

CSAA BOARD AGENDA – April 14, 2015
Meeting starting promptly at 7:00 pm @ The HUB

Chair: Jill Thompson

Directors Attending: Madelaine MacLeod, Angela Davies, Rick Juliusson, Jeannie McIntosh, Anne Harrison, Kuan Foo, Dorothea Banman, Pat Calveley

With regrets: Alison Nicholson, Michael Andringa, Sarah DL,

Item	Purpose	Decisions/Actions
1. Welcome, Agenda, Minutes (10 mins)	<p>Agenda/Minutes/Action items review</p> <p><i>March 19, 2015: Board approval by email to allow budget overrun of \$2500 on gym ceiling sound proofing and painting (email filed with Mar minutes)</i></p> <p>Pats on backs; what's falling through the cracks?</p> <p>Kuan notes from mtgs he attends that we should be proud of what we have accomplished and how we operation our association.</p> <p>Angela's pat for approved engineering for café roof</p> <p>Jeannie - café has new simpler menu</p> <p>Thank you for contributions from Rick, Dorothea, Anne who are stepping down from Board next term</p>	
2. Quickies: (<2 mins ea) - Treasurer's Report (Angela) - Facilities Report (Angela) - Hub Ops/Rentals (Alison) - Fundraising (Jill) - Scrap metal drive (Madelaine)	<p>See attachments</p> <p>HUB Operations/Rentals report unavailable (Alison absent)</p> <p>Scrap metal drive reported verbally.</p> <p>No issues.</p>	MM to ask Alison for call out for trucks for scrap metal pick up
3. Finances (15 mins)	<p>Budget Report (Alison absent)</p> <p>Rick concerned about showing such a large income this year (\$35K) and additional \$12K for next; suggest another line be added to show funds as allocated.</p> <p>Motion: That we approve the budget as presented in principal. That budget show actual allocation of funds. (Rick) CARRIED</p> <p>Motion to rescind existing Board policy to maintain \$20,000 in reserve for operational contingency, and replace it with the following: That the CSAA maintains an operating reserve of a minimum of three months of facility and activity operating costs. (Alison)</p> <p>Defer further approval until wording confirmation from Alison</p>	<p>AD to contact Alison to request we note allocated funds as such in budget</p> <p>MM confirm with Alison wording/intent of motions and circulate by email for approval</p>

	<p>*Subsequent to meeting, above motion #2 was reworded and approved by board through email:</p> <p>Motion: to update the financial management policies as follows:</p> <ol style="list-style-type: none"> 1. That the CSAA maintains an operating reserve of a minimum of three months of facility and activity operating costs. (this can be done in the regular operating account) 2. That the CSAA maintains a separate capital account for funds raised for and committed to capital improvement projects. 	
4. Café staffing proposal (15 mins)	<p>Café update/plan/budget. Proposal attached.</p> <p>To contract one café staff for 4 hours per week @ \$17 per hour. Person will be responsible for budget, shopping, menu plan, food prep and maintaining food safe standard in kitchen.</p> <p>Discussion</p> <p>Motion: That we run a pilot until end of June contracting someone familiar with café. No job competition for the pilot but if we decide to extend the contract, the job will be posted publicly. . (Rick) CARRIED. Note that this hire must be covered by their own insurance</p>	<p>MM to check re WorkSafe and insurance for the position</p> <p>Jill and Alison to prep contract</p>
5. AGM (15 mins)	<p>Finalizing plans: Dorothea/Anne - organize pot luck; Madelaine - main meat; Sarah - organize tables/MC; Jill – organize HUB Expo; Angela – memberships; 4 CSAA volunteer recruitment tables - Rick – Fundraising; Michael – maintenance team, Sarah- events team, Jeannie- café team. Madelaine – volunteer registration forms</p> <p>Madelaine - prep for election; Rodger to lead; Michael/Kuan – sound, lights, music</p> <p>Circulated draft Annual Report</p> <p>Nominations up date (need to fill 4 board roles as executive names standing for election</p> <p>*Subsequent to meeting, AGM event budget was approved by email.</p>	<p>MM to ask Michael if avail to do sound if not; to ask Kent to do sound</p> <p>Jill to do Pres and committee Reports.</p> <p>Directors to review thank you list for omissions</p>
6. Healthy Happy Board (15 mins)	<p>>Plan for developing staff position: description/budget/hiring committee (Jill)</p> <p>>Orientation of new board: format/ideas? (Jill)</p> <p>>finalize executive position descriptions (Madelaine)</p>	<p>Defer to another meeting. Talk to Jill if you have ideas/input.</p>
7. Wifi survey edits (5 mins)	<p>Final edits finalized to ensure simplicity and that it doesn't lead respondents</p>	<p>Dorothea to provide hard copy for AGM; f/u with results; online version to</p>

