >mark calendar for January 27 @ 6:30 Location: TBA Session will focus on roles each director has, expectations, and other Matt Price to facilitate; will send email requesting input from directors. He will pull ideas, thoughts from to help form agenda and focus session.	Directors to provide input in return email, nothing new at meeting
3. Finances (10 mins)	7:20	>Treasurers Report (Angela) Jumpstart grant received missing in revenue section (\$1,840 deposit Dec 18) >Budget Report (Alison) - need to spend money by year-end. Spent \$14K more than we brought in. Any big capital projects (ie café roof) on hold until we know if we get New Horizon grant.	Allot time for budget discussion in Feb mtg
4. Facilities (10 mins)	7:30	>Facilities Report (Angela) - top items on "to do" list: ceiling above east stairway; mailbox for potters Lath and plaster starting to collapse, bringing ceiling panels down. Colin advises simple fix to shore up from inside. Need to block off stairwell until repaired. Separate mailbox needed for potters. Discussion to install at front; MM suggests too crowded and preference at back door. Also she requested a clip or box for messages on inside door as well - lighting policy discussion (deferred to February meeting) - gym floor refinishing Several areas starting to peel/lift due to damage from metal table and chair legs  - Dangerous tree removal: Beechwood Tree has inspected and recommends removal of 3 due to rot/dead. Offer to remove most dangerous asap for free, Estimates and ETA needed to remove other two. Per terms of our lease, SD 79 has ok'd removal of all 3.	Angela= put up caution tape Michael/Kuan – will deal with ceiling  Jill = talk to potters about both requests. Michael to double check location at front door.  Angela = meet with refinisher for quote on repair and full refinish  Angela = contact Beechwood re options exchanging wood for work. Michael to talk to neighbor about borrowing splitter.

		<p>Discussion about what to do with wood once trees are down (split and sell? Give to Jens in exchange for work?) Portion of fence around Montessori playground needs to be removed and then reinstalled.</p> <p>MOTION: Approve removal of 3 dangerous trees near the annex due to rot; to hire Beechwood Tree Service to do the work. (Angela)</p>	<p>Angela = fence problem.</p> <p>Motion re trees deferred to Feb pending more info.</p>
5. Fundraising (10 mins)	<b>7:40</b>	<p>Fundraising Report (Jill and Rick)</p> <p>Canada Summer Student grant due Jan 30. Need a director to volunteer to take on hiring process, training, supervision. Pat offered provisionally to take on.</p> <p>Canada Day grant due Jan 15.</p>	<p>Pat = contact Jill/Rick if decides to take on.</p> <p>Jill = complete Canada Day grant</p>
6. Programs and activities (25 min)	<b>7:50</b>	<p>&gt;Newsletter Update (Madelaine)</p> <p>Huge thank you to Cheri. Mailed on Monday; 200 copies distributed into community. A minor change at printers led to formatting issue w/mailed copies having weird spacing of front page captions. Solitaire corrected and reprinted 150 copies gratis</p> <p>&gt;Café Update (Jeannie)</p> <p>Will provide menu weekly to be sent out to email list; new volunteer; need more bodies; VIHA inspection OK; mouse trails under sink</p> <p>&gt;Holiday Hootenanny wrap up (Pat and Michael) (Report attached)</p> <p>Over 100 people in attendance; \$1423 net profit; recommendations: Date s/b early Dec; local talent a huge hit; presentation of Hub Helper great idea; for potluck, CSAA provides roast/meat (no one brought); adv tix sales important; split event into 2 parts – family &amp; adult</p> <p>&gt;AGM and Trash Bash – need a Committee (Jill)</p> <p>Set for April 25; Earth Day clean up and scrap metal drive (April 18 – 26); AGM + elections just 1/2 hour meeting; chili-cookoff and Trash Bash awards to follow.</p>	<p>Jeannie = weekly menu to Alison.</p> <p>Jill = add menu to F/B</p> <p>Michael to block hole under sink where mice getting in.</p> <p>Jill = add hootenanny info to Wheel binder;</p> <p>MM = ask Rodger to chair AGM; organize scrap bin w/Schnitzer.</p> <p>Jill = ask Cindy to Chair TrashBash committee</p> <p>Committee needs to budget for vehicle use; amt TBD</p>
7. HUB operations and rentals (20 mins)	<b>8:15</b>	<p>&gt;Garbage/recycling/bottle return – new system needed (Madelaine)</p> <p>Missed CVRD p/u due to Christmas. Guides usually do, and they weren't on site. Recycle +garbage bins+garbage at back needs to go to dump as that's 6 weeks' worth.</p>	<p>MM = Guides for schedule to plan for days not on site; Dorothea will put bins out for collection as needed.</p>

		<p>Thank you to Serious Coffee for donation of 4 bags of returnables. MM asked Beavers and Guides if interest in they sort in exchange for 50:50 profit share (neither at this time).</p> <p>Anne/Jeannie mentioned people seem to be helping themselves to pile of kindling (filling trunks);</p> <p>&gt;Wifi and wireless signal update - community survey planned (Jill and Dorothea) Further discussions. F/U from last week: Alison will advise annex renters to disconnect when not using. Not so simple w/ main building.</p> <p>&gt;Monthly inspections of emergency systems out of date (Madelaine) This must be done every month, and hasn't been since June. Requires additional person to help carry the load.</p> <p>&gt;Rental and operations update (see activities schedule/catering conversation)</p> <p>&gt;Potential new renter (Anne) One of senior's social group interested in teaching a music appreciation class.</p>	<p>Angela/MA = garbage run</p> <p>Anne/Jeannie= bottle depot.</p> <p>Kindling \$5 sign to be put with kindling pile.</p> <p>Jill/Dorothea/Rick = develop community survey on wifi usage.</p> <p>MM = show Anne emergency system inspections routine</p> <p>Anne = info on to Alison</p>
8. Clay Studio Partnership (5 mins)	<b>8:35</b>	<p>Update (Jill) Grand opening Feb 9; lease signed (5 years to December 2019) Contact Jill if you would like to see copy; have donated all their equipment to CSAA Had to cancel some of their classes due to lack of interest (Jan challenge?)</p>	<p>MM = notice on marque about clay classes</p>
9. Administration (10 mins)	<b>8:40</b>	<p>&gt;Volunteer kit overview (Madelaine) Kits (in purple folders) for any interested volunteers. Will leave some at front, balance in office. &gt;"The Wheel" binder assembler volunteer needed &gt; Volunteer needed to compile policies and other significant Board decisions made during Board meetings into binder</p> <p>&gt;Jeannie reminded all of Emergency Preparedness presentation at The HUB Feb 22; details to follow</p>	<p>Dorothea = Wheel binder MM = assemble policy binder by 1<sup>st</sup> new board meeting (May)</p> <p>MM = add to marque when closer</p>
10. Summary/Adjourn	<b>8:50</b>	<p>Recap Actions. Reminder of deferred motions to be added to Feb's agenda.</p>	<p>Defer \$\$/mileage to Feb</p>
<b>Next Meeting</b>		<p><b>February 10, 2015 at Dorothea's home @ 2391 1<sup>st</sup> Avenue (across from HUB)</b></p>	