

DRAFT CSAA BOARD MINUTES – Dec 13, 2011
7:00-9:00 pm @ The HUB

Chair: Sue Wells

Directors Attending: Angela Davies, Alison Nicholson, Patty John, Rick Juliusson, Lorraine Horn, Jill Thompson, Cheri Ayers, Zane Parker

Regrets: Madelaine MacLeod; Guy LaFlam, Sarah Davies-Long,

Guests: Victor Burkley; Garry Eugene, Pat Calveley

Notes: As background to this meeting, the Board and Victor held an informal meeting on Dec 6 to discuss the Heritage Canada grant application as well as some housekeeping issues. Below are the notes from that meeting.

1. **Tickets for dance** – we will give tickets away to people who have made a significant contribution either financially (\$100 or more) or volunteer time (10 or more hours). Jill and Zane to work out list.
2. **Housekeeping**
Jill, Angela and Alison will work together to track donations:
 - Jill will keep the master list of donations – volunteer hours, in-kind materials, \$.
 - Alison will prepare charitable receipts – she needs date of donation, amount, name and address. If in kind need justification for \$ amount.
 - Angela keeps the financial books and receipts.
3. **Revised HUB phases discussion** – we discussed proposed priorities and it was noted that:
 - We should not make any changes to our original Heritage Canada proposal that would jeopardize the grant;
 - We should avoid band aid fix ups and plan to do improvements right from the beginning.
 - It would be advantageous from a rental and café perspective to do a commercial kitchen asap, however, we need to spend time developing a business model/plan for a kitchen/café and consider space availability options, i.e., if the annex does not lease within a specific period of time we will need to explore alternative options for using the space in that building.

We agreed that the following priorities will guide the activities and phases we do for the Heritage Canada grant:

1. Annex first – get it leased.
2. Gym/theatre – minimal investment to make it functional for the remainder of the winter; roof with insulation number 1 priority for spring.
3. Improve energy efficiency before heading into another winter – heating system upgrades (zoning, heat pumps?); double pane windows, insulation, roof – priorities for energy efficient investments depend on capital available, biggest incremental gain, logical renovation sequence and fund raising opportunities. The facilities and fund raising committees need to work together on this sequencing.
4. Outside improvements so it looks like a happening place and inside improvements to ensure it is welcoming; function to trump fancy finishing over the short term.
5. Pursue outside site improvements like playground and basketball court as soon as possible based on volunteer capacity and specific grant opportunities (other than the Heritage Canada grant) for those items.

6. Secure stilts building to reduce safety concern and explore issues/options regarding removal. Do not include demolition in Heritage Canada grant.

Actions:

- Victor will provide Rick with updated cost estimates
- Everyone will send their updated volunteer hours to Jill
- Rick will lead the response back to Heritage Canada asap
- Community Committee plan for a Feb 1 gym/theatre rental opening.

Dec. 13 Item	Time	Discussions/Motions/Decisions	Actions
1. Welcome, Introductions, Agenda, Review Minutes	5 min	Nov. Minutes Approved	
2. Treasurer's Report (For Information) - Angela <ul style="list-style-type: none"> • Donations • Balance 	5 min	Motion: to approve \$2,485.15 for furnace oil for two tanks. (Angela) Approved Cash donations \$940. To date	
3. Secretary's report (For Information)- Madelaine	5 min.	Decision: Yes to Christmas movie night for kids	Community Committee to organize
4. HUB logo font/colour options - Patty	20 min	Patty showed several variations: colour and layout; Decision: next meeting will review options and decide if we are going to go with it or look elsewhere	Patty will email out so people can mull it over;
5. Committee Updates: Coordinating- Alison <ul style="list-style-type: none"> • Insurance for Volunteer s • Process/timeline for reviewing HUB plans 	15 min	Motion: to purchase volunteer insurance from IA Pacific for \$500 (Alison) Approved We should pay attention to using our committee process to fully address questions and concerns that arise about design etc. – consider having regular monthly meeting time for committees	Alison to keep looking for better volunteer insurance
6. Committee Updates: Fundraising – Jill <ul style="list-style-type: none"> • Heritage Canada grant application up date - Rick • Christmas Campaign • Contributions report • Thanking • Business Cards • January grant deadlines? (Rick) • Business Partner tour 	15 min	<ul style="list-style-type: none"> • FYI - Heritage Canada grant ready to go tomorrow – trying to get as many \$ in our bank asap • FYI - Christmas Campaign check-in - brochures out, radio ads, dance • FYI - Contributions report (monthly volunteer, donor, materials update) • FYI – Thanking - marquee; newsletter; pies; outdoor sign; counter-top signs; cards; sandwich board for driveway 	

