

**CSAA BOARD Minutes – May 15, 2012**  
**7:00-9:00 pm @ The HUB**

**Chair:** Sue Wells

**Directors Attending:** Angela Davies, Alison Nicholson, Patty John, Cheri Ayers, Sarah Davies-Long, Madelaine MacLeod, Pat Calveley, Gord Iverson

**Regrets:** Rick Juliusson, Jill Thompson

**Guests:**

Notes:

Item	Time	Discussions/Motions/Decisions	Actions
1. Welcome, review minutes, review agenda -Sue	7:00 pm	Previous minutes and agenda presented	
2. Treasurer’s Report - Angela	7:05	<ul style="list-style-type: none"> <li>• Handout at meeting</li> <li>• Gas tax funds confirmed</li> </ul>	
3. Secretary’s report - RCMP criminal check form handout-Madeline	7:10		
4. Review of Association Structure and Board process-Sue and Alison  Background: Trying to reduce duplication of efforts and reduce director burnout!	7:15	<ul style="list-style-type: none"> <li>• <u>Committee responsibilities and boundaries</u> <ul style="list-style-type: none"> <li>○ See committee ToR</li> <li>○ Identify unclear areas and contact Coordinating committee</li> </ul> </li> <li>• <u>Communication; internal and external-</u> <ul style="list-style-type: none"> <li>○ Email protocol</li> <li>○ Committee vs board business</li> <li>○ Press, advertising</li> </ul> </li> <li>• <u>Problem Solving efficiency of meetings</u> <ul style="list-style-type: none"> <li>○ Coordinating committee identify action items?</li> <li>○ Advance reports for action items</li> <li>○ Agenda circulated by Friday before meetings</li> <li>○ Stay within Agenda items</li> <li>○ Guest policy?</li> </ul> </li> </ul>	
5. Facilities committee report - Angela	7:45	[Motion’s required to spend on sound system\$2951.03 +\$89 cables, Cobalt electronic systems surveillance cameras \$3159 and demolition of stilts building	

Item	Time	Discussions/Motions/Decisions	Actions
		\$7280]. (see bid attached)]	
6. CEC -Patty	7:55	Fjellgaard update RC proposal	
7. Fundraising committee- Jill/Sue	8:05	School furniture sale Mural project	
8. Daycare Proposal update-Sue/Allison	8:15	References checked (attached) Next steps-lease process	
9. Volunteer engagement -All	8:25	Plan next work party may 27 <sup>th</sup> 3-5 pizza	
10. Employee or management contractor for HUB -Sue	8:45	Conversation to explore possible staff or contracted duties	
11. New business	8:55		
Adjourn	9:00		
<b>Next Meeting Dates</b>		Board 19 June <b>Community – Thurs.</b> <b>Fundraising – Monday</b> <b>Facilities – Wed.</b>	

### 1) Facilities committee Report May 2012

**Gym Roof:** AAE Structural to get final drawing adjustments to CVRD by May 11th. Permit expected next week, **\$440**. No fire rated drywall required as where it is need was on the inside of the ceiling. Anu requires only one layer of 1/2" to put their vapour barrier on. Start time expected last week of May for asbestos soffit removal. Oil furnace chimney to come down below roof level (Anu) prior to roof start.

**Old School Roof:** AAE Structural meeting, Anu had questions re bidding. Alex of AAE will do engineered drawings hopefully within 3 weeks, he will require some payment. Offered more if it speeds up process as we need to get it out to tender and get the permit for a start in September.

**Geothermal:** We have \$120K! Check with Kuan re blower test results and nex steps.

**Stilts Demo:** Had a great bid from Anu, two other company's approached but did not come through with anything. **The Facilities Committee recommends the Board adopt Anu's bid which is \$6,500** - they keep everyting except janitor sink and one s/s sink and taps. They will share material with the Eco Village.

**Superplumber:** Annex h/c sink installed, 2 toilet seats replaced. K room sink and taps from stilts installed, Girls K washroom, sinks, taps installed (40% discount from Andrew Sherret via Superplumber account), toilet repaired - valve piece replaced.

This washroom needs a volunteer to clean up and paint cabinet and inside lower portion of stalls. Also broken cabinet needs repair and access panels replaced.

**PA system:** Sounded great on Open Mic Night cost **\$2,634 +HST** and cables \$100. Awaiting news from ISCU grant app. to purchase from Duncan Music.

