

CSAA BOARD MINUTES – February 19, 2012

7:00-9:00 pm @ The HUB

Chair: Sue Wells

Directors Attending: Angela Davies, Alison Nicholson, Gord Iversen, Pat Calveley, Jill Thompson, Madelaine MacLeod, Cheri Ayers

Regrets: Patty John, Rick Juliusson, Sarah Davies-Long

Guests

Item	Time	Discussions/Motions/Decisions	Actions
1. Welcome, review of agenda and previous minutes	7:00 pm	Agenda approved with following additions: Anglican Diocese dialogue 125 love in Solar panels Newsletter Budget Previous minutes accepted	
2. Treasurer's Report – Angela	7:10	Treasurer's report attached. Accepted. Heritage Canada holdback \$26,500. We should have been charging HST since last January so need to start now (appx \$1400 outstanding)	Alison and Angela to contact renters
3. Secretary's Report - Madelaine	7:15	Security and fire system update No correspondence	
4. Old Business and update of action items <ul style="list-style-type: none"> • AGM • Pottery studio update- • Community conversation feedback- Alison? • Playground zone request 	7:25	Facilities, funding and governance update: Peter Daniels new Asset Mgr for Diocese; Sue to set up dialogue regarding St. Andrew's AGM – set for April 12 6:30-7; ribbon cutting/cake; 7:30 dance. Need to invite funders, political people, CVRD, Heritage Canada, etc. Pottery studio: Grant application sent Feb 14; looking at this group as a sub/working arm of the CSAA instead of tenants; Community Conversation feedback: results posted on website Playground speed zone request in – waiting for a reply Roles and responsibilities still pending from executive and committee chairs except Angela and Jill	Jill to create invitation; invite fdrs Cheri and Patty to organize DJ, food/cashbar
5. Annex Lease - Alison	7:40	Update on Inayat (Montessori school) Bob Harper has approved sublease; licensing pending, but paying now so can renovate; need to move CSAA renters out as of April 1	

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<p>6. Committee Updates: Highlights and Questions</p> <ul style="list-style-type: none"> • <u>Fundraising</u> – Jill <p>Per attached report</p> <ul style="list-style-type: none"> • <u>Community</u> – Patty <p>Valley Voice article and invite for celebration to officials per Rick</p> <ul style="list-style-type: none"> • <u>Facilities</u> – Angela • <u>Coordinating</u> – Alison 	7:35	<p>Fundraising: Summer student job application: wages covered but need to mentor (decision not to pursue due to director workload) Solar panels donation: offer needs \$3500 from us, so really donation is now a proposal (decision not to pursue due to cash requirements) Door to door campaign: Cheri and Jill to run Burger & Beer at Cow Bay Pub: April 28 Outdoor sponsor wall still in progress</p> <p><u>Facilities:</u> Construction started on kitchen Round tables are here complete with dolly Further clean up needs doing,</p> <p>MOTION: per Facilities' recommendation; To hire Green Isle to do kitchen reno. CARRIED (via email)</p> <p>CEC – didn't meet but newsletter discussion; to be written by Brenda and Cheri, with input; Madelaine to handle mail distribution Need catchy phrase for "tight wad" section; and for "who's who"</p> <p>125 love in: Jill working on flyer; website for emailing photos/notes ;</p>	<p>Madelaine to follow up with media on both April 12 and April 28 events</p> <p>Send info to Cheri by end of this week;</p>
<p>7. New Business</p> <ul style="list-style-type: none"> • Future direction for CSAA/Priorities • Budget for 2013 discussion 	8:10	<p>Budget document presented by Alison; the blanks need to be filled in for AGM; need a contingency fund for operations</p> <p>AGM Nominations committee Jill and Pat C.</p>	
8. Adjourn	9:10		
Next Meeting Dates		Board – March 19 Community-Fundraising – Facilities –	

TREASURER'S REPORT JANUARY 16TH 2013 TO FEBRUARY 19TH 2013

EXPENSES

Shaw	133	
Hydro	?	
Cobalt Sec.	45	
Contract Cleaners	462	
Island Fire Protec.	62	
J.S. Plumbing	2,212	Sewer
Optimus Electric	2,364	"
Mercury Refrig.	15,021	HVA
CostCo – Tables	2,800	
Angel Access 50%	4,486	S.chair
Planet Clean	98	
Dobson;s Paint	161	
Green Isle Homes	14,940	Roof
Green Isle Homes	10,665	Kitchen
Price's Sec.	2,405	Panic
Garbage	36	
Bank Fees	1	

REVENUE

Gym Rental	155
Men's Group	295
LOL Fitness	316
Drama Class	113
CVRD	86
O.T. Lease	600
Hoedown	80
Dutch class	36
Memberships	110
Open Mic	120
Recorder Class	320
Home School gym	70
Capoeira	110
Metal reclaim	50
Feldenkrais	20
Bank Int.	7

TOTAL:	\$ 55,891	TOTAL:	\$2,487
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BALANCE IN ACCOUNT: \$31,320

Note: We are nearing the end of our grant and will just have enough to complete the Green Isle Homes contract for the kitchen/café/foyer, all things being equal and our other contract commitments (Angel Accessibility, Ian Ralston, AAE Structural, TLC Insulation)

The spending spree is over folks, back to tightening the belt and looking for money.

