

2018.7.16

MAHONE BAY CENTRE
Board of Directors Meeting
Monday July 16, 2018 at 7 p.m.
at the Mahone Bay Centre

Present:

Lynn Hennigar (Chairman), Michael Saker, Don Mader, Mo Devereaux, Jeff Phillips, Veryan Haysom, John Merchant, Lisa Rhuland, Chris Heide, Meg Craig, Mary-Ann Hiltz, Peter Hall

Regrets: Lettie Maloney, Kelly Wilson

Absent: Dave Laskey

Guest: Paul Seltzer, Honorary Chairman

CALL TO ORDER

The regular meeting of the Mahone Bay Centre Board of Directors was called to order at 7:02 p.m. by Chairman, Lynn Hennigar.

1. **Welcome** – Lynn introduced Emily Challis, our new volunteer Volunteer Coordinator and then since this was just the second meeting of the new board everyone introduced themselves.
2. **Approval of the Agenda** – Moved by Veryan Haysom, seconded Mo Devereaux by that the agenda be approved as amended, Carried.
3. **Approval of Minutes** - Moved by John Merchant , seconded by Veryan Haysom, that the minutes of the meeting of Jun 18, 2018 be approved as amended. CARRIED.
Amendments: Item 6 - 3rd line typo should be “for” the board and Mo Devereaux needs an e after the r and before the a.

3.1 Business Arising from the minutes – At the June 18 meeting, a local playwright asked the Centre to co-sponsor an adult only production for 2019. Peter Hall volunteered to read a play on behalf of the board. Peter reported that the script, indeed contains adult language, is designed and written for adults contains no nudity and no violence. Peter felt that the play, if advertised and presented with appropriate warnings would be fine. John and Peter will meet with the play right to discuss the play and our sponsorship. The Centre will approve the warning to go out in any advertising for the play. Mike noted that the four proposed performances sounded ambitious and might simply split the audience across those dates.

4. **Financial Update** – Chris Heide presented the Financial statements as at June 30, 2018. Given that many on the board are new Chris offered to meet with and provide more detail to anyone who wanted more information. While just a snapshot in time it was noted that long-term, short-term and Centre -Fit revenues are all up over 2017. Additionally Chris presented the Centre Cash statement to July 16, 2018. This statement was amended due to an error. \$10,000 transferred from our BMO account

into our RBC account are only shown in the RBC account, making the BMO balance overstated and the overall cash available is \$26,699.84. Additionally, Mike provided the board with an up to date Capital Projects Report. This report shows total deferred capital from the balance sheet of \$25,630 with the current payables and estimated future costs of work to be completed of \$15,214.66 leaving approximately \$10,415 for additional capital work as required.

5. Committee Reports

- 5.1. **Centre Fit** – Mo presented a written update on the Centre-Fit. The move is scheduled for August and a new membership drive will be developed for September. Mo and Lynn are looking at a new piece of software that could help manage memberships, allow for online payment, auto invoicing and easier communication.
- 5.2. **Long Term Rentals** – Kelly Wilson was away so Lynn and John brought the board up-to-date on Print shop/Art Room move that was negotiated before this board took over. Lynn explained that she and Kelly had inadvertently cancelled this plan and had then had to reconfirm the move with Sally Warren and Ed Porter representing the groups using the room. While presented as a done deal during the discussion Chris expressed his concern over the move, especially given that our strategic planning will begin in September. Chris believes the Industrial Arts space, with its direct outdoor access, shouldn't be rented until after we've determined our strategic direction. While the future of any specific space wouldn't be part of a strategic planning process the overall direction of the Centre and any future commitment to environment, health and the field next to the building would be. Moved by Chris Heide seconded by Jeff Phillips that the decision to move the Print Shop/Art Room be deferred until after the strategic planning process. Carried. (9 in favour - Mike Saker against; Peter Hall abstained. Note: The Chair is a non-voting member of the board)
- 5.3. **Events and short term rentals** – Don Mader didn't have anything to report as Mo covered the Centre-Fit decisions under her report. Lynn let everyone know that Mike had informed her that there is a wedding taking place in the Centre on July 28. Mike is involved in this and will bring Don Mader up-to-date and let us and Emily know how many volunteers are needed.
- 5.4. **Strategic Plan** – 18 people invited to first meeting Saturday Sept. 8th from 8:30 12 pm. 12 people have confirmed they are coming. Invitees include current and former board members, and staff.
- 5.5. **Communications** – Meg provided an overview of all the things she's thinking about which fall under communication. These include, outdoor and indoor signage, way finding information, website revamp, and other initiatives. Some of this will wait for the strategic plan to ensure we don't have to redo our work. The Centre-Fit fall membership campaign is the first order of business.
- 5.6. **Volunteer Coordinator** – Emily Challis is the board's new volunteer, Volunteer Coordinator. Emily brought everyone up to date on the plan to create a volunteer database and she'll be working closely with Lynn over the next month or so to get tis up and running.
- 5.7. **Fundraising and Marketing** – John reported that the antique fair has an opportunity to expand. There are approximately 4 vendors that the Festival has been unable to accommodate, and John suggested that using the former Hub

room would allow for this expansion. There was consensus that this is a good idea. Additionally John is working to continue the Kitchen Café during the Festival. This would require volunteers to run the café and to potentially provide the food for same. Meg suggested that this might be an opportunity for sponsorship/partnership with the new bakery in Blockhouse or The Barn. Other suggestions included providing a volunteer concierge in the lobby to help folks navigate the building during the event. Mary-Ann suggested that we could create a space for folks to inform the strategic planning process simply by hanging blank paper and asking what people love about the Centre and/or what they would like to see happen here. This would be an easy way of gathering ideas.

John reported that he and Lynn met the Centre's next choice for a room naming campaign. The family we approached suggested that they would like to name the Belfry and also return the bell to centre. There was general agreement around accommodating this request if possible along with discussion around some of the potential issues in bringing the bell home. Additionally it was suggested that the belfry might be a great location for a future webcam or, if possible, it could be opened to the public for the view and picture taking with some form of revenue attached to this use. John and Lynn will investigate the logistics and what's required to bring the bell home. The fundraising launch for this project is tentatively scheduled for January 15, and will include a community potluck, possibly some entertainment etc.

6. **Update on Abriel Room and other projects** – no additional updates beyond financial estimate provided above.
7. **Other Business** – none
8. **Adjournment** – Moved by Veryan Haysom, seconded by John Merchant that the meeting adjourn at 9:05 pm. Carried.

Next meeting will be held Monday, August 20, 7 pm in the Mahone Bay Centre.

Submitted by Lynn Hennigar