

CSAA BOARD MINUTES – September 18, 2012
7:00-9:00 pm @ The HUB

Chair: Sue Wells

Directors attending: Alison Nicholson, Gord Iversen, Pat Calveley, Jill Thompson, Madelaine MacLeod, Cheri Ayers, Patty John

Regrets: Angela Davies, Rick Juliusson, Sarah Davies-Long

Guests: Kate Skye

Notes: All directors must have their 2012/2013 membership dues paid up before meeting as constitution requires all elected directors to be paid members (\$10 per yr)

Item	Time	For Discussions/Motions/Decisions	Actions
1. Welcome, review of agenda and previous minutes	7:00 pm	Agenda approved with additions; Minutes of July meeting approved	
2. Treasurer's Report – Angela absent	7:05	Treasurer's report attached. Accepted as presented. Balance \$133,168	
3. Review of Expenditures vs. budget - Alison		Summary of expenditures and budget for director's consideration attached Split into capital v. fundraised Col 1 – current revised projection Col 2 – spent to date Col 3 – projected to Feb 2013 Col 4 – previous year Bottom line is we are in a good financial position, but shows need to increase donations and membership	
4. Secretary's Report – Madelaine >Correspondence overview >Paperwork organization	7:20	Reminder that all directors need to complete forms + submit record checks Need from Rick, Cheri, Alison, Sarah Only correspondence received was on grant requests Hub at Home clean up: to ensure official documents pertaining to HUB are on file at the HUB (ie grant applications, rental agreements, etc.)	Directors with HUB related docs to bring to file at HUB
5. Old Business – <ul style="list-style-type: none"> • Email depository - all • Board Survey – Alison • R/C proposal update 	7:30	Email depository deferred Board survey and R/C proposal removed	
6. Annex Lease/Tenant update - Alison	7:45	Diane Dous has renovated space for her cliental; multipurpose room busy with various groups; Inayat (Montessori school) still pending	Alison to continue to f/u with Inayat

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<p>7. Committee Updates: >Highlights and Questions</p> <p><u>Fundraising – Jill</u></p> <ul style="list-style-type: none"> • Thanking and recognition plan • Grants update • Plan to boost membership/donations 	<p>7:50</p>	<p>Discussion on who should be authorized to signing grant applications, final reports and how to handle letters of thanks. Decision to revisit next month</p> <p>Grant update attached; info on all grants can be found in office (labeled binder)</p> <p>Possible suggestion to boost membership is to offer them for free. Alison advises our constitution allows change to membership policy.</p> <p>Fall newsletter to go out by mail by month's end and will include a new fundraising appeal</p>	<p>Policy discussion for next meeting</p> <p>Feedback to Jill by Sept 20th</p>
<p><u>Community – Patty</u></p> <ul style="list-style-type: none"> • Harvest dinner plans • Other upcoming events • Encouraging volunteers 		<p>Harvest Dinner planned for Oct 19. Details to be sorted, but will either be potluck or catered. Menu to be bangers and other traditional English fare to meet Diamond Jub grant requirements</p> <p>Christmas dance also in the works</p> <p>Volunteer call out for monthly open mic night</p>	<p>Madelaine to contact Special Occasions</p> <p>Patty to ask Zane to coordinate</p>
<p><u>Facilities – Angela</u></p> <ul style="list-style-type: none"> • Work party schedule (specifically what needs doing before occupancy of Annex • Security switch-over (Price's to Cobalt) (Madelaine) • Oil tank disposal (Sue) • Field care (deferred from June) • Occupancy permits update 		<p>Facilities report attached.</p> <p>Several items need immediate attention. CVRD reqs temp wall at bottom of stairs to block off construction area. (Jill proposed we show off volunteers on it). Annex doors need refitting. Discussion that we hire someone to take on some of the more urgent items.</p>	<p>Alison to contact Peter S.</p>