CSAA Fundraising Update Feb 2013 (Jill)

Decision Requested

- Summer Job application?
- Solar panels? Process to move forward

Updates:

Don't spend money!

Alison is tracking money very carefully to get as much as we can out of the Heritage grant. Doing well but we're going to have a cash flow issue until we get the Heritage 'hold-back'. Also, moving forward we don't have a lot of 'spare change' and inevitably repairs and supply needs will arise. Burger and Beer and membership drive are aimed at bringing in non-specified funds that can be used for such needs. In the meantime, don't spend money! (or check with Alison first).

Door to Door Membership Drive

- Will start later this month. Should confirm AGM and 125th party date first. 125th flyer is ready. Also making a tear-off membership form that leaves behind: a) our contact info; b) intro to the HUB – history, successes, how to use it today; c) ways to get involved in CSAA; d) current HUB programming and community events.

Grants

- \$50k grant application to BC Creative Spaces submitted for clay studio and arts room on ground floor of schoolhouse. Will hear in mid-March. Rooms should be open by fall if approved.
- Deadline for Summer Jobs end of Feb – 100% subsidy for youth employment experience. Must include mentoring/training and supervision.
- No response still on inquiries RE Western Econ. Diversification CIIF \$95,000 grant for washroom block. Website still says "All applications are being reviewed as quickly as possible and applicants will be notified once all funding decisions are made."
TD Friends of Environment \$3k pending for "Greenovation" signage.
- If we get HRSDC, will have to apply to have \$\$ re-allocated, as we are now having the wheelchair lift covered by BC Rehab grant. (model applied for in HRSDC application doesn't fit our stairway).
- Need to do final report for VanCity/Real Estate BC to get final \$3000
- To do... Home Depot, BC Hydro, CN Stronger Communities Fund, RONA (materials), start collecting usage numbers for final Cdn Heritage report, make ppt/speech to take to Rotary etc.

Events

Cow Bay Beer and Burger fundraiser set for last Sunday in April. Can everyone help sell tickets?

Business Partners

- Jill/Angela to meet with RONA RE washroom donations – particularly for the theatre washroom block.
- Offer of solar panels from Mike Isbrugger (Mtn Rd) to generate power for HUB and promote his company.
- Green Isle and partners proposing to donate bus shelter - we need to help them get materials donated – to promote their company.

Other

- Supporter Recognition: Outdoor Sponsor Wall still in progress – David working on new design – will still need to measure, cut, paint, install boards.
- Need to update HUB thermometer sign outside – anyone know where the orange paint is

FACILITIES REPORT JANUARY 16TH TO FEBRUARY 19TH, 2013

GENERAL NOTES

We have approval from the CVRD Inspector to carry on with the kitchen/café/foyer without a permit. Green Isle Homes our chosen contractor will call for inspections as needed.

AAE Structural is working on the drawings for the ramp and deck and we will need a permit for that work to commence, Alex is also working on a drawing for seismic upgrade for the gym perimeter walls to be connected to the plate.

GYM/KITCHEN/CAFÉ/FOYER

Work starts Monday Feb. 18th. Time frame for the renovations work – 6 weeks for the kitchen/café, the same for the foyer.

Temporary kitchen will be in the hallway, fridge, stove also.

Kitchen long counter cupboard with content will be stored in the gym.

Other kitchen contents will be in the East room of the old school.

Outdoor community boards and mail box are moving to the walls outside the entrance. Hopefully Gil Hiesie will help Jill.

16 round tables have arrived. One cart which fits 10 tables, doesn't look like they sell the carts separately so 6 will be loose stored for now.

Hallway drinking fountain repaired.

OLD SCHOOL

Contractors kitchen and lunch area, plus board room will be in the East Room as we have a sink and counter available .

Quotes for the Pottery Studio and the downstairs are in and have been included in the grant app. which went out on Friday thanks to Jill and Rick.

More clean up and organising needed in the old school, upstairs and down,

There will be power disruptions both from Optimus Electric and Hydro will need a 6-8hr. period to replace the transformer, date to be determined by Hydro and us. We now are on Smart Meters and they are trying to sort out what we owe on our latest bill, which is why we haven't had one recently.

Stair chair ordered, will be installed in the next few weeks.

ANNEX

Thumb set installed, the rest of the panic hardware is still at Price's, to be delivered to the site.

INFRASTRUCTURE

Ian Ralston, septic engineer, apologies for the delay in meeting with us etc., as he has been working on a complicated job.

Hoses and nozzle are now in the lean-to shed.

Madelaine says we are missing 2 orange cones, anyone seem them?

Green Isle will be making the curb to the gravel walkway from the parking lot H/C accessible when they do the footings for the foyer entrance.

Downspouts and boots on the gym and the old school
Perimeter drainage still needed for both buildings