

**Annual General Meeting
Minutes
Cowichan Station Area Association**

Saturday, May 14, 2022 1 p.m.
Held at the HUB at Cowichan Station

Chair: Hilary Else

Minutes: Amie Roman

Elections: Melanie Watson

Voting Members in attendance: Hilary Else, Melanie Watson, Donna Shaw, Amie Roman, Mitzi Mogden, Al Mikalishen, Tracey Stephenson, Jan Campbell, Doug Marsh, Lynne Rozenboom, Carla Nigro, Roberta Fritz, Alison Nicholson

Present: Don Skerik, Carolyn Morris

Welcome

Meeting opened at 1:13 p.m.

Approve Amended Agenda

Motion to adopt from Jan Campbell, seconded by Al Mikalishen - CARRIED

Approve 2021 AGM Minutes

Motion to adopt from Donna Shaw, seconded by Tracey Stephenson - CARRIED

President's Report - See Schedule A

Hilary Else presented her report, opening with an acknowledgement for the land on which the HUB sits. Hilary offered a special thanks to our two outgoing directors, Jan Campbell and Doug Marsh.

Motion to adopt from Melanie Watson, seconded Tracey Stephenson - CARRIED

St. Andrew's Church Committee Report

Melanie Watson introduced the CSAA's efforts to acquire St. Andrew's Church, Cemetery and Hall. The Anglican Diocese has agreed to deed the property to us for \$1, and we're awaiting information about some financing from the Diocese, that was collected on behalf of the maintenance of the property. It sounds favourable from members of the Diocese staff. This is a large acquisition for the CSAA and the community, having a second property under the CSAA's responsibility. A community meeting was held and facilitated via Zoom, demonstrating a lot of interest and support from our community.

Report from Executive Director

Lynne Rozenboom introduced our newest staff hire, Carolyn Morris, as our rental coordinator. Carolyn has had much experience in this field, as well as event coordinating. Lynne provided the meeting with acknowledgement and thanks for all of our donors, funders and wonderful volunteers, bringing special note to a number of key volunteers who keep our organization running smoothly. We have such an important role here, illustrated through various members of the community come to us to offer their support and to help with specific projects (such as clearing the ivy on the property). Lynne also recognized Carla Nigro, who joined us during a time of transition and has really made a huge contribution.

Financial Statement and Draft Budget - See Schedule B for Notes

Donna Shaw presented the 2021/2022 financial statements. One major takeaway from the summary was that the wage subsidies and lease holders really helped keep the CSAA going through the COVID downturn. We have aging infrastructure that is impacting our expenses. Operating costs are going up in general as the facilities get back into being more actively in use. Rental rates will increase in fall by 10% to help offset some of these costs, but we're keeping these rates very competitive and conservative with respect to comparables available in our community. HUB programs operate on a cost recovery basis, we offer these as long as they're covering their own costs. We have been using the CEBA loan to leverage financial matching grants. Donna thanked the internal financial team.

Motion to adopt Profit and Loss and Draft Budget as presented, moved by Alison Nicholson, seconded Tracey Stephenson, CARRIED

Motion to adopt Statement of Financial Position as presented, moved by Jan Campbell, seconded Tracey Stephenson, CARRIED

Elections

Melanie Watson oversaw the election proceedings. Executives hold two year terms, some directors hold two year terms, some hold one year terms.

Terms for Amie Roman, Donna Shaw, Al Mikalishen, Henry Van Hell, Janet Campbell, Tracey Stephenson, Mitzi Mogden Dupuis, and Doug Marsh expired as at this year's AGM.

Secretary: Amie Roman (acclaimed)
Treasurer: Donna Shaw (acclaimed)

Directors at Large:
Al Mikalishen (acclaimed)
Henry Van Hell (acclaimed)
Tracey Stephenson (acclaimed)
Mitzi Mogden Dupuis (acclaimed)
Doug Marsh nominated from the floor and appointed.

President: Hilary Else (mid term)
Vice-President: Melanie Watson (mid term)
Director-at-Large: Rodger Hunter (mid term)
Director-at-Large: Barbara Purves (mid term)

Motion to appoint Directors from Jan Campbell, seconded Tracey Stephenson - CARRIED

New Business

None.

Adjourn Meeting adjourned at 2:07 p.m.



President – Hilary Else



Secretary – Amie Roman

Schedule A – President's Report

Hello everyone!

I'd like to begin this 15th CSAA AGM by acknowledging that this community space we are gathered in today for work and play is on the traditional and unceded territory of the Coast Salish Peoples, specifically the traditional territory of the Cowichan Tribes.

First off, I want to thank two of our brilliant people who run this show, Lynne Rozenboom, our Executive Director and Carla Nigro our Rental and Administration Coordinator! Lynne is our rock here! Her guidance has supported the CSAA to maintain and maneuver into a position of unwavering stability. She is always so transparent and dependable and such a joy to work with. The board and larger community are so grateful for her dedication to this organization! And Carla who has only been here for a year now and made it her priority to know this place inside and out with utmost speed! She has the exhausting job of communications, rentals, scheduling and basically screening every email that comes into this place. She is so efficient, organized and even electronically minded! We are so lucky to have her dedication, thank you Carla!

We also have some long term volunteers stepping up to play more of a role here at the Hub in the maintenance department! Warm welcome to the father and son team, Scott and Brodie MacCartney, who have made such a positive impact here when no one else would step up to the task, we are truly grateful!

