

**CSAA BOARD MINUTES – October 15, 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

**Regrets:** Jill Thompson

**Guests:** Jeannie Macintosh

**Notes:**

Item	Time	Purpose	Actions
1. Welcome, Introductions, Agenda	<b>7:00 pm</b>		
2. What's Up <ul style="list-style-type: none"> <li>• Quick round table FYI &amp; applause</li> </ul>	<b>7:10 10 min</b>	<p>Chance to chat and exchange info about community news, insights, ideas and successes.</p> <ul style="list-style-type: none"> <li>• Garage sale, scrap metal drive, social, silent auction thank you all!!!!</li> </ul> <p>To date scrap drive \$613.51 (3.5 tons ferrous/443 lbs. nonferrous)  Garage sale \$2600  Social/auction \$3000</p>	
3. Looking Ahead <ul style="list-style-type: none"> <li>• Cafe</li> </ul>	<b>7:20 pm 40 min</b>	<p>Community Café –Establish long term vision/goals/operating principles</p> <p>Overall discussion focused on what we want to achieve - its about its place in community, but must be self-sustaining; offers a service for other in house programs (ie fitness); opportunity to showcase Cow. Stn. (Cowichan) products; volunteers vs. paid staff; establish protocol on local/organic/freetrade; should explore how Cow. Com. Kitchen operates (Lori Iadinnardo)</p>	
4. Proposal for HUB café start up – Jeannie Macintosh	<b>8:00 15 min</b>	<p>User groups excited but lack of bodies (more than just seniors) to run more; consider opening 2 days per week and following user events; how about a "soup bee"; food safe protocol to be established. Maybe CSAA/HUB could host FS training?</p>	<p>Sue and Jeannie to look at soup/bread service; aim for soft opening Dec 1; to sort out equipment requirements</p>
5. Focus on Business	<b>8:15 pm 40 min</b>	<p>Time to discuss and make decisions on policies and priority issues.</p>	
<ul style="list-style-type: none"> <li>• Reports &amp; Questions <ul style="list-style-type: none"> <li>○ Treasurer/Budget – Angela/Alison</li> <li>○ Facilities - Angela</li> <li>○ Community –Cheri</li> <li>○ Fundraising – Jill</li> <li>○ Rentals -Alison</li> </ul> </li> </ul>	<b>20 min</b>	<p><u>Treasurer report/Budget:</u> attached  Rental income is doing well;  <u>Facilities :</u> report attached  Heating dampers \$1300; basement costs now appx \$10k more than \$50 budget;  ramp changes coming w/cost update;  Richard will mow south field; springtime to re-level/seed  <u>Community:</u>  Hoe Down band booked (\$10/\$12 @door)  6 under free; 7-12 \$5; cash bar; budget to follow</p>	<p>Madelaine to contact Shaw to hook up wifi in Annex</p> <p>Cheri to provide info for Madelaine to put out promo piece</p>

		<p><u>Fundraising</u>: report attached  Social big hit – sold out; silent auction fun;  Need copies of directory  <u>Grant</u>: Application due asap for \$35k;  Legacy grant- long shot, but qualify due to 100 year school birthday</p> <p><u>Church presentation</u>:  Ideas include: historical background presentation (Roger), Gord to do side show; Diocese presentation; q&amp;a community dialogue; future plans;  After discussion, structure to be reconsidered</p>	<p>Jill, Sarah, Angela, Alison to gather final costing for Legacy Grant for Rick</p> <p>Madelaine to get info to papers for article.  Directors to do coffee/goodies</p>
<ul style="list-style-type: none"> <li>Alumni Reunion - Madelaine</li> </ul>	15min	<p>Preliminary plan/budget presented. Concern that no hard plans have been presented, and that no committee yet struck. Short term, asked for approval to use the logo design for bricks and any advertising.  Motion: That the alum logo be approved as presented. (Madelaine) CARRIED.</p>	Madelaine to form committee; develop better plans
<ul style="list-style-type: none"> <li>Carbon Credits</li> </ul>	5 min	<p>Should the CVRD claim our GreenHouseGas savings or should we be selling the credits?  Discussion: CVRD has asked to claim ours. Suggest that we will give as at this time may not worth the costs to us to claim; suggest we agree with limitation. Needs more clarification</p>	Alison to write letter to CVRD
6. Summary	<b>8:55 5 min</b>	Recap Actions	
7. Adjourn	<b>9:00 pm</b>	Reminder <b>Friday Nov. 1<sup>st</sup> 7 pm</b> St Andrew's church conversation	
<b>Next Meeting</b>		<b>November 19th</b>	

