

2017.11.02

**MAHONE BAY CENTRE**  
**Board of Directors Meeting**  
Monday November 20, 2017 at 7 p.m.  
at the Mahone Bay Centre

**Present:**

Michael Saker (Chairman), Teresa Patterson, Bryan Palfreyman, Chris Heide, Veryan Haysom, Moira Devereaux, Sandra Conrad

**Regrets:** Roxanne Lindsay, John Merchant

**Guest:** Paul Seltzer, Honourary Chairman

**CALL TO ORDER**

The regular meeting of the Mahone Bay Centre Board of Directors was called to order at 7:00 p.m. by Chairman, Michael Saker.

**1. MINUTES**

**Approval of Minutes**

**MOVED** by Chris Heide Roxanne Lindsay that the minutes of the meeting of October 25, 2017 be accepted as amended.

**3.8 ... in order to conduct an assessment followed by a separate competitive analysis...** Seconded by Sandra Conrad.

**Carried**

**2. BUSINESS ARISING**

It was agreed that discussion of the report submitted by Veryan Haysom be put over until a later date.

**3. COMMITTEE REPORTS**

**3.1 Executive Report**

Mike reported that an in depth orientation session should be held in order to identify the priorities and mission of the Mahone Bay Centre. Dates for this session have been established as December 9, 2017 and December 16, 2017. The first session will look at what we currently do or don't do according to our manual and mission; the 2<sup>nd</sup> session will be facilitated and centre on strategic planning. Both sessions will run from 9 a.m. – 12:00 p.m.

**3.2 Finance**

Chris Heide presented the treasurer's report including the current bank balances. Financial sheets are attached. It was noted that the annual cost of heating for the centre runs between 20 and 22 thousand dollars.

**MOVED** by Chris Heide that the financial report be accepted as presented. Seconded by Teresa Patterson

**Carried**

### **3.3 Rentals**

Bryan Palfreyman reported that the gym has been hosting bigger events of late. There may be a small increase in the whole day rental charges to cover things like the need for extra chairs.

Krystle Retief will vacate the room she rents by mid-December and we are currently looking for a new tenant. Otherwise, the centre is fully rented.

There have been some complaints about the cold floors in the CentreFit 2<sup>nd</sup> room.

Birdsall Worthington are preparing to move into the Chem Lab space once the development officers had completed meetings so the wording reflects that no retail sales operations will be allowed.

Birdsall Worthington plan to move into the space in March. The building inspector needs to come in to approve the use of the space.

The Travel Agency needs to apply for a development agreement.

The Gourmet Market will be housed in the old Rebecca's restaurant on Main Street instead of the centre.

We are looking to get approval for a notice sign board. An external sign board has also been requested. There are a few logistics to iron out.

### **3.4 Property**

The colour scheme has been decided for the restoration of the Abriel Room. Pricing is being done for the plumbing which will include the cost to finish the existing washrooms on the 2<sup>nd</sup> floor and make them Handicap accessible. Volunteers are working on some of the painting and removal of old piping.

Two styles of lighting will be used to have both subdued lighting and bright lighting and all be LED's. The 2<sup>nd</sup> floor of the building will have all new fixtures.

Clean-up in the attic is now complete. The gym heater is away for repairs.

Tags will be made for the thermostats to remind people to turn them on or off as required.

### **3.5 Communications**

Sandra Conrad reported that a statement about the Abriel Room will be posted to the website.

Sandra meets with Kelly so that dates and notices get to Kelly in time for the Newsletter to be published.

It is suggested that a calendar be incorporated with a better explanation of what is going on.

The website needs to be updated.

It is noted that the entryway to the centre is messy and needs some upgrading.

Paul Seltzer has been a good ambassador for the Centre.

### **3.6 Fundraising**

In his absence, John Merchant sent a report regarding fundraising. (see attached).

### **3.7 Program**

The Friday evening tree lighting will be followed by cocoa and cookies at the centre, sponsored by the Mug & Anchor. The Legion Swing Band will provide entertainment.

