

**MAHONE BAY CENTRE**  
**Board of Directors Meeting**  
Monday, September 19, 2016 at 7 p.m.  
at the Mahone Bay Centre

**Present:**

Michael Saker (Chairman), Helen Steenburgh, Roxanne Lindsay, Bryan Palfreyman, Teresa Patterson, Veryan Haysom, Anne Harrison, John Perry, John Merchant, Ted Hobson

**Regrets:** Moira Devereaux,

**Guest:** Paul Seltzer, Honourary Chairman

**1. CALL TO ORDER**

The regular meeting of the Mahone Bay Centre Board of Directors was called to order at 7:05 p.m. by Chairman, Michael Saker.

**2. MINUTES**

**2.1 Approval of Minutes**

**MOVED** by Bryan Palfreyman that the minutes of the meeting of 15 Aug 2016 be accepted as presented. Seconded by Veryan Haysom.

**Motion Carried**

**2.2 Business Arising from Former Minutes not covered in Committee Reports**

None

**3. COMMITTEE REPORTS**

**3.1 Executive Overview**

Mike Saker welcomed everyone back after a very busy summer focused on the tower rehabilitation project. We are about to enter Fall's activities -- Scarecrow Festival (book sale, antique fair), seniors program, LLL, SCANS etc. which we know will keep us very busy until Christmas. The Alternative School students have just returned and the Independent school's enrolment has doubled to 8, comprising two grades. There are indications that they may want more space next year. Mike noted that Cynthia Trudeau, the Alternate School VP, is away for 6-8 weeks on sick leave; Mike Soares has been brought in during her absence.

Our meeting this evening will start with an important report on Helping Hands.

**3.2 Helping Hands Report**

Mike presented a verbal report on recent discussions of a sub-committee (Ted, Bryan, Veryan and Mike) concerning the successful Helping Hands project implemented over the past several years by Ted. The program has demonstrated a need and has grown substantially. With some significant

funding from federal and provincial governments a coordinator has been hired and efforts have been made to expand the concept to other communities in Lunenburg and Queens counties. However, with success has grown some concerns, particularly related to issues of liability, sustainability, succession, and whether the service fits the MBC's stated mandate.

This evening we need to address issues related to liability. We will convene a special-purpose meeting of the board at a future date to consider the other issues and where we go from here with Helping Hands.

Following extensive discussion with our insurer, tonight we are asking the board: to approve a document entitled *Interim Policies and Volunteer Guidelines for South Shore Helping Hands in the Greater Mahone Bay Community*; and to approve the purchase of a Comprehensive General Liability Insurance Policy and a non-owned automobile insurance policy, at an estimated annual cost of \$1800.

Some discussion took place with regard to the policy. Ted Hobson explained that individual drivers' insurance provides coverage to the drivers (volunteers must have \$2,000,000 PLPD); this new insurance will provide for any excess, if required, and will also protect board members should that be required.

The following resolutions regarding the above mentioned topics were presented:

**BE IT RESOLVED THAT**

The attached *Interim Policies and Volunteer Guidelines* for South Shore Helping Hands in the Greater Mahone Bay Community dated 19 September, 2016 are approved and adopted pending full discussion and formal establishment of the project's description and scope of services in relation to the Centre's objects (as set out in the Memorandum of Association), the project's future and sustainability, and arrangements for the project's management and administration.

**MOVED** by Bryan Palfreyman that this resolution be adopted. Seconded by Helen Steenburg. **Carried**

**BE IT FURTHER RESOLVED THAT**

In order to minimize the Society's exposure to risks associated with the transportation of clients of the South Shore Helping Hands to appointments and the running of errands by the project's volunteers, the Board hereby approves and authorizes the purchase by the Society of a comprehensive general liability insurance policy and a non-owned automobile insurance policy at an estimated aggregate cost of approximately \$1800.00.