**Pest Control:** Annex treated for an large invasion of carpenter ants.

**Gym Climbing Apparatus:** Duncan Gymnastics do not want it, back to square one.

**Telephones:** Shaw coming Monday to run line to foyer to keep people from going upstairs into the office area, plus a working line in our office and the committee room.

**Surveillance Cameras:** Meeting Monday with Cobalt, local, gives discounts to non-profits. Need to be installed before artwork goes up outside.

**Hub sign up** - will stand out better when wall painted. 2375 #s coming from Clarke Signs to be installed below sign board, double sided.

**Main Field:** Mowed by Richard Cooper, will do upper one when it dries out more

**Mary Haywood Bench:** Jan Bults will be heading this up and installed pavers and securing bench. Left over money from CVRD grant to pay for these. Hopfully he will also do the paver layout and securing of Mr. Vaux's picnic table at the same time. May need extra volunteers on that day.

**Stone Wall Workshop:** Bill Childs would like to give a workshop to build a natural stone wall around the sign bed, possibly June timeframe. Lorraine to source soil for burm, repositioning of split rail fence on either side of gate in back of low burm planting to avoid root problems pounding in posts. Volunteer and equipment needed to grade the area.

**Ladders:** Madelaine has pricing and details from Adams, ready to purchase.

**Volunteer Work Day/Evening:** Weed whacking, raking, power washing, chipping, mowing, painting play ground apparatus, painting annex, stage, installing soap dispensers, paper towel holders, grab bar wall board in annex, removing garbage from annex, moving auction items over to Room

**Cobalt Electronic Systems**  
Security   Sound   Cameras   Access

2286 Calais Road

Duncan, BC  
V9L 5V2  
250-746-0368

May 14, 2012

Angela Davies  
CSAA  
Cowichan Station School  
Duncan, BC

Re: Installation of Video Surveillance Camera System

Dear Ms. Davies,

The proposed camera system would consist of:

-cameras on:

- Gym left side facing the front stairs
- Old School left front facing back
- Old School front left facing the Gym's back left stairs
- Gym right back facing the Old School's right side
  - exterior grade
  - dome style
  - colour day, night and white night
  - 650 TV Lines resolution
  - 2.8 – 12 mm lens
  - Infrared Light Emitting Diodes for night vision

-camera power supply

-8 channel Digital Video Recorder (DVR) in the office

-704X480 playback resolution

-1TB CCTV hard drive

-mouse

-customer supplied VGA monitor in the office

-exterior grade cable, connectors and labour to install

The price to install the above system would be:

Installation	\$3534.00
Less non-profit discount	-\$475.00
Total	<b>\$3059.00</b>
Electrical permit on wiring	<b>\$99.00</b>

....continued on page 2

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Options

**Additional cameras**

-cameras (as above)  
-Gym right back facing front  
-Gym right back facing the Annex  
Installation \$561.00  
Less non-profit discount \$77.00  
Total **\$485.00 each**

**Monitoring of your existing security system**

-digital communicator alarm monitoring  
Non-profit rate **\$15.00** per month

There are no long term contracts to sign.

The prices include materials and labour. The HST is additional.

Please call me if you have any questions regarding the above quotation.

Yours truly,

Chris Boucher

**ANU**

**Enterprises Ltd.**

3-4134 Island Hwy W

Qualicum Beach BC V9K 2B2

(250) 752-9115

Fax (250) 752-9181

May 4, 2012

Angela Davies

We have estimated the costs of Demolition and removal of the annex at Cowichan Station to be \$6500.00 This would include dump fees All salvage to become the property of Anu Enterprises Ltd

We hope to be able to donate some of the material to the Eco Village as we have supported them in the past. George will be back on Monday and we will have him firm up the price on the re-roof on the main structure, He is probably going to have to meet the engineer on site to determine some structural issues and point loads

Thanks Chris

## 2) CEC committee report.

### May 19<sup>th</sup> Gary Fjellgaard concert.

Ticket sales are slow, but are somewhat confident we can still have enough people.  
There will be a story in Wednesday's Newsleader. Thanks Madelaine for promo work!

Pat is taking on organizing the bar. (Madelaine & Gord will also help)  
Cheri has arranged pretzels (smaller size) from True grain to be sold during intermissions.

Cheri & Glenn managed to get some local wine donated for a wine box (8 bottles?) to be raffled off.

Patty will bake some carrot caked, *or maybe someone else can volunteer?*

Patty & Cheri will sell tickets at door and sell raffle tickets.