I'd also like to talk about some of the work Tracey Stephenson did here in her two year term. As a new director Tracey noticed the gaps that needed filling to make it easier for community members to be engaged and involved here at the Hub. She led the board in fun exercises to create our catchy new Mission Statement - The Hub: A Place for Community by Community - building, sharing, thriving. Tracey also created two electronic director and volunteer binders! Thanks to excellent editing by Barbara Purves and Melanie Watson, our Board Director information binder is now in circulation and being put to use.

Tracey, through her work and connections within the Cowichan Tribes community, has brought much light to the board's involvement in reconciliation. Barbara, who has taken much of this work to heart, prepared a territorial acknowledgement on behalf of the CSAA. Barbara and Lynne, along with Rodger Hunter, initiated communication with Cowichan Tribes about site visits to identify and educate staff and volunteers as to potential areas of cultural significance here on the Hub grounds. We have had one such visit this past year and we will have more this coming year. This is ongoing work the board is committed to, as well as actions in reconciliation with encouraging village workshops here on site for board directors and community members.

Another few projects to note, led by Henry Van Hell, are the updated water treatment plan (yay, no more bleach in our water tank!) Such an important project completed, thank you so much Henry! Henry, along with being our septic guru, is also super passionate about creating a network of community trails and safe roadsides, he has been gathering roadside and mapping information as well as liaising with CVRD and individuals who want to see safe paths and trails in our neighborhoods.

The Cowichan Community Workshop, after a long closure, has been up and running since this February and we have updated our collaboration agreement with their board. The Clay Hub continues to thrive and contribute to the health of our community as well as being a strong financial support to the CSAA.

Our events committee has hosted Pub in the Hub nights in June and September as well as the much loved Easter Event at the Hub in April this year (we had about 100 families come to this event)! Our rentals are

continuing to rise and we are pretty full every evening of the week! Our Cafe was back in action December 2021 and hopefully we can continue this asset for the community into the future, it all depends upon the numbers - restaurants are a hard business so please support the Friday Cafe!

Like I said earlier, Lynne is such a great director of this ship. Through her work with Ron Hart, our architect (thanks to her initiative) we now have CVRD approval and permits for all building plans to date! She has us on track for our Accessibility Renovation starting this summer with our amazing community member Steve Walter from Riverrun Carpentry. Steve proved himself such an amazing asset during our upstairs renos a few years back and we are so delighted to have him back for this new phase!

We have formed a Disc Golf committee with staff and dedicated volunteers from the board of directors, disc golfer community and even our local master arborist hero (Jens Barsballe) to address issues such as membership and community support as well as forest health with high traffic usage.

We now have a Community Notice Board on the CSAA website to encourage communication within the neighborhood. Individuals can post information easily and also find out what's going on. Lynne and Carla have also worked hard this year getting us up to date in the database realm. We have upgraded our office software systems to incorporate increased security measures, and have added a new, custom built database management system to meet growing demand.

As usual, our Koksilah Watershed Working Group is galloping along at a tremendous pace! The CSAA, representing the KWWG, has signed a Memorandum Of Understanding with Cowichan Tribes, University of Victoria and the Cowichan Watershed Board. This MOU outlines the good intention of working together in the spirit of reconciliation towards the shared goal of improved water management within our watershed. They have secured grant funding for the next five years for two Community Researcher Positions. These two positions, working under Tom Glesson, Professor at University of Victoria, will be doing community and hydrology-based research within the watershed. The two researchers will liaison together, and with Tom and the KWWG. One researcher is a Cowichan Tribes member and will be focusing on communication and data collection within the Tribes lands of the watershed. And the other researcher will focus on information gathering within the settlement areas of the watershed.

And now for another exciting project coming this year! Our community members have told us that the St. Andrew's Church and Cemetery are important spaces in our region. So without further ado I will pass the mic over to Melanie Watson (one of the CSAA's top ten volunteers) to report on this year's movement in this area and our goals and intentions for this next year, at least.

Huy ch q'u, thank you to all!

Schedule B – Notes from Treasurer

Notes re profit and Loss:

- HUB back in full operation after covid
- CEWS wage subsidy and sublease revenues from Montessori School and Sharpe Occupational Therapist were key to weathering the storm successfully
- Aging plumbing/septic resulting in more plumbing issues/costs suggesting we need to plan to address these issues soon.

Notes re Budget:

- Operating costs are going up in general as HUB is back to full use.
- As use increases also need more staff support and so payroll budgeted provides for a third part time staff person.
- Rental rates will increase 10% in the fall to offset increasing operating costs but will remain in line with the rates charged by other recreation facilities
- HUB programs operate on a cost recovery basis however the café and film club in particular have been helpful in providing some profit.

Notes re financial Statement

- Restricted funds - The year-end cash balance of \$266,366.43 includes \$129,880.69 in restricted funds as follows:
- Externally restricted Government of Canada Enabling Accessibility grant funds of \$100,000.00 for capital improvements to washrooms and office.
- Internally restricted funds of \$4,830.69 from fundraising for the Koksilah Project.
- Externally restricted Sobey's grant funds of \$365.00 for seismic upgrades.
- Internally restricted funds of \$24,685 for building and land upgrades for up to 5 years (this includes \$24,000 as per a past Board minute and \$685 of new money fundraised through sale of bricks for capital improvements)
- The \$60,000 CEBA Loan is restricted for grant matching funds at this time. If repaid by Dec 2023 \$20,000 is forgiven.