

Cowichan Station Area Association Board Meeting

DRAFT AGENDA

Tuesday June 2nd, 2015; 5:30 pm, 4701 Wilson Rd (Pat's)

Chair: Jill Thompson

Minutes: Zena Green

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

Others: Alison Nicholson, Todd Carnahan

Regrets: Madelaine MacLeod

Item	Time	Notes	Decisions/Actions
1. Thank Yous	5:45	Brainstorm who needs a thank you this month. Circulate cards for signing. <ul style="list-style-type: none"> Richard Cooper Gil Heise Dinter's 2 Landscape firms 	Will try to do this every month. Angela –Richard Sarah – Landscapers Pat? – Dinters Jill - Gil
2. Confirm Agenda. Review last month's action items	5:50	<u>Fields</u> <ul style="list-style-type: none"> Discussed whether the budget for the field could repair it or if we need to save or get a grant. Richard Cooper will buy seed and will donate or bill us next year. Alison took the hay and will donate \$ <u>Fundraising</u> <ul style="list-style-type: none"> We will organize a fundraising committee meeting when we are less busy 	Angela – ask Richard Cooper if he is willing to mow regularly and if he thinks the \$2000 will be enough to fix main field. Jill – fundraising meeting after July 11 – plan for rest of this fiscal yr.
3. Reports	6:00	Treasurer; Facilities, Fundraising Reports - clarification/questions?	
4.Policies/Decisions	6:10	<u>Code of Conduct – review / update</u> <ul style="list-style-type: none"> Reviewed our values Suggestion from Pat to add “no bullying” to code of conduct Decided that wording sufficiently addressed the kind of behavior we expect 	<ul style="list-style-type: none"> Approved without change Agreed that we should eventually work on a code of conduct for volunteers interacting with the community
	6:20	Volunteer Policy – leave dormant for now?	New staff person should have input
	6:25	<u>Survey Results</u> <ul style="list-style-type: none"> Rather than getting into the details of what we want in an ED we decided to focus on hiring someone and work it out with that person. Decided on a hiring committee with the 	<ul style="list-style-type: none"> Hiring committee (Swarn, Jeannie, Zena with Alison's input if needed) Zena will draft an

		<p>understanding that the whole board will be involved in the final hire.</p> <ul style="list-style-type: none"> • Tentative Timeline: End of June=job posting End of July=closing End of August=hire • Discussed asking Patty Bolton to help us design a creative interview process 	<p>ED job description using a few templates we like</p> <ul style="list-style-type: none"> • Todd will bring hiring process his former employer used successfully in the past
5. Team Updates (break out groups or 5 min each?)	7:00	<p><u>Plants and Pancakes</u></p> <ul style="list-style-type: none"> • Volunteers: Hilary Else, Lisa, Amanda, Mike&Donna, Madi, Jonathan • Madeline will spread posters • Pat and Todd on plants <p><u>Newsletter</u></p> <ul style="list-style-type: none"> • Swarn leading • Water theme • Suggestion to interview Arvid Charlie for historical perspective on flods/drought • Water conservation tips • HUB recipe • Need more submissions and folders • Aim to publish early August • Try to have watershed event planned to advertise in newsletter <p><u>Reno/Fundraising Team</u></p> <ul style="list-style-type: none"> • Canada 150 – Angela, Jill, Sarah, Rick to prep proposal by July 17 for exterior upgrades <p><u>Café</u></p> <ul style="list-style-type: none"> • item skipped <p><u>Canada Day workparty</u></p> <ul style="list-style-type: none"> • <u>Have \$300 funding</u> 	<ul style="list-style-type: none"> • Swarn will ask Cheri to interview Arvid • Swarn to give content plan to Cheri • Todd offered photos
6. Review Action Items	7:25		

Adjourn: 7:30 Next meeting: _5:30pm July 14th@ SLD (3985 Riverside)_____