**TREASURER'S REPORT SEPTEMBER 18<sup>TH</sup> TO OCTOBER 15<sup>TH</sup> 2013**

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**EXPENSES**

**Utilities** Cobalt 371  
 Hydro 479  
 Shaw 138

**Janitor/Supplies** 269

**Fundraiser Exp.** 95

**Newsletter** 400

**Capital Costs**

Drywall Disp 43  
 Operational 189

**TOTAL** **1,984**

**REVENUE**

**Rentals** 1,407  
**Leases** O.T 600  
 Daycare 1,313

**Fundraiser** Garage Sale  
 B&B, Silent  
 Auction 5,430  
 Bricks 200

**Grants** CVRD Gas  
 Tax 39,540

**HUB Events** FeldenK 107  
 Open Mic 15  
 Bridge 67

**Interest** 4

**48,683**

**Account Balance: \$96,109**

Garage Sale raised \$2,700  
 Café \$ 156  
 Silent Auction \$2,500  
 50/50 raised \$ 250

Burger and Beer was a sell out of 120 tickets  
 Exact numbers will be know once all the bits and pieces are in and  
 calculated.

Congratulations everyone, we did remarkably well.

## **FACILITIES REPORT FOR OCTOBER BOARD MEETING 2013**

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**POTTERY/ART SPACE:** Still waiting for a permit as things are still stuck at the Code Consultant level. Not sure what the problem is other than Alex has been busy with some smaller jobs. Conversations, emails and general grumbling from me has been had and it is on his deck waiting for him to write everything in. Then it goes on to CVRD, so who knows when we will be able to start.

**DECK/RAMP:** Quote from Green Isle Homes came in too high (\$24,150, Grant money \$20,000). The numbers are too high anyway so it was back to the drawing board and Facilities discussions ensued with Orangutang Design and we decided that to save money we should look into just doing the ramp for now and doing the deck in planks and timber frame as we were offered free wood from Luke Martin if this can happen then we might have enough left over from the ramp money to put the siding on the building and make a start on the deck. The other portion of the quote from Green Isle to do the roof over the deck, timberwork, gutters, and other things, which were too expensive etc. was another 24K. In short, a re-quote from Green Isle just for the ramp, AAE Structural has just said we can go ahead with the ramp and he will address how the deck will be connected to the ramp later. Colin will hopefully have a requisite early next week and so we might be able get started soon after that. Once everything is together I will present it to the Board for approval of change from concrete deck to wood and the other cost saving design changes that David has come up with. Stay tuned!

**ANNEX ROOF:** Concrete completed at the front, Anu Enterprises still have to come back and finish the flashing but they are one man short because of an injury. Estimated completion date the day of the Board Meeting. Optimus Electric has been through the whole building, replacing conduit etc. where screws went through. They won't guarantee that they have got everything. The bill goes straight to Anu for this work, which was very extensive. A vent cover has blown off in the wind, need a volunteer to go up and replace it as there will be rain coming in.

**EXTRA UNEXPECTED EXPENSES:** Blocked drains both in the kitchen and outside roof drains, have been fixed. An exit sign in the gym has to be reworked and a new line run. We have to do this for obvious reasons but also because we will be having our annual fire assessment soon.

That's it for now.

