

CSAA BOARD Minutes – March20, 2012
6:00-9:00 pm @ The HUB

Chair: Sue Wells

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

Regrets:

Guests: David Long, Hilary Huntley

Notes:

- Need complete Board addresses etc. for filing tax return
- Need signatures on thank you cards

Item	Time	Discussions/Motions/Decisions	Actions
1. Welcome, introductions, potluck, review gym design –David Long	6:00 pm	MOTION: That the new plans to expand the kitchen, revamp the front and gym entrance, and removing the furnace for additional kitchen space be approved, and that Angela proceed to seek quotes on scope of work. Angela. CARRIED	
2. Clay Studio at the HUB – Hilary Huntley	7:00	Board to determine whether we want to proceed; need to determine what the relationship/partnership will look like; need to reconsider grant opportunities	Proposal will be circulated for review and discussed next meeting
3. Review Business Agenda	7:25	Angela moved to approve previous minutes with note on director approval by email to allow bank contingency fund to drop below \$20K to pay bills. Angela moved to approve agenda. Both CARRIED	
4. Treasurer’s Report - Angela	7:30	Accepted <ul style="list-style-type: none"> • Attached below • Balance to March 20 \$43,554 plus • \$13,767 insurance money received (payable to us and SD79) 	
5. EASC presentation debrief and next steps – Zane	7:35	Congrats to Zane on his presentation today; CVRD no policy yet in place to partner with us (bumped to April 3 agenda); total package includes upgrading insulation, double pane windows, upgrade roof. Rick is applying for other green grants to help with the total project	Zane and Rodger to continue to follow up with staff
6. AGM – Alison <ul style="list-style-type: none"> • Date/Agenda • Nominations committee 	7:50	See information below Date is April 24; Nomination committee – Madelaine and Rick; CVRD planning staff	Directors continuing to contact Rick

Item	Time	Discussions/Motions/Decisions	Actions
<ul style="list-style-type: none"> Volunteer Recognition Community/land-use planning conversation 		to do presentation; proposed to do Board portion by PowerPoint.	or Madelaine by April 17 th . Committee chairs to provide 1/2 page report
7. Liability Insurance Requirements for Renters - Patty	8:05	See information below MOTION: Events deemed to be not low risk will be required to carry their own insurance. To be reviewed at the discretion of the board. Alison/Patty CARRIED	
8. Work Party – who will lead?	8:10	Patty to lead. Priority to dos: <ul style="list-style-type: none"> Long ladder needed for Annex gutters. Finish painting annex back room and installing ceiling tiles Test drain in annex floor. Clear out green room. Tidy branches in forest for Easter egg hunt. Finish painting around the stage 	
9. Committee Updates: Highlights and Questions? <ul style="list-style-type: none"> Coordinating - Alison Fundraising – Jill Community Patty Facilities Angela 	8:30 (5 min ea)	See information below Alison has finally received a proposal from the Montessori preschool; will review and if suitable will forward to directors Directors provided feedback to Jill on newsletter now called "Hub Bub" Patty advised that drummer fundraiser happening this weekend Angela explained that to start the new gym roof, first need to finalize engineering drawings, then to CVRD for building permit before they can start....possibly 2 months	
10. Policy on Charitable Receipts/Remuneration for Directors - Alison	8:45	<ul style="list-style-type: none"> See information below Tabled to next meeting	tabled
Next Meeting Dates		Board – April 17th 7 pm Community – April 5th 7 pm???? Fundraising – Monday April 2, 1:00?? Facilities – Wed. April 11, 6:30	CEC and Fundraising to confirm

TREASURER'S REPORT Feb 22 to March 20th, 2012

EXPENSES:

Aggressive Fire	790
Leon Signs	34
Cowichan Furnace	687
Cowichan Press	49
Postage	35
C. Ayers	131
Petty Cash	75
A. Nicholson	225
M. MacCleod	40
Amro Construction	2,854
Brown's Insurancre	500
VHA – water testing	560
Baker Plumbing	665
Apple Press	20
Columbia Fuels	2,983
Land Survey Title Auth	73
Shaw Cable	128
P. John	112
M. MacCleod	84
Anu Ent.	18,000
Cowichan Furnace	224

REVENUE;

