

**CSAA BOARD AGENDA – July 16, 2013**  
**7:00-8:45 pm @ The HUB**

**Chair:** Alison Nicholson

**Directors Attending:** Sue Wells, Pat Calveley, Madelaine Macleod, Cheri Ayers, Gord Iverson

**Regrets:** Michael Andringa, Angela Davies, Jill Thompson, Sarah Davies-Long, Rick Juliusson

**Guests:**

**Notes:**

Item	Time	Purpose	Actions
1. Welcome, Introductions, Agenda	<b>7:15 pm</b>		
2. What's Up <ul style="list-style-type: none"> <li>• Quick round table FYI &amp; applause</li> <li>• CVRD tour</li> </ul>	7:20 10 min	<p>Chance to chat and exchange info about community news, insights, ideas and successes.</p> <p>Diane Dous brought to our attention that some people have been seen hanging around the HUB when she has been onsite alone. We will follow up by viewing security camera footage; need dates Bob Harper has signed off on lease for potters Building permit with Ian</p> <p>Would like info/results from paratransit info session happening at same time as this meeting</p> <p>CVRD toured facilities. Very positive response from all.</p> <p>Thank you to people who cleaned up around HUB, to Dinters for cleaning up around St. Andrews</p>	
3. Focus on Business	<b>7:30 pm</b>	Time to discuss and make decisions on policies and priority issues.	
<ul style="list-style-type: none"> <li>• Reports &amp; Questions <ul style="list-style-type: none"> <li>○ Donations</li> <li>○ Summer Sale</li> <li>○ Facilities schedule – roof; downstairs</li> <li>○ Field mow</li> </ul> </li> </ul>	10 min	<p>Reworked financials attached;</p> <p>Received two donations totaling \$20K (anon and Bruce Freeman); also got \$50K from CVRD; need to fundraise for \$35K</p> <p>Summer sales raised \$1100....huge return on plants. Thank you to Dinters for generous donations.</p> <p>Still aiming for Sept. for potters, but lots of work to get there; CVRD has permit; Anu to "finish roof before Angela gets home"</p>	Cheri to mow upper field by next weekend for yoga session
<ul style="list-style-type: none"> <li>• Fundraising –Alison <ul style="list-style-type: none"> <li>○ Oct 6 Beer &amp; Burger</li> <li>○ Brick Campaign</li> <li>○ Appeal Letter</li> </ul> </li> </ul>	20 min	<p>Appeal letter on hold;</p> <p>Brick campaign kicks off Sept.;</p> <p>Burger&amp;Beer in Oct with directory of local businesses – info to go into Aug newsletter.</p>	
<ul style="list-style-type: none"> <li>• Rentals – proposed rates</li> </ul>	10 min	<p>Proposed rate changes presented.</p> <p>Discussion led to change in cost of kitchen rental: to be min. \$5.00/hr with gym rental.</p>	

		Motion: To approve new rental rates as presented. (Alison) CARRIED.	
<ul style="list-style-type: none"> <li>Alumni – the plan -Madelaine</li> </ul>	20min	Date June 6,7,8 2014 Spoken to various orgs in Valley. Plans include meet and greet W&C Friday, activities Sat am with gala dinner and dance, Sunday pancake breakfast, alumni assoc. mtg. Working on Website and facebook but needs help	Madelaine to put call out to community for reunion help
<ul style="list-style-type: none"> <li>Newsletter - Cheri</li> </ul>	10 min	Newsletter to be same format; to include info on directory, Oct. B&B, fall schedule, appeal for annex funding, church date, and profile of Van B. family	Info to Cheri by Aug 9
4. Looking Ahead <ul style="list-style-type: none"> <li>Date for Church community conversation?</li> </ul>	<b>8:40 pm</b>	Planning - Gathering the community together – next fall/winter	Sue to contact P. Daniels re Nov 1 or 8
5. Summary	5 min	Recap Actions	
6. Adjourn	<b>9:00 pm</b>		
<b>Next Meeting</b>		<b>September 17</b>	

March 2013 – Feb. 2014 (budgeted)		2013/14 actual	2013/14 projected	
OPERATIONS				
<b>Revenues</b>	Membership fees	\$600.00	\$825.00	\$900.00
	HUB Rental Income gym/annex	\$7,000.00	\$3,838.21	\$8,000.00
	HUB lease income annex (16 @ \$600, 6 @ \$1200)	\$14,000.00	\$6,543.37	\$16,800.00
	CVRD annual operating grant	\$25,000.00	\$24,043.39	\$24,043.39
	Income from community events	\$4,000.00	\$483.35	\$2,000.00
	Other operations/program grants			
	HST rebate	\$1,400.00	\$1,497.00	\$1,400.00
	bank interest		\$9.34	
	<b>Subtotal operations revenue</b>	<b>\$52,000.00</b>	<b>\$37,239.66</b>	<b>\$53,143.39</b>
<b>Expenses</b>	Media Advertising	\$200.00	\$0.00	\$200.00
	Newsletter	\$2,000.00	\$337.30	\$2,000.00
	Office supplies & expenses	\$500.00	\$347.20	\$500.00
	HUB - non capital equipment	\$2,000.00	\$14.99	\$1,000.00
	HUB - Hydro (est \$1500/mo. x 9 mo.)	\$9,000.00	\$2,755.69	\$13,500.00
	HUB - Security	\$1,200.00	\$699.40	\$1,200.00
	HUB - Phone/internet	\$2,000.00	\$504.19	\$2,000.00
	HUB Occupancy Other (e.g. water, garbage)	\$500.00	\$345.30	\$500.00
	Legal/accounting/lease/licenses	\$2,000.00	\$25.00	\$2,000.00
	Insurance	\$7,000.00	\$0.00	\$7,000.00
	Janitor contract (est \$550/mo)	\$7,000.00	\$1,887.50	\$7,000.00
	Volunteer recognition	\$1,000.00	\$163.69	\$800.00
	Fields	\$2,500.00		\$2,500.00
	interest & bank charges	\$60.00	\$5.00	\$60.00
	Building maintenance/contingency	\$10,000.00	\$155.00	\$10,000.00
	HST/GST		\$316.84	
	<b>Subtotal Operations expenses</b>	<b>\$46,960.00</b>	<b>\$7,240.26</b>	<b>\$50,260.00</b>
<b>Net Operating Income/Loss</b>	<b>\$5,040.00</b>	<b>\$29,999.40</b>	<b>\$2,883.39</b>	

