

## CSAA BOARD Meeting – June 14, 2016 DRAFT Minutes

5:30-7:30pm @ HUB Upstairs

Chair: Jill Thompson / Minutes: Mitzi Mogden-Dupuis

Attending: Angela Davies, Zena Green, Jeannie McIntosh, Lisa Daugenet, Alison Nicholson, Madelaine Macleod, Kevin Westwick, Melanie Watson, Barry O’Riordan, Hilary Else

Regrets: Swarn Leung, Bailey Williamson

Item	Notes	Decisions/Actions
HUB Tour	Angela and Sarah led tour for the board (in and around the HUB) to highlight renovations plans underway and scheduled to take place through the summer months	
	August 5-22 HUB closed	
Agenda/ Minutes		May 2016 MINUTES APPROVED
		ACTION ITEM: March Minutes will be recirculated next meeting (these weren’t sent out after last meeting)
		ACTION ITEM: Everyone (all new board members) need to submit a background check
Financial Update	AGM draft budget was approved at AGM meeting Discussed having an updated budget prepared	
Treasurer Report	Board member suggested to not have each donation made public (by name/individual) but continue to keep records for accounting purposes	DECISION: All agreed to not have names of donors listed in Treasurers report Administration will have these details at hand
	Treasurer’s reports haven’t been put on website but should be (as part of the monthly minutes package)	Kevin will take ownership of treasurer reports going forward
ED report	<p>Barry asked board for feedback re: proposed rental increases.</p> <ul style="list-style-type: none"> <li>• Group discussion regarding whether deck should be reserved solely for community use (except in rare situations) or it would be a viable add-on for gym rental (for additional fee)</li> <li>• Everyone glad to see extra fees considered for cleaning</li> <li>• 2 hour reservation minimum requirement for room rental to be dropped so that space could be rented by the hour (Gives more flexibility/accommodation for those who need a shorter reservation)</li> </ul>	DECISION: Rental pricing is approved by board
		Will come back to issue of whether to rent out deck or not
		ACTION: Mitzi & Scott to bring HUB garbage/recycling to curb over the summer months
UPDATES	<p>On-site reservoir:</p> <ul style="list-style-type: none"> <li>• Water sampling test results showed only two organisms. If next sample comes back clean, we can bring reservoir on-line without chlorination (weekly sampling)</li> <li>• Barry has talked to Cowichan Bay Fire Rescue. They tested it, all good</li> </ul>	ACTION ITEM: Barry will take samples weekly (and bring into Duncan) for regular testing
	Jumpstart funding has been denied (still hoping for Autumn program approval). Q: Can CSAA fund the summer activities (\$600 for 8 weeks program) which would employ 2 people. Last year is was very well attended by children in our community	ACTION: Madelaine will let us all know whether jumpstart could possibly be covered by sponsors

	<p>Suggestion that summer soccer program could be run by volunteers. Look for sponsors in the neighbourhood and find other parents to fill in</p> <ul style="list-style-type: none"> <li>• If soccer programming moves ahead, there is the promise of fundraising toward getting new goal posts</li> </ul>	
	<p>Eco-system based water system studies for Koksilah River: \$29K 'match the grant offer' has been approved by the Real Estate Foundation of BC (grant written by Swarn, Emily and Madelaine):</p> <ul style="list-style-type: none"> <li>• Community Conversation to be held June 28<sup>th</sup>? Planning to be hosting river walks (to learn more about the watershed)</li> </ul>	ACTION: Barry will be checking on date (HUB availability) to hold the Community Conversation
	<p>Madelaine is working on getting our bridges protected (train bridge and Koksilah River). An example of a similar style/era structure is Howe Trust Bridge. It was deemed so unusual that it's become state protected parks in the USA. Trestle, Whistlestop station</p>	
CODE OF CONDUCT:	<p>Jeannie: Led discussion regarding past and new draft of the Code of Conduct</p>	ACTION: Melanie will work with Jeannie to make changes to get to final draft for next meeting
Volunteer Program and Org Structure	<p>Volunteer meeting held June 7:</p> <ul style="list-style-type: none"> <li>• Brainstormed needs (roles and who would fill these), coordinating volunteer names to our lists (based on history and skills).</li> </ul> <p>Thinking to have a volunteer fair.</p> <ul style="list-style-type: none"> <li>• Maintenance is one of the main jobs to do have covered. A few people are in mind for that and thinking board members would be good fit as leaders.</li> <li>• Board is invited to add names to this visual on the wall.</li> </ul>	
Policy Review & new Societies Act	<p>Policies and Procedures (draft) prepared by Madelaine. Hoping that with feedback, we can be ready to approve final for October-ish. Copies handed out. Process.</p>	ACTION: Board to come up with some additional suggestions/editing ahead of next meeting.

Adjourn: 7:30. Next meeting: July 5 @ 5:30PM