

CSAA BOARD MINUTES – April 17, 2012

7:00-9:00 pm @ The HUB

Chair: Sue Wells

Directors Attending: Angela Davies, Alison Nicholson, Patty John, Rick Juliusson, Jill Thompson, Cheri Ayers, Zane Parker , Guy LaFlam, Madelaine MacLeod,

Regrets: Sarah, Lorraine

Guests: Inayat Bergum, Victor Burkley

Notes:

Item	Time	Discussions/Motions/Decisions	Actions
1. Welcome, review minutes, review agenda -Sue	7:00 pm	Previous minutes and agenda presented	Approved
2. Treasurer's Report - Angela	7:05	Balance to April 17 \$52,210.68 \$15,654 (rev)less \$5,937 (exp) *New Balance increases amount to \$125,000 – received gas tax grant from CVRD	Report accepted
3. Board Expectations/Orientation and Policy on Charitable Receipts/Remuneration for Directors - Jill/Alison	7:10	<u>Board Orientation:</u> Any comments on information below to be forward to Alison <u>Policy on remuneration:</u> Our constitution per the Society's Act says directors cannot be remunerated for board work, however this does not preclude the Board instituting a policy on staff or contract work Motion: First, that, as per the constitution and Society's Act, Directors interested in being considered for paid work must declare their interest and absent themselves from any board decisions on the work. And second, that Directors are welcome to apply for/bid on short term time limited paid work, but must resign from the Board if they accept a long term paid position. (Rick) CARRIED	This will be given to any potential directors.
4. Annex lease criteria - All	7:35	Any comments on the attached draft annex leasing criteria to be forwarded to Alison.	Alison to include wording on exit strategies
5. Volunteer recognition - Madelaine	7:50	Small thank you tokens and certificates for 66 volunteers; event April 18 4-7	Directors to attend
6. Daycare Proposal – Inayat Bergum	8:00	Hard copy of proposal can be viewed at Board office at the HUB	
7. Daycare Proposal next steps	8:20	Conditional approval pending. Each party to have one month to do further research to refine the proposal. Lease to allow	Sue to contact US schools and others for

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		CSAA to rent/lease/access unused space. Lease to be one year term from June 1 to May 31, with three months free rent (to Sept 1 to allow for set up).	references; Alison to contact SD79 for okay; and to determine financial implications
8. 2012 Draft Budget - Alison	8:25	Any comments on attached draft to be directed to Alison	Alison will provide copies for AGM
9. AGM – Alison <ul style="list-style-type: none"> • Date/Agenda/Treats • Annual report 	8:40	Proposed agenda attached. April 24 at 7-9 Formal recognition of Irene and Bruce; Everyone to bring goodies; repaint HUB raise roof sign to show new levels; Alison will create annual report; Alison/Cheri to facilitate planning workshop with CVRD staff	Chairs to forward highlights to Sue by April 23. Jill/Angela to repaint fund sign
10. Work party April 22– leadership & to dos - Angela	8:45	<p>Focus to be on outdoor as it is Earth day Angela submits the following priority to dos:</p> <p>ANNEX: Continue painting walls. Finish ceiling in janitor's room. Install soap dispensers. Attach boards to classroom walls, plus trim. Install grabbar in h/c washroom. Plug plate in kitchen etc. Garbage removal. Exterior Annex: Clear out electric panel room and <i>clean up moss etc. around the outside of the annex next to the slope up to the soccer field.</i></p> <p>OLD SCHOOL AND GYM: Finish paint in washrooms, paint stage, remove symbols from gym walls with heat gun. Remove scaffolding from upper stage area. Fan casing design.</p> <p><i>Earth Day Ideas: Lots of ivy to pull! Raking and more branch clearing in the upper section between the annex and the stilts. Rake back of gravel from the far drain. Prep ditch site for installation of split cedar fence. Raking and assessment of ground on each side of the main gate to start prep for mixed hedge planting.</i></p> <p>Lorraine, Sarah and suggestions re planting a tree? To add to the list of jobs I would like to have some of the trees close to the annex limbed up to decrease the pine needle problem in the drains and the danger of trees falling on the annex.</p>	Cheri will lead this month.

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<p>12. Committee Updates: Questions?</p> <ul style="list-style-type: none"> • Coordinating - Alison • Fundraising – Jill • Community Patty • Facilities Angela 	<p>8:50(2 min ea)</p>	<p>Committee reports attached. Highlights:</p> <p><u>Coordinating</u>: CSAA to be a member of Cowichan Valley Arts Council; Angela will be our representative</p> <p><u>Fundraising</u>: How to recognize Irene and Bruce?</p> <p><u>Facilities</u>: Approval in principal to accept proposal on sound system through Duncan Music</p> <p><u>Community</u>: Need to open dialogue with volunteers who lead our programs to ensure our programs represent the inclusive nature of the HUB</p>	<p>Angela to pay membership</p> <p>Jill to ask</p> <p>Angela to f/u</p> <p>Alison, Patty and Sue to meet w/ open mic attendees et al to gain</p>

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			understanding of how we can do better
Next Meeting Dates		AGM– April 24th 7 pm Community – Thurs. April 19th 6:45 pm Fundraising – Monday May 7, 1:00 Facilities – Wed. May 9, 6:30	

Adjourned at 10:00 pm

TREASURER'S REPORT MARCH 21ST – APRIL 17TH 2012

REVENUE;

Capoeira rental 2 mons.	466
EIA insurance claim	13,767
United Way donation	48
R. Cruse, rental	91
Open Mike Night	132
Teen Band Night	95
Easter Egg Hunt	54
Credit Interest	1
TOTAL:	14,654

EXPENSES:

Anu Ent. Re gym roof	3,000	Total on deposit \$21,000
M. MacCleod	78	Landscape fabric, re stage/file ped. Re office
Prices Alarms	120	
Hydro	926	
Shaw Cable	128	
Columbia Fuels	1,594	
Black Press	29	AGM ad
Copy Cat	22	Business packages
Windsor Plywood	60	Supplies for Annex work party
TOTAL:	5,937	

BALANCE IN ACCOUNT: \$52,210.68