

Cowichan Station Area Association Board Meeting

Minutes

Tuesday July 14, 2015; 5:30 pm @ The HUB (Annex)

Chair: Jill Thompson

Minutes: Zena Green

Attending: Angela Davies, Jeannie McIntosh, Sarah Davies-Long, Lisa Daugenet, Swarn Leung, Michael Andringa, Pat Calveley, Alison Nicholson, Todd Carnahan

Regrets: Madelaine MacLeod

Item	Time	Notes	Decisions/Actions
1. Confirm Agenda. Review action items	5:45		
2. Giving thanks.	5:50	Who deserves special appreciation this month? Who will thank?	<ul style="list-style-type: none"> • Sarah – 2 landscapers and Graham Giden @ the CVRD • Jeannie – Mareka from boyscout for the grill for pancakes • Pat – Dinters
3. Reports	5:55	Treasurer; Facilities, Fundraising Reports - clarification/questions?	Budget – we may have underestimated what we will use for hydro. Probably air-con and clay studio. Revenues are doing well so not too worried about it.
4. Decisions Needed	6:00	Finalize ED job posting (Zena) - feedback/discussion on draft. Ideas RE where to post. Next steps.	<p>Hiring Committee: Swarn, Jeannie, Alison, Zena Zena will update job posting and circulate with the following:</p> <ul style="list-style-type: none"> • Nix education qualification • Salary commensurate with experience • “preference will be given to the candidate who...” • Deadline Sept 10th <p>Swarn to Post (budget \$350)</p> <ul style="list-style-type: none"> • Citizen • Good Work? • Times Colonist (weekend) • Facebook page • Newslist • Used Cowichan/Victoria/Nanaimo • JuiceFM • Interview Valley Voice? • Charity Village • Newsletter • Canada Job listings? • Our website • Enterprising Non-profits <p>Todd will find interview info from his former work</p>
	6:20	Communications – clarify who is doing what. Website updating /	<ul style="list-style-type: none"> • Zena and Lisa need headshots for website • Sarah will find out if Kuan is still able to update our website.

		promoting classes.	<ul style="list-style-type: none"> • Sarah Juliusson has offered to re-do website • Shaw cable – program promotions (who?) • Angela will ask Cathy (clayHub) not to send 3-pagers to Alison for advertising • Idea (Michael) audio clips/radio show • Michael will contact VIU re: tech student intern • New hire will supervise students/interns
	6:30	<p>Events debrief (few min each) - what went well/improvements for next time/ funds raised/do it again?</p> <ul style="list-style-type: none"> - Bright Angel catering - Canada Day work/play - Pancakes - Plants 	<p>Bright Angel - Went well but could be a recipe for volunteer burnout. Catering out of the café could be a good business option for a local person. Jeannie will ask Famers' Institute if they have an urn for us.</p> <p>Canada Day – Re-word next time so people don't drop their kids off and leave. More bark mulch needed so we're paying Jens \$100 to deliver a load. Lorraine will bring another load of sand. Next Canada Day we will ask for funding to have the welding needed for erecting the flag pole done. We have pole and flag.</p> <p>Plants and Pancakes – Went well (over \$800) – good combination. Sold 50 plates pancakes and almost all of the plants. Next year advertise more and have membership forms available. Michael will take down signs. Idea: pancake AGM.</p>
	6:45	Retreat? Do we want one? If so, organizing team to propose when/where/what.	Retreat wanted after hiring. Half day Put on agenda in October
5. Team/Activity updates	6:50	<p>Newsletter (Swarn) –</p> <p>Next steps</p> <p>Café</p> <p>Jumpstart</p> <p>Bookings?</p> <p>Other?</p>	<p>Bookings- Jazzercise this summer, Table-tennis person has been contacted, Summer camps are going well, Metis re-enactment end of August</p> <p>Café- will close down end of July until mid-September, need to finish up pilot and assess if we want to hire. We'll meet in August to discuss and fold newsletters.</p> <p>Zena will send out email to see wants to be involved.</p> <p>Jumpstart- got another grant until May which includes the cost of the rental</p> <p>Newsletter- Swarn will continue to try to get an interview with Arvid Charlie and ask for other submissions. Ideas to add to the list from last month: bricks (Angela), emphasis on the board and what we do (photo), push our programs (profile a renter). Deadline for submissions-July28, printing-Aug10 (two weeks for formatting)</p>
6. Team Time	7:10	<ul style="list-style-type: none"> - Facilities/Maintenance/HUBKeeping - Hiring Committee 	
7. Review Action Items	7:25		

Adjourn: 7:30. Next meeting: September 15 (no August meeting – relax ☺) location TBA