

CSAA BOARD AGENDA – January 16, 2013
7:00-9:00 pm @ The HUB

Chair: Sue Wells

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

Regrets: Sarah Davies-Long

Guests : Derek Myles, Cara Hunt

Notes: Hand in completed CSAA volunteer forms, criminal record checks

Item	Time	Discussions/Motions/Decisions	Actions
1. Welcome, review of agenda and previous minutes	7:00 pm	Agenda and minutes from previous meeting approved.	
2. Presentation on Bike Park by Derek Myles	7:05 pm	Board supports Derek's proposal on need for bike park and supports further planning. Derek to follow up on questions/comments from directors. Cheri will be his contact	Madelaine to provide Derek with dir questions and email info
3. Treasurer's Report – Angela	7:25	Treasurer's report attached MOTION: That the balance of the Queen's Jubilee funds amount \$700 be donated to Camerata String Orchestra for their performance at the Royal Strawberry Tea. Alison. CARRIED	
5. Secretary's Report - Madelaine	7:30	Reminder that all directors need to complete forms + submit record checks Correspondence overview : nil Alarm use review	Madelaine to send report reminder with minutes a week before meeting
6. Old Business – • Janitor & contract update • St. Andrews church	7:35	Contract for Lisa signed; month to month in place to end of March. As per janitor's request/need, Sue has approved 1 additional hour. Discussion on disposal of diapers, etc Sue received email response to letter re St. Andrews. Chris Pease indicates agreement to community dialogue on church site.	Madelaine will get info for discussion Sue to follow up with Mr. Pease
7. Annex Lease for Montessori school - Alison	7:40	Inayat still waiting for licensing approval; son will install required fencing ; Alison writing lease commencing Feb 1, 2013 for RH classroom; amount will be for \$600/mth until licensing approved then will increase. CSAA is able to use room until program is in place.	Alison will complete lease

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<p>8. Committee Updates: Highlights a. <u>Fundraising</u> – Jill</p>	<p>7:45</p>	<p>Fundraising report attached. MOTION: To increase membership fee effective Feb 1, 2013 to \$20 for household or \$75 for 5 years for household. (Jill) CARRIED. This will be reviewed next year to consider addition of benefits.</p> <p><u>Grants</u> still no word on Wstn Diver; TD Friends of Environment proposal for signage; other grant opportunities to pursue in the next 3 months. Provincial Culture grant just announced for \$50K for lower washrooms; chair lift vs. auto door openers; <u>Events</u> - Burger and Beer night at Cow Bay pub in May. <u>Business donors</u> - sponsor wall ongoing – logos printed; Alison will add to our website Total support in funds well over \$500K Total including in-kind over \$750K</p>	<p>Jill/Cheri to coord "love the hub" mbrsp drive in Feb</p>
<p>b. <u>Community</u> – Cheri</p>		<p>Minutes from CEC meeting attached. <u>Planned 2013 events</u> Feb 2 Community convo (rescheduled) May Burger & Beer July 13 Summer Celebration Sept 21 Harvest Mid Dec. Christmas dance Also: adult dance, movie night</p> <p><u>Community Conversation:</u> will be a round table format; would like to have presentation on new heating/insulation</p> <p><u>125 birthday celebration and AGM</u> dates TBA pending clarification from Heritage Canada (does it have to be before or can it be after March 31)</p> <p>AGM: to include update on Bright Angel; Church; train station</p> <p>Still on table: community to do 125 things, take pic's and send - to celebrate 125 years</p> <p>HUB rented for Area E Parks and Rec mtg;</p> <p>Community member holding movie night</p>	<p>Alison/Patty/Cheri to develop ques.</p> <p>Jill to ask Jason and Kuan to present</p> <p>Rick to contact HC and advise</p>

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		<p>Jan 31 doc but need screen painted and mounted Open mic night now last Friday of month; Kent would like to donate banner to advertise (board supports this donation)</p>	<p>Alison will follow up</p>
<p>c. <u>Facilities</u> – Angela</p> <p>Rick requests:</p> <ul style="list-style-type: none"> • space for woodworking cooperative • Site for handball/tennis practice 		<p>Facilities report attached The following 3 quotes as presented by Angela have been approved by Board members via emails >based on quotes submitted, support Facilities recommendation that Ian Ralson P.Eng. to do study of septic field. Total costs \$900-\$1200 plus >Approval for Mercury to install clean air return (HRV). Unit and ductwork donated by Mercury; installation is \$3964 and will be paid through CVRD gas tax grant >based on quotes submitted, support Facilities recommendation to approval TLC Insulation to supply insulation in gym</p> <p>Proposed plans for kitchen presented; Board asked if additional window can be added. Once quotes are reviewed, will call for a motion to proceed on kitchen reno contractor via email; Annex has new toilet; perimeter drains to be installed in spring (crawl space under gym continues to flood) Jobs for volunteers included in report;</p> <p>MOTION: To approve spending up to \$5000 on collapsible round tables (Angela) CARRIED</p>	<p>Angela will have David work option in</p> <p>Sue volunteered stage clean up Sunday – help welcome</p> <p>Alison/Angela to follow up to acquire tables</p>
<p>d. <u>Coordinating</u> – Alison</p>		<p>Updated budget submitted: \$100K in legacy cash to spend – kitchen reno will take care of most, balance to be applied to septic system; \$25K left in gas tax but even with donated labour need up to \$50K to do annex geotherm project;</p>	

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		<p>Need to think about funding maintenance plan. Area E grant \$20K plus should set aside portion of rentals to cover</p> <p>MOTION: All future events hosted by CSAA held at the HUB will be at a minimum of cost recovery. (Alison) CARRIED.</p>	
<p>9. New Business</p> <ul style="list-style-type: none"> • AGM (Director recruitment) • Future direction for CSAA/priorities • Roles and responsibilities of board positions; position descriptions • Review of roles and responsibilities of committees • Budget for 2013 discussion 	8:15	<p>AGM/director recruitment: Cara Hunt is interested;</p> <p>Roles and responsibilities of executive positions and committee chairs to be developed</p> <p>Due to overlap between fundraising and CEC on newsletter, Alison to coordinate newsletter committee</p> <p>Budget to be tabled next meeting – committees to provide info to Alison prior to next meeting;</p> <p>Rick asked how to make Koksilah Road playground zone</p> <p>Work party schedule to be developed</p>	<p>Executive and committee chairs to develop R&R for next meeting</p> <p>Committee chairs to provide info to Alison prior to next meeting</p> <p>Rick to follow up (Patty may have Highways contact)</p>
10. Adjourn	9:15		
Next Meeting Dates		<p>Board – February 19, March 19, April 16, May 21, June 18</p> <p>Community-Fundraising –</p> <p>Facilities –</p>	