

CSAA BOARD Minutes – February 10, 2015

Meeting starting promptly at 7:00 pm.

Chair: Jill Thompson

Directors Attending: Madelaine Macleod, Angela Davies, Jill Thompson, Rick Juliusson, Jeannie McIntosh, Michael Andringa, Kuan Foo, Sarah DL, Dorothea Banman

Regrets: Pat Calveley; Anne Harrison

Others: Alison Nicholson

Item	Time	Purpose	Decisions/Actions
1. Welcome, Agenda, Minutes (10 mins)	7:00	Agenda/Minutes/Action items review	MM to connect w/ Anne re emergency system
2. Quickies: (<2 mins ea) - Grants/Fundraising (Jill) - Treasurer's Report (Angela) - Clay Studio (Jill) - Hub Operations/Rentals (Alison)	7:10	Direct questions to board member Fundraising: BC Gov't spaces grant due March 20 Clay Studio grand opening Feb 9. Great, busy, lots of energy. Need more bodies to make classes a go. Sunrise (West Coast Institute) still looking for rental space for summer rental and again has approached us for Hub use. CSAA cannot offer the entire facility every day and night as requested as we need to honor current renters. Alison will contact them about the spaces and times that are available, for them to make their decision."	MM to send in Alison info on Jumpstart; Rick to help with getting Clay info into Voice Alison to contact Ruth Kerr with info re regular rental commitments
3. Finances (30 mins)	7:15	>Budget Report (Alison) and discussion on spending to year end We have \$14K available to spend on café roof/deck + balance necessary out of our contingency (\$12K). New Horizon's grant is coming spring 2015 but must be fore NEW project, so can't start project. However doesn't look good to carry substantial funds over into next year. Motion: That we commit to spend \$14K currently in reserve for capital expenditure for café roof. CARRIED (Alison) Additional Notes Feb 22: Immediately following the Board meeting of Feb 10, notice was received that we had been awarded \$20k New Horizon grant. It was suggested by Alison Nicholson that we rename our contingency fund to a "capital reserve fund" enabling us to have savings towards future renovations instead of having to always spend by the end of our fiscal year end. Therefore, the above motion is amended: WHEREAS the CSAA has a long term lease (40 years) of the HUB, has invested well over \$600,000 in leasehold improvements, and has reached a point where HUB facility operations are self-sustaining; and WHEREAS it would be prudent to establish a capital reserve fund separate	Madelaine to draft expense form for fuel

		<p><i>from general operations to provide for completion of the planned leasehold improvements and for replacement over time of capital assets;</i></p> <p>Be it resolved that the CSAA establish a capital reserve fund and that the \$20,000 currently maintained in the CSAA general account for unforeseen contingency be transferred and held in that reserve fund. PROPOSED AND CARRIED by consensus email Feb 25, 2015</p> <p>For next year, there will be no funds for capital projects if hire person unless we fundraise. Volunteer driving expense >Amended Motion: Any projects which may require extra transportation should present a project budget for Board approval which includes amounts to cover compensation to staff or volunteers for use of their vehicles; Jan 2015 rate to be \$.50 per km to be reviewed annually." (Madelaine) CARRIED</p>	
4. Café proposal (15 mins)		Request to pay Café cooks \$50/week on a rotation (Jeannie)	Defer to next meeting Alison/Jeannie to meet to develop budget for Cafe
5. Facilities (20 mins)		<p>>Facilities Report (Angela)</p> <p>>Proposed landscaping plan, including lighting discussion (Sarah) New daycare spaces grant to include landscaping plan. ICET grant (due May 22) is for signage/work intended to draw people who normally wouldn't stop. Sarah developing plan for pathways, signage to annex, and lighting; proposing path on north side (parallel to Koksilah), new gate area, and path to annex. For ICET we have to match 2/3. Full landscape plan to be), in 2 phases; first phase falls under day care grant (path to annex). Sarah also presented draft plans for location of Clay's gas fired kiln (at rear on paved area, Beaver group firepit (by basketball court); and bus shelter;</p> <p>>Dangerous tree removal info update: Jens will do all three trees for the price of 2; Beechwood crew to do it all (no volunteers). Price of \$525 includes removal and replacement of Montessori fence. MOTION: Approve removal of 3 dangerous trees near the annex due to rot; to hire Beechwood Tree Service to do the work. (Angela) CARRIED</p> <p>>Gym soundproofing: Sarah and David have met and will provide info and numbers</p>	<p>Sarah to complete landscape drawing plan by end of Feb</p> <p>Sarah to draft signage ideas for basement bathrooms David to present soundproofing plan for Mar</p> <p>David to finish parking lot plan</p> <p>Angela to contact Jens re tree removal asap</p>

6. CSAA Community (20 mins)		<p>> Emergency Preparedness event – help needed? (Jeannie) Some attendees no longer available; Request for CSAA attending to bring muffins, come at 12 to set up; Jeannie to MC</p> <p>> AGM and Trash Bash event – proposal to eliminate Trash Bash event make just fun AGM event. Jill advises that Cindy seems too busy to take on. AGM to include community conversation * Directors must have paid membership before AGM to remain on Board Based on early discussions, MM arranged for Schnizter scrap metal drive, with bin on site Apr 13 to 27. Decision to continue with scrap drive.</p> <p>>Jumpstart application (Madelaine) Submitted and waiting for approval; 4 different programs; running until end of August; Sadie will be coordinator</p> <p>>Volunteer Commitment document (please read) MOTION: That the Volunteer Commitment be established as the CSAA’s guiding principles for volunteers (Madelaine)</p>	<p>Madelaine to post online Michael to help with set up CSAA Jeannie to send agenda to directors</p> <p>Defer AGM discussion to March mtg</p> <p>Jeannie and M to get together re volunteers Directors to read document Defer discussion to March</p>
7. Planning meeting – next steps (20 mins)		<p>>Committees (teams) and leadership commitment and strengths >Identifying gaps (plan for board recruiting/membership drive) >Bucket list ideas – shadowing, partnering, engagement >Paid staff tasks >Monthly meeting options >Board feedback Discussion to identify gaps in our board personnel: Recruiter; accountant; grant writer, fundraiser, event planner, community liaison</p>	<p>Sarah and Jill nomination committee – to gather names and try to fill gaps</p>
8. Recap action items and Adjourn			
Next Meetings		March 10, April 14 AGM April 24	Next meeting at the HUB