### NEEDS:

We need someone to take care of parking (Ben?)

We need someone to keep an eye on the washrooms and keep them tidy (Sue?)

We need Petty cash.....Pat to ask Angela.

We need the area around the basketball court mowed + weed whacking.....Patty/Ben

We want some ambience lights in kitchen instead of bright light. Pat bring table lamp and maybe use a cloth around the fluorescent light.

On Friday the 18<sup>th</sup> at 1:00 pm we will have a last meeting to go over last to do things and already start setting up chairs.

### **Programming:**

More interest is coming in from possible renters.

AA and West coast men's support society are interested. (Annex). Drum circle in June.

Island Timberlands meeting June 12<sup>th</sup>. Also interest for a remote control track (club that teaches youth as well as adults the sport of RC racing).

Also another Youth concert might be in the works for the end of June.

A Fitness program will start up in June.

### **Summer celebration;**

Have had first initial talks about this. Vendors, Old Style theme, Old style pictures, plant sale, strawberry tea, music, concession etc etc.

Would like to use the space around the school, want to see whether David Long can help us out with

ideas about how the set up could be.



Asked Ben to organize a Drive in movie on July 6<sup>th</sup>. He needs to look into this and see whether there is enough time to organize.

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### **3) RC track proposal (CEC committee)**

Dear Community

CRC EXTREME HOBBIES is locally owned and operated Remote control (Rc) hobby supply store located at 70 Government St Duncan Bc . CRC would like to request the opportunity to rent a portion of your field for our Rc racing track.

Thank you

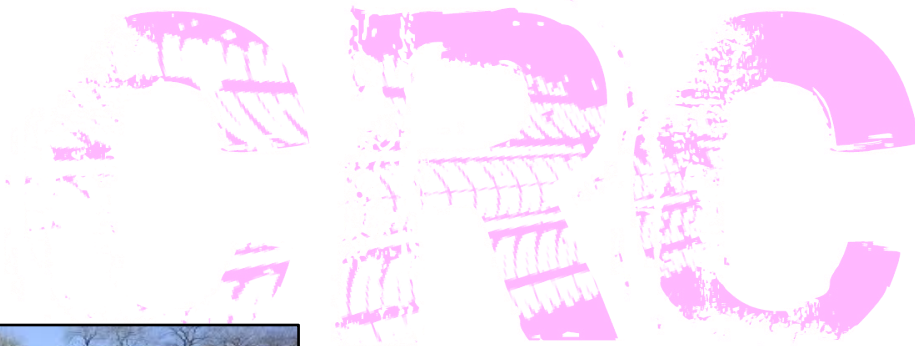
jason McCormick

Owner CRC

250-597-0104

Racing:





Rc racing is becoming a true sport on Vancouver Island with tracks Sprouting up in Victoria, Nanaimo and Port Alberni . Rc racing has no Age limit we have 5 year olds,woman ,men ,teens and retired people enjoying the hobby/sport.

#### Vehicles:

Majority of our vehicles are powered by electric motors with speeds up to 60mph we run several classes of vehicle 2wd short course 4x4 short course 1/8 scale 4x4 buggies. These electric vehicles produce limited noise.

#### Track:

CRC EXTREME HOBBYS would like to transform the requested land by bringing in clay as the track surface and altering the existing surface to suit our needs.

The materiel we bring in is not contaminated in any way a good track size would be approximately 200feet long by 150 feet wide

#### Commitment:

We are a new club to the valley and will take some time to get fully established we have approximately 1000.00 year to secure a location at this time we would supply all tools equipment and maintenance to the grounds.



#### 4) Inayat Bergum references check

May 2012

##### *Summary*

Inayat Bergum gave references from within the Montessori school system that she supervised. From the interviews and information gathered, it was understood that the schools (4) were all owned by a corporation headed by Inayat. The schools each have a director managing on-site processes. Each director is a shareholder in the corporation. The corporation is called the International Christian Montessori School. Each of the two directors contacted and one executive director spoke positively and with great enthusiasm about Inayat and her skills. They were positive about her ability to work within a not for

profit or profit environment (it seems that one of the schools is a business, one is a non profit organization holding shares in the company). Inayat impressed them with her connections to parents and community, with her fiscal awareness and facilities improvements. She trained her administrators in Health and Safety requirements, and worked with Social Services and other inspection agencies to ensure ongoing compliance with their licensing guidelines. She was described as a “creative problem solver” “good listener” “inspiring teacher and leader” and as known for her ‘start up’ skills. It is commonly known that she has wished to start a Montessori school in Canada, and that her ownership of the company, while continuing, has been restructured to replace her at the Board meeting level, and to allow her to function as an advisor. In Canada, the Montessori Association informed me that there is no copyright on the name, but that most institutions demand both formal training from a Montessori teacher’s program, and an observation period, assessing the teacher in the classroom before hiring. From the information that I was able to gather, I recommend that Inayat be given the opportunity to research the Annex space for an ECE care facility. Her references indicate extensive experience in working with start up and successful ongoing Montessori schools in the USA.