		follow.
8. Clay studio (5 mins)	Financials/summer plans/mosaic offer (Jill) Providing appx \$1000 per month in rent; will run summer programs if other programs running at HUB; Offered to create mosaic using broken tile, etc	Dorothea will check w/Sunrise re summer camp Angela to discuss mosaic idea with Hillary
9. CSAA Community (10 mins)	>Work party to oil cedar shingles: leader/date? Suggest first board meeting in May to be old/new board social and to oil shingles >Summer Celebration - defer to May meeting with new board July 11 would be date; without volunteers will only be plant sale	- organize cedar oiling.
10. Art group request (5 mins)	Correspondence received (Angela) Details will be circulated under email	MM to circulate
11. Recap action items and Adjourn		
Next Meetings	AGM April 19; new term 1st meeting May 12	

TREASURER'S REPORT – MARCH 14TH 2015

EXPENSES

Utilities/Janitor:

Shaw	152
Cobalt	88
Hydro	774
L. Nicol	945

General:

G. White	3,875	Soundproofing grant
Beechwood Tree	525	
J. MacIntosh	37	EP Event
F.N. Painting	378	Soundproofing grant
M. Innes	40	Party supervision
A. Nicholson	64	Work Safe B.C.
J. MacIntosh	150	Café float

Programmes:

Jump Start - S. Bartram	241
G. Charbonneau	140

TOTAL EXPENSES: \$6,884

REVENUE

Interest 2

Grants:

Canadian Tyre	3,750
Gov. Can. – Roof/Deck	20,000
Gaming Grant	5,000

Leases:

I. Bergum	1,313
Dous/Sharpe/Woodland	615

Rentals:

Various	2,764
Café	513
Bricks	700
Donations	125
Membership	40

TOTAL REVENUE: \$34,822

BALANCE IN CHEQUING: \$48,917

BALANCE IN SAVINGS: \$20,004

BALANCE IN GAMING: \$5,230

CSAA BUDGET		March - February	2015/16 Budget	2014/15 Actual
HUB Facilities Revenues	HUB Rental Income gym/annex		\$17,000.00	\$17,808.35
	HUB lease income annex		\$21,000.00	\$22,436.86
	Clay Studio		\$8,000.00	\$2,179.00
	CVRD annual operating grants		\$24,000.00	\$25,132.36
	GST Collected		\$2,190.48	\$2,121.21
	Subtotal Facility Revenue		\$72,190.48	\$69,677.78
HUB Facilities Expenses	Office supplies & expenses		\$400.00	\$350.30
	HUB - non capital equipment		\$2,000.00	\$3,205.18
	HUB - Hydro		\$10,000.00	\$8,759.57
	HUB - Security		\$2,000.00	\$1,279.58
	HUB - Phone/internet		\$1,900.00	\$1,871.17
	HUB Occupancy Other (e.g. water, garbage)		\$1,700.00	\$2,036.47
	Legal/accounting/lease/licenses		\$4,000.00	\$4,223.00
	Insurance - Building Gen. Liability		\$8,800.00	\$8,711.00
	Janitor & maintenance contract		\$15,000.00	\$10,921.45
	Fields maintenance		\$2,000.00	\$0.00
	Building maintenance		\$7,800.00	\$3,570.66
	GST Paid		\$2,647.62	\$1,473.49
	Subtotal Facility Expenses		\$58,247.62	\$46,401.87
	HUB Facility Income/Loss		\$13,942.86	\$23,275.91
CSAA Activities Revenues	Membership fees		\$400.00	\$405.00
	HUB Volunteer-led activities		\$400.00	\$511.60
	HUB Café		\$5,040.00	\$2,341.26
	Income from community events		\$4,000.00	\$4,806.14
	Youth activity grants (Jumpstart)		\$8,000.00	
	Canada Summer Jobs		\$2,800.00	\$2,795.00
	Gaming grant		\$5,000.00	
	GST rebate		\$1,136.19	\$1,366.58

