

CSAA BOARD Minutes – March 10, 2015

Meeting starting promptly at 6:30 @ The HUB

Chair: Sarah DL

Directors Attending: Madelaine MacLeod, Rick Juliusson, Jeannie McIntosh, Michael Andringa, Dorothea Banman, Pat Calveley

Others: Alison Nicholson

Regrets: Jill Thompson, Angela Davies, Anne Harrison, Kuan Foo

Item	Time	Purpose	Decisions/Actions
1. Welcome, Agenda, Minutes (10 mins)	6:30	Agenda/Minutes/Action items review >Correction to previous minutes: under fundraising “quickie”, amend wording: BC Gov’t spaces grant to “BC Gov’t Daycare spaces grant”	
2. Quickies: (>2 mins ea) - Grants/Fundraising (by report) - Treasurer’s Report (Angela) - Clay Studio - Hub Operations/Rentals (Alison)	6:40	>Speed signs (“40 km when children present”) should be installed by mid-March (Rick) >Charlie/Jody (new residents behind St. Andrew’s) have lumber they would like to donate to HUB >Clay needs help getting people to classes, need to include on CSAA site >Discussion about ease of reading events on our website >April 23, 24 and 25 piping workshop and ceilidh; Alison offered volunteers to help on Saturday	MM to ask Kuan to make a calendar for our website; Dorothea to talk to Jill/Cathi about adding pottery classes on as well Dirs to confirm w/Alison if they can help Apr 24
3. Finances (15 mins)	6:55	Budget Report (Alison) >Alison reviewed draft budget; to be ready for next meeting (before AGM) >Finances are getting complicated so suggested each event and capital project needs own budget, as well as Christmas dance, café, newsletter, youth programming, scrap drive. >Recommends we have 3-4 month savings in bank to cover potential emergency costs and unpaid lease/revenue loss Draft vehicle expense form (Madelaine) >Board consensus to accept form as presented. CARRIED	Alison to send budget template to directors Budgets for café, scrap drive, newsletter, Jumpstart to Alison by April 1
4. Café proposal (15 mins)	7:10	Request to pay Café cooks \$50/week on a rotation (Jeannie/Alison) >have not yet met to discuss	Deferred
5. Facilities (20 mins)	7:25	Facilities Report (Angela thru Sarah) >dangerous tree removal to be done March 16 >New Horizon grant has been awarded, but we have been given specific directives about the timing of public announcement, exactly when we can announce TBA, but possibly at AGM. Green Isle to start construction Apr 1 > Prototype of gym acoustic plan in place; installed in gym by George White > Phase II of bricks have been ordered	

		<p><u>Proposed landscape plan (Sarah)</u> Lights to be warm LED electric vs. solar (green concern regarding disposal of batteries every 2 years); will go out to “hardscape” contractors for prices shortly; >Grant application to be in to Min of Children/Fam Dev. by March 20; some of the signage could be deferred to ICET grant >Sarah has asked Richard Mortimer to do a proper survey to help confirm road allowance</p> <p><u>Proposed parking lot plan</u> >move to March 24 morning mtg as needs more development</p>	<p>Jill and Rick to confirm info for submitting grant proposal MM to provide Sarah with all LTO drawings on file for road detail</p>
<p>6. CSAA Community (20 mins)</p>	<p>7:45</p>	<p><u>AGM</u> >need to change date to conflict with piper event. Executive to decide: either week earlier (April 18) or Apr 26 (Sunday) at 5 start >plan reviewed with overall consensus; to be confirmed at April Board >Board advised of proposed change to executive election terms. Currently Pres/VP and Treasurer/Secretary alternate terms. Proposal to be Pres/Treasurer and VP/Secretary alternating terms >Will be advertised by Mar 20 to meet requirements</p> <p><u>Proposed budget for Scrap Drive (Madelaine)</u> Request for \$100 budget. APPROVED</p> <p><u>Volunteer Commitment document</u> Jill provided comments re concerns about the term “volunteer rights” and proposed alternative wording; Pat agreed; balance of Board had not read document. >Proposed MOTION: That the Volunteer Commitment be established as the CSAA’s guiding principles for volunteers (Madelaine) TO BE DEFERRED until new board. >The “Guiding Principles” page will be removed from volunteer kits for the time being.</p> <p><u>Youth Volunteer Nomination and Volunteer Week</u> >decision for no nomination this year >MM requested board members each write the name of 3 people who have been helping hands for us or that they know of specifically. Pictures of hands will be posted at the HUB for National volunteer week April 12-18</p> <p><u>WIFI survey</u> Nothing to present; defer to check-in meeting</p>	<p>Directors to email Jill questions/comments on agm plan</p> <p>Pat to contact Jill re helping Angela with memberships MM to work with Rodger re constitution change; MM to ensure advertising within required timeframe</p> <p>MM to check in if we should</p>

		<u>Wheel Binder (Dorothea)</u> Complete; any additional info to be added as necessary; kept in office; suggest we add a budget template to the events section for future use.	add anything to Wheel for Jumpstart or if separate binder for programming
7. Planning meeting – next steps (20 mins)	8:05	Committees (teams) and leadership commitment and strengths >Visited bucket task lists: who’s does what; short term vs. realistic long-term; non-board volunteers >recruit for Board; recruit volunteers Sarah directed bucket challenge: people put names/initials next to task they are currently doing; then took names/initials away from tasks they don’t want to continue doing. Sarah took pics as record. Every task should have 2 and too few have only one or none.	
8. Recap action items and Adjourn	8:25		
<i>Next Meetings</i>		<i>Check-in: Mar 24 (8:30); Board: April 14; AGM April TBA</i>	