

CSAA BOARD Meeting – July 6, 2016 DRAFT Minutes
5:30-7:30pm @ HUB Upstairs

Chair: Hilary Else / Minutes: Mitzi Mogden-Dupuis

Attending: Jill Thompson , Angela Davies, Zena Green, Swarn Leung, Jeannie McIntosh, Lisa Daugenet, Alison Nicholson, Madelaine Macleod, Kevin Westwick, Melanie Watson, Barry O’Riordan

Regrets: Lisa Daugenet,

Item	Notes	Decisions/Actions
Agenda/Minutes		MARCH minutes approved JUNE minutes approved (with changes)
FINANCE/TREASURERS REPORT	Kevin walked us through new layout for Finance/Treasurers Report: <ul style="list-style-type: none"> • Separate line for cleaning • Separate line for garbage (for tracking) • Data specific to rental income (lease income etc) should be available but only available in depth annually • Most income is coming from annex rental use • Year over year view would be useful (for future years) 	
Action ITEMS		Monthly water testing is still in play When we switch source, will be weekly.
ED Report	Daycare re: Washroom vs teacher/student ratio discussion: Risk: building structure that if fails, will leave us with a sub-par space (because of bathroom needs) Fence outside daycare needs repair (small section cut out, likely not due to vandalism) Fridge in Café needs more regular cleaning	
UPDATES	CAFÉ Doing well, running all summer (except the week HUB is closed) <ul style="list-style-type: none"> • In need of a new microwave; Bailey may have one he could donate 	ACTION ITEM: M post that we are open Promote the Café on Marquee ACTION ITEM: Jeannie and Donna to create sign for Café operating hours Need a cook for week of Aug 5 th (Natasha won't be here)
	FACILITIES	Need painters (Joel-volunteer, Julia Boles)
	HUB FILM CLUB <ul style="list-style-type: none"> • Need to bring in more members (42 currently) • Have made money with concession • Yearly dues (renewal) May to May each year Suggestion: When we do our members drive (FEB), we can do a push for Film Club too Discussed: <ul style="list-style-type: none"> • Drop in Fee's being available at half way point, suggested donation of \$5/pp • Advertise the CLUB (without noting the movies individually) 	

	<ul style="list-style-type: none"> Schedule 3 months ahead (on FB), reach out favorites etc. 	
	<p>KOKSILAH WATER community Conversation:</p> <ul style="list-style-type: none"> 40 ppl attended last week <p>Eco-system based Plan is really a STUDY for us to have better information about our watershed. Language clarity: More emphasis about it being a study and not plan.</p> <ul style="list-style-type: none"> LIVAR DATA (CVRD has gifted access) <p>Tours are being developed to increase community engagement.</p> <p>Thinking fundraising idea to charge for a swim event. "Salmon Swim" and would be in need of volunteers for that. Separate the river length into sections to fundraise by groups</p> <ul style="list-style-type: none"> Cowichan Naturalists may be up to help. Approach Timberwest? For Donations (e.g.: 3D map) <p>Main thrust is to inform the official community planning process (there is no existing data about our water-flows, sensitivity etc.) can be used for rezoning applications.</p> <ul style="list-style-type: none"> CVRD is doing a water ATLAS of the Cowichan Valley <p>Alison is Area E Director (joint steering committee would be needed as required by CVRD)</p> <p>Plan is to get to the field by this autumn</p>	<p>Need to raise another \$10K as a community (to meet total of \$90K as outlined in budget projected - \$30K from Real Estate, ~\$40K from CVRD [Alison] + \$10K from CSAA fundraising)</p>
	<p>Pancake and Plant Sale:</p> <ul style="list-style-type: none"> Raised \$1049 from plants + \$400 from breakfast <p>Volunteer feedback is that event was positive</p>	<p>ACTION ITEM: Next year we record the # of volunteers (Donna will take charge of drafting form) and attendees</p>
	<p>Jumpstart is geared toward children at/below poverty line:</p> <ul style="list-style-type: none"> We don't have any financial assessments for families involved. So we need to show 1/3 of children being served be below poverty <p>Sadie submitted our submissions, including Sept session to show in 'good faith' that we are planning to continue (LICO) by asking people if they could show need for program.</p> <p>Dec- Jan through March</p> <p>Result could be funding (Jan-Mar) sessions as drop ins.</p> <ul style="list-style-type: none"> Funding fees paid by users and create the drop in fee schedule. <p>Sliding scale: pay Sadie \$600 for 13 kids at centre?</p>	<p>Ask parents if they can disclose financial information: Essentially this would mean a tick box method to say yes or no being above/below the threshold</p> <ul style="list-style-type: none"> The auditing would be done directly with Jumpstart <p>DECISION: If wording is agreed upon (opportunity to pursue break in user fees) with informed consent</p> <p>ACTION: Madelaine will work with Sade and share wording by email for board approval, within 2 weeks</p>
CODE of CONDUCT	<p>Board discussion re: close to final document, ensuring that any changes to meetings structured are compliant (in accordance with the Societies Act)</p>	<p>ACTION: If anyone doesn't want swearing at meetings, email Jill personally</p>
CSAA Policy Discussion	<p>Understanding reasons for creating/developing policies (discussion):</p>	<p>ACTION: Draft policy turnaround by September. Final document to be ready by</p>

	<ul style="list-style-type: none"> • Do we agree with Sections? • Board discussed the layout of the information, and; <p>Agreement reached to attempt reducing amount of overlapping between sections</p>	February 2017 (for adoption at AGM)
Policies, Bylaws	Some items in bylaws will be moved into policies (eg: Roles of Board members move from Bylaws to Policies)	<p>ACTION: Guidance needed from board to Madelaine. Specifically, we need to:</p> <ol style="list-style-type: none"> 1) Look at the big list and give feedback about the section (and do we need subsections?). 2) Indicate/ give feedback re: which of the bullet points are necessary or could be removed

Adjourn: 7:30. Next meeting: August 9 @ 5:30PM, location TBD