Open Mike	50
Movie Night	34
J.S. Plumb.	160
Island Oak	429
Heritage Can.	48,400
Can. Helps	24
Interest	2
Truck rental/well cover	
Tool Kit	
Annex repairs/HC washroom	
Liability	
Hub drains	
Open Mike Night Posters	
Gym WC materials	
Office supplies	
Deposit on gym roof	
Transformer	

TOTAL: \$28,281

TOTAL: \$49,099

BALANCE: \$43,554

AGM

Tuesday April 24th @ the HUB – Gym 7-9 pm

Draft Agenda:

1. Goodies and Updating Memberships 15 min.
2. Minutes
3. Annual Reports: 25 min.
 - a. President
 - b. Treasurer
 - c. Community Engagement
 - d. Fundraising
 - e. Facilities
4. Volunteer Recognition 5 min.
Propose to hand out certificates of thanks to all those who have contributed over X number of hours.
5. Elections and Coffee break 15 min.
[Who is interested in running again and who will be stepping down; who volunteers to head the nominations/elections process]

COWICHAN STATION AREA ASSOCIATION

ELECTED OFFICERS

April, 2011

President (1 year term)	Sue Wells
Vice-President (1 year term)	Alison Nicholson
Secretary (2 year term)	Madelaine MacLeod
Treasurer (2 year term)	Angela Davies
Directors-at-large (2 year term)	Rick Juliusson
	Patty John
	Zane Parker
	Jill Thompson
Directors-at-large (1 year term)	Sarah Davies-Long
	Lorraine Horn
	Cheri Ayers
	Guy LaFlam

6. Community Land Use Planning - Information and Conversation
Purpose: to provide planning information and identify community interests/concerns in preparation for the upcoming OCP process.
 - a. CVRD planning staff
 - i. – short presentation on land use planning zones, by laws etc, OCP's purpose/uses, the current Cowichan Station Official Community Plan and the proposed process to up date it. 15 min.
 - ii. Questions and answers 15 min.
 - b. Break out session to talk about planning interests 15 min.
 - c. Summary

Liability Insurance Requirement for Renters

Issue: Requiring renters to purchase liability insurance deters rentals due to the inconvenience and added cost.

Background

Summary of current insurance policies:

- Director's liability insurance - \$2 million coverage. Covers Board decision-making.
- Commercial property and general liability insurance. Covers property (up to \$1.798 million building replacement), general liability (\$5 million), non-owned auto liability (up to \$5 million), tenants legal liability (\$100,000). The school district is named as a co-insured.
- Volunteers insurance. Covers volunteers, under 70 years old, for up to \$75,000 when injured while performing volunteer work.

Third Party Liability Issue:

- It is standard practice when renting space at a community hall or centre, that renters are required to obtain their own liability insurance naming the building owners as co-insured.
- We have heard from community members that this requirement is a deterrent because of the inconvenience and the added cost.

Purchasing Insurance:

- Every insurance broker is different because they sell for different insurance companies; most insurance policies can only be purchased through a broker.
- Most brokers are not able to quote a general rate as they have to insure based on the use –e.g., camera club versus yoga versus floor hockey versus a party with alcohol.
- AON (which is the company the church used) can offer a package whereby we pay \$5000 up front and then charge renters according to the insurance co. schedule. If we don't sell \$5000 worth of insurance in a year then we would be out the difference.
- PAL Insurance Canada sells special event liability insurance -alcohol related events - over the internet www.palcanada.com.
- LMG Pringle Commercial division (Scott Wilkin at LMG Pringle 250-748-3200 sells event insurance and SportsCan which apparently is a relatively low cost way to cover gym uses. Single event birthday parties (<25 kids) run about \$30; Theatre for 250 people \$35; no alcohol parties \$150; meetings \$1-1.50 per person etc. He advised us that non commercial regular users like home schoolers could look into insurance through their home owner policy. Regular users like yoga teachers would have to buy commercial insurance and unless they can get a deal through their professional association it would run about \$600-700 per year through LMGPringle.

Other organizations

- Small halls sometimes do and sometimes do not require renters to be insured. For example, the Glenora Hall uses its discretion as to renter insurance requirement depending on whether they know the renter and what the activity is.

- The CVRD is insured under a large policy for all local governments. They have a tiered level of risk whereby they do not require renters engaged in specific activities deemed low risk to get insurance.

