

**CSAA BOARD Meeting – Tuesday March 8, 2016 DRAFT Minutes**  
**5:30-7:30pm @ HUB Upstairs**

Chair: Jill Thompson / Minutes: Mitzi Mogden-Dupuis

Attending: Angela Davies, Zena Green, Jeannie McIntosh, Swarn Leung, Pat Calveley, Lisa Daugenet, Madelaine Macleod, Barry O’Riordan, Hilary Else, Bailey Williamson

Regrets: Alison Nicholson, Michael Andringa, Sarah Davies-Long

Item	Notes	Decisions/Actions
1. Welcome Guests	Introductions	
2. Agenda/ Minutes	Agenda confirmed, previous minutes and action items, reviewed	Most HUB thank-you cards have been delivered (Jeannie & Jill)”
3 Finances	Treasurer Report (Angela) – Circulated <ul style="list-style-type: none"> <li>• “Great year” because of rental income</li> </ul>	Ask Alison to make line in YE Budget for watershed (\$100) and input last month’s financial info
	2 grants pending plus we can apply to Vandekerkhove Family Foundation again. We hope to be on their June agenda (Asked for \$16,000)	
	Matching Canada 150 <ul style="list-style-type: none"> <li>• Discussed use of contingency fund (to ensure eligibility for Canada 150 Grant)if none of the other grants are successful.</li> <li>• Vulnerability is that we need to save for emergencies that could cause HUB shut-down, like replacing Septic. Voltec report indicates reliability for time-being (but to replace the cover).</li> <li>• Decision that risk is worth it to take advantage of Federal funding. Repairs are quite desperate, and all is needed for better public access. Track record has shown to have as much as \$20,000 surplus each year and trend to be \$10,000 by fiscal YE.</li> <li>• Keep trying for grants. Discomfort with dipping into reserve but consensus reached.</li> </ul>	See motion below.
4. CSAA funding for Youth program	Jumpstart: <ul style="list-style-type: none"> <li>• 15-30 kids (6-12yr) for 1.5hrs each Friday.</li> <li>• 2ppl (Sadie &amp; Martin) as program coordinators, insurance and equipment for 35 sessions/yr.</li> <li>• Currently being subsidized (\$5775/yr.) but haven’t yet been approved for next session. Waiting to hear back (Madelaine applied in January)</li> <li>• Funded to July 2016</li> </ul>	Madelaine indicated possible hurdles for covering costs of pay, insurance and programming) if we lose program and discussion was had about possibly continuing with small user fees to be paid by participants (i.e. \$5/day)
5. Committing to match funding-summer	Group discussion re: matching Canada 150 Grant <ul style="list-style-type: none"> <li>• Jill assured group that ‘Stacking Limit’ is within approved amount</li> <li>• Line of credit is available if desperately needed for emergencies</li> <li>• HUB Regularly making good income from rentals so contingency grows monthly</li> </ul>	Jill made motion to borrow up to \$10,000 from reserves if needed to meet threshold for Canada 150 Grant. Replacing that money would be first priority for budgeting until replenished. All agreed. Motion Carried

