

CSAA BOARD Minutes - Oct 18, 2011

7:15-8:45 pm @ The HUB

Chair: Sue Wells

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

Guests: Pat Calveley, Victor Burkely

Notes: May need to take photos of board members.

Item	Time	Discussions/Motions/Decisions	Actions
1. Welcome, Introductions, Agenda, Review Minutes - Chair	5 min		
2. Treasurer's Report (For Information) - Angela <ul style="list-style-type: none"> • HST • Balance • Ongoing operating requirements 	10 min	>HST: Good idea because can claim back anything we spent. Can't get out must file once before removing. >Balance: \$49,035 >Ongoing expenses \$1200/mth right now. Discussion that CVRD Area E annual facilities grant is \$20K, so covered; held in separate account Motion: That the CSAA maintain a \$20,000 contingency to cover basic HUB operations. (Angela) Motion: That the CSAA maintain a \$20,000 annual contingency to cover basic HUB operations. (Alison) CARRIED	Angela to investigate
3. Review Committee TORs (For Decision): <ul style="list-style-type: none"> • Facilities – Angela • Community Engagement - Patty • Fundraising – Jill • Coordinating - Alison 	20 min	Motion: To approve the committee terms of reference as presented. (Rick) <u>Facilities:</u> major change: to remove Madelaine; establish contractor guidelines (10% margin) <u>CEC:</u> major change: this is a long term committee <u>Fundraising:</u> Major change: 2 guiding principles: "our job is to ask", and "pay to play", create culture of giving/giving back <u>Co-ordinating;</u> no changes Motion: To approve in principal the committee terms of reference as presented. (Rick) CARRIED	

<p>4. Facilities Update – Angela and Sarah</p> <ul style="list-style-type: none"> • Fix ups required to lease the annex • Next priorities • Contracting Guidelines –(For Decision) 	<p>10 min</p>	<p>Motion: That up to \$18,000 is approved to repair the damage caused by the copper thieves to the annex plumbing and gym/old school furnace hook ups and to build a wheel chair accessible washroom in the annex. (Angela</p> <p>Motion: That up to \$18,000 be approved to repair the majority of the damage caused in the annex, and to build a wheelchair accessible washroom in the annex. (Angela) CARRIED</p> <p>Panic hardware is appx \$10K so we will wait on that</p> <p>Motion: To approve the contracting guidelines as presented/attached. (Angela)CARRIED</p> <p>Motion: To approve \$1088 to redo fencing. Split rail fence to be installed in place of the trees. Marius Popma to install, CSAA will purchase material. For now, it will run from parking lot to gym. Tagz Fencing to remove the chain link fence, retaining it on site for possible future use. Will re& re vehicle access gate.(Angela) CARRIED</p> <p>Landscaping of bed. Simple and drought tolerant. Donation of cobbles and boulders coming from Evans. Lorraine has approached Dinters and Stone Pacific for further donations of rocks and plants</p> <p>Motion: Approve landscaping plan and budget of \$600. (Lorraine) CARRIED</p>	<p>JS Plumber @\$10K</p> <p>Rick would like 6 month to 1 year heads up as numerous grants available for native landscaping.</p>
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<p>5. Fundraising Update-Jill</p> <ul style="list-style-type: none"> • Christmas Campaign, Events & Brochure (For information) • Donor Levels (For Brainstorming) • Short term requests for materials for Annex and Gym 	20 min	<p>Motion: To spend \$170 to rent porta-potty if bathrooms not available. Failed</p> <p>Motion: That a donation of \$50 or more include a free one year membership.(Jill) Approved in principle</p>	<p>Sarah to determine if water can be turn on to gym bathrooms</p> <p>Alison will check to ensure this is valid</p>
<p>6. Events (For Information) – Patty/Jill</p> <ul style="list-style-type: none"> • Open House October 30th <ul style="list-style-type: none"> ○ Assign Tasks • December “Thank you” 	20 min	<p>Motion: That up to \$1000 is approved to be spent on and for planning the October Open House and December events (Patty) CARRIED</p> <p>Motion: That tax receipts automatically issued for donations over \$20; otherwise as if asked (Rick) CARRIED</p> <p>Motion: To use proposed logo as presented by Patty on the Christmas campaign brochure (Sarah)CARRIED</p> <p>Christmas function December 17. This is an event as a "thank you" to donors/community. Plan is for a square dance, and to hold in the annex. Discussion to make it an affordable event. Fund raising committee to do a thank you presentations.</p>	<p>Directors need to come dressed in Halloween costumes, and come 1 hr early to receive "tasks". Patty will advise if anything further through email in next few days.</p> <p>Jill's proposed mid-November event for contractor - to be firmed up.</p>
<p>7. Check-in /Update Rolling Actions List - Madelaine</p>	5 min	Action items updated	
<p>8. Other Business – credit card donating – Alison</p>	5 min	<p>Due to cost, credit cards are not an option. Online donations through Paypal or CanadaHelps.org are two options being considered.</p> <p>Motion: To register with CanadaHelps.org for online donations. (Alison) CARRIED</p>	
Next Meeting		November 15th	