

CSAA BOARD AGENDA – July 17, 2012
7:00-9:00 pm @ The HUB

Chair: Sue Wells

Directors Attending: Angela Davies, Alison Nicholson, Pat Calveley, Jill Thompson, Madelaine MacLeod, Rick Juliusson, Cheri Ayers, Sarah Davies-Long

Regrets: Patty John, Cheri Ayers, Gord Iversen (n/s)

Guests: Derek Myles

Notes:

- Sign cards
- Hand in completed CSAA volunteer forms, criminal record checks

Item	Time	Discussions/Motions/Decisions	Actions
1. Welcome, review of agenda and previous minutes	7:10 pm	Agenda accepted with adjustments to priorities and times (Alison) Previous minutes accepted (Angela)	
2. Treasurer's Report - Angela 3. Review of Expenditures vs. budget - Alison		Treasurer's report attached Correction: included in bake sale is \$80 for memberships Summary of expenditures and budget attached and for director's consideration. Seem to be on track, but shows that we have some funds to raise	Alison will update for each mtg
4. Secretary's Report - Madelaine		Reminder that all directors need to complete forms + submit record checks (48 turn around from RCMP) Correspondence overview	Madelaine to send reminders for missing ones
5. Old Business – <ul style="list-style-type: none"> • Email depository - all • Board Survey – Alison • Remote Control Club proposal - Patty 		Abell Pest follow up – Madelaine (not covered) Balance of old business deferred to September board meeting.	Madelaine will update by email
6. Annex Lease - Alison	7:30	Alison to continue to follow up with Bob Harper (SD 79) on development of signing policy. Nothing further on Inayat (Montessori school) Do not currently have occupancy permit for annex. Sarah finishing drawings and should go to CVRD this week so we can obtain it. Must have accessible bathroom finished too	Madelaine to contact Steve Watson If unavailable, will contact directors for help
7. Committee Updates:		Fundraising (see report below)	

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<p>Highlights and Questions</p> <ul style="list-style-type: none"> • Fundraising – Jill (report) • Community - Patty • Facilities – Angela • Coordinating - Alison 		<p><u>Upcoming grants</u> Community Infrastructure (WEDF) grant due Aug 2; up to \$250k (towards economic benefit, accessibility, safety in a community environment). Proposed we submit plans for gym bathrooms and/or kitchen <u>Telus Youth Grant</u>. Need to advise how we are using funds. Rick to approach to see about hosting a youth drop in night; buy popcorn machine @\$675 if still available</p> <p><u>Mural project review</u> . Goal and budget were on track. Raised \$4888 (expenses \$1000). Aim was for \$3000. Jacob H's "HUB" piece to stay here; others unsold to be auction/sold at a later date</p> <p><u>Official Launch</u> Need to officially launch HUB project and Cow. Stn. 125th year celebration, plus start donor thank you project. Proposal to do launch at Thanksgiving may not be possible as need to resolve occupancy issue Plan A: Oct 20 @ Harvest Feast Plan B: Dec 15 @ Christmas Party Discussion about separating launch from 125th celebration (HUB project vs. 125 years of Cow. Stn)</p> <p>Community : <u>Summer Celebration review</u> A community success from all who attended (estimate 500). Review and recommendations for next time to be completed on Patty's return.</p> <p>Position description for volunteer landscaper/gardener developed</p> <p>Facilities: <u>Construction update</u> (great report again, Angela) Thank you Anu!!! Flexible, tidy, gentlemen.</p> <p>Determined that we leave oil tanks at this time.</p> <p>New heating source bidders are in; committee to meet to review bids. Geothermal (Sarah and Kuan). Still massaging info as variables are ever changing. \$125K grant will cover only main bldg (not annex)</p>	<p>Alison and Angela to develop costing info; work w/Jill and Rick for grant submission</p> <p>Jill and Rick to work out launch and celebration logistics; Jill has contacts for ideas on donor project</p> <p>Madelaine to send card thank you's as required</p> <p>Madelaine needs to share with Gil Heise</p> <p>Jill to f/u on</p>

