

CSAA BOARD Minutes— November 19, 2013
7:00-9:00 pm @ The HUB

Chair: Alison Nicholson

Directors Attending: Sue Wells, Rick Juliusson, Pat Calveley, Madelaine Macleod, Cheri Ayers, Gord Iverson, Michael Andringa, Angela Davies, Sarah Davies-Long, Jill Thompson

Regrets:

Guests: Jeannie Macintosh

Notes:

Item	Time	Purpose	Actions
1. Welcome, Introductions, Agenda	7:00 pm		
2. What's Up <ul style="list-style-type: none"> Quick round table FYI & applause 	7:10 5 min	Chance to chat and exchange info about community news, insights, ideas and successes Discussed ideas around Christmas get together	
3. Looking Ahead	7:15 pm		
<ul style="list-style-type: none"> HUB café survey results & start up plan – Jeannie and Sue 	15min	Received 50 responses to survey; Top wants are weekday openings mid morning and early afternoon, coffee, espresso, soup, baking; Tentative plan to open at 9 am; 7 people volunteering to cook; must ensure open when say we are; Wish list of equip – 2 soup pots, freezer appx \$210 ; espresso machine Need to coordinate when open w/ renters; lots of change anticipated with completion of basement; Other suggestions: visit Cedar (Gogo Café), Providence Farm; promo coupon (design needed)	Sue and Jeannie to continue plan for Jan soft opening; set budget plan for monthly cost for food and establish sell prices; visit other sites
<ul style="list-style-type: none"> Church – Next Steps 	20 min	Good turnout with mix of spiritual and community people; all stressed historically significance of site; Diocese requesting letter of intent from CSAA by end of Nov. Discussion that CSAA send letter of interest indicating acknowledging request; indicating will strike committee in new year to do letter of intent/ plan next steps	Alison to write Letter of Interest in response; to write to CVRD/Archives on mtg outcome Jill to talk to historic contact
<ul style="list-style-type: none"> Alumni Reunion 	10 min	Few attended meeting but many email/call responses; updated details to follow; lots of support from CV archives and Retired Teachers Assoc.	Jill to check re date of grant; coordinate with Madelaine; Madelaine to

		Heritage Canada grant available for free event	develop plan/budget with organizing group
<ul style="list-style-type: none"> Playground improvement Plan 	10 min	Angela proposes reconsideration of playground equip; discussion revealed more like older set, just needs a working slide and baby swing; Sarah has new chain and baby swing.	Cheri to look into natural forested play zone; Sarah to coord installation of new chain/swing
4. Focus on Business	8:10pm	Time to discuss and make decisions on policies and priority issues.	
<ul style="list-style-type: none"> Reports & Questions <ul style="list-style-type: none"> Treasurer/Budget – Angela/Alison Facilities - Angela Community –Cheri Fundraising – Jill Rentals -Alison 	20 min	<p>Financials: Report and budget attached; Request from Alison for ease of papertrail: When submitting receipts, note what item is for using budget line items Budget: projecting possible \$17K surplus in operations Shortfall for projects: >Annex heat @\$38K +wiring >Basement \$12-\$15K to finish >Ramp still unknown</p> <p>Discussion whether priority should remain with annex heating or should funds raised to date be moved to cover basement and/or annex heat shortfalls; as non profit reminder need to spend grant money before year end. Suggest note to community re success but not enough for heating, allows for further fundraising ops. Jumpstart equip here in 3 weeks after receipt of child info; Additional funds offered from Jumpstart; require program proposal by Nov 20.</p> <p>Facilities: report attached Donation of wood beams for deck; ongoing conversation with Pat Woodlands Pool table: give away, move outside</p> <p>Discussion about need for an on call maintenance person or to develop a temp routine to manage misc. building trouble shooting</p> <p>Community Engagement: <u>Hoe Down</u> Zane/Zena posters done; tix will be available asap; true grain donation;</p>	<p>Alison/Jill to work to clarify how to use funds; Alison to recalc numbers for Rick.</p> <p>Madelaine, Alison, Cheri, Sarah to meet to develop Jumpstart proposal</p> <p>Michael to help with forms at station Sue: nonworking lawnmower to Providence M: PT and sofabed free in used cow. M/Alison to develop plan for on call maintenance support</p> <p>Gord to talk to Blue Grouse re wine; Jill to apply for 50/50</p>