# Sept 2013 HUB Garage Sale Debrief

(Ann, Michaela, Alison, Rodger, Jill + notes from Michael & Heather)

## General comments

- Great community involvement – more and new people – this alone makes it worth it.
- Terrible weather (rain, wind) affected us. Busy weekend too.
- Enjoyed it – fun to see the community out.
- Raised about \$2000 (?check that number)

## Sorting / Pricing

- Huge job (estimated hours >40 shared by 3 main pricers and many more on set up day)
- Good categories for sales tables
- Pre-sorting weekend before helped
- Take time to test batteries etc so we can sell things as ‘working’
- Hard to guess – try to bring in pricing experts day before sale to point out higher value things (e.g. Ray Dimarchi, Ray’s Antiques guy, Laird for art, Bob James & Marcia (via Glenn), John of John’s Used (via Rodger), Mike Bone)
- Art can be taken to Kilshaw’s in Victoria in advance for them to ID which are valuable
- Silent / blind bid – nice diversity but include on posters so people know to expect it
- Credit cards – only one request.
- No quarters in pricing – everything by \$ (e.g. 4/\$1) – floats were fine (\$50?).

## Plants - de-emphasize in posters – more focus on yard sale

- Was a surprise to Bernie – might not be best time for them to donate – check
- Some sales – not huge (terrible weather for it)

## Furniture sale

- Too much work – heavy and takes a lot of space. Don’t do furniture next time. Maybe 1-2 nice pieces by silent auction.

## Posters/promotions

- include these points next time
- INDOOR sale
- ½ price from 1pm
- Plus Silent Auction, Lunch, baking and more!
- Signs – great signs by Jeannie. When parking lot is full, can’t see signs by building – put sandwich board signs across road and at Lakeside & Bench. Other spots – Doupe Rd, Koksilah@Bench, Bench@TCH, Koksilah @TCH, Try to raise them up higher.
- Make sure we get Valley Voice – maybe an ad.

### **Timing**

- Really slowed after 1pm - make hours 9-2 next time, with ½ price from 1-2pm.
- Combine with July sale, or other – only one sale/year – yard, books, plant-sale.

### **Volunteers**

- about 30 people helped in total, many for >8 hrs . Did anyone feel they had to put in too much time? (no-one answered yes to this yet)
- Bought frozen pizzas to feed them on sale day, and Jill made soup on set-up day. Big pot of veggie soup with bread each day would be good (volunteer?)

### **Clean up**

- -on Saturday good – while we have ppl & momentum. Skeleton crew on Sunday (4) to do final touches c(sweep, mop, take down signs, clear any leftovers)
- Sassy Lion – arrange pick-up of extras in advance.

**Other** - Buskers on stage would be fun.

## **Oct 2013 HUB Social & Auction Debrief**

(Jill's thoughts – please add yours)

### **General comments**

- “sold out” (actually 101 tickets cashed - 10-20 tickets missing?)
- Local directory brought in new auction donors, and brought those people out to the event. Seemed to work, although the ‘cost’ is that we exclude some potential auction donors who might have higher value donations.
- Raised about \$2500 (net), not including copying costs for directory. Great but I think we can increase that next time without changing much.
- 50-50 license will be easier to get next time as we're now a registered organization - \$10 charge – order 1 week in advance.

### **Auction Pricing / Payments**

- Most items had \$10 min bid, or no min. Think some should have had higher min bids to respect the donor and raise prices. Need a price reviewer on task 1 hr before start to make sure.
- Market values came from donors- listed on bid sheets.
- Silent auction – nice vibe - one person suggested we could make more money by live auction.
- Credit cards – a few.
- Thanks to Cheri and Madelaine who took on auction cashier - I hadn't planned for that part!

### **Set up**

- Auction table - 3pm set-up for 5pm sale was enough time with 2 people working on it (Keri/Jan)
- Ticket table should be set up by 4:30 pm

- 2 pool tables worked well. Bryant set out plywood and cloths over them.

### **Entertainment**

- Make announcement list for MC the week previous – 3 batches of announcements – early, mid, end of night.
- Might be better to get a director to make the announcements.
- Band was appreciated again, and seemed to enjoy it (but asked for 2 beers next time!). MC could encourage crowd to buy the band a round by telling them they're playing for free.

