

CSAA BOARD Meeting – May 10, 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, Lisa Daugenet, Alison Nicholson, Madelaine Macleod, Kevin Westwick, Melanie Watson, Barry O’Riordan, Hilary Else, Bailey Williamson

Item	Notes	Decisions/Actions
1. Welcome	Skills survey: template taken from website to help non-profits organize the skills of their team	<ul style="list-style-type: none"> - Skills survey checklist circulated - Address list circulated and updated by board members Natasha Ayres will be helping with writing grants
2. Agenda/ Minutes	Agenda confirmed	ACTION ITEM: March Minutes will be re-circulated and board approved next month with corrections (due to recent edits)
	Residential vs commercial fees for recycling have been investigated (Madelaine)	ACTION ITEM: Madelaine will follow-up with Michael Andringa re: letter to indicate impact of bridge work
	Barry had great feedback re: performance review, will not be having in-camera interview	
3. Financial Update	Alison: Balanced but monies not moving into capital until we get the amount from gaming grant up.	
	As Kevin gets new account system going, we will have real-time financial data	
	Fundraising report: how are we? 12-16K still possible At present~ \$7k short but with gaming/childcare grant will help. Bare bones year, those who manage budget—be conscious that it is for the whole year (and manage that well)	
	Richard Cooper family made a large donation and will receive a brick	
	Q: how did we do with the garage sale?	
4. E. D. Update	<p>Windows and floor cleaning will be done through HUB closure break, scheduled for end of summer Email system will be updated imminently (to use MailChimp going-forward) for relevant community info --- board suggests to keep content to a minimum.</p> <p>Discussion had re: Suspending current renters times for a scheduled weekend to allow for whole HUB bookings. Previous years showed this option to not be in high demand and not a money making booking. Pro Pacific will be removing the exterior paint (lead based)</p>	<ul style="list-style-type: none"> - Fixit Fridays: Decided NOT to offer free lunch (to encourage volunteers to come help (2/3 ppl to go through property rotating weekly) - Hilary to organize & Plan initial VOLUNTEER COORDINATION meeting—to have larger convo about roles to be had in the near future—Hilary, Zena, Jeannie (with Madelaine’s) are interested in helping manage that process. - Donna helping Barry with MailChimp - Agreement to keep 5:30 avail to book on Thursdays---with two weeks’ notice (to Warmland) - Agreement to NOT bump current renters (Suspending current renters’

		<p>times for a whole weekend</p> <ul style="list-style-type: none"> - Barry to provide proposal next month re: increasing/changing fees for kitchen, Deck, gym (policy has been set to rent kitchen only with gym booking but deck has started to attract its own booking requests)
		Action ITEM: Madelaine will remind those who haven't completed forms: RCMP background check to complete our DUE DILIGENCE component-ASAP
5. Facilities Update	Board had no questions	
Banking procedures		MOTION to approve electronic transfers from IS gaming grant for payment of Shaw and Hydro: all agreed. Motion carried
Easter Debrief and Thank-you Ad		<p>DECISION: NOT to pay for Easter thank-you ad (but perhaps in advance of next year's event)</p> <ul style="list-style-type: none"> - Barry and Donna will be developing plan to thank Easter Event donors through CSAA branded exposure (ie: make a list of significant donors and give more exposure in our newsletters etc)
HUB Film Club	Cost of license to show movies publically is \$996.50 (incl. tax for one year) : 13 unpaid	<p>DECISION: APPROVED 'YES' to borrow outstanding (215.50) for licensing fee</p> <ul style="list-style-type: none"> - Film Club will continue to host movies on Fridays
Update Code of Conduct		ACTION ITEM: CODE of CONDUCT Update:— Jill to circulate existing (old) document and Jeannie to have new draft proposal at next meeting
Priorities, buckets, teams.	Board reviewed bucket items, had informal discussion amongst one another and each member placed their name in a bucket	<ul style="list-style-type: none"> - Bailey is game to visit rotary clubs on behalf of CSAA
		ACTION ITEM: Mitzi to circulate meeting reminder (May 24 @5:30) to discuss Role descriptions, priorities, volunteer areas
		Card SIGNED (by all) for Martin

Adjourn: 7:30. Next meeting: CSAA ROLES (buckets) May 24, 2016 at 5:30pm

Next BOARD meeting: June 14 at 5:30pm
