

2018.01.02

**MAHONE BAY CENTRE**  
**Board of Directors Meeting**  
Monday January 15, 2018 at 7 p.m.  
at the Mahone Bay Centre

**Present:**

Michael Saker (Chairman), Teresa Patterson, Bryan Palfreyman, Chris Heide, Veryan Haysom, Moira Devereaux, John Merchant, Roxanne Lindsay.

**Regrets:** Sandra Conrad

**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 that the minutes of the meeting of November 20, 2017 be accepted as presented. Seconded by Moira Devereaux. Note: there was no regular meeting of the board in the month of December 2017.

**Carried**

**2. BUSINESS ARISING**

No business arising from the previous minutes.

**3. COMMITTEE REPORTS**

**3.1 Executive Report**

Moira Devereaux has lined up a meeting with Mary Ann Hiltz on January 20<sup>th</sup> for Bryan, Chris, Mo and Mike to discuss the objectives and outcomes of our planned Strategic Planning Session. A date for the session will be set at this meeting. Mike will send out a message to determine availabilities to see what dates are good for board members.

**3.2 Finance**

Chris Heide presented the treasurer's report (see attached). Chris reported that there had been approximately \$13,000 sitting in the account from PayPal which had gone undeposited for some time. Most of those funds were designated for the Abriel fund. When we changed our email address from "dot com" to "dot org" we were unable to change our notification by Paypal to our new address (bureaucracy!!). This has meant that we have to actively visit our account periodically to learn of deposits. In addition we are charged a fee of approximately 3% by Paypal. It is agreed that we

should withdraw from our PayPal usage. Kelly reports that E transfers are an easy and preferred method of payment with no fee attached.

Chris further reported that wage increases for paid staff will be from 1.5 – 2%, a Cost of Living Adjustment (COLA). Chris also is in the process of reviewing/revising job descriptions for paid staff; he will meet with each person to discuss.

**MOVED** by Chris Heide that the financial report be accepted as presented including wage increases as proposed and reviews of job descriptions.  
Seconded by Veryan Haysom. **Carried**

### **3.3 Property**

Mike reported that a small team of property volunteers is working in the Senior's room renovation --- painting the ceiling. The property committee has met to review the statement of work for carpentry, plumbing, electrical and finishing and to produce a budget estimate. With the additional funding raised through the Abriel campaign the washrooms on the 200 level will be fully renovated as well. The scope of work will include new flooring; the single toilet washroom on that floor will be designated unisex and wheelchair accessible.

Mike also reported that West Nova has purchased Bailey's Heating. Our contract with Bailey's will be honoured with no changes. The heating system circulating pump for the Seniors' room is defective and being replaced. The batteries of most of the thermostats in the building are being replaced; it is recommended that they be replaced twice per year. The second large fan coil unit in the gym has a new motor and will be reinstalled.

### **3.4 Rentals**

Bryan Palfryman reported that preparations are underway for the new tenants, Birdsall Worthington Pottery. The former chem lab will be renovated to meet BW's requirements: new lighting and new flooring (MBC's account); additional electrical outlets; a sink; and a single user electricity supply will be to BW's account. The building inspector has given the OK for what needs to be done. The town has confirmed that BW's operation fits within the current Development Agreement (DA).

The development officer has declared that the Travel Agency also meets the intent of the current DA.

The independent school will require a change of use permit.

The exterior signage will need replacement (following storm damage) and expansion to include the names of tenants and facilities of the Centre.

The Lions Club will become an occasional renter of the seniors' Room and will be housing freezers in some of our storage space.

Bryan noted that there have been some comments about the need for more youth activities at the Centre. He wants to remind people that we have a number of programs in the building already for youth: Mothers and Tots

(informal group); Birthday Parties commonly held in the Seniors' Room or gym; Cheer Group runs a program for teen girls; we run an After the Bell program for the school board; and of course we house two schools full time (the Alt School and the Independent School). As well. Moira Devereaux received a note from Mayva regarding teen ballet and creative movement for 3 year olds.

### **3.5 Communications**

No report available at this time.

### **3.6 Fundraising**

John Merchant reported that renovations on the Abriel Room will be supported by the funds raised in the campaign. He suggested that when the time comes for the opening of the room, that a Calleigh be a part of the festivities.

Lynn Hennigar will be sending thank you letters to many of her contacts who supported the Abriel campaign. The chairman noted that all donors receive a signed letter of thanks with their charitable tax receipts.

The One Size Fits All Art Sale yielded a donation of \$1,625 to the Centre on behalf of the MBC artist community. This was double the first year's donation, largely because they were able to reuse supplies and props from last year. A letter of thanks has been sent by the chairman.

John is planning to advertise on our website and newsletter the opportunity for outside organizations to put on joint fundraising ventures, such as has been done with South Shore Players.

He noted that Anne Harrison has raised over \$1,000 from the sale of the Christmas Book left over from last year's (2016) campaign.

Teresa Paterson reported that the Valentine's event being put on by South Shore Players is shaping up well. The set up day will be Tuesday the 13<sup>th</sup> with final readiness on the 14<sup>th</sup> itself. We are targeting 120 patrons.