		<p>volunteers lined up to help with all parts</p> <p><u>Newsletter:</u> will produce in new year – focus for AGM</p> <p>Fundraising: Report attached</p> <p>MOTION: That CSAA membership policy be revised effective Jan 1 2014 wherein the first \$20 monetary donation covers membership for the household for the year. (Jill) CARRIED</p> <p>Congrats!! \$12,240 raised through Bricks, Garage Sale, scrap metal, hub social</p> <p>>Gaming grant for operations in process</p> <p>>BC Comm. Spaces - request for more money to finish basement</p> <p>>Island Coastal Grant up to \$50k due Feb 14. Matching grant; funds for new project</p> <p><u>Rentals:</u> As expected, slowing down through Dec. Montessori still paying for space, but no word on when program to start Reminder to users to respect space – keep clean, put items away;</p>	
• Volunteer HUB Program	10 min	Policy discussion re expenses Budget line item	DEFERRED
• Board recruitment	10 min	Discuss skills needed and brainstorm potential people to approach	DEFERRED
5. Summary		Recap Actions	
6. Adjourn	9:20 pm	Reminder Hoedown December 14	
Next Meeting??		December 19th; wine and cheese event??	

TREASURER'S REPORT OCTOBER 16TH TO NOVEMBER 19TH 2013

EXPENSES

Utilities Shaw 138

Janitor/Supplies 872

Fundraising Cards 92
Publicity 173
Jill 561

Capital Costs

D/W Repair 166
Annex Heat 302
Gym Exit Sign 694
Optimus Elec 2,562
(Arts Grant)

REVENUE

Rentals 2,622

Lease O.T. 600
Daycare 1,313

Fundraising

Garage Sale 2,700
Social/SA 2,882
Bricks 5,600
Metal 614

Donations

1,420
Can. Helps 192

Hub Events

Feldenrais 65
Open Mic 10
Bridge 40

Interest 8

TOTAL 5,560 18,066

Account Balance: \$102,377

Gaming Grant Balance: \$240

March 2013 – Feb. 2014		2013/14 Budget	2013/14 Actual	2013/14 Projected
OPERATIONS				
Revenues	Membership fees	\$600.00	\$825.00	\$900.00
	HUB Rental Income gym/annex	\$7,000.00	\$7,911.17	\$9,000.00
	HUB lease income annex (16 @ \$600, 6 @ \$1200)	\$14,000.00	\$12,631.65	\$16,800.00
	CVRD annual operating grant	\$25,000.00	\$24,043.39	\$24,043.39
	Income from reg. community events	\$4,000.00	\$2,120.13	\$2,500.00
	Other operations/program grants			
	HST rebate	\$1,400.00	\$1,497.00	\$1,497.00
	bank interest		\$41.37	
	Subtotal operations revenue	\$52,000.00	\$49,069.71	\$54,740.39
Expenses	Media Advertising	\$200.00	\$0.00	\$200.00
	Newsletter	\$2,000.00	\$839.85	\$1,500.00
	Office supplies & expenses	\$500.00	\$497.88	\$500.00
	HUB - non capital equipment	\$2,000.00	\$424.25	\$1,000.00
	HUB - Hydro	\$9,000.00	\$5,638.60	\$10,000.00
	HUB - Security	\$1,200.00	\$1,344.58	\$1,500.00
	HUB - Phone/internet	\$2,000.00	\$1,292.17	\$2,000.00
	HUB Occupancy Other (e.g. water, garbage)	\$500.00	\$875.19	\$950.00
	Legal/accounting/lease/licenses	\$2,000.00	\$25.00	\$2,500.00
	Insurance	\$7,000.00	\$9,654.32	\$10,000.00
	Janitor contract (est \$550/mo)	\$7,000.00	\$4,112.50	\$7,000.00
	Volunteer recognition	\$1,000.00	\$204.85	\$500.00
	Fields	\$2,500.00	\$0.00	\$0.00
	Building maintenance/contingency	\$10,000.00	\$1,916.71	\$10,000.00
	Regular events		\$0.00	
	Volunteer Programs		\$0.00	
	Café		\$0.00	
	interest & bank charges	\$60.00	\$12.81	\$60.00
	HST/GST		\$646.17	
	Subtotal Operations expenses	\$46,960.00	\$27,484.88	\$47,710.00
Net Operating Income/Loss	\$5,040.00	\$21,584.83	\$7,030.39	

