

CSAA BOARD Meeting – December DRAFT Minutes

5:30-7:30pm @ HUB Upstairs

Chair: Jill Thompson / Minutes: Mitzi Mogden-Dupuis

Attending: Melanie Watson, Kevin Westwick, Barry O’Riordan, Jeannie McIntosh, Hilary Else, Zena Green

Regrets: Swarn Leung, Bailey Williamson, Diane Perry, Donna Shaw, Angela Davies, Lisa Daugenet

Item	Notes	Decisions/Actions
Welcome		Approved Agenda Approved Nov 2016 Minutes Decision: Community Surveys due back by Dec 31, 2016
Gratitude	Jill shared great comments (from friends in many surrounding communities) about all the wonderful things happening at the HUB	ACTION: Jill to find Ron Price’s card
Action Items from Nov	Volunteer follow-up with Hilary Jill and Mel working on policies. Barry circulated his part Policy Package will need approval next meeting Swarn will be sending letter to resign her board position. Natasha indicated acceptance taking Swarn’s place (re: Koksilah watershed committee and CSAA liaison) Decision next month.	ACTION: Melanie will help filing in the new year ACTION: Hilary to ask Frank to be the new brick installer
	Boreal Event at the HUB Saturday Dec 17	ACTION: Jill to be CSAA rep (10AM-2PM), Jeannie for (2PM-6PM) ACTION: Jill to ensure we have enough surveys to circulate to the crowd. Printing for Saturday ACTION: Jeannie to set up a brick display
Treasurers Report / budget update	Kevin will separate the Watershed (line item) from the Halloween (which was one deposit) – Comparative Income Statement	ACTION: Kevin will design spreadsheet that gives ability to pull a project report for Koksilah Watershed Cmmttee activities (from Income Statement) for reporting
Christmas	Dec 22 nd : SIMPLE Potluck (cookies, appetizers, Popcorn Hot Apple Cider)& caroling <ul style="list-style-type: none"> • Meet at 5:30PM Caroling car pool leaves at 6:00, Event at 7:00 open stage. Movie on stand-by Budget: \$50	DECISION: BYOD APPROVED: \$50 budget ACTION: Jill to print song lists ACTION: Jeannie will write invite to the community for the very casual party
Eldercare: Seniors Dinner	Food donated by Cowichan Green Community (funded by gov.) to host kick-off of Eldercare. CSAA donates the HUB space	ACTION: Mel to approach Hilary Abbott to see if he would like to lead/if there is interest
Café is booming	Café is booming Good amount of active volunteers <ul style="list-style-type: none"> • Need a heater 	
Easter Event	Leah Burley volunteered to run. Board suggests to have a co-lead. Caveat: LEARN from LAST YEAR. Debrief	Jeannie Volunteered to be the food lead & co-lead
AGM	Need a nominations committee. Empty positions include Treasurer, President	DECISION: AGM DATE May 9 th , 2017

<p>Annex Sub-Lease</p>	<p>Diana/Kate have a contingent sub-lease but Diana is offering to sign a 10 year permanent agreement at full rent. They have been great renters and community members.</p> <p>Inayat's lease is up for renewal in Feb. Sub-lease includes clauses about expanding to other 2 rooms, (should have happened by now according to original schedule).</p> <p>Plan to talk to her about options.</p> <p>It has taken a long time and community and OT practice now rent/lease the spaces regularly – don't want to displace current users for potential future daycare, especially with slow track record.</p> <p>George Cavely has extensive landlord experience and would be willing to act as 3rd party at Jan meeting.</p> <p>Community was expecting a daycare - we are not yet at capacity/serving the community.</p>	<p>DECISION:</p> <p>ACTION: Jill to circulate options to full board for approval.</p> <p>Barry to organize January meeting with Inayat.</p>
<p>Blue Grouse sign request</p>	<p>Do we limit the space and do so for a small fee</p>	<p>DECISION & ACTION: Jill to circulate the idea of asking Blue Grouse to fund an attractive neighborhood directional sign in the soccer field including the HUB and Historical Cowichan Station (and Blue Grouse) with room for 2-3 more signs</p>

Adjourn: 7:30. Next meeting: January 10, 2017 @ HUB Upstairs / Rec Room