

## CSAA BOARD Meeting – September DRAFT Minutes

**5:30-7:30pm @ HUB Rec Room**

Chair: Jill Thompson / Minutes: Mitzi Mogden-Dupuis

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

Regrets: Swarn Leung

Item	Notes	Decisions/Actions
Introductions		
Reports	<p>Finance/Treasurer:</p> <ul style="list-style-type: none"> <li>• Angela and Kevin changing process as to how the report is made</li> </ul> <p><u>Budget Updates:</u> Board suggested we factor in a maintenance allocation (hours to accumulate if unused or be utilized for immediate use/on reserve): IE: budget 10 hours pay (using carryover for future need)/ month.</p> <ul style="list-style-type: none"> <li>• Set criteria (duties separated by strengths/ skills /trade / leadership to lead work parties). WE develop a list; it is then decided what can be accomplished within a 10hr max contribution.</li> <li>• Contractual basis (we pick up the WCB coverage)</li> <li>• Should go a long way to relive volunteer pressures</li> </ul>	<p>ACTION: Alison will send around the budget after meeting – bring proposed changes to next meeting (for discussion)</p> <p>ACTION: Barry to provide hiring criteria for maintenance handyman budget approx. \$3K). Likely via email</p> <p>ACTION: Kevin to investigate (email Shawn Mann) the depth of our liability insurance for having a handyman do repairs</p>
Facilities Report	<p>Welcome Mat: Sarah (DL) Updated board regarding use of the \$25,000 budget (of which \$18,000 used this far). Suggested we allot remaining monies toward:</p> <ul style="list-style-type: none"> <li>• Additional small signage</li> <li>• Bike Rack</li> <li>• More soil to make even ground alongside path (another \$1K for more soil)</li> <li>• Grass seed</li> </ul> <p>The COMMUNITY KIOSK will now be a COB BENCH!</p>	<p>Board impressed, excited and happy with suggestions!</p>
	<p>Design Renovation Check-In with the Community</p> <ul style="list-style-type: none"> <li>• For reporting our progress</li> <li>• Some areas of yet unplanned building improvements/renovations open for community input</li> <li>• Keep it CASUAL</li> <li>• Invite by email</li> <li>• Slideshow on loop (to showcase our current HUBbenings)</li> </ul>	<p>DECISION: November Open-house to coincide with volunteer open-house event</p> <p>DECISION: Set time to discuss internally what we want to offer (for the rooms upstairs) ACTION: Send a survey in advance of the public meeting</p> <p>DECISION &amp; ACTION: ‘Organizing Committee’/Team to organize the meeting (Melanie, Alison and Angela)</p>
ED Report	<p>Barry to be taking a couple weeks off (beginning late Sept/early October) for parental leave ☺ Barry now has an online booking system for people to see what spaces are available to rent (with an email template)</p>	<p>In Barry’s absence (ACTION ITEMS):</p> <ul style="list-style-type: none"> <li>• Communications: Jill to look after emails</li> <li>• Mail and Finances: Angela to collect mail, do banking, cheques, invoicing</li> <li>• Alison to handle booking process (Mel to cover when needed)</li> </ul>

		<ul style="list-style-type: none"> <li>Orientation: Jeannie (and Zena as back-up)</li> </ul> <p>ACTION: Barry and Alison to meet Friday to train up</p>
Events and Fundraisers	<p>Annual Events Calendar</p> <ul style="list-style-type: none"> <li>Set dates to think ahead of teams (to get ahead of the planning process with budgeting for feedback and involvements)</li> </ul>	DECISION: Meeting ahead of/ in-between board meetings to plan events (using the scheduled board meeting time for updates)
	<p>Halloween Fundraiser</p> <ul style="list-style-type: none"> <li>Lisa, Zena, Hilary, Sarah, (Melanie to Consult)</li> <li>Barry to provide the dry ice</li> </ul>	Date: October 29 (Saturday)
	<p>Christmas Event</p> <ul style="list-style-type: none"> <li>Barry to lead event</li> </ul>	Date: December 22 (Thurs)
	<p>Koksilah Watershed Working Group update</p> <ul style="list-style-type: none"> <li>Burger and Beer FUNDRAISER</li> <li>Alison wrote two grant applications to support additional funds needed to engage study</li> </ul>	Fundraiser Date: November 13 <sup>th</sup> (Sunday)
	<p>Parks</p> <ul style="list-style-type: none"> <li>CVRD showing interest in building park in field across the street</li> <li>Alison proposed to have a survey completed by our community members as feedback to be included in community conversation. Idea is to give CVRD other ideas (ie: neighborhood trails for safe passage)</li> </ul>	
(7:15)	<p>Daycare Update</p> <ul style="list-style-type: none"> <li>Inayat has obtained her license</li> <li>Christian is taken out of her signage</li> </ul> <p>Discussed offering a short term lease continuance as opposed to a full renewal.</p>	

Adjourn: 7:30. Next meeting: October 11, 2016 @ HUB Upstairs / Rec Room