

CSAA BOARD MINUTES – January 17, 2012
7:00-9:00 pm @ The HUB

Chair: Sue Wells

Directors Attending: Angela Davies, Alison Nicholson, Lorraine Horn, Jill Thompson, Zane Parker. Guy LaFlam, Madelaine MacLeod,

Regrets: Sarah, Cheri, Patty....Absent: Rick

Guests:

Notes:

Background info on gym roof - Estimates received to replace the gym roof (do not include supply and installation of fascia boards.:

- Anu quoted \$33,000 including \$10,000 in-kind donation of materials
- A & A Contracting:\$50,000
- Amro Construction: \$43,000
- Brant Weninger: \$40,000

Next steps:

- Approve contractor
- Get engineer to do drawings
- Get building permit
- Look into donation/better price for trusses

Item	Time	Discussions/Motions/Decisions	Actions
1. Welcome, Introductions, Agenda, Review Minutes	5 min	Dec. Minutes Approved (Guy)	
2. Treasurer's Report (For Information) - Angela <ul style="list-style-type: none"> • Dance • Donations • Balance 	5 min	\$3,716 in expenses \$4,003 in revenue \$34,058 Balance	
3. Secretary's report -safety (For Information)- Madelaine	5 min.	Madelaine prepared, and will update a binder containing all safety information. Guy has offered t/d monthly inspections, and arrange annual inspections. Madelaine created letterhead for the CSAA with train wave art, (not HUB logo)	Madelaine will send template to directors.
4. Policy on Charitable Receipts for Directors	15 min	Discussion on receipting of professional work for directors; decision that we need a policy	Tabled to next meeting
6. Committee Updates: Fundraising – Jill <ul style="list-style-type: none"> • Christmas Campaign results • Contributions report • Fund raising Plan 	20 min	\$2K raised from Christmas campaign; shared fundraising plan "spoke" concept; business partnerships will be handled one-on-one; info on 3 rd party	

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<ul style="list-style-type: none"> Legacy (Heritage Canada)grant contract overview - Rick 		<p>fundraisers as might be a concern.</p> <p>Motion: (Alison)That we approve the dinner raffle fundraiser proposed by Paulette Kebbler, with CSAA covering up to \$500 of expenses. Carried.</p> <p>Legacy Grant: (Jill) Awaiting answers to some questions; important updates: must raise \$48,400 by March 31; need replacement insurance for 5 yrs beyond project; require we submit detailed info regularly.</p> <p>Motion: (Jill) Recruit volunteer who can take care of meticulous details Carried.</p> <p>Motion: (Guy) Sign legacy grant and forward back to Canadian Heritage Carried.</p>	<p>Jill to contact Paulette to proceed.</p> <p>Jill to create job description to post to members.</p> <p>Rick to follow up with CH contact</p>
<p>7. Committee Updates: Facilities – Angela</p> <ul style="list-style-type: none"> Gym Roof 	15 min	<p>Discussion on submitted quotes and importance of including insulation and contingency clauses</p> <p>Motion: (Angela) Award the gym roof contract to Anu for a maximum expenditure of \$37,220.11 HST in, contingent on inclusion of a cost overrun clause and additional costing of insulation. Carried.</p> <p>Due to building code, Sarah advises that building is currently non-conforming (# of washrooms, etc.))</p> <p>Lorraine reported that Cowichan Land Trust will do clearing of invasive species and restoration plan.</p>	Angela to ask for inclusion of cost overrun clause and addition of insulation in roof quote
<p>8. Committee Updates: Community Engagement – Patty</p> <ul style="list-style-type: none"> Proposed calendar of events Managing Volunteers 	20 min	<p>Madelaine reported out.</p> <p>Community events planned: April 8 – Easter egg hunt July 7 – summer celebration/tea</p>	

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<ul style="list-style-type: none"> Logo 		<p>Oct 20 - Harvest Dinner/Auction Dec 15 – Christmas Dance July 1 - (not a CEC event; a work party) Monthly events/meetings: CEC – 1st Mon at 7:00 pm Fundraising – 2nd Mon at 1:00 Directors – 3rd Tues at 7:00 Facilities – 3rd Wed at 6:30 Work parties – 4th Sun 1-3</p> <p>Madelaine advised on managing volunteers (handout); she will be manager of volunteer at this time;</p> <p>Question if logo had been finalized Alison advises using in rental policy</p>	<p>Committee chairs to create position descriptions by Feb 28 Alison to check in with Patty on correct selection</p>
<p>5. Committee Updates: Coordinating- Alison</p> <ul style="list-style-type: none"> Insurance Annex 	15 min	<p>Additional information on insurance to be gathered – defer to next mtg</p> <p>Propose to offer annex space for rent at this time as some interest, no lease commitments.</p>	<p>Alison to create evaluation form of space for input gathering</p>
<p>9. Other Business</p> <ul style="list-style-type: none"> Process for handling HUB site plan alterations AGM planning Area E Planning Commission Area E Parks & Rec Commission Any news on church or E&N Hub site maintenance 	15 min	<p>Discussion on how to handle design alterations of site plan. Input should be brought to committee level before presenting to Board.</p> <p>AGM to be planned for March; required to be held within 60 days of year end; to in conjunction with a CVRD Planning workshop</p> <p>Area E Plan Com. – no report Area E P & R – AGM Jan 28 @ 7 Salhtlam survey on parks and trails out Nothing to report on church or E & N</p> <p>Hub Maintenance: To aid in deicing, CSAA will provide salt at font of main building for use by users.</p>	<p>Alison w/ Facilities to schedule mtg in next few months</p> <p>Madelaine and Alison to co-ordinate on AGM</p> <p>Alison to send request for someone to help shovel pkg lot</p>

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			Patty to advise renters of use of salt
10. Check-in /Update Rolling Actions List	5 min	Motion: Defer field use policy discussion until better understand the CVRD's position on field maintenance	
Next Meeting Date/Time Feb. 21st			