### **Posters/promotions/ticket sales**

- smaller colour posters (@20 cents each) combined with full size at mailboxes etc. Small ones build excitement / reminders.
- Paid ad un-necessary – word of mouth, newsletter, e-news, directory all good promotion.
- Bucknucks – sold at least 10. Think it helped.
- Next time advertise buy or reserve tickets – sold out last time. Reserve tickets should have a time limit – must be there by 6pm or we will sell them.
- On-site signage – include “Please sit at tables marked “Reserved” and “Please remember to tip your server.Thank you!”

### **Timing**

- 5-8pm seems good
- One guest suggested an annual auction is good. Bryant is happy to give us 2 slots per year (spring /fall). Could do one auction and one “trivia night” or some other game (Family Feud anyone?)
- Wondered if we'd be hurt by doing it so close to garage sale but don't think so.

### **Volunteer Roles (about 6-8 ppl total)**

- solicit/collect auction donations – 2-3 people ideal over the month previous – hand deliver request for donations, and arrange pick-up.
- make gift certificates where needed – Keri custom made each one by checking their websites for images/logos etc. (4-5 hrs)t. Printed B&W and glued to coloured card stock. Worked great!
- Make bid sheet for each donation. Bring 10 blanks for corrections and last minute donations. (Keri)
- Sound Set up, including hauling from HUB and sound check – 2 ppl (Kent/Zane)
- Auction set up (Keri/Jan)
- Ticket table set up (Jill).
- Could have used a CSAA ‘price-checker’ to check all min. Bids before sale and to bid on CSAA’s behalf throughout sale to make sure we got fair price. If something selling too low, we should ‘buy’ it ourselves to sell it the next time.
- Auciton table monitoring – answering questions – keeping an eye – talking up the crowd! (Jan)

- 50-50 seller – 1 person enough plus someone to help count \$\$ at end.
- Ticket table 2 ppl needed from 5-6pm, particularly when tickets are almost sold out – tracking reservations... (Jill/Julie)
- Auction cashiers (2-3 needed –Cheri/Madelaine)
- MC / announcer (Kent)
- Band
- Auction follow-up – contacting winners that have left or don't have money with them (Madelaine!)

**Clean up**

- Packing up un-claimed auction items, displays.
- Sound system (Kent)

**Other**

- Money belt might be safer for both ticket sales and 50-50 – too easy to take your eyes off cashboxes in busy bar.
- Directory printing costs were about \$100 but it was a good advertising / promotion method, and people liked getting a 'gift' at door. I think worth it, and proper layout could reduce pages.



**Gym space bookings October 2013**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Freshstart Fitness 9-10 am Janet Harder 2:45-4:45 Freshstart Fitness 7-8 pm	2	3 Freshstart Fitness 9-10 am  Freshstart Fitness 7-8 pm	4	5 Andrea party 4 on
6	7 Tina Lamb minor hockey 6-8	8 Freshstart Fitness 9-10 am Janet Harder 2:45-4:45 Freshstart Fitness 6:30-7:30 pm	9 Girl Guides 3 – 8 pm	10 Freshstart Fitness 9-10 am  Freshstart Fitness 6:30-7:30 pm	11	12 Djordje yoga retreat 4-6  Dance music improv 8 on
13 Djordje yoga retreat all day	<b>Thanksgiving</b> 14 Djordje yoga retreat 6:30-10:30	15 Freshstart Fitness 9-10 am Janet Harder 2:45-4:45 Freshstart Fitness 6:30-7:30 pm	16 Jennifer King 250-466-9186 1-3 birthday Girl Guides 3 – 8pm	17 Freshstart Fitness 9-10 am  Freshstart Fitness 6:30-7:30 pm	18	19  ??Sunrise Parents 7-11:30
20 Bootleg Betty – sauerkraut making 12:30-4:00	21 Tina Lamb minor hockey 6-8	22 Freshstart Fitness 9-10 am Janet Harder 2:45-4:45 Freshstart Fitness 6:30-7:30 pm	23 Sauerkraut workshop 6:30-10 Girl Guides 3 – 8pm	24 Freshstart Fitness 9-10 am  Freshstart Fitness 6:30-7:30 pm	25 Open MicNight 7 – 10 pm	26 Pat Calvey times?
27	28 Sauerkraut workshop 6:30-10	29 Freshstart Fitness 9-10 am Janet Harder 2:45-4:45 Freshstart Fitness 6:30-7:30 pm.	30 Girl Guides 3 – 8 pm	31 Freshstart Fitness 9-10 am  Freshstart Fitness 6:30-7:30 pm		