**MOVED** by Helen Steenburgh that this resolution be adopted. Seconded by Bryan Palfreyman. **Carried**

### 3.3 **Property**

The Tower Project is nearing completion. Mike noted that Chase Sutherland, our general contractor, has done a good job. Chase is keen to make a presentation at a future board meeting. Eavestroughing will be installed at a later date. We plan to install lights in the belfry to highlight the tower. Webcams may also be installed to provide views from our tower on our web site.

Three estimates have been received for the Boiler Replacement Project. They will be reviewed by the property committee to determine which company will be awarded the contract.

Once again the MBC's name was drawn from a hat for the opportunity to be one of three charities to present to the charity group "100 Bluenosers (who give a damn)". Laurel Darnel assisted by Kelly Bent created a brief dramatic presentation of freezing in the MBC if we don't get a new boiler. Laurel's pitch was humorous and won the day (helped by having something specific to spend it on). We have been awarded \$3600.00 for their efforts, which will be used toward the Boiler Project.

The Boiler Project fund now stands at \$8,000.

### 3.4 **Finance**

Helen Steenburgh presented the current financial state of the Mahone Bay Centre. As expected, things are very tight: With \$36,091 clear in our bank accounts (allowing for all reservations: eg HHI, Furnace donations, outstanding bills) we are facing anticipated remaining costs of \$30,800 to complete the tower project.

**MOVED** by Roxane Lindsay that the financial report be adopted as presented. Seconded by John Merchant. **Carried**

### 3.5 **Rental**

Brian reported that all of the available lease units in the Mahone Bay Centre are currently rented. One of the smaller units may become available in a month's time. The attic was checked after recent heavy rain and was found to be dry, thanks to the newly fitted roof vents and the emergency shingle repairs on the east roof done in the spring.

Bryan reported that some contractor signs had been torn from the fencing around the Tower Project. Minor vandalism once again.

Some tile repairs need to be done in "First Steps" room 201. They have requested name signage outside to advertise their new name: Nova Scotia Early Developmental Intervention Services. Outdoor signage --- which would have to be offered to all lease tenants --- is under consideration

Some cleaning in the building is not being done satisfactorily. Bryan will take this up with Carol Pearse.

Inside Out Cleaners will be shampooing the carpets in the large conference room. Inside Out is used for large cleaning jobs.

### **3.6 Communications**

Nothing to report at this time.

### **3.7 Fundraising**

Bryan reported that the book sale will take place during the Scarecrow Festival. So many books have been donated that a second book sale is being planned during the Father Christmas Festival with funds going toward the Boiler Project.

John Merchant reported that the Art Show preparations are well under way and has had excellent response. The show will take place during the two weekends of Father Christmas Festival (26-27 November and 3-4 December). The Art show should provide us a minimum donation of \$800.

Anne Harrison presented “A Victorian Nova Scotia Christmas” a children’s story which we are considering to print and sell this year. The family of the author has given permission and agreed that the profits will go directly to the Mahone Bay Centre. John Merchant met with Nimbus, the publisher, to get printing information and costs. He will send the final information by email.

John will cancel the space reserved for Volunteer Appreciation night in November as it is the general consensus that there is too much going on to be able to conduct another event at this time.

### **3.8 Program**

Anne Harrison reported that the Senior’s Café is the new name for the Memory Café. The café will be held on the 4<sup>th</sup> Thursdays each month and will expand to include more seniors.

Lifelong Learning had plans for a class to be held on the U.S. Election Night featuring Jennifer Smith and would include a wine and cheese get together. After some discussion it was decided that Anne would check further into this as it does not seem to be viable with the concern being the lateness and long hours involved.

### **3.9 Fitness**

Roxanne Lindsay reported that Centre Fit is ongoing and membership is good.

## **4. NEW BUSINESS**

Nothing to report.

5. **ADJOURNMENT**

**MOVED** by Ted Hobson that the meeting be adjourned at 8:35 p.m.  
Seconded by Helen Steenburgh. **Carried**

The next meeting will be held October 17, 2016.

Minutes submitted by: Teresa Patterson  
Approved by: Michael Saker