

Cowichan Station Area Association Board Meeting MINUTES

Tuesday Nov 10, 2015; 5:30 pm @ HUB Upstairs Hallway

Chair: Jill Thompson

Minutes: Zena Green

Attending: Angela Davies, Jeannie McIntosh, Sarah Davies-Long, Swarn Leung, Zena, Jill, Pat Calveley, Alison Nicholson

Regrets: Michael Andringa, Lisa Daugenet, Madelaine Macleod

Item	Time	Notes	Decisions/Actions
1. Agenda/Minutes	5:40	Confirm Agenda. Approve minutes. Review action items.	Action Hold: Sarah DL will wait for new ED input before sending along website info to Sarah Juliusson
2. Giving thanks.	5:45	Any/all – who deserves recognition this month?	Action – Jeannie will send a thank you card to Lisa (and family and friends) for organizing the Harvest Dance
3. Communications	5:58	Board member communication preferences – when/how do we prefer to be contacted? Circulate list.	For Information
4. Financial Update	5:50	Alison presenting	After hearing our positive financial update, Board approved completing insulation over kitchen and buying heat controller and deck furniture Action: Angela will go ahead
5. Decisions	6:00	Zena has served as interim secretary since our last AGM when our former Secretary completed her maximum terms in office. Motion: That Zena Green be appointed to the office of CSAA Secretary until the end of the next AGM.	Motion Approved Action – Jill will submit change to BC Societies office
	6:05	Motion: That our financial management policy (April 2015) be amended from: 1. 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. CSAA maintains a separate capital account for funds raised for and committed to capital improvement projects. To: That CSAA maintains internally restricted funds of \$24,000 for building and land upgrades, for up to 5 years.	Motion Approved Action – Jill will send minutes to Gaming office
	6:10	Sue Wells fundraiser – do we want to cover the event rent? Waive rent? Director donations? Other help?	Board Approved waiving the rent for Sue Wells Fundraiser
	6:15	Initiate Fundraising Events team – assign chair, set first meeting time.	Swarn withdrew from team No chair stepped forward. Action – Sarah DL will organize first meeting when Michael returns

5. In Camera Session	6:15-7:00	<ul style="list-style-type: none"> See separate agenda. 	
6. Reports / Information	7:00	Treasurer; Facilities, Fundraising, Watershed Committee reports - clarification/questions?	For Information
		Other quick team updates? (Café, Jumpstart, etc.)	<p>Café – Gen and Jan splitting 40 hours / month (shopping and cooking)</p> <p>Jumpstart - Sadie was in touch with the CVRD and if we cannot meet the need, they might be able to help with extra staffing (e.g. summer camps)</p>
		Correspondence – request for support. Jill replied that we are not in position to do so right now.	For Information
		Christmas fundraising pitch. Planning a Christmas Giving HUB donor option – bricks, etc. Ideas welcome (Jill)	For Information
7. Review Action Items	7:20	Recap action items.	

Adjourn: 7:30. Next meeting: Tues Dec.8th @ 5:30