**Kitchen/Café space bookings October 2013**

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
		1 Coffee & Conversation 10:30-12:00 Janet Harder 2:45-4:45	2 Bridge 7-10	3	4	5
6	7 French & Spanish Trevor Haug 9:30- 12:30	8 Coffee & Conversation 10:30-12:00 Janet Harder 2:45-4:45	9	10	11	12
13	<b>Thanksgiving</b> 14	15 Coffee & Conversation 10:30-12:00 Janet Harder 2:45-4:45 Board meeting 7- 9	16 Bridge 7-10	17	18	19 ??Sunrise Parents 7-11:30
20 Bootleg Betty – sauerkraut making 12:30- 4:00	21 French & Spanish Trevor Haug 9:30- 12:30	22 Coffee & Conversation 10:30-12:00 Janet Harder 2:45-4:45	23 Bootleg Betty – sauerkraut making 9:30-1:00	24	25 Open Mic Night 7 – 10 pm	26
27	28 French & Spanish Trevor Haug 9:30- 12:30 Bootleg Betty – sauerkraut making 6:30-10	29 Coffee & Conversation 10:30-12:00 Janet Harder 2:45-4:45	30	31		

**Annex bookings October 2013**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Feldenkrais 9-10 am Science Club Leslie Gardner 3-5: pm Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	3 Yoga 5:00-6:15 Cow Stn Discussion Group 6:30-9:00	4	5
6	7 Yoga oct 7 thru Nov 9:15-10:30  Life Drawing 6- 9	8	9 Science Club Leslie Gardner 3-5: pm Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	10 Yoga 5:00-6:15 Cow Stn Discussion Group 6:30-9:00	11	12
13	14 Yoga oct 7 thru Nov 9:15-10:30  Life Drawing 6- 9	15	16 Science Club Leslie Gardner 3-5: pm Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	17 Yoga 5:00-6:15 Cow Stn Discussion Group 6:30-9:00	18	19 Rob Moore pipers 1-4
20	21 Yoga oct 7 thru Nov 9:15-10:30 Life Drawing 6- 9 pm  Life Drawing 6- 9	22	23 Science Club Leslie Gardner 3-5: pm Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	24 Yoga 5:00-6:15 Cow Stn Discussion Group 6:30-9:00	25	26 First aid girl guides 9-5)
27 first aid 9-2	28 Yoga oct 7 thru Nov 9:15-10:30  Life Drawing 6- 9	29 Brenda Fawkes workshop 8:30- 12:30	30 Science Club Leslie Gardner 3-5: pm Hilary 5-6:30 Westcoast Men's Circle 6:30-10:00	31 Yoga 5:00-6:15 Cow Stn Discussion Group 6:30-9:00		