March 2013 – Feb. 2014		2013/14 Budget	2013/14 Actual	2013/14 Projected
CAPITAL				
Funds Raised	Van City (energy efficiency)	\$3,000.00	\$3,000.00	\$3,000.00
	Legacy grant	\$26,500.00		\$26,500.00
	Community Fund (heating)	\$25,200.00	\$50,565.00	\$50,200.00
	Telus community fund	\$2,000.00		\$2,000.00
	HRDC	\$23,000.00	\$22,917.00	\$22,917.00
	Creative Communities	\$50,000.00	\$50,000.00	\$50,000.00
	Special fundraising events	\$5,000.00	\$11,575.47	\$15,000.00
	Donations	\$10,000.00	\$24,464.74	\$25,000.00
	HST rebate	\$32,383.00	\$20,615.51	\$28,000.00
	Subtotal Revenues for Capital	\$177,083.00	\$183,137.72	\$222,617.00
HUB Improvements	Special projects (train station)	\$413.00	-	\$413.00
	Chair lift balance		\$3,849.96	\$3,849.96
	HUB capital equipment (dishwasher etc)	\$4,000.00	\$4,126.15	\$4,126.15
	Fundraising	\$2,000.00	\$1,172.70	\$1,500.00
	Kitchen & Foyer	\$43,140.00	\$62,132.54	\$62,132.54
	Asbestos removal	\$600.00	\$555.00	\$555.00
	insulation gym (labour roof)	\$835.00	\$835.00	\$835.00
	Septic	\$900.00	\$1,517.50	\$1,517.50
	Engineer	\$4,835.00	\$2,880.00	\$4,835.00
	HUB improvements - other (paint)	\$3,000.00	\$178.95	\$300.00
	Annex heating system	\$50,000.00		
	Annex Roof	\$65,000.00	\$53,575.56	\$53,575.56
	old school downstairs	\$50,000.00	\$10,015.62	\$50,000.00
	cement ramp & deck	\$22,000.00		\$22,000.00
	gym washrooms & old school upstairs			
	HST/GST paid	\$14,922.00	\$8,696.19	\$14,922.00
	Total Capital Improvements	\$261,645.00	\$149,535.17	\$220,561.71
Net Capital Income/Loss	-\$84,562.00	\$33,602.55	\$2,055.29	
Total Net Income/Loss	-\$79,522.00	\$55,187.38	\$9,085.68	

FACILITIES REPORT FOR NOVEMBER BOARD MEETING 2013

POTTERY/ART SPACE: Permit received, work in progress. Demo finished, came in \$600 less than the projected overrun. Mercury has installed the dampers, not final numbers but close to the \$1,300 quote. On the electrical front, due to a blown panel and switch we had to replace it with a new one, but including the clean-up of wiring in preparation for the type X drywall on the ceiling, we still came in below the \$3,800 overrun with a saving of \$1,356. J.S. Plumbing will be back in action on Monday and following that the cement boards for the floor pouring will be put in place, may be pouring by the end of next week depending on.....

DECK/RAMP: Luke Martin has confirmed that he will donate timbers for the timber frame and planks for the deck, which is really wonderful. Following a meeting with Green Isle, AAE Structural and Orangutang, Alex is in conversation with Luke re the timber from and then he will complete his structural adjustments to the deck, pass that on to David who will then make the changes to his drawing. Following that, a re-quote from Green Isle just for the ramp, deck, overhang and kitchen roof should follow, so we will know how far our \$22,000 ramp grant will take us! Once everything is together I will present it to the Board for approval of the work we can afford and sign a contract.

ANNEX ROOF: Anu Enterprises still have to come back and finish the flashing on one corner, unless they have already done this by the time of my report.

