

## Cowichan Station Area Association Board Meeting

### Minutes

Tuesday September 15, 2015; 5:45 pm

Chair: Jill Thompson

Minutes: Swarn Leung

Attending: Angela Davies, Jeannie McIntosh, Sarah Davies-Long, Swarn Leung

Regrets: Madelaine MacLeod, Alison Nicholson, Zena Green, Lisa Daugenet, Pat Calveley, Todd Carnahan

Item	Time	Notes	Decisions/Actions
1. Confirm Agenda. Review action items	5:55		
2. Giving thanks	6:00	Who deserves special appreciation this month? Who will thank?	<b>Sarah</b> to send letter to landscapers. <b>Michael</b> to contact VIU re. intern <b>Pat</b> —card to Dinter's <b>Jill &amp; Angela</b> — signs for sponsors: Copper Valley Building, Woodland Boatworks & Timberframe, Heirloom Floors, Mortimore Surveying <b>Angela</b> —Alan MacLeod fire safety
3. Reports	6:10	Treasurer; Facilities, Fundraising Reports - clarification/questions?	<b>Budget</b> –close to budget; need additional \$5000-6000 for deck. \$6000 short for ED salary for next year. Hopefully ED will boost rentals and that will generate more revenue. We now need to fundraise for everything we do. <b>Facilities</b> — <b>Angela</b> —take in delinquent fire extinguisher. Tuesdays are busy. <b>Jill</b> —Can seniors move to Wednesdays or Fridays/ Café? Cleaning day Tuesday evenings/Wed mornings? <b>Sarah</b> —Drawing of new washroom and new annex cubbies. <b>Fundraising</b> —Daycare grant declined; Canada 150 grant of \$46,000; need to match \$46,000. Need to raise \$32,000 by April. Fundraising ideas meeting last week of Sept. Success by Six grant of \$800 for snacks. <b>Jill</b> to tell Donna how to submit receipts for reimbursement. Did not get Farm Credit Canada. <b>Jill</b> to invite funder to Porch opening event for New Horizons at Harvest Festival.

<p>4. Policy Decisions</p>	<p>6:25</p>	<p>1. Proposed Cash Out Policy to provide guidance for all our volunteers about cash handling procedures for our events (based on “non-profit financial controls guide”):  <i>Receipt of Checks and Cash Outside the Office: If checks and/or cash come in outside the office (such as at a fundraising event), we need to take special precautions to protect these receipts from theft and to ensure that no one is falsely accused of stealing funds.</i>  <i>*Wherever possible, two people will count the cash and initial the cash count report to be given to the Treasurer, along with the cash, as soon as possible.</i></p> <p>2. Waiving rental fee for charity benefits— do we, and if so, under what circumstances? Alison needs guidance. (Jill)</p>	<p>1. Motion passed.  2. Offer non-profit rate for charity events (no waiving of rental fee).</p>
	<p>6:35</p>	<p>ED Hiring update. Ideas for final interview process so everyone can meet the top candidates.</p>	<ul style="list-style-type: none"> <li>• <b>Jill</b>—Call Patti Bolton to act as unbiased observer in hiring process</li> <li>• Hiring committee to narrow down 31 applicants to 6 for initial interview in early October. Board to meet top 4 for final interview: a day of CSAA diverse activities; e.g. serving in Café.</li> <li>• Hiring committee to meet late September.</li> </ul>
	<p>6:50</p>	<p>Communications— Website update</p>	<p>Improve website to make it more HUB-centric, with activities schedule on Home page. Add to next agenda.</p>

5. Team/Activity updates	7:00	Harvest Supper—CSAA event? (Jill) Newsletter (debrief) Cafe (Fall plan) Jumpstart (starting in Fall) Mini-Musicians (funding from Success by Six) Other?	<b>Harvest Supper</b> —Yes to Harvest Supper as CSAA event. <b>Newsletter</b> —Moving to electronic newsletter; need to gather email addresses; transition with one-page newsletter with program schedule once or twice a year. <b>Café</b> — Pilot went well. Continue paying cook 4 hours/week \$17/hr. No resumes from public. Two former cooks interested in job sharing (Jan and Gen). <b>Jill</b> to double check with Alison re. resumes. <b>Mini-Musicians</b> —Donna getting it going.
6. Misc.	7:15	Election— offering rides to polls (Jeannie) Event Parking/Safety (Madelaine/Sarah)	<b>Election</b> —No rides. <b>Event Parking</b> —Jill has passed on concerns. Sandwich boards “HUB Event/Parking” and traffic cones at Bench and Lakeside. Need to leave space for emergency vehicles. Need to direct renters to place cones and organize parking at large events. <b>Sarah</b> — draw layout for Safe Parking Plan, incl. entrance/exit signs and HUB THIS WAY sign on tree.
7. Review Action Items	7:25		

Adjourn: 7:30. Next meeting: October 13, 2015. Location: TBD