

CSAA BOARD MINUTES – September 17, 2013
7:00-8:45 pm @ The HUB

Chair: Alison Nicholson

Directors Attending: Pat Calveley, Madelaine Macleod, Cheri Ayers, Gord Iverson, Michael Andringa, Angela Davies, Jill Thompson

Regrets: Sue wells, Rick Juliusson, Sarah Davies-Long

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 10 min	Chance to chat and exchange info about community news, insights, ideas and successes. <ul style="list-style-type: none"> • newsletter thank you!!!! Madelaine to order second run of newsletter and arrange to mail to main Cow Bay area; Gord to deliver coloured copy to Bruce Freeman; <ul style="list-style-type: none"> • CVRD watershed meeting Lowlight of mtg is that Bruce Fraser advised that tax increase for Shawnigan Watershed Board will apply for northern Area B residents, to fire protection	
3. Focus on Business <ul style="list-style-type: none"> • Reports & Questions <ul style="list-style-type: none"> ○ Treasurer/Budget ○ Facilities ○ Rentals ○ Community ○ Alumni 	7:20 pm 30 min	Time to discuss and make decisions on policies and priority issues. <u>Budget</u> report update attached <ul style="list-style-type: none"> -Insurance is about \$1500 over last year -Hydro \$797 (3 months) <u>Facilities</u> (report attached) <ul style="list-style-type: none"> -Roof - final cost \$53,575 additional issues arose from installation. Still needs metal trim. Recommendation to award Mercury contract for heat. MOTION: To approve awarding of the heating contract to Mercury Refrigeration; in the amount of \$38,355 + taxes. CSAA will acquire heating system when sufficient funds are available. Installation to follow. (Angela) CARRIED Need to install weather-stripping around doors of school building. <u>Rentals</u> (plan attached). Shows regular and steady rentals. New is Improv nite - 2 nd Saturday each month <u>Alumni</u> Reunion plans continue to take shape. Cow. Archives will provide alumni names directly; dialogue with local catering company, hotel, business for	Alison to put out call Pallets from gord

		<p>proposed activities; proposed to reprint a postcard of old school as souvenir; still waiting for support on website/facebook; would like alum logo for commemorative bricks</p> <p><u>Community</u> – working on Hoe Down with Zane. Would like to book Sweet Low Down (\$800) plus three local musicians to open. Tix etc info to follow</p>	
<ul style="list-style-type: none"> • Fundraising –Jill <ul style="list-style-type: none"> ○ Oct 6 Beer & Burger ○ Brick Campaign ○ Garage Sale ○ Scrap Metal 	20min	<p>Update/Jobs (Jill requested directors input names in volunteer sheet for job spots still open).</p> <p>Fundraising: looking for directors for input Tix for Hub Social now available</p> <p>Made in Cow. directory now available</p> <p>Brick Campaign will kick off asap</p> <p>Scrap Bin arrives on site Friday @ noon, picked up Monday 8:00 am. Sue will work with Isaac to arrange metal pick up from donors.</p>	<p>Directors to help hang posters, sell tix, silent auction</p> <p>Alison to send brochure to membership</p>
<p>4. Looking Ahead</p> <ul style="list-style-type: none"> • Church community conversation • Cafe 	8:10 pm	<p>Reminder that Nov 1 community gathering to talk about church</p> <p>Peter Daniels – open house of church week before</p> <p>Community Café – Ideas for making it happen – CSAA has to run it; Rick operating grant possibility for use; defer to next meeting (need a visioning mtg)</p>	<p>Alison to follow up with Jane at CVRD re removing stained glass windows at St. A.'s</p> <p>Pat to send cafe info to Alison</p>
5. Summary	5 min	Recap Actions	
6. Adjourn	8:45 pm		
Next Meeting		October 15th	

March 2013 – Feb. 2014 (budgeted)			2013/14 actual	2013/14 projected
OPERATIONS				
Revenues	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	
	Subtotal operations revenue	\$52,000.00	\$40,193.79	\$55,240.39
Expenses	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	
Subtotal Operations expenses	\$46,960.00	\$11,514.60	\$50,260.00	
Net Operating Income/Loss	\$5,040.00	\$28,679.19	\$4,980.39	
CAPITAL		Budget	Actual	Projected
	Van City (energy efficiency)	\$3,000.00	\$3,000.00	\$3,000.00

Funds Raised	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)			
	Subtotal Revenues for Capital	\$177,083.00	\$131,209.83	\$210,255.39
HUB Improvements	Special projects (train station)	<u>\$413.00</u>	-	\$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
	subtotal	\$72,923.00	\$64,591.81	\$79,597.40
	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
Total Capital Improvements	\$274,845.00	\$136,370.27	\$266,519.40	
Net Capital Income/Loss		-\$97,762.00		-\$56,264.01
Total Net Income/Loss		-\$92,722.00		-\$51,283.62

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 nd 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		