Waivers

- Waivers are a good tool to remind people that there is risk but there is never any guarantee they will stand up in court and when it comes to kids probably not worth much. The CSAA should require a signed waiver for risky CSAA sponsored activities. But

Options

1. Require all renters to purchase liability insurance with the CSAA as co-insured.
2. Define low risk and do not require renters doing low risk activities to have insurance.

If the Board selects option 2 then the community committee proposes that:

- arts, crafts and club related activities including: painting, choir, photography, knitting, weaving, spinning, felting, quilting, computing, band, orchestra, business meetings, be considered low risk:
- All sports, fitness, dance, theatre, birthday parties, and other private celebrations not be considered low risk.
- Pottery insurance requirements be sorted out through the Clay studio project.

CSAA Fundraising Committee MINUTES

Date: March 12, 2012

Time: 1-2:15pm

Place: Jill's

Attending: Alison, Madelaine, Rodger, Jill

Notes/Chair: Jill

Item	Discussions/Decisions	Action items
Grants	<p>CVRD Gas Tax grant being decided on 20th. Zane is prepping a proposal with Loren. Alison will revise our budget after we get that result.</p> <p>Vancouver Fdn – missed the spring intake. Fall is too late for pottery workshop – consider submitting a July LOI RE theatre or other.</p> <p>Gaming Grants – best bet for pottery workshop. Alison looking into it.</p> <p>TD Canada Trust – due May – needs an education angle (eco-signage/tours with local high schools). Jill/Rick</p> <p>Hamber Foundation – due Wed - Rick</p> <p>BMO- missed Feb 15 deadline but Madelaine will follow up.</p> <p>Peninsula coop community grants – Jill to research</p> <p>Benjamin Moore – almost done – needs budget and financial statement –Alison will finish and may re-jig</p>	<p>-help Zane this week RE gas tax</p> <p>- JT - other options for Vanc Fdn</p> <p>- AN or RJ – Gaming Grant for pottery studio</p> <p>- RJ – Hamber</p> <p>- MM – BMO</p> <p>- AN- revise budget after 20th for Ben Moore (due March 30.)</p> <p>JT – update grant database with known stuff and pass back to Paulette for further</p>

	for pottery group.	research.
Sponsorships / Business Partnerships	<p>Pkg is done. Ask Jill if you want a copy.</p> <p>Windsor Plywood – Jill wrote head office (Langley). Madelaine and Rodger to meet local owner/mgr to discuss</p> <p>RONA – Jill wrote to head office. Rodger has talked to Gerry Giles. Rodger will invite Frank Bonner to tour the HUB with us (Jill) Thurs/Fri afternoon.</p> <p>Home Depot Fdn – Jill is partway through application form (long) –needs to meet local manager before completing.</p> <p>Home Hardware – Madelaine will pursue sponsorship based on Windsor Plywood request.</p> <p>Modern Windows – ask for in-kind sponsorship in form of windows – Rodger with Angela and/or Jill</p> <p>SUN FM – will promote our events, we promote their logo.</p> <p>News Leader – will run free Thank You ads (1/4 page)</p> <p>Brownsey Block or other concrete brick company for new washroom units.</p>	<p>JT/AN/AD – meeting tomorrow RE details of materials needed.</p> <p>JT - get specs from Angela for RONA mtg</p> <p>RH / JT– Frank Bonner to HUB</p> <p>RH / MM – meet local Windsor Ply owner – ask about concrete block supplier</p> <p>RH / AD or JT – pitch Modern Windows on sponsorship</p> <p>JT – meet Home Depot mgr</p>
Events	<p>Duck race – Jill to ask Dave Lindsay for advice or to run it. Used to do it as Bright Angel fundraiser with wooden ducks.</p> <p>Picture Windows Project (tentative name) – Suzan Kosiuk is heading up project to get local painters to paint scenes on plywood replicas of old school window boards. Paintings will be installed over window boards for all of June, and auctioned or sold at Summer Fair (July 8). Painters needed to confirm spot by early April.</p>	<p>JT – talk to Dave Lindsay.</p> <p>JT – remind Suzan to prep “call to artists” and “artists registration form”.</p> <p>JT – call firefighters.</p>
Individual Giving	<p>20-12 Campaign brochure – Jill got great advice for our VIU student (Raechel) from Liz at Copy Cat (who said it was a great brochure!) so will take the time to sit with Raechel to pass on the teachings and fix it up. Should be done by March 24.</p> <p>Discussion about distribution options: News Leader inserts (\$186); regular mail (58 cents x 1134 addresses = about \$600); ad mail (14 cents each to all mailboxes in area except those with red dots = about \$200).</p> <p>Decision: distribute by ad mail</p>	<p>JT - meet VIU student March 22. Get brochure printed at Copy Cat.</p> <p>MM– ? organize ad mail delivery?</p>
Other	<p>Open Market: We have been offered the grassy area at Crossroads Centre to run an Open Market every Saturday from April to October to raise funds.</p> <p>Alumni – try to use SUN FM to help us find alumni.</p> <p>Newsletter – content nearly done. Have input from Patty/Madelaine/Engagement. Aiming for spring solstice release (March 20).</p>	<p>JT -tell Dave Darwin we’re considering it, and circulate full details to grp.</p> <p>MM – write up a call for alumni to pitch to SUN FM – probably as an interview.</p>