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		<p>Motion: to approve the purchase of 'panic' hardware for the annex doors to comply with occupancy permit requirements \$2671.84 CARRIED through email</p> <p>Congratulations to all who helped with geo-therm digging. Sarah for lunches, etc. to keep the Ellisons; and to Blaine, Richard, Ellisons. Field will be sown in spring with rye</p> <p>Tree in field was removed as it was diseased. Discussion on how to get rid of debris</p> <p>Alex from AAE will do code analysis for us. Now CVRD supportive and waiting for plans for old building. Angela and David will present to CSAA Board Sept 25.</p> <p>Electrical quote from Optimus (formerly Skerik) to upgrade system panels (outside annex); necessary for geo-thermal. Options: Keep existing system @ \$8700 or Replace with new system @ \$12,000 Motion: CSAA to accept Optimus Electric's quote of second option and replace current panel with a new one. (Alison) CARRIED</p> <p>Discussion on when the Board needs to receive more than one price on projects or contractual work. Decision to defer policy discuss to next meeting</p> <p>Motion: to approve the choice of Green Isle for old school roofing contract CARRIED with 9/11 responding</p> <p>Discussion that the motion was on a large amount, and did not have all the budget info to make better informed decision</p> <p>Decision: Henceforth, onl motions that</p>	<p>Madelaine to contact Isaac. If no, then to approach Ben V. to cut up</p> <p>Slide show of plans with new projector at Harvest dinner</p> <p>Policy discussion for next mtg</p>

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<p>-----</p> <p>Coordinating – Alison</p>		<p>need to be handled by email, subject line needs to indicate "motion for approval", and directors are to send as "reply all"</p> <p>-----</p> <p>Several items were covered off in the coordinating meeting. Recruiting /keeping volunteers is one that needs focus</p> <p>Alison proposed to invite Georg from Volunteer Cowichan to present on how to make a Board effective at CSAA Planning mtg . Suggestion that if he is available, he come 7-8; then Board can review plans for old bldg with David/Angela 8-9</p> <p>Cheri suggested idea to revisit original idea of separating Board to handle various projects, perhaps should all be working to one end. Discussion to revisit after planning mtg</p>	<p>-----</p> <p>Alison to invite Georg for Sept 25</p>
<p>8. Paid/contracted duties input - Sue/Madelaine</p>	<p>8:30</p>	<p>Janitorial contract: Madelaine and Sue will review applications on Friday</p>	
<p>9. New Business</p> <ul style="list-style-type: none"> • Pay for performers –Madelaine • Projector purchase • Senior's programming (Pat) • Tree removal (<i>moved to Facilities committee report</i>) • Planning meeting (Alison) (<i>moved to Coordinating report</i>) 	<p>8:35</p>	<p>Madelaine suggested that performers who are invited to perform be paid a small stipend.</p> <p>Motion: That the CSAA make a donation of \$50 to each of the performers at Summer Celebration. And that all non-paid performances and/or performers that are invited to perform at a CSAA function be paid a stipend of at least \$50 in thanks. (Madelaine)</p> <p>Alison reminded Board that tax receipts cannot be issued for services.</p> <p>Decision: Defer to next meeting</p> <p>As requested by Board, Madelaine shopped for projector, to be purchased from Telus Youth programming grant.</p> <p>Motion: That the CSAA spend up to \$399 + on a Ebson EX5210 projector from Monk's . (Madelaine) CARRIED</p> <p>Pat Calveley proposes a social seniors club starting first week in Oct (Tues and Fri)</p>	<p>Madelaine to purchase on approval of account app</p> <p>Lorna and Pat to</p>

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		potluck lunch with various types of programs available afterwards - more for socialization. Would like a call out for a senior's club, including in newsletter.	further work to develop
10. Adjourn	9:35		
Next Meeting Dates		Governance and Planning - Sept 25 Board – Oct 16, Nov 20, Dec 18 Community- Fundraising – Facilities – September 25	Patty and Jill to advise committee mtg dates

TREASURERS'S REPORT - JULY 18TH TO SEPTEMBER 18TH 2012

EXPENSES

Capital

Ladder and Saw	177
Harlan – Popcorn	756
Playground Paint	60
AAE Structural	2,092
Slegg –Fascia	485
D. Skerrick Elec. Mat.	423
Is. Medi Equip.	74
Dobsons P. Anx/Gym	151
Anu – Gym Roof Bal.	16,683
Annex H/C Mirror/TP	62
Anu – Stilts Demo	7,280
Mercury Refrig. –pipe	3,000
JS Plumbing - Old School WC, Potters sink rough in Annex Staff WC	1,898
ProPacific	20,706
Extra work done Comm. Petrol. Re Geo Barry Ellison	865

Utilities

Shaw 2 mons	344
Hydro	368

Office

Apple Press	47
Abell Pest 2 mons	336
Prices Re-keying	305

TOTAL: \$ 56,112

REVENUE

Art Auction	3,043
Donations	25
Rental/Somanics	120
CVRD Area E&B	25,368
Dous Lease	900
Gov. Can. Queen	1,000
Heritage Grant	128,744
United Way	311
AA Rent 2 mons	130
Interest	1

\$ 159,642

BALANCE IN ACCOUNT: \$133,968