

CSAA BOARD Meeting – Tuesday Feb 9, 2016 Minutes

5:30-7:30pm @ HUB Upstairs

Chair: Jill Thompson / Minutes: Mitzi Mogden-Dupuis

Attending: Angela Davies, Zena Green, Jeannie McIntosh, Sarah Davies-Long, Swarn Leung, Pat Calveley, Michael Andringa, Lisa Daugenet, Alison Nicholson, Barry O’Riordan, Melanie Watson

Item	Time	Notes	Decisions/Actions
1. Welcome Mitzi, Melanie	5:30	Introductions	
2. Agenda/ Minutes	5:40	Agenda confirmed, previous minutes and action items, reviewed Contact list circulated amongst all in attendance and updated	
3. Thank yous	7:20	List of people set to receive gift cert for lunch at the HUB Cafe <ul style="list-style-type: none"> • Richard Cooper took out pk lot chains + many more projects • Mark Walker for repeatedly donating through United Way • Jens Barsballe – danger tree removal • Chris & Ian McMahon – Mercury wiring hookups • Gil & Leona - groundskeeping Also thank you card to Irvin	Decision: thank extraordinary donors and volunteers with HUB café free lunch coupon(s). HUB ‘thank-you’ cards circulated around table for signatures to be hand delivered with Gift Certificates Need name of person who donated computer (for HUB Cafe gift cert)
			Zena to develop Gift Certificates. Café to submit cashed certificates with cash. Alison to “charge” certificates to volunteer appreciation budget
4. Finances	5:45	Treasurer Report (Angela) <ul style="list-style-type: none"> • Accolades from group for great report 	No Questions
		Budget Update/YR end picture (Alison) <ul style="list-style-type: none"> • Rentals did well this year so may be able to apply surplus to match Canada 150 grant. • Gaming Grant to be announced this month. (Received \$5K last year.) If CSAA does not receive \$16,000 grant for 2017, budget will be tight. 	Plumbing costs tbd at next meeting
		General discussion regarding rental fee increases	Revisit the issue after AGM, autumn is standard timing to revise fees
		Computer to be covered by capital equipment costs of CSAA operational budget. Max \$1,000	Motion was made to approve purchase of computer for E.D. use. Motion Carried. <ul style="list-style-type: none"> • Barry to shop for computer. \$1000 budget
5. E.D. Update	6:00	Barry has been converting the facilities rental schedule/bookings from word to google calendars so it will be accessible (February to September) to interested groups and free up time to focus on other areas.	Barry will post the calendar of availability to HUB website

		Suggested adding a FAQ area to website with links to forms (rental agreement etc.)	
		Proposed that email communications/correspondence should be updated. <ul style="list-style-type: none"> Three lists: General CSAA, HUB Café, Backwoods Telegram Ensure there is an option in each email for Plain Text	Utilize free MailChimp service
		Barry was in touch with Island Savings Centre to discuss contracts in place for local sports and events. Was told they use spreadsheets with standard questions (check boxes) to indicate basic info (IE: # of people at event, age groups etc.), and form is completed (and paid for) by renters and then sent in for insurance coverage.	Goal is to use this simplified format for our HUB event needs and to explore whether we can get event coverage for our renters this way.
		Insurance Policy (Workers Compensation) coverage for Volunteers unclear (age restrictions) and should be better understood	Barry to investigate (find policy & review)
		Has the gist of banking activities. With further input from Angela, responsibilities will be increasing.	Need to determine which accounting software programs will be used
		Proposed HUB Café staying open through summer <ul style="list-style-type: none"> Raised issue of water needs/demand vs supply and quality (chlorine etc.) 	Lisa will look into how to get tank online. Alison doesn't think we should. Further discussion postponed until next meeting
6. Decisions	6:15	AGM to be scheduled for April 15 th	Mitzi and Madelaine to plan AGM election
		Board Nominations <ul style="list-style-type: none"> Jeannie: Will be running for director Mitzi: Will be running for Secretary Melanie: Will consider running for director Board Changes <ul style="list-style-type: none"> Pat: Not running for re-election Sarah: Has reached 6yr maximum for board seat, not able to stand for re-election 	Jill/Pat to contact suggested additional candidates for director positions: Clay Studio, Glenn and Emily Sarah to contact Jenn Wenberg
		<ul style="list-style-type: none"> Jill expressed desire to better attract, engage and thank volunteers by planning a fun activity to coincide with AGM night 	Mitzi and Jill to plan Trivia/game activities for AGM
	6:35	Movie Night proposal (Melanie Watson) <ul style="list-style-type: none"> monthly movie nights to be held in gym/outside in summer DVD/stream films Pillow cinema (bring pillows, arrange chair seating at back) Film challenge events (local movies shot in community etc) Suggestion to create a Club w/dues Charge for Concession 	Melanie, Mike (and possibly Sonia) to figure out licensing requirements and film permissions. Chat with Cinema at Salt Spring for their approach to these issues <ul style="list-style-type: none"> Name TBD. Suggested "Showtime at Cowichan Station" (Pat) and "Hub Film Club" (Zena) for a name...
	6:45	Watershed Tour funding proposal (Swarn) <ul style="list-style-type: none"> Explored grant (for one/ inaugural tour) but didn't fit Swarn, Emily and Zane to develop strategy and activities Designed to tour 3 parts of the Koksilah River to educate 	Motion was made to allocate \$100 for tour incidentals/ speaker honorarium/ refreshments. Motion Carried.

		<p>and engage community about:</p> <ul style="list-style-type: none"> ○ impacts on watershed ○ Land-use ○ Neutral approach <ul style="list-style-type: none"> • Use Map as interactive tool to engage people and reproduce digitally 	
	6:55	<p>Watershed Cttee (Swarn) – Terms of Reference emailed to the Board. Please review by next meeting.</p> <p>Drafted doc with suggestion of informal titles (IE: Working Group)</p>	Move to discuss/ approve next meeting (after all have reviewed info)
	7:05	<p>Feb Phone Drive will:</p> <ol style="list-style-type: none"> 1) Remind members to renew member dues in order to vote at AGM 2) Ask for donations toward ‘Doubling your Dollar’ campaign reach goal of \$46,000 (total) in order to secure matching grant <p>Volunteers:</p> <ul style="list-style-type: none"> • Jill • Jeannie • Swarn • Sarah (likely off-site) • Melanie (maybe) 	<p>Target of 200 calls</p> <p>Tuesday Feb 23rd at 5:00pm</p>
		<p>Maintenance Needs:</p> <ul style="list-style-type: none"> • Angela compiled and emailed an extensive list of maintenance needs 	Michael agreed to another meeting, arranging with other fix-it volunteers a time to discuss and plan activities
7. Reports	7:05	<p>Facilities, Fundraising, Cafe, Jumpstart, Easter</p> <ul style="list-style-type: none"> • Facilities: Fully booked • Jumpstart applying for funding again. Stable participation • HUB Café: is now making and breaking sales records (Jeannie reports reaching \$300 target) • Easter fundraising was not discussed 	Jeannie to plan Valentine’s Day theme for Café (chocolate hearts with a meal)
8. Review Action Items	7:20	Action Items Recapped. (Mitzi)	

Adjourn: 7:30. Next meeting: Tues Mar 8 @ 5:30