<b>CAPITAL</b>				
<b>Funds Raised</b>	Van City (energy efficiency)	\$3,000.00	\$3,000.00	\$3,000.00
	Legacy grant	\$26,500.00		\$26,500.00
	Community Fund (heating)	\$25,200.00	\$11,744.61	\$38,455.39
	Telus community fund	\$2,000.00		\$2,000.00
	BC Rehab			
	HRDC	\$23,000.00	\$22,917.00	\$22,917.00
	Creative Communities	\$50,000.00	\$50,000.00	\$50,000.00
	Special fundraising events	\$5,000.00	\$1,704.00	\$5,000.00
	Donations	\$10,000.00	\$20,840.37	\$30,000.00
	HST rebate	\$32,383.00	\$20,615.51	\$32,383.00
	other (e.g., sale furniture, theft insurance)			
	<b>Subtotal Revenues for Capital</b>	<b>\$177,083.00</b>	<b>\$130,821.49</b>	<b>\$210,255.39</b>
<b>HUB Improvements</b>	Special projects (train station)	\$413.00	-	\$413.00
	Chair lift balance		\$3,849.96	\$3,849.96
	HUB capital equipment (dishwasher)	\$4,000.00	\$3,159.44	\$3,159.44
	Fundraising	\$2,000.00	\$162.94	\$2,000.00
	Kitchen & Foyer	\$43,140.00	\$45,181.13	\$49,500.00
	Asbestos removal	\$600.00	\$555.00	\$555.00
	insulation gym (labour roof)	\$835.00	\$835.00	\$835.00
	perimeter drains gym	\$5,000.00	\$1,300.00	\$1,300.00
	electrical - misc & kitchen(\$6k)	\$8,200.00	\$8,231.61	\$9,000.00
	Septic	\$900.00	\$262.50	\$1,150.00
	Engineer	\$4,835.00		\$4,835.00
	HUB improvements - other (paint)	\$3,000.00	\$1,054.23	\$3,000.00
	<b>subtotal</b>	<b>\$72,923.00</b>	<b>\$64,591.81</b>	<b>\$79,597.40</b>
	Annex heating system	\$50,000.00		\$50,000.00
	Annex Roof	\$65,000.00		\$50,000.00
	old school downstairs	\$50,000.00	\$633.30	\$50,000.00
	cement ramp & deck	\$22,000.00		\$22,000.00
	gym washrooms & old school upstairs			
	HST/GST paid	\$14,922.00	\$5,242.30	\$14,922.00
	<b>Total Capital Improvements</b>	<b>\$274,845.00</b>	<b>\$70,467.41</b>	<b>\$266,519.40</b>
<b>Net Capital Income/Loss</b>		<b>-\$97,762.00</b>		<b>-\$56,264.01</b>
<b>Total Net Income/Loss</b>		<b>-\$92,722.00</b>		<b>-\$53,380.62</b>

## Proposed Rates September 2013

### **GYMNASIUM/THEATRE**

**Size:** 1730 ft<sup>2</sup>

**Capacity:** up to 230

**Features:** 330 ft<sup>2</sup> stage

**Rates:** Includes GST

<b>Gym/Theatre</b>	<b>Minimum charge (2 hours)</b>	<b>&gt;2 - 7 hours</b>	<b>All day/evening (kitchen included)</b>
Registered Non Profit	\$20	\$12/hour	\$200
Non-commercial	\$25	\$15/hour	\$250
Commercial	\$30	\$20/hour	\$300
<b>Rental Deposit</b>	<b>\$50</b>	<b>\$100</b>	<b>\$200</b>

### **KITCHEN**

\$25 per hour kitchen only; kitchen use with gym rental add \$2.00/hour

### **X-LARGE MULTI-PURPOSE ROOM – Annex**

**Size:** 1500 ft<sup>2</sup>

**Capacity:** up to 80

**Rates:** Includes GST

<b>X-Large Room</b>	<b>Minimum charge (2 hours)</b>	<b>&gt;2 - 7 hours hourly</b>	<b>All day/evening</b>
Registered Non Profit	\$18	\$10	\$100
Non-commercial	\$20	\$12	\$120
Commercial	\$25	\$15	\$150
<b>Rental Deposit</b>	<b>\$25</b>	<b>\$25</b>	<b>\$25</b>