6. Revise Café Chef Contract	Draft Café Program Plan circulated to group <ul style="list-style-type: none"> <li>Everyone read</li> </ul>	Motion to approve Chef Contract (retroactive to March 1 <sup>st</sup> ) was made (Jill). All agreed. Motion Carried
7. Annual Budget	(Jill for Alison) Approve draft 2016-17 budget:	Jill made motion to approve budget (with slight changes up to \$16,000 annually as reflection of increased janitorial services). All agreed.
	Barry raised issue of need to have more regular deep cleaning performed at HUB. Perhaps broaching large users (i.e. RCOA) to cover additional cleaning charges as they have most frequent use of most areas.	Barry doing a rent review
	Garbage and Recycling bins are beginning to pass capacity for our size of receptacles (and these are the largest for our zoning allowance)	Investigate residential vs commercial fees and monitor output as we go. <ul style="list-style-type: none"> <li>Bailey will get info on costs he absorbs at Blue Grouse and share info with Alison</li> </ul>
8. Watershed Committee TOR	Watershed Committee wrote their own grant letter	Motion made to accept terms of reference for the committee (as submitted at last meeting). All Agreed.
9. AGM Updates	AGM start at 5:30, 6:00 volunteer appreciation to follow. 6:15 Take photo of funder of the deck. 6:30 meeting of the (new) board. Voting (total of 6 board seats): <ul style="list-style-type: none"> <li>Secretary and Vice President</li> <li>4 Directors</li> </ul>	Scott McCartney to take pictures of board and volunteer appreciation at event Should Gil take the plan for side Annex? Sarah to create sign to be displayed at meeting
10. Societies Act Update	Madelaine provided information about the new Societies Act which kicks in on Nov.29, 2016. <ul style="list-style-type: none"> <li>Moving documents and filing to online platform</li> <li>Constitution &amp; Bylaws will be separate documents and as such will take editing</li> </ul>	Madelaine will give a broader overview (to all in attendance) at the AGM next month.
11. E.D. Update	Barry has received interest from our janitors to provide more deep cleaning (at least 1x month)	After AGM-assuming it is approved in 2016/17 budget- Janitors may begin with scheduled deep cleaning
	Island Savings Centre shared the company information of who they use that allows use of online form by renters to choose their insurance needs/coverage	
	Working with Angela on banking stuff	Need to determine which accounting software programs will be used
	Barry and Mitzi to develop a CRM strategy to support our membership list(s)	Meeting to discuss next week
	Barry relayed: Queen Margaret School to have "Whole School Service" clean-up yard at the HUB April 15th	
12. Other Updates	Easter Egg Fair: <ul style="list-style-type: none"> <li>Discussion was had about need for more promotion and advertising of the event</li> <li>Jeannie made contact with the Juice radio station and invited them to come by with their Juice Cruiser to cover the event</li> </ul>	Zena to make signs for highway and roads, Mitzi to post/raise signs at designated spots Madelaine will send Barry the "wheel" document which will outline previously successful & high visibility areas for signage etc....and she will poster area mailboxes Barry to print 100 copies of the poster and volunteers will post around town Jill to call Matt and follow-up with the Juice Jeannie following up with 4H club to have someone volunteer pony rides & poster

		Cowichan Bay
	Jeannie drew the name Charlene Jenson (Carol's family) as Café lunch winner	
	Angela shared the fact that we now have a working safe	
	Alison wrote to Highways and was told to expect possible bridge replacement projected to 2030 (for safety)	<p>Madelaine working toward getting heritage status for the Koksilah bridge and train bridge</p> <ul style="list-style-type: none"> <li>• Will talk to Ron Smith (Fairbridge Heritage Society)</li> <li>• Suggested Michael Adringa could write a letter as his property is adjacent</li> </ul>
	HUB yard to be cleaned by maintenance crew Mar 12&13	
	Pat relayed message that seniors group will disband their Wednesday group and meet at the Café on Fridays before lunch which will free up rental space	
	<p>Jill updated the group:</p> <ul style="list-style-type: none"> <li>• Christmas caroling raised \$120</li> <li>• ~\$2,000 from the member phone drive</li> <li>• Projecting Easter Fair to raise \$3,000 to \$4,000</li> </ul> <p>GRANTS:</p> <p>Confirmed: Gaming \$5,000 to support Hydro, Phone &amp; Ins</p> <p style="padding-left: 40px;">CVRD annual amnt of \$26,000 received</p> <p>Pending: BC Creating Child Care Spaces (\$20,000 request w/ part to match Canada 150 Grant)</p> <p style="padding-left: 40px;">COOP Community Spaces(\$40,000 requested for exterior renos incl playground)</p> <p>Declined: BC Hydro-bus kiosk</p>	<p>In progress: New Horizons final report sent. Must invite them to official deck opening at AGM</p>

Adjourn: 7:30. Next meeting: April 15th @ 6:30