EXTRA UNEXPECTED EXPENSES: The Running Man has been installed in the gym so we now comply with the Fire Code. The dishwasher needed tweaking as it was not rinsing.

THINGS TO DO: PRIORITY – Make forms for the picnic table (Michael has offered to lead this) and also for the 4' space where the geothermal enters the gym. We need this done before the ramp is poured.

- 1) We still have left over furniture to get rid of from the Annex
- 2) We need a decision on where it will go and a crew to get it there.
- 3) We will need a crew to sort out the junk and keepers presently stored between the back of the Gym and the Old School.
- 4) Nice winter project – painting the interior doors of the kitchen, foyer and gym, any takers? It will force the decision on colours if that happens.
- 5) The extra lawnmower in the Art Room, where are we planning to keep it for the winter? The shed won't hold two.

CSAA Fundraising Update November 2013 (Jill)

Decision Requested

Motion to change our membership policy, starting Jan 1. 2014, such that the first \$20 of any donation covers the household/family membership for that person for that year.

- **Applies to monetary donations only, and not purchases/costs (e.g. a \$100 brick purchase includes \$20 costs for brick and engraving, so the donation amount is \$80.)**
- **The \$20 membership portion will go into an operations account to cover CSAA member services costs (AGM, board costs, newsletters, special member meetings, etc).**
- **This policy should be clear to donors, with an option to ‘opt out’ if they want all their money to go to a particular campaign.**

Background - Until now, CSAA has had donors who aren't technically members, unless they paid a membership fee. It's better for CSAA to be able to show a large membership, and better for all if our donors have a vote should we ever need an election. This policy will enable us to count our donors as "members" and give them a vote at AGM etc. Going forward, we will need to get the names of all residents over 18 in the donor's household to include them in our member list for that year.

Updates:

Annex Aid

Ideas	Result	Action / Follow up
Buy a Brick	<ul style="list-style-type: none"> • 61 sold, \$6,985 collected, 46 orders. • Estimated \$6,400 profit so far (but in reality we have to pay for all the bricks up front, so this will be lower at first) • 57 out of 120 small bricks taken • 4 out of 60 large bricks taken • Bricks will continue to be sold until they are all engraved but the deadline has passed for this first round of engraving (with some wiggle room if more orders come in soon) 	<ul style="list-style-type: none"> • Verify all engraving text and send tax receipts (Alison) • Organize "comp" bricks for sponsors (Alison/Jill) • Order bricks (Jill/Angela) • Install when ramp is done. • Press event for "unveiling" (Jill/Madelaine/all)
Garage Sale	<ul style="list-style-type: none"> • Great local event – nice participation from lots of 	<ul style="list-style-type: none"> • Madelaine – what's left to sell/dispose of?

	<p>volunteers</p> <ul style="list-style-type: none"> • Relatively a lot of work for the money – good event to do maybe 1x per year. • Income \$2,745/ Expenses \$45/ Profit \$2,700. (plus Madelaine is still working to sell some things) 	
HUB Social with Silent Auction	<ul style="list-style-type: none"> • Fun night – good feedback. Nearly sold out. • Income \$2,882 / Expenses approx. \$300 / Estimated profit \$2,500. • Business Directory - 46 listings, most of which contributed to auction, & many also attended. Over \$3000 in goods donated to auction. • Fun to focus on local donations for this one, but unrestricted donations could bring in more money overall. • Could have higher min. bids & a CSAA bid-setter to make sure we get good value for donations. 	<ul style="list-style-type: none"> • Spring social – consider a live auction for some items. • Look more broadly for donations for the next one)
Scrap metal drive	<ul style="list-style-type: none"> • Good, easy fundraiser (Sue/Madelaine – do you agree?) • Income \$640 / Expenses? (gas receipts anyone?) 	
CVRD	<ul style="list-style-type: none"> • Gave additional \$25,000 which went to roof. 	<ul style="list-style-type: none"> •
Fundraising Appeal letters	<ul style="list-style-type: none"> • Should we do this? Do we need to? 	<ul style="list-style-type: none"> • Jill / Alison

Grants

- Gaming grant for operations – Rick – due end of Nov.
- BC Spaces – going to ask for top-up of \$10-13K for unexpected code/safety issues.
- TD Friends of Environment - Jill will re-apply for educational signage.
- Cdn Heritage - \$\$ for 100th birthday event as part of reunion weekend - need to finish audit for last grant first.
- Agricultural Investment – Rick

- Island Coastal Trust – Feb – up to \$50k but need matching funds in place at time of application so need to find the funds now. Must be a new project.