March 2013 – Feb. 2014 (budgeted)		2013/14 actual	2013/14 projected	
OPERATIONS				
<b>Revenues</b>	Membership fees	\$600.00	\$825.00	\$900.00
	HUB Rental Income gym/annex	\$7,000.00	\$4,586.93	\$10,000.00
	HUB lease income annex (16 @ \$600, 6 @ \$1200)	\$14,000.00	\$8,364.79	\$16,800.00
	CVRD annual operating grant	\$25,000.00	\$24,043.39	\$24,043.39
	Income from community events	\$4,000.00	\$851.63	\$2,000.00
	Other operations/program grants			
	HST rebate	\$1,400.00	\$1,497.00	\$1,497.00
	bank interest		\$25.05	
	<b>Subtotal operations revenue</b>	<b>\$52,000.00</b>	<b>\$40,193.79</b>	<b>\$55,240.39</b>
<b>Expenses</b>	Media Advertising	\$200.00	\$0.00	\$200.00
	Newsletter	\$2,000.00	\$337.30	\$2,000.00
	Office supplies & expenses	\$500.00	\$347.20	\$500.00
	HUB - non capital equipment	\$2,000.00	\$298.53	\$1,000.00
	HUB - Hydro (est \$1500/mo. x 9 mo.)	\$9,000.00	\$4,418.99	\$13,500.00
	HUB - Security	\$1,200.00	\$839.58	\$1,200.00
	HUB - Phone/internet	\$2,000.00	\$504.19	\$2,000.00
	HUB Occupancy Other (e.g. water, garbage)	\$500.00	\$354.80	\$500.00
	Legal/accounting/lease/licenses	\$2,000.00	\$25.00	\$2,000.00
	Insurance	\$7,000.00	\$893.32	\$7,000.00
	Janitor contract (est \$550/mo)	\$7,000.00	\$2,725.00	\$7,000.00
	Volunteer recognition	\$1,000.00	\$163.69	\$800.00
	Fields	\$2,500.00		\$2,500.00
	interest & bank charges	\$60.00	\$7.00	\$60.00
	Building maintenance/contingency	\$10,000.00	\$600.00	\$10,000.00
	HST/GST		\$424.12	
	<b>Subtotal Operations expenses</b>	<b>\$46,960.00</b>	<b>\$11,514.60</b>	<b>\$50,260.00</b>
<b>Net Operating Income/Loss</b>	<b>\$5,040.00</b>	<b>\$28,679.19</b>	<b>\$4,980.39</b>	

<b>CAPITAL</b>		Budget	Actual	Projected
<b>Funds Raised</b>	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	\$11,744.61	\$38,455.39
	Telus community fund	\$2,000.00		\$2,000.00
	BC Rehab			
	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	\$1,704.00	\$5,000.00
	Donations	\$10,000.00	\$21,228.71	\$30,000.00
	HST rebate	\$32,383.00	\$20,615.51	\$32,383.00
	other (e.g., sale furniture, theft insurance)			
	<b>Subtotal Revenues for Capital</b>	<b>\$177,083.00</b>	<b>\$131,209.83</b>	<b>\$210,255.39</b>
<b>HUB Improvements</b>	Special projects (train station)	\$413.00	-	\$413.00
	Chair lift balance		\$3,849.96	\$3,849.96
	HUB capital equipment (dishwasher)	\$4,000.00	\$3,159.44	\$3,159.44
	Fundraising	\$2,000.00	\$162.94	\$2,000.00
	Kitchen & Foyer	\$43,140.00	\$45,181.13	\$49,500.00
	Asbestos removal	\$600.00	\$555.00	\$555.00
	insulation gym (labour roof)	\$835.00	\$835.00	\$835.00
	perimeter drains gym	\$5,000.00	\$1,300.00	\$1,300.00
	electrical - misc & kitchen(\$6k)	\$8,200.00	\$8,231.61	\$9,000.00
	Septic	\$900.00	\$262.50	\$1,150.00
	Engineer	\$4,835.00		\$4,835.00
	HUB improvements - other (paint)	\$3,000.00	\$1,054.23	\$3,000.00
	<b>subtotal</b>	<b>\$72,923.00</b>	<b>\$64,591.81</b>	<b>\$79,597.40</b>
	Annex heating system	\$50,000.00		\$50,000.00
	Annex Roof	\$65,000.00	\$53,575.50	\$50,000.00
	old school downstairs	\$50,000.00	\$9,714.57	\$50,000.00
	cement ramp & deck	\$22,000.00		\$22,000.00
	gym washrooms & old school upstairs			
	HST/GST paid	\$14,922.00	\$8,488.39	\$14,922.00
	<b>Total Capital Improvements</b>	<b>\$274,845.00</b>	<b>\$136,370.27</b>	<b>\$266,519.40</b>
<b>Net Capital Income/Loss</b>		<b>-\$97,762.00</b>		<b>-\$56,264.01</b>
<b>Total Net Income/Loss</b>		<b>-\$92,722.00</b>		<b>-\$51,283.62</b>