	bank interest	\$30.00	\$52.07
	Subtotal Activities Revenues	\$26,806.19	\$12,277.65
CSAA Activities Expenses	Media Advertising	\$400.00	\$358.61
	Newsletter (3)	\$1,600.00	\$1,570.69
	Insurance Directors/Volunteers	\$1,200.00	\$1,200.00
	Volunteer recognition	\$250.00	\$0.00
	Community events	\$2,000.00	\$3,508.95
	Volunteer-led Activities	\$100.00	\$0.00
	HUB Café	\$5,040.00	\$574.86
	HUB Youth Activities	\$8,000.00	\$4,780.00
	Summer Student	\$3,500.00	\$3,239.24
	HUB Coordinator	\$16,000.00	
	interest & bank charges	\$30.00	\$156.11
	GST	\$1,815.24	\$732.78
	Subtotal Activities Expenses	\$38,120.00	\$15,388.46
	Activities Net Income/Loss	-\$11,313.81	-\$3,110.81
Operations NET Income/Loss		\$2,629.05	\$20,165.10
Funds for Capital	CSAA from capital reserve ¹	\$14,000.00	
	Special fundraising events	\$5,600.00	
	Donations	\$1,000.00	
	Sound enhancement - Creative Spaces (province) ¹	\$6,300.00	
	Deck/roof – New Horizons (federal) ¹	\$20,000.00	
	Landscaping/washrooms – Childcare? (province) (\$16K)		
	Landscaping - ICET ? (\$8K)		
	GST rebate	\$6364.00	
	Subtotal Revenues for Capital	\$53,264.00	
HUB Capital	Fundraising	\$790.00	
	sound enhancement gym	\$11,662.50	

¹ Funds confirmed and committed to specified capital projects; net capital income reserved for capital projects.

Improvements	Deck, timber frame, railing, roof, siding	\$28,740.00	
	landscaping/annex washrooms (\$24K)		
	gym/theatre lighting ? (\$7K?)		
	leasehold improvements other (water system)		
	HUB capital equipment		
	Septic		
	gym washrooms & old school upstairs		
	GST paid	\$2,059.00	
	Total Capital Improvements	\$43,251.50	
Net Capital Income/Loss		\$10,012.50¹	
TOTAL Net Income/Loss		\$12,641.55	

Budget Notes

1. Financial Statements show total cash at start of 2015/16 is \$49,358. Of that we have outstanding commitments of:
 - a. \$6300 sound enhancements
 - b. \$800 Jumpstart
 - c. \$14,000 approved for capital (deck/roof)
 - d. \$20,000 operating contingency

Remaining cash balance going into the 2015/16 year is \$4,357

2. Total estimated expenses for facilities and activities in 2015/16 per month is about \$8000. We should have minimum 3 months operating contingency to reduce risk associated with unexpected loss of revenue (and to cover cash flow issues)– i.e., \$24,000. That uses up the remaining cash on hand (\$4000).
3. The Budget for 2015/16 is divided into two sections – Operations and Capital Improvements
Operations is further separated into HUB Facilities (rentals and the basic expenses associated with keeping the doors open) and CSAA Activities (all the other stuff we do to run the organization and build community)
4. Note that we do well on facility revenues (rentals/sublease with risks related to the daycare sublease falling through and the clay studio not being able to maintain class enrollments.) The budget is estimating that a net surplus of \$16,876 will be available through the facilities to cover other activity and capital expenses.
5. The CSAA Activities budget includes:
 - a. CSAA basics like directors insurance and advertising,

- b. newsletter
 - c. projects we run on a cost recovery (Jumpstart and café)
 - d. CSAA's contribution to Canada Summer jobs grant
 - e. \$16,000 new funding for a staff coordinator position
6. The budget estimates a net surplus of almost \$5000 from operations (facilities and activities together). Cost pressure will be staff position through a full year.
7. On the Capital front we have two projects confirmed: deck/roof and sound enhancement with the funding in place. We are estimating that through fundraising efforts (bricks, plant sale, Beer& burger, silent auction, scrap metal) we hope to generate an additional \$5-6K this year for capital projects and with the gst rebate that brings us to an estimated capital surplus of \$8000. Future priorities/considerations for capital projects include:
- a. Water system – need to explore options and prepare for managing through summer drought
 - b. Gym/stage lighting

Financial Policies

Motion to rescind existing Board policy to maintain \$20,000 in reserve for operational contingency, and replace it with the following:

That the CSAA maintains an operating reserve of a minimum of three months of facility and activity operating costs.