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		<p>Using VanCity grant to do insulation</p> <p>We do not have occupancy and cannot get until we have provided drawings, etc. to CVRD and get approval from them. Therefore NO publicized events allowed on site until then.</p> <p>Field care deferred to Sept mtg</p> <p>Coordinating: Nothing at this time</p>	<p>acquiring "spyder insulation"</p> <p>Sarah working with Van. arch to compete drawings asap</p>
8. Paid/contracted duties input - Alison	8:00 (revised)	<p>Job description for Hub employee draft <u>attached</u>. Discussion and review. Decision that we need cleaning for day-to-day (weekly), once/month , and major annual. Weekly work to include dusting, vacuuming, mopping and washing of kitchen floors, appliances, counters, etc.; front entrance floors, carpet and windows; gym bathrooms fixtures and floors; mopping of gym floor; annex common and rented space floors, bathrooms fixtures and floors. Other as required</p> <p>Monthly would include "look up" (light fixtures, cobwebs)</p> <p>Annual would include heavy duty clean up, possible floor strip, etc.</p> <p>MOTION: That the CSAA hire someone for 5 hrs per week for janitorial services commencing Sept 1, 2012. That specifics for the work be researched with Planet Clean and another community contact, and then tendered. (Rick) CARRIED</p>	Sue to follow up with Planet Clean; Jill to follow up with other contact (Cheri/Glen's tenant)
9. New Business Facebook (Derek Myles)	8:30	<p>Welcome to Guest: Derek Myles</p> <p>Read a short introduction</p> <p>Suggestions:</p> <ul style="list-style-type: none"> • New chains for swings as existing not high enough weight load • Electrical apprentice and would like to work with electrician on solar panels project for roof • Facebook powerful for social network users 	<p>Madelaine to send CSAA facebook link to Derek and all directors</p> <p>Derek to contact Gord to organize facebook sites</p>
10. Adjourn	9:17		
Next Meeting Dates		Board – Sept 11 Community- tba	

Item	Time	Discussions/Motions/Decisions	Actions
		Fundraising – July 19 @ 4 Facilities – as necessary Governance and Planning - (September) Sept 25	

FACILITIES REPORT – JULY 14, 2012 (COMMITTEE DID NOT MEET) Angela Davies

GYM ROOF

The cladding is on and we have passed two CVRD inspections. Holes are required to be drilled for ventilation. Third and final inspection due next week. Fascia board and trim on going.

STILTS DEMO

Interior gutted. Skerik Electric disconnected service and fire alarm. Super Plumber tried to take out janitor sink intact, had to saw it off and it would have cost over \$200 for a part to reinstall. Decided to junk it. Demo of main body of building commenced July 16th.

GEOHERMAL

All bidders still in the running, top field appears to be too small and accessing big field too complicated and expensive. Still considering which plan to go with.

INSULATION

CanCell has given us a great price for the gym and old school ceiling. Volunteers will install in the fall. Research continuing on the wall insulation. Further discussion to come.

WINDOWS

Dobsons will be doing repairs w/o July 16. Anu to remove boards (thanks!)

ASBESTOS

All bids are in. Committee needs to meet to make a decision on the contractor and the order of expenses and operations.

GENERAL UPDATE

AAE Structural will be finalizing drawings soon and then the old school roof can go out to bid. Orangutang Design is in the process of completing some drawings to be sent to the Architect for occupancy and exiting stamp. Then its off to CVRD to get our occupancy permits. CVRD is currently working on occupancy for the Annex in preparation for leasing this fall

FUNDRAISING - Jill Thompson

1) Washroom block funding - good potential grant due end July. Need to match with non-Federal funds and can't be in kind.

2) Mural project - a) successes/challenges; b)what to do with remaining paintings c) getting plywood off

3) Telus youth grant - need to write them with thanks and to tell them what we are going to do - CEC to determine.

4) Thanksgiving - we'd like to make our community feast our time to formally "give thanks" to our major funders, "launch" the HUB renovation, inviting them all to join us for the community supper. Plan to have banner in place on side of gym by then showing logos, and maybe start a contest to design the permanent "Wall of Thanks" art piece for indoors inscribed with the names of all our >\$500 (time, goods or cash) donors.