

CSAA BOARD Meeting – November DRAFT Minutes

5:30-7:30pm @ HUB Upstairs

Chair: Jill Thompson / Minutes: Mitzi Mogden-Dupuis

Attending: Diane Perry, Melanie Watson, Bailey Williamson, Barry O’Riordan, Alison Nicholson, Angela Davies, Lisa Daugenet, Jeannie McIntosh, Hilary Else, Sarah Davies-Long

Regrets: Swarn Leung, Kevin Warwick, Zena Green

Item	Notes	Decisions/Actions
Welcome	FixIt Month	ACTION: Send email to request volunteer participation for work parties/buddy system “Fix-it” list. Hilary will lead
	Water Sampling: Lisa (organizer) Bailey and Melanie to collect and deliver water samples	
Gratitude	<ul style="list-style-type: none"> • Thanks to Ron Price (2x café vouchers) • Cowichan Family Life (for chairs) • Patty and Zora for free lunch • Rudy for water 	December: Will put Lease(s) on next month’s agenda
Treasurer report and budget	<p>Alison walked us through the budget (statements)</p> <ul style="list-style-type: none"> • Overall doing well. Have some money oweing to come in from rentals. <p>Café had start-up expenses from taking summer break. Board recognizes how much effort, work it takes to prepare the statements</p>	
Policy Package	<p>Madelaine took comments/input from various board members. Shared an amended Fundraising doc to board. Explained changes, new policies to be added. Renumbering (beginning with 2016-001 and building account from there)</p> <p>GOV#4 2012-001: revisit and decide if there is \$\$ for compensation to board members for work</p>	<p>ALL EDITS DUE NEXT BOARD MEETING</p> <p>Any concerns to be emailed to person heading each document and CC Madelaine</p> <p>ACTION: Madelaine to send FINANCIALS D#4 drafts to Angela to make edits (fill in pertinent info) and Angela will bring final at next meeting.</p> <p>ACTION: GOVERNANCE #4 Mitzi to get date for board adoption of Code of Conduct and send to Angela</p> <p>ACTION: Jill and Melanie to work on Governance D4 together:</p> <p>Dispute Resolution to be included in the Code of Conduct and to encompass not just the board but, to include staff and volunteers as well. Including Hilary</p> <p>ACTION: Barry to work through edits on Tenants and Renters D#4</p> <p>ACTION: Hilary and Zena to update the Volunteers D#4 (Melanie to send updated code of conduct-encompassing volunteers also to Hilary)</p>
Eldercare workshop		DECISION: CONCESUS reached for approval of MoU
Halloween	<p>\$1686 fundraised</p> <p>Zena trying to get PST money back from alcohol sales</p> <p>Extra alcohol has been returned to store</p> <p>Thinking ahead to next year: Possible to roll entry cost to include chili (similar)</p>	

	Introduce a family limit for entry	
Koksilah watershed cmttee	<p>Good number of volunteers enrolled to staff fundraiser (burger and beer)</p> <p>Very little money in our govt for the environments</p> <p>Grants being written for several co's</p> <p>Commitments of 10-20K from area B</p> <p>10K from Area E are being sought</p> <p>If the auctioned flight/plane goes down, do we have enough insurance (as per federal law) & they are our sub-committee, a waiver won't cover us fully</p>	<p>Swarn is stepping down from the board</p> <p>We now need a person to join the Koksilah watershed/ask them to join our board.</p> <p>ACTION: Hilary will ask Natasha Ayers to fill vacancy</p> <p>ACTION: Barry will get in touch with insurance company what it would cost to insure CSAA for organizational liability insurance to \$5Million</p>
Open House		<p>Decision: Board approved \$120 spend toward the set-up</p> <p>ACTION: Send archive/favorite photos to Melanie</p>
Christmas	<p>Will be a dance. Bailey working with Gen on music.</p> <p>Mini-musicians to perform a concert</p> <p>Recorder students to play concert</p> <p>Square dancing</p> <p>Beer & wine</p>	ACTION: Bailey to bring budget forward to next meeting (December)
Canada Day	<p>Break-even event</p> <p>Raise flagpole, walk through to village, cake, street hockey, doughnuts</p>	
Youth Recreation Updated	<p>Jumpstart is over as of Dec. Will not qualify for funding next year. (due to income vs rural)</p> <p>IDEASD:</p> <p>Writing grants: Funding for the assistant's salary (so it's not core funding)</p> <p>Sadie Sandwich board sign (sponsor of the week: for advertising @\$100)</p>	ACTION: Jill to send info to Donna and Bailey who will work on coordinating fundraising
Capital Projects	<p>New bricks (purchased) are in progress, to be laid soon.</p> <p>Bike racks are coming in shortly.</p> <p>Gate: Bailey may have wood to donate</p>	ACTION: Jill to send gate design to Bailey and Donna and Barry
	Request to install permanent sign at corner pointing to Blue Grouse	Board in favor. Will discuss further
ED update	<p>Concerned about income being low for rentals</p> <p>Board brainstormed ways to advertise availability (especially through business hours, weekdays)</p>	

Adjourn: 7:30. Next meeting: December 13, 2016 @ HUB Upstairs / Rec Room