Revised in April 14, 2015 Board minutes to read:

Motion: to update the financial management policies as follows:

1. *That the CSAA maintains an operating reserve of a minimum of three months of facility and activity operating cost.*
2. *That the CSAA maintains a separate capital account for funds raised for and committed to capital improvement projects.*

Notes for Angela:

- The capital account should have the \$20K you transferred in in Feb (this includes the \$14,000 the Board committed to the deck/roof project and \$6000 of the \$6300 grant for sound enhancement.)
- The \$20K grant for the deck/roof should also be in this account
- You have paid out of the operating account for sound enhancement \$1356.86 (\$378 paint; \$195.38 Angela; \$624.75 George; \$158.73 George) so you should move \$1056.86 into the operating account from the capital

FACILITIES REPORT FOR April, 2015

GENERAL

Dead trees - this work has been completed by Beechwood Tree Services and the logs left outside the Daycare fence at the Annex ready for bucking up and auctioning off at a fundraiser. Jens has kindly offered to move them to a more convention place for buck-up when we need them.

Gym floor - Just received a very generous quote from Heirloom Floors for the stage and the gym floor. His recommendation is that we can look for a grant for the full amount quoted, which is \$5,200 for the gym and \$900 for the stage (we don't have to do the stage until we are ready to). The real cost to us would be 40% off those prices as a Pro Bono. I had a meeting and conversation with Mullin Contracting but they have not come through with a quote following several phone messages left by me.

Kitchen/Café Roof and Deck – The Final drawings have been received from AAE Structural Engineers, so we are ready to go, as they constitute our permit from CVRD. The contractor, Colin, owner of Green Isle Homes, who is slated to start the work has accepted a position of Jr. Project Manager with Macdonald and Lawrence a Mill Bay timber frame company, effective immediately and will be phasing out his company, so still under the auspices of Green Isle, Pat Woodland will be taking over the whole project not just the timber framing portion. I am confident that this will be fine as he has a great reputation. At the time of writing this report I am still awaiting the final quote confirmation regarding AAE Structural roof amendments. Pricing should be the same give or take a few dollars. I will be going over it with a fine toothcomb to make sure. It now looks like a May start for this portion of the project. There is also the possibility of tying this into the ICT grant application etc., which Jill is looking into.

Gym Soundproofing Grant - The construction of the ceiling unite is underway in the upstairs room, slight hold ups from George White as he is waiting for some clips and also trying to juggle time when the gym is available. The canvas has arrived and David and I are waiting for notification re the rest of the hardware, which has been ordered from Capital Iron in Victoria and some dowel from Rona. Once these are in we will drive down to pick things up and drop off the canvas at Pete's Tent and Awning to have the sails made up. Re the painting portion of the project, YFNP will be ready to start once the ceiling structure is installed. There will also be plenty of canvas to make up the wall panels.

Exterior Siding – Michael has generously offered to take this home and spray it, both sides, with undercoat so it is ready for installation.

Bricks – We have our final package together and I have sent the inscriptions off to West Coast Monument. David and I will be taking the requisite number of bricks from the back of the building and delivering them down to Victoria when we do the other pick-up and drop-off for the Soundproofing Project. They will be delivered back to the Hub on one of the West Coast Monument runs up island and David and I will remove the blanks and install the new engraved ones.

Fields – Richard Cooper is getting ready to mow the geothermal field and Michael, our Rock Star of the month has picked up all large ones to make it ready!
A discussion re Doggy-do pick-up, appropriate signage, and disposal rages on, hopefully to a concrete eventual Board resolution.

Things to do – My usual whining about someone to finish oiling all the new wood bits we have around in the café, Rec. Room, downstairs washrooms etc.
The ceiling in the old school stairway still scares me. I am going to get George White to give me a quote to shore it up whilst they are on site with scaffolding and ladders etc. and if it's not too expensive perhaps we might get it fixed.

That's it from Angela's World this report. If I have left anything out, or trodden on anyone's toes, please accept my apologies. I am always eager to learn how I can improve my personality and become a better citizen of the world.