Next Meeting	2 nd Monday of month at 1pm at Jill's (12:30 for soup)	Next mtg falls on Easter Monday. Could we do Monday April 2 instead?
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CSAA Facilities Committee MINUTES

Date: March 14 2012
Time: 6:30 p.m.
Place: Hub
Attending: Gord, Alison, Lorraine, Kent,
Notes:
Chair: Angela

Item	Discussions/Decisions	Action items
Stone Wall	Bill Childs of riverside Road, stone mason,would like to explore the possibility of building a wall at the Hub as a teaching project with VIU. Discussion ensued about where and when	Lorraine and Angela will meet him on site in April
Sound Equipment	Kent had two quotes one from Long McQuade and Tommy Lee. Lee's came quite a bit lower about \$3,900. We may want to start out with a little less stuff	Kent is going to get two more quotes with less equipment for comparison
Gym	Possible use by a sculptor of climbing structure, no takers so far on Used Cowichan Keep basket ball hoop as is for now, at current height . Open Mike Night, went well.	Ask Jill to talk to Arts Council Alison has offered to donate portable hoop for the other end, if needed Check with Patty re manning the open mike concession
Annex	Getting close to finishing. Aaron Wenberg is tiling the back splash and installing the toilet and sink. Don Skerik installed separate light swicth for H/c bathroom, looking into solving the extractor fan problem	Angela to get paint, T-Bar struts, rubber cement, trim for next work party Alison to look into free dumping to get rid of sofa etc. Lorraine will bring trailer to next work party
Outside	Volunteers did a wonderful job of blowing, sweeping, raking etc. of parking lot and relocating plants , ready for new construction Still need security cameras and installation. Suggestion that there be a music stage outside at Summer Celebration	

Policy on charitable receipts and remuneration for Directors

Issue: Charitable Receipts - When, if ever, should directors receive charitable receipts for volunteer work?

Background:

- Official donation receipts can only be issued for gifts of property.
- Gifts of service such as donated time are not eligible. However, a charity can pay for services and later accept all or a portion of the payment back as a gift of property and issue a receipt.
- Therefore, technically the CSAA could issue a charitable receipt to a director for volunteer work although “cheque exchanges add administrative work to the charity.
- Currently we have a policy that Board members do not receive any benefits for Board work.

Options:

1. No cheque exchange/charitable receipts for directors.
2. Cheque exchange/charitable receipts for specific predetermined work that a director is qualified to do and for which we would otherwise have to pay to have done.
3. Cheque exchange/charitable receipts for any work undertaken by a director at the request of the director.

Issue: Remuneration - Should directors be permitted to hold a contract or salaried position with the CSAA?

Background:

- As noted previously, currently we have a policy that Board members do not receive any benefits for Board work.
- The Society Act requires director's who are directly or indirectly interested in a proposed contract or transaction with the society to disclose promptly the nature and extent of that interest to all directors. Then it can be dealt with usually through abstaining from voting on related matters.
- In other words, as long as we manage conflict of interests appropriately, technically a director could be a staff person or a contractor for the CSAA.

Options:

1. No remuneration for directors. Directors would have to step down to be hired.
2. Hiring of directors for either contract work or salaried work is allowed. [could add the caveat “provided fair and open hiring practices are followed”.]