

CSAA AGM - MINUTES
Tuesday, May 7th 2019 / 6pm @ Hub

Chair: Hilary Else

Minutes: Donna Shaw

Elections: Jan Campbell

In Attendance: Natasha Ayers, Alison Nicholson, Gerry Humeny, Jeannie McIntosh, Rodger Hunter, Diane Perry, Henry Van Hell, Sarah Davies-Long, Jytte Ebbesen, Barry O’Riordan, Zena Green, Jill Thompson, Melanie Watson, Leigha Rota and partner Dan, Susan Minette, Lakshmi Ariaratnam, Ronn Stevenson, Rhonda Ferguson, Barbara Pervis, Patrick Jackson, Caroline Deary, Lina Schoebe, Cheryl Hamm, Sara and Francine Skelly, Kelly.

Regrets:

Notes	Items
Welcome 6pm Call to order 6.14pm	
Approve Agenda	Motion to approve Natasha Ayers Seconded Melanie Watson
Approve 2018 AGM Minutes	Motion to approve Jan Campbell Seconded Gerry Humeny
Presidents Report	See Addendum I Motion to approve Presidents report Sarah Davis-Long Seconded by Diane Perry
Committee Reports	Gerry Humeny reported on the Cowichan Community Workshop (CCW) that it is a space for community members to learn tools, projects, home renovations. They have 45 members and Gerry wants to see it raise the next generation of ‘Makers by encouraging families and children to attend.
ED Report	Barry added thanks to all our volunteers, he talked more about some exciting activity on our website, mentioned that we are looking for a volunteer co-ordinator and talked more about the currency of programs for volunteers.
Thank yous and acknowledgements to funders and donors	On behalf of the CSAA, Barry thanked Orangutang Design, Viridian Energy Co-op, Cowichan Community Workshop, Heirloom Wood Floors, River Run Carpentry, Friendly Neighbourhood Painting, Bahnmann Timber, Beechwood Tree Service, Live Edge Design, AEE Structural Ltd, Scoops/Holy Cow, Dinter Nursery, Hemstalk Automotive, Dobson’s Glass, Monk Office Supplies, Mortgage Pal, Tractor Trax, Vortech Plumbing, Rock Cod Café, True Grain Bread, Country Grocer Cobble Hill, Drumroaster, Great Greens Farm Market, Great

	<p>Canadian SuperStore, Shoppers Drug Mart, Island Ford, Peninsula Co-op, Coastal Community Credit Union, Raider Hansen, Arcas Media, Wartsila Canada Incorporated, Helmstalk Automotive, The Clay Hub Collective, Cedar Valley Poultry Farm, Tatlo Road Farm, and many more who have donated items to support our fundraising events.</p>
Financials	<p>Alison presented the draft 2019/2020 budget and financial statement, explaining that we are in a solid situation with \$64,000 in the bank of which 20-30,000 is restricted funds to put towards the next project. There are 2 anomalies due to the learning curve of a transition to quick books;</p> <ol style="list-style-type: none"> 1. GST should be lower – approximately \$8,000 2. The opening balance of \$7,299,22 is a quick books anomaly currently being investigated. <p>See addendum II for financials Motion to approve draft financials Gerry Humeny Seconded by Natasha Ayers</p>
Elections	<p>Jan Campbell opened election proceedings.</p> <p>2 years terms President: Hilary Else (acclaimed) Vice President: Melanie Watson (acclaimed) Directors at Large: Diane Perry (acclaimed) Gerry Humeny (acclaimed) Rodger Hunter (acclaimed)</p> <p>1 year terms Director at large: Leigha Rota(acclaimed) Secretary: Donna Shaw(acclaimed)</p> <p>Thanks to outgoing directors Mitzi Mogden-Dupius and Sarah Davies-Long.</p> <p>Sarah Davies-Long awarded Hilary Else the “Shot Put award” for accepting a second term as president, presenting Hilary with an original Cowichan Station Elementary Shot Put.</p>
New business	No new business.
Adjourn	<p>Gerry Humeny motioned to adjourn the meeting at 7pm Seconded by Jan Campbell.</p> <p>Meeting adjourned for social hour at the first “Pub in the Hub” event with Small Block Brewery. Volunteers were offered a personalised, handmade drink voucher by Zena Green.</p>

Sara Skelly and Francine Skelly from Island Ford presented a cheque for \$5,000.
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Addendum I

PRESIDENTS REPORT

Upon reflection of the past year I was very surprised to see all the events and actions that occurred in such a short time! I would like to thank all the volunteers who keep this organization moving along in such a positive direction and also the dedication of our Executive Director, Barry O'Riordan who has such a passion for the CSAA be the best in every possible way!

Arguably, the most exciting event of this year, was the Grand Opening of the upstairs rooms in the old schoolhouse! It was a long decade in the making for this one and such beautiful results were attained, thanks to all who helped in this endeavour!

Another major occurrence was the hiring of a new part-time staff member, Ronn Stevenson! Ronn is our Community and Facilities Coordinator who also has a strong passion for our community and charming center.

The Cowichan Community Workshop Co-operative opened, held classes, gained membership, was a success in every way and then was shut down! After much perseverance by the workshop team it will reopen May 1st!