**Background**

Inayat (eeNAY at) Bergum has requested an agreement or preliminary approval to begin the process of opening a Montessori inspired preschool and care facility in the Annex, at the Hub. She plans to begin with daycare and preschool ages. The school will grow as the children graduate from grade to grade. She has established schools and has relevant experience in California and Nevada, but has not opened a school or facility in Canada before this. As her references were all in the US, they were called to get more information about the Montessori system and Inayat’s career in particular. The Canadian International Montessori Society was contacted to clarify the Canadian Montessori system of schools. Ms. Bergum is not registered with them.

**5) CSAA Fundraising Committee Minutes**

Date: March 12, 2012

Time: 10-11am

Place: Jill’s

Attending: Sue, Madelaine, Jill

Item	Discussions/Decisions	Action items
Status Update	See AGM financial report for details but in general, we think we have met the Cdn Heritage match (as long as all volunteer and material donations count), and we have raised \$430K of the \$1 million. Note that we have to count Capital Fund earning a little differently than Cdn Heritage earnings because a lot of our volunteer and in-kind support will count toward the Capital Fund match, while our Capital Fund budget, at just over \$1million,	Jump up and down grinning.

	<p>already includes assumptions that we will have a degree of volunteerism and in-kind support (i.e. the \$1 million is in addition to that 'soft' support).</p>	
<p>Grants</p>	<p><b>CVRD Gas Tax grant</b> \$125 secured. (CVRD press release said it was for geothermal plus windows, and matched by \$75K Area contributions)</p> <p><b>Telus</b> – confirmed - \$2000 for youth program equipment</p> <p><b>Vancity</b> – confirmed \$10k for energy efficiency</p> <p><b>Hamber Foundation</b> – pending – for tables</p> <p><b>Benjamin Moore</b> – pending for paint and cash</p> <p><b>Island Savings</b> – pending for sound equipment</p> <p><b>Diamond Jubilee Grant</b> – Heritage Canada – pending for Queen party (Thanksgiving dinner)</p> <p><b>Application Due in next few months....</b></p> <p><b>Notes from Rick RE immediate deadlines: (away May 15-June 23)</b></p> <p>Farm Credit Agrispirit (due June 18)</p> <ul style="list-style-type: none"> <li>- \$10,000-\$15,000 for capital improvements</li> <li>- for something that can't start until at least December 2012 or January 2013</li> <li>- I'm thinking the new outdoor patio for the coffee-shop/kitchen/food service. What's the cost and timeline of this? Or, other ideas?</li> <li style="padding-left: 40px;">Jill comment – this would kick in after the Heritage grant work is complete – until 2014 – should we look at the washroom blocks and septic? I think the kitchen reno might be covered already.</li> </ul> <p>BC Rehab (due June 7)</p> <ul style="list-style-type: none"> <li>- \$10,000</li> <li>- I'm thinking the wheelchair ramp and a door opener, like we requested from the HRSDC Enabling Accessibility grant?</li> <li style="padding-left: 40px;">- only 3 grants available, so only if we have time.</li> </ul> <p>TD Friends of the Environment (due May 15)</p> <ul style="list-style-type: none"> <li>- \$5,000, focus on youth and education</li> <li>- we're thinking of educational signage and having schools/youth come to learn about energy efficiency stuff</li> <li style="padding-left: 40px;">- Jill comment – lets only do this one if it doesn't mean extra work to satisfy the grant eligibility – focus on Home Depot otherwise – same money for construction materials.</li> </ul> <p>Coast Capital - next deadline is Aug.24, so we can talk about this after Sri Lanka</p> <ul style="list-style-type: none"> <li style="padding-left: 40px;">- Jill comment – expression of interest on Aug 24 is RE youth programming – need ideas from Engagement committee if they want to pursue this yet.</li> </ul> <p><b>Peninsula coop</b> community grants – event funding – need 6 weeks notice – consider for Thanksgiving supper or Christmas Dance</p> <p><b>Island Farms, Thrifty Foods</b>– should apply by early May to get Summer Fair event sponsorships – Jill will do what she can and pass to Engagement for editing</p>	<p>RJ working on gr before he leaves will take over any deadlines in his absence.</p> <ul style="list-style-type: none"> <li>- JT send MM info</li> <li>RE alumni association grant potential.</li> <li>- Community Engagement Ctte consider whether we want funding events and/or yo programming (see yellow discussion notes)</li> </ul>