Door to Door Membership Drive

- Christmas caroling anyone? It has been suggested that we go caroling door to door, asking local households to donate \$20 which will cover their membership for the year. It may not be a good year to start this tradition as we have asked a lot of our community lately. Thoughts? Good singers? (I'm terrible –but they may pay me to go away!) Another idea is to offer caroling like a singing telegram, where people pay us to send a crew to a particular doorstep at a specific time.

Events

Chuck's band – February
House Parties?
Rotary Pancake breakfast?

Business Partners

More sponsor signs overdue on fence
Add a sentence board "Each sponsor named here has generously given over \$3,000" to clarify that this isn't all of our supporters. (Some supporters are confused as to why they are not named.)

Other

Supporter Wall – still need to figure out how to do our Donor Wall inside.

Gym space bookings November 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Community Conversation re St Andrews Church 7	2
3	4	5 Freshstart Fitness 9-11 am Janet Harder 2:45-4:45 Freshstart Fitness 7-8 pm	6 Girl Guides 3 – 8 pm	7 Freshstart Fitness 9-10 am Freshstart Fitness 7-8 pm	8 Freshstart Fitness 10:15-10:45 Leah	9 Music dance improv 8 on?
10	11	12 Freshstart Fitness 9-11 am Janet Harder 2:45-4:45 Freshstart Fitness 7-8	13 Girl Guides 3 – 7 pm	14 Freshstart Fitness 9-10 am Freshstart Fitness 7-8 pm	15 Freshstart Fitness 10:15-10:45	16 8-1 cheri
17	18	19 Freshstart Fitness 9-11 am Janet Harder 2:45-4:45 Freshstart Fitness 7-8 pm CSAA Board 7-9	20 Girl Guides 3 – 8 pm	21 Freshstart Fitness 9-10 am Freshstart Fitness 7-8 pm	22 Freshstart Fitness 10:15-10:45	23 Sara Dent 11 til 11 Farm folk city folk
24 Colleen birthday party 10-3	25	26 Freshstart Fitness 9-11 am Janet Harder 2:45-4:45 Freshstart Fitness 7-8	27 Girl Guides 3 – 8 pm	28 Freshstart Fitness 9-10 am Freshstart Fitness 7-8 pm	29 Freshstart Fitness 10:15-10:45 Open Mic Night 7 – 10 pm	30

Kitchen/Cafe space bookings November 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Community Conversation with Diocese 7 pm	2

Kitchen/Cafe space bookings November 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4 French & Spanish Trevor Haug 9:30- 12:30	5 Seniors 10:30-12:00 Janet Harder 2:45-4:45	6 Bridge 7-10	7	8	9
10	Remembrance Day 11	12 Seniors 10:30-12:00 Janet Harder 2:45-4:45. Alumni meeting 7 pm	13	14	15	16
17 12:30-4:00 Holly	18 French & Spanish Trevor Haug 9:30- 12:30	19 Seniors 10:30-12:00 Janet Harder 2:45-4:45 CSAA Board 7-9	20 Bridge 7-10	21 Holly 9:30-1:00	22 6-9 Matt	23
24 Colleen birthday party 10-3	25 French & Spanish Trevor Haug 9:30- 12:30	26 Seniors 10:30-12:00 Janet Harder 2:45-4:45	27	28	29 Open Mic Night 7 – 10 pm	30

Annex bookings November 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Yoga oct 7 thru Nov 9:15-10:30 Life Drawing??6-9	5	6 Feldenkrais 9-10 Science Club Leslie Gardner 2- 4 Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	7 Yoga 5:00-6:15 Cow Stn Discussion Group 6:30-9:00	8	9

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10	11 Life Drawing??6-9	12	13 Feldenkrais 9-10 Science Club Leslie Gardner 2-4 Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	14 Cow Stn Discussion Group 6:30-9:00	15	16
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