

Cowichan Station Area Association Board Meeting

Tuesday May 12th, 2015; 5:30 pm, 3961 Riverside Road Cowichan Station

Chair: Jill Thompson

Directors : Angela Davies, Jeannie McIntosh, Sarah DL, Lisa Daugenet, Zena Green, Swarn Leung

Other Attendees: Alison Nicholson, Madelaine MacLeod

Regrets: Michael Andringa, Pat Calveley

Item	Notes	Decisions/Actions
1. Introductions		
2. Confirm Agenda and Review Minutes - Action Items	<p><u>Scrap Metal Drive</u> – difficult pickups will be redirected to Kelsey dry-grad scrap metal fund raiser</p> <p><u>Worksafe BC</u> – the CSAA buys coverage for contractors as required both construction and programming – let Alison know when we need to cover a contractor so she can track the hours.</p> <p><u>WIFI Survey</u> – is online now to determine community views on the minimizing WIFI waves at the HUB; Dorothea Banman will be summarizing the results in due course.</p> <p><u>Cedar Oiling</u> – There is time before it is needed for Michael to oil when he returns.</p> <p><u>POG</u> (print makers) – would like to do a print making demo next time we have a suitable event.</p> <p><u>Grant Applications</u> – Rick is working on two applications due next week for landscaping (Farm Credit Canada and ICET)</p>	Discussion about the Code of Conduct and Volunteer policy deferred until next meeting.
3. Reports		<u>Treasurer's; Facilities and Fundraising</u> - reports received
4.Policies/Decisions	<p>Budget has been updated to include \$5000 gaming grant, remove summer student and to include a revised capital budget for deck/roof project.</p> <p>Staffing:</p> <ul style="list-style-type: none"> • Café pilot is underway with Jan Worthington hired as cook • Jumpstart assistant interviews this month • Budgeted \$20,000 in 2015 for new position to help manage the HUB – discussion regarding whether to pursue an executive director or a HUB coordinator. Patty Bolton has kindly agreed to be a resource person as we move forward with recruitment; Jill and whoever else can attend will meet with her this Friday at 4 pm. 	<p><u>2015 Budget</u> - approved (see attached)</p> <p><u>New Staffing</u> – will try to recruit someone with executive director experience (i.e., strong governance, administration, people, communication etc. skills) to enable the Board to transition from a do everything Board to one that focuses more on policy and development.</p>

<p>5. Team Updates</p>	<p><u>AGM debrief</u> – demonstrations provided good energy; keep AGMs simple and don't worry if we don't have a large turn out</p> <p><u>Summer Celebration</u> – July 11th plant sale going ahead. It was suggested we also do a pancake breakfast.</p> <p><u>Koksilah River</u> – Swarn is thinking about how to engage the broader community on stewardship of the Koksilah watershed.</p> <p><u>Clay Studio</u> – will need a volunteer to take Dorothea's place as Clay studio contact – once a month meeting to liaise with the collective on our working partnership.</p> <p><u>HUB Field</u> – Needs to be mowed regularly</p>	<p><u>Field</u> – Sarah will look into recruiting a local to mow the upper field regularly through the summer. Check in with Richard Cooper re budget money for 'opposite' field ploughing and re-seeding.</p> <p><u>Fundraising</u> – Jill will schedule a more fulsome discussion at an upcoming Board meeting.</p> <p>Newsletter- Swarn will contact Cheri RE summer newsletter. Announce watershed event/initiative.</p> <p>Clay Cttee- Zena</p>
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Adjourned 8:30 - Next meeting Tuesday June 9th