

Cowichan Station Area Association Board Meeting

Meeting Minutes

Tuesday Oct 13, 2015; 5:30 pm @ HUB Rec Room

Chair: Jill Thompson

Minutes: Zena Green

Attending: Jeannie McIntosh, Sarah Davies-Long, Swarn Leung, Zena, Jill, Michael Andringa, Pat Calveley, Alison Nicholson, Sadie Bartram

Regrets: Angela Davies, Madelaine MacLeod, Lisa Daugenet

Item	Time	Notes	Decisions/Actions
1. Agenda/Minutes	5:40	Confirm Agenda. Approve minutes. Review action items.	<ul style="list-style-type: none"> Michael will contact VIU re: practicum students Angela will send a thank you to Alan McLeod Sarah requests help from Alison for the website update
2. Giving thanks.	5:50	Thanking whom, and who will thank?	Thanks to us!
3. Reports	5:55	Treasurer; Facilities, Fundraising Reports - clarification/questions?	<ul style="list-style-type: none"> Parking Plan: lines will eventually be repainted. Sarah will create a parking plan to be handed out to renter for big events along with cones and any signs deemed necessary to protect fire lane.
4. Policy Decisions	6:00	Jumpstart – how to restrict numbers to safe ratio for program leaders. Proposal needed. (Sadie)	<ul style="list-style-type: none"> Consensus was to let Sadie decide what was safe and to communicate those limits to the community. Idea tossed around to ask CVRD about programming at the Hub. Maybe spring break and summer camp?
	6:10	Watershed Committee - Terms of Reference, fundraising, storage... Proposal to create a CSAA Watershed committee with TOR to follow. (Swarn)	<ul style="list-style-type: none"> Swarn will continue to work on the Koksilah Watershed Committee and report back regularly. Jill will forward the CSAA committee template to use for the terms of reference. Space will be made available in the office at the Hub for maps etc. Zane Parker will lead community engagement which will start with a walk to learn about the watershed. Talked about the possibility of painting the water tank with the watershed map.
	6:20	In camera session - ED Hiring Committee update	
5. Team/Activity updates	6:50	<ul style="list-style-type: none"> Events - Harvest Supper Update (Lisa) ; Events Calendar – how many events can we manage this year? How to maximize fundraising for all events from now to April. Create draft events calendar. Halloween? Hootenanny? (Sarah) 	<ul style="list-style-type: none"> Jill will take a photo at the Harvest Dance of folks on the deck to send along with the report for New Horizons Decision to focus on events that raise money Two big events: one winter (Halloween?) and one summer (scavenger hunt?) event per year – starting next year 5 dinner series this winter. Dec-Apr. Ideas: movies, square dance with Shady Grove, stand-up comedy, speakers, river cottage,

			funk dance
	7:05	<ul style="list-style-type: none"> HUB Cleaning / Maintenance – more volunteers needed. Field/garbage update. Regular work parties? (Lisa/Jill) 	<ul style="list-style-type: none"> Waiting to hear from Lisa about cleaning Maintenance issue on hold until we hire someone
	7:10	<ul style="list-style-type: none"> Fundraising - need to re-activate. Should we divide into events team and grants/donors team? Who/When for meetings? (Jill) 	<ul style="list-style-type: none"> Fundraising Events Committee was struck: Zena, Swarn, Sarah and Michael have joined After hiring process complete
	7:15	<ul style="list-style-type: none"> Café – when starting? (Jeannie) 	<ul style="list-style-type: none"> Café will open on Friday Oct. 23rd Zena and Jeannie will coordinate with Gen
7. Review Action Items	7:20	Recap action items.	Please see highlighted items

Adjourn: 7:30. Next meeting: Tues Nov. 10