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		<ul style="list-style-type: none"> FYI - Business Cards coming to help with soliciting donations FYI - January grant deadlines – most based on work one to date (Rick) Decision - Business Partner tour in late January? yes 	
<p>7. Committee Updates: Community Engagement – Patty</p> <p>a. Dance</p>	15min	<ul style="list-style-type: none"> Work is underway re programming for the gym in Feb.; survey youth for their interests etc., Pat is looking into seniors - very keen on walking trail especially. 	<ul style="list-style-type: none"> All: asap email Zane ticket needs/sold/given away
<p>8. Committee Updates: Facilities – Angela</p> <ul style="list-style-type: none"> Annex Old School Internet/phones Work Party request 	15 min	<ul style="list-style-type: none"> Annex: Counter tops and sinks in; some ceiling tile replaced, some to be purchased; H/C washroom has one coat of paint on; kitchenette counter top and sink in; Old School: One coat of paint on kitchen; interior stage painted out black; new lamps almost installed for the stage, dimmer switches for both sets of lights; bathrooms gutted, tile started, doors enlarged for h/c; pulldown basket ball hoop ready to be installed at the other end at correct height; gym storage room cleared out; \$100 to repair gym furnace as we ran out of oil; samples gone away for asbestos testing; one roof estimate still to come in from Amro Construction; one window estimate in; Kuan has done an energy estimate for free Shaw cable will be coming in to install phone lines and internet on Thursday. We need a "paint-out the 	<p>Patty and Jill will organize painting party</p>

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		pink" work party starting with the Principals office which is to be CSAA locked office/staff person.	
9. Other Business b. Horses on field c. Area E Planning Commission d. Area E Parks & Rec Commission e. Church –what is our role? f. E&N – what can we do? g. ?	20 min	<ul style="list-style-type: none"> Patty spoke to horse woman about cleaning up the field We will have a larger discussion about field uses in new year Nothing to report on parks and rec or planning except Bright Angel is on application list from CVRD for provincial recreation grant 	Cheri will look into who owns the horse an to let her know the field is not available for turning out her horse.
10. Check-in /Update Rolling Actions List	5 min		
Next Meeting Date/Time Jan 17th			

**Cowichan Station Area Association
December 13, 2011**

TREASURER’S REPORT

EXPENSES:

REVENUE;

Petty Cash	84
Electric Outlet	26
Annex Counters	224
Halloween Cookies	73
Pat Barber re Dance	950
Planet Clean	73
Telus Hub connect.	241
Prices Alarms 3 mons.	133
Dobson’s Paint	581
Credential Direct	10
Columbia Fuels	2,485

Donations	820
Credit Int.	3

TOTAL:	4,680	TOTAL;	823
BALANCE: \$35,407.54			

Secretary’s Report

Correspondence:

>Mailbox last checked December 12: no mail received to report

>Answering machine last checked Dec 10: no messages received to report

>I have set up a binder in which I propose to keep all of the hard copies of the "sign-in" sheets from all of our open houses/community meetings, specifically related to the HUB. It will be kept with other CSAA/HUB records in the "office" and will be accessible for reference, or data collection.