### **3.7 Program**

Veryan Haysom submitted a written report regarding the After the Bell program.

### **3.8 Centre Fit**

Moira Devereaux reported that, due to public demand, the CFit committee has agreed to expand our membership scope by accepting youth under 18 provided they complete an orientation session and have signed consent from the parents. So far two such youth are now members.

Moira reported that the conclusion of the CFit survey is that more room is needed beyond the one room if we are to grow the membership. This would mean also occupying the room opposite which currently is rented out to a Yoga teacher. See survey results attached.

Maeva reports good attendance at the Tuesday dance sessions upstairs which include senior, adult and teen ballet classes.

**4. NEW BUSINESS**

No new business at this time.

**5. ADJOURNMENT**

MOVED by Teresa Patterson that the meeting be adjourned at 8:45 p.m.

**Carried**

The next meeting is to be held on February 19, 2018.

Submitted by Teresa Patterson

Approved by Mike Saker

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**REPORTS**

**After the Bell Report by Veryan Haysom**

The After School Program is running well and Abbey Viniegra is a dedicated, caring and effective program leader. Bayview is a strong and supportive partner and has ensured continuity through changes in the teacher voluntarily taking on responsibility for administration at the school.

The program runs on Wednesday afternoons with one session for grades 5/6 and a second for grades 7/9. The first program ran from October 4 – December 20, 2017. The program resumes this week on January 17 and will run to March 7, 2018 with the third and final round from March 28 to June 13, 2018.

Attendance is voluntary and so varies. On average the participation rate for grades 5/6 is 5 girls and 4 boys. The average participation rate for grades 7/9 is 3 girls and 4 boys.

During the first program Abbey attended a Reconnecting with Nature Workshop to upgrade skills and information in outdoor leadership for recreational programming. She will participate in a leadership event for girls, that is being planned for this session of the program and we hope that some of the girls will also participate. In addition to use of the gym, program games and activities made use of Jubilee Park and the Old School Woods during the fall. The healthy snack is a major attraction of each session. One or two minor problems have arisen but nothing serious or unexpected in a program of this type.

Our funding proposal (\$6168.00) has been fully funded by the province and all funds have been received less a 10% holdback against delivery of the final report. (\$5,551.00)

The following is a summary of program expenses to **13 December 2017**:

Salary	\$ 878.60
Gym and facilities rentals	534.75
Snacks and Supplies	189.32
Insurance	350.00
<b>Total</b>	<b>1,959.42</b>

I currently estimate that approximately \$380 of our approved funding will not be used.

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## CentreFit Questionnaire Results as of January, 2018

**Questionnaire Objective:** Identify current levels of client satisfaction with gym facilities and identify recommendations to improve membership value.

**Strategic Objective:** identify ways to retain and grow membership

### **Summary Results (n=18):**

#### ***Demographics:***

- Gender – 10 male, 8 female
- Age Group
  - 19 to 35: 2
  - 36 to 50: 2
  - 51 to 70: 11
  - Over 70: 3
- Membership Type
  - Monthly - 3
  - Semi-annual - 2
  - Annual - 12
  - Student - 1
  - Daily - 0
- Frequency of CentreFit use?
  - Daily - 0
  - 3+ times per week - 15
  - 1-2 times per week - 3
  - About once a month 0

#### ***Fitness Needs:***

1. How well does CentreFit meet workout/exercise demands?
  - a. Very well - 8
  - b. Somewhat - 8
  - c. Not so well - 0
  - d. Not at all - 0
2. Membership fee satisfaction?

- a. Extremely satisfied - 7
  - b. Satisfied - 8
  - c. Somewhat satisfied - 3
  - d. Not at all - 0
3. Likely to recommend CentreFit to others?
- a. Highly likely - 15
  - b. Somewhat likely -3
  - c. Not very likely - 0

**Service/Environment**

- 1. Cleanliness?
  - a. Very - 15
  - b. Adequate - 3
  - c. Needs some help -0
- 2. Size of Exercise Space?
  - a. Plenty of room - 2
  - b. Adequate room - 8
  - c. Getting crowded - 8
- 3. On-site Staff Required?
  - a. Yes - 1 (intermittently for guidance)
  - b. No - 17
- 4. Hours Acceptable?
  - a. Yes - 17
  - b. No - 1 (maybe earlier open)

**Equipment Usage:**

<b>Equipment</b>	<b># Using</b>
Treadmill	9
Elliptical	10
Lateral X	5
Exercise Bike	9
<b>Free Weights</b>	<b>17</b>
<b>Weight Machine</b>	<b>14</b>
<b>Mats, Balls, Bands</b>	<b>14</b>

**Suggestions to improve Membership Value:**

**Equipment related -**

- o More diverse weights (including barbells and squat rack)
- o Rowing machine
- o Spinning cycle
- o Kettle bells
- o Additional leg strengthening device
- o Heavier medicine ball(s)

**Service related –**

- Bigger space for mat and weight workouts
- Access to a personal trainer to help with workout routines (3 members)
- Spin classes, especially in winter
- Shower in the change facility