### Regular Rentals

Fall -GYM						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning		9:00-10:00 Freshstart Fitness		9:00-10:00 Freshstart Fitness		
Afternoon		2:45-4:45 Janet Harder (may move up to 3-5 )	Girl Guides 3:00-8:00			
Evening		6:30-7:30 Freshstart Fitness	Girl Guides 3:00-8:00	6:30-7:30 Freshstart Fitness	Open mic last evening in the month	Dance/Music Improv 2 <sup>nd</sup> Sat in the month
Fall –Kitchen/Cafe						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	RCOA Café 9:30 – 12:30 pm (could use Annex)	Seniors 10:30- 12:00				
Afternoon		2:45-4:45 Janet Harder (may move up to 3-5 )				
Evening					Open mic last evening in the month	
Fall –ANNEX: MULTIPURPOSE						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Yoga oct 7 thru Nov 9:15-10:30	RCOA Science 9:30 – 11:30 am	Feldenkrais 10-11 am	Starting Oct 7 thru nov Lindsay Campa Massage therapy by appt		
Afternoon	RCOA tutoring 4 – 5:30 pm (could use Annex)...this is not a for sure yet.		RCOA Art Class 3 – 4:30 pm  Hilary 5- 6:30	Lindsay Campa & Yoga 5:00:-6:30		
Evening	Life Drawing October-Nov. 6-9	Swarn? 6:30-8:00	Westcoast Men’s Circle 6:30-10:00	Cow Stn Discussion Group 6:30-9:00		

<b>Cowichan Station Area Association 2013 Budget</b>				
<b>March 2013 – Feb. 2014 (budgeted)</b>			<b>2013/14 actual</b>	<b>2013/14 projected</b>
<b>OPERATIONS</b>				
<b>Revenues</b>	Membership fees	\$600.00	\$825.00	\$900.00
	HUB Rental Income gym/annex	\$7,000.00	\$5,823.55	\$10,000.00
	HUB lease income annex (16 @ \$600, 6 @ \$1200)	\$14,000.00	\$10,238.70	\$16,800.00
	CVRD annual operating grant	\$25,000.00	\$24,043.39	\$24,043.39
	Income from community events	\$4,000.00	\$1,965.13	\$2,500.00
	Other operations/program grants			
	HST rebate	\$1,400.00	\$1,497.00	\$1,497.00
	bank interest		\$33.47	
	<b>Subtotal operations revenue</b>	<b>\$52,000.00</b>	<b>\$44,426.24</b>	<b>\$55,740.39</b>
<b>Expenses</b>	Media Advertising	\$200.00	\$0.00	\$200.00
	Newsletter	\$2,000.00	\$830.25	\$2,000.00
	Office supplies & expenses	\$500.00	\$410.20	\$500.00
	HUB - non capital equipment	\$2,000.00	\$298.53	\$1,000.00
	HUB - Hydro (est \$1500/mo. x 9 mo.)	\$9,000.00	\$5,638.60	\$13,500.00
	HUB - Security	\$1,200.00	\$1,236.58	\$1,200.00
	HUB - Phone/internet	\$2,000.00	\$1,160.21	\$2,000.00
	HUB Occupancy Other (e.g. water, garbage)	\$500.00	\$767.56	\$900.00
	Legal/accounting/lease/licenses	\$2,000.00	\$25.00	\$2,000.00
	Insurance	\$7,000.00	\$9,654.32	\$10,000.00
	Janitor contract (est \$550/mo)	\$7,000.00	\$3,137.50	\$7,000.00
	Volunteer recognition	\$1,000.00	\$163.69	\$800.00
	Fields	\$2,500.00		\$2,500.00
	interest & bank charges	\$60.00	\$10.81	\$60.00
	Building maintenance/contingency	\$10,000.00	\$800.00	\$10,000.00
	HST/GST		\$575.97	
	<b>Subtotal Operations expenses</b>	<b>\$46,960.00</b>	<b>\$24,133.25</b>	<b>\$53,660.00</b>
<b>Net Operating Income/Loss</b>		<b>\$5,040.00</b>	<b>\$20,292.99</b>	<b>\$2,080.39</b>