	<p><b>Gaming Grants</b> – Jill to check RE emergency vs cultural as best bet - possibly a May 31 deadline depending on reply.</p> <p><b>Home Depot Fdn</b> – due anytime we can find the time - \$5k in building materials. Online donation. Jill has made local contact and given them our pkg.</p> <p><b>Vancouver Fdn</b> – consider submitting a July LOI RE theatre or other.</p> <p><b>BMO</b>- due Sept/Oct</p>	
<p>Sponsorships / Business Partnerships</p>	<p><b>Windsor Plywood</b> – gave ‘cost’ plywood for mural project</p> <p><b>RONA</b> – met with Frank Bonner and gave letter to Leslie Charles – need to follow up with blueprints and much more detail about materials needed.</p> <p><b>Home Hardware</b> – Jill/Madelaine met with Shiloh – invited to sell hot-dogs but too short notice. Keep them in mind.</p> <p><b>SUN FM</b> – will promote our events, we promote their logo.</p> <p><b>News Leader</b> – will run free Thank You ads (1/4 page)</p> <p><b>Brownsey Block</b> or other concrete brick company for new washroom units – later.</p> <p><b>Truss companies</b> – Rodger and Jill have pursued – both declined so far. Jill thinks we’re unlikely to get free trusses locally since we paid for the gym trusses elsewhere.</p> <p><b>Metal Roofing</b> – find out where we bought the gym material from.</p> <p><b>Insulation</b> – Facilities is deciding what we want to use. One free offer made but may not be suitable. Jill also pursuing Roxul.</p> <p><b>Moen</b> – Jill trying to get fixtures for new washroom block donated.</p> <p><b>Drywall</b> - Rodger and Jill talking to Commercial Construction materials.</p>	<p>-ongoing as build plans become firmed up.</p> <p>- ALL note partnership with SUN FM and incl their logo when v want promotion.</p>
<p>Events</p>	<p><b>Duck race</b> – cancelled for this year.</p> <p><b>Gary Fjellgaard</b> – low key fundraising –focus on \$20 in 2012 brochures.</p> <p><b>Mural Project</b> – paintings due May 26<sup>th</sup>, then need to varnish all over that weekend (3 coats). Mounting June 1 or 2<sup>nd</sup>. Working out sales mechanism –hoping to do online photos and bidding on our website. CVAC website is an option for the photos. No live auction at Summer Fair – instead, viewing in the am; bidding deadline = noon; winning bids announced at 2pm.</p> <p><b>June 2 Sale</b> – sell furniture + garage sale. “By Generous Donation” with minimum donations set for chairs (\$5), other items (\$10 unless otherwise marked). Pre-sale by arrangement with Sue – note to go out to CSAA e-list.</p> <p><b>Summer Fair</b> – Sat July 8<sup>th</sup> - art sale ends at noon – winners announced at 2pm. Bidding table to be set up at Fair to push last day for sales.</p>	<p>AN/JT – fundraisi table at Fjellgaar focusing on membership and donations.</p> <p>AN - art sale - wc with Nigel RE onl art auction</p> <p>CEC – include art sale in posters, agenda.</p> <p>SW – June 2 sale posters to school garage sale ad in newspapers</p> <p>MM – June 2 posters at mailboxes, to daycares, to directors</p> <p>AN- offer CSAA e</p>

		June 2 pre-sale b arrangement via Sue's phone. ALL – need kitche help on June 2.
Individual Giving	<b>20-12 Campaign brochure</b> – out in mail – cost ~\$125 plus printing. Already covered costs in donations.	
Other	<b>Alumni</b> – try to use SUN FM to help us find alumni.  <b>Newsletter</b> – next one for July Summer Fair. Jill will need updated events list and businesses to thank by mid June. Will need more room for thanking businesses.	
Next Meeting	Lets re-schedule to find a better time	Does 8:30-10am work for people?