A major accomplishment this year was the completion of the Phase 1 of the watershed study by the Koksilah Watershed Working Group! Other areas of accomplishments are the installation of the 30km/h speed zone signs and a Frisbee golf course. Grants were written in hopes to secure funding for a new septic system, seismic upgrades to the gymnasium, washroom block building extension and a water treatment system. The 1st Aid supply inventory and accessibility was improved. The Rec and Roll after-school program continues to be funded and rolling along every Friday as well as the sensational Hub Cafe! The Hub Film Club continues to increase in popularity! The Plant Sale fundraising event was a huge success as always. And the Halloween and Easter Fair Celebrations were successful in not only fundraising but community building aspects as well. An Emergency Preparedness workshop was held to educate residents about wildfire and other safety concerns.

The Board of Directors (both current and former members) worked on updating our strategic plan. We are now using the Vision Traction Organizer which is a highly successful tool for attaining efficiency and accountability in business - yes, we are getting serious! In terms of governance, also new this year, are evaluations for the Board of Directors and Chair Holders. We have just completed our questionnaires and will be reflecting with them soon. We also completed the task of writing clear job descriptions for our ED and Coordinator staff positions.

Some areas the CSAA are working towards this year are: the creation of a new Clay Hub contract to encompass the growth of both organizations; implementing a marketing plan that the Hub Marketing Committee established this year; updating the Master Plan of the Hub site as per request from the CVRD; safe roads and roadside trails; and the fostering of First Nations relationships with conversations and community building activities! Not to mention all the above endeavours we continue to support! Phew!
Forward and Up! (My new favourite saying - thank you Rodger!) Hilary Else, President of CSAA 2019

CSAA Board 2018-
2019

Hilary Else, President

Melanie Watson, Vice-
President

Natasha Ayers, Treasurer

Mitzi Mogden-Dupuis,
Secretary

Gerry Humeny

Rodger Hunter

Diane Perry

Donna Shaw

Jeannie McIntosh

Henry VanHell

Janet Campbell

Sarah Davies-Long

Addendum II

DRAFT June 4/19	Cowichan Station Area Association Statement of Financial Position	
	As of February 28, 2019 Accrual Basis	
	2019	2018
Assets		
Total Cash and Cash		
Equivalent	64,081.46	162,256.96
Total Accounts Receivable		
(A/R)	5,365.15	50.50
Current Assets	69,081.46	162,307.46
Capital Assets	975,707.18	728,747.33
Total Assets	1,045,153.79	891,054.79
Liabilities and Equity		
Liabilities		
Accounts Payable (A/P)	3,901.17	7,646.79
GST/HST Payable	-14,315.96	-4,245.26
Payroll Liabilities	2,354.13	454.52
Prepaid Sales / Deposits	325.00	105.00
Vacation payable	750.35	750.35
Total Liabilities	-6,973.64	4,711.40
Equity		
Net Assets - Previous Year	709,585.65	709,585.65
Retained Earnings	174,884.65	53,579.31
Profit for the year	157,357.91	124,343.39
Opening balance equity	\$7,299.22	-1,126.91
Total Equity	1,052,127.43	886,343.39
Total Liabilities and Equity	1,045,153.79	891,054.79

DRAFT June 4/19	Cowichan Station Area Association Budget	
REVENUE	Actual (Feb 28, 2019)	Actual (Feb 28, 2018)
Total Capital Grants	\$113,300.00	\$111,273
Total Operating Grants	\$32,004.00	\$37,000
Total Rentals/Subleases	\$99,173.79	\$78,882.80
HUB Programs	\$22,705.00	\$20,891.80
Koksilah Project	\$160.00	\$39,879.75
Community Wood Workshop	\$2000.00	\$4,500.00
Community Events	\$9112.60	\$5,809.80
Donations	\$2563.06	\$5,488.71
Interest	264.82	\$2.87
Memberships	400.00	\$520.00
Miscellaneous Revenue (incl. GST rebate)	\$482.94	\$2,064.33
TOTAL INCOME	\$282,166.21	\$306,313.06
EXPENSES		
Bad debt write-off	\$1,074.00	
Capital Projects		\$3,980.03
Accounting, Legal, Bus. Fees & Licenses	\$577.10	\$351.94
HUB Cleaning	\$22,207.69	\$19,663.77
HUB Occupancy Other	1,332.51	\$602.76
HUB Utilities	\$14,579.00	\$14,960.23
Insurance	\$8,704.00	\$8,725.00
Office Supplies	\$1361.71	\$1,192.23
Payroll Expenses	\$49,989.41	\$35,041.11
Repairs & Maintenance	\$14,652.74	\$11,977.32
Total HUB Programs	\$15,549.13	\$17,572.75
Koksilah Project	-\$10,187.55	\$60,463.72
Community Wood Workshop		\$4,500.00
Community Events	\$3,431.78	\$2,019.23
HUB Advertising & Newsletter	\$376.19	\$461.48
Volunteer Work Parties / Recognition	\$72.91	\$227.16
Interest, Bank Charges & Square commissions	\$1,087.68	\$50.19
Miscellaneous Expenses		\$218.80
	\$115,565.84	
TOTAL EXPENSES		\$182,007.72
NET INCOME	\$157,357.91	\$124,305.34