The Cookie Walk will start at 1:00 p.m. on Saturday with a cost of \$12.00. Some changes will be implemented limiting people to one bag at a time. If they wish to re-enter they will have to go the end of the line.

**Ballet Children's Dance Workshop will take place ...** PLEASE CLARIFY THIS MIKE

### **3.8 Centre Fit**

Moira Devereaux has released a questionnaire to members in order to conduct a competitive analysis electronically. A report will be available at the next meeting. Space is limited for additional equipment. Centre Fit has access to a personal trainer.

Maeva ballet and movement classes are proposed.

Moira noted the coming Ballet and Beer event at the Saltbox Brewery.

## **4. NEW BUSINESS**

Paul Seltzer has requested the use of the Large Conference room to host a community event on December 21, 2017 geared toward people who are suffering

grief from death or other losses. This is a non-religious event and will be open to all. Counsellors will be available. Request is approved.

**5. ADJOURNMENT**

MOVED by Teresa Patterson that the meeting be adjourned at 8:40 p.m.

**Carried**

There will be no regular meeting in December.

Submitted by Teresa Patterson

Approved by Mike Saker

# Memo

**To: Mahone Bay Centre BoD**

**From: John Merchant**

**Date: November 20, 2017**

**Re: Abriel Room Fundraiser Update**

As of today, November 20, our Abriel Room fund donations stand at approximately \$16,700.00. Among the planned activities to help us reach our \$25K goal are the following:

- (a) Request to the NS College of Family Physicians to distribute our donation letter to their membership. This is especially timely given the posthumous honour recently bestowed on David Abriel by the College. Thanks to Bryan for making this suggestion.
- (b) Janet Carver of Palliative Care Services has agreed to distribute the donation letter to the palliative care team and has provided me with the names of the medical secretary for South Shore Health and the Executive Medical Director of the Western Zone who will be contacted shortly re the possibility of distributing the letter to their contacts.
- (c) I will be contacting Lighthouse NOW to request that a pre-Christmas follow-up story on the fund-raiser be included in an upcoming edition.
- (d) Lynn Hennigar has reprinted a batch of donor cards which will be prominently placed at all Father Christmas events and functions.
- (e) I will be creating a master list of all donors to appear on our website and Facebook page; hopefully, people who have not yet donated won't want to be conspicuous by their absence!

## **Mahone Bay Centre – Treasurer’s Update, Nov.20, 2017**

Along with this report are the October 31, 2017 standard Treasurer’s Report documents: Balance Sheet, Income Statement and Payable/Receivable items. As you will see from highlights on the Income Statement, our Operating position is greatly improved from the previous year. At October 31, 2016 our net income was minus \$5,570 whereas in 2017 we have an operating surplus of \$30,9345. This year we have a modest increase in revenues and a considerable decrease in expenses.

However, in considering spending on operations or transferring operational surplus to meet the cost of urgent, necessary capital repairs the crucial figures to note are highlighted on the balance sheet. Here we present Current Assets of \$45,562.87 versus current Liabilities of \$41,147.79 giving us \$4,415.08 that we could easily assign for current spending. In a pinch, we could access another \$5,000 from deferred operating revenues where there are a few items not likely required to be spent this year.

Here is a comparison of today’s bank balances versus last month:

|                 | <b>September 30</b> | <b>October 31</b>   |
|-----------------|---------------------|---------------------|
| BMO Operating = | \$18,702.54         | \$14,622.21         |
| BMO CentreFit = | \$10,040.31         | \$13,040.52         |
| BMO Seniors =   | \$8,630.14          | \$8,869.89          |
| RBC Operating = | \$6,928.29          | \$16,085.67         |
| <b>TOTALS:</b>  | <b>\$44,301.28</b>  | <b>\$52,6189.29</b> |

The one noteworthy change in these balances is in our RBC account and results from donations to the Heather and David Abriel fund which to date total approximately \$16,000.

If anyone has questions arising from these documents please let me know either tonight or by follow-up.

Thank you,  
Chris Heide, Treasurer.