

MAHONE BAY CENTRE SOCIETY
Board of Directors Meeting
Monday 10 December 2018 at 5:30 p.m.
at the Mahone Bay Centre

Present:

Lynn Hennigar (Chairman), Michael Saker, Chris Heide, Mary-Ann Hiltz, Mo Deveraux, John Merchant, Kelly Wilson, Don Mader, Jeff Phillips, Peter Hall, Lisa Rhuland, Paul Seltzer (Honorary Chairman), Veryan Haysom.

Regrets:

Meg Craig, Lettie Maloney, Emily Challis.

1. Welcome

- 1.1 Chairman, Lynn Hennigar, called the regular meeting of the Mahone Bay Centre Board of Directors to order at 5:30 p.m. She welcomed everyone and noted that a Christmas gathering in the community kitchen would follow the meeting.

2. Approval of the Agenda

- 2.1 Item 5(e), "Christmas 2019", was added. Moved by Veryan Haysom, seconded by John Merchant that the agenda be approved as amended. **Carried.**

3. Approval of Minutes

- 3.1 Paragraph 6.12 of the minutes of the last meeting was amended by re-wording the first sentence to read, "The new boiler is not functioning properly and requires replacement of 2 defective parts." Paragraph 6.13 was amended by revising the first sentence to read, "The chairlift remains out of commission and is waiting for repair."

- 3.2 Moved by John Merchant, seconded by Veryan Haysom, that the minutes of the meeting of 19 November 2018 be approved as amended. **Carried.**

(a) *Business arising from the minutes:*

- (i) Return of old school bell to Bell Tower

- 3.3 The Chairman reported that a letter in response to the Town's rejection of the Centre's request for return of the old school bell had been prepared but had not been sent to Town Council as she felt it best to finalize the Bell Tower fundraiser first. She had met with the Feeney family who have agreed to name the Bell Tower in memory of Joe Feeney as a fundraiser for the Centre and who do not want the return of the bell to be part of the project or an issue in any way. Details

of the fundraiser have yet to be settled. Currently the plan is to hold a potluck launch and to have the scheduled and announced before meeting with the Town Council at its first or second meeting of 2019.

4. Committee Updates

(a) *Fundraising and Marketing*

(i) Replacement for John Merchant as Chair

4.1 John Merchant has regretfully resigned as chairperson of the Fundraising and Marketing Committee but will continue as a member of the Committee. The Chairman asked the Board to consider and suggest candidates for the position of Chair. She also asked for additional volunteers to serve as members of this committee. Current members are Lynn Hennigar, John Merchant, Jen Scott, Lettie Maloney and Scott Veinot.

(ii) Room naming update

4.2 Lynn reported that an initiative is under way to raise a donation for naming of the new art room in conjunction with the plan to renovate it. Any further details would be premature.

(iii) Capital campaign

4.3 There was extensive discussion of this item.

- John and the Chairman reported that they would like to take a “GO BIG” approach to capital fundraising.
- There are numerous needs including chairs and tables for the Abriel Room, reconfiguration and renovation of the industrial arts room and the third floor art room, accessible access (especially to the gym), replacement of siding, etc.
- Available funding sources such as MODL, which may offer up to \$10,000.
- Recognition of community donors needs re-thinking. How to recognize ordinary donors? We need to reconsider the various categories and ease of updating. The top tier is \$5,000 and some have contributed more than that.
- There is a need for someone to lead the Feeney/Bell Tower fundraising
- A review of the experience in relation to the Abriel room with a conclusion that a similar approach will be taken in relation to the Bell Tower naming and will be headed by Lynn and John.
- The Feeney/Bell tower fundraising might be a part of a larger capital campaign.
- An offer of help with fundraising has been received from Nancy Margeson.
- We need an experienced, high profile, chair to lead the capital fundraising campaign.
- The possibility of Norman Whynot acting as campaign chair was raised.

- 4.4 Consideration is being given to offering naming rights for the building as a whole. An appropriate amount needs to be set and related naming policies are required, for example, whether the amount is payable over a number of years, whether naming is in perpetuity or for a specific term, or whether to include a right of first refusal at the end of the term.
- (iv) Event partnership guidelines
- 4.5 These are needed.
- (v) Father Christmas Festival update
- 4.6 A written report was tabled and is appended to the minutes. The Chairman reported that she understood the Gourmet Food Market had been well received but is not likely to be held at the Centre next year because there was not enough exposure to foot traffic. There was **consensus** that in future we need a “greeter” who can direct people both within the Centre and to other events in Town. There was discussion as to whether students might be able to do this. Figures for the Christmas dance have not been finalized but the event probably broke even. There were also some glitches around this event. These illustrate the need for partnership guidelines.
- (b) *Centre Fit*
- 4.7 Moira Devereaux reported that Centre Fit has received a very welcome donation of equipment and is hoping to go live with the web site in January. We are waiting on the latest numbers. There are requests for on-site instruction and Mo is looking for someone who can provide this but it is difficult because the instructor needs certification. There are also insurance issues. We are planning an instructional video. The expansion into 2 rooms has been well received.
- (c) *Strategic Planning Update*
- 4.8 Mary-Ann Hiltz reported that the Christmas reception following the meeting includes a tenant appreciation reception with the intention of encouraging tenant participation in stakeholder engagement. Up-take has been slow so far. 4 stakeholder sessions will be offered.
- (d) *Long Term rentals and Property*
- 4.9 Kelly Wilson reported he is anxious to get a decision on the siding contract for the back and sides of the new wing of the Centre. Glen Fishback, the selected contractor, is waiting for confirmation. This is a priority for capital spending but we do need the funding first. Estimated total cost is \$27,000 prior to extras (breezeway joining the two wings). Kelly estimates the renovated art room will cost \$22,000 not including rehabilitation of the old art room on the top floor. We

also need rain gutters at a cost estimated by Mike Saker at approximately \$2,000. Kelly also reported that there needs to be wheelchair access to the gym.

- 4.10 Jeff Phillips moved, seconded by Kelly Wilson, that the Centre award the siding contract to Glen Fishback for \$15,500 plus taxes and materials for a total of \$27,000. **Carried.**

(e) Events and short term rentals

- 4.11 Don Mader had no report but referred the Board to the earlier report on the Father Christmas Festival and Christmas Dance and to the upcoming South Shore Players Valentine's Day event described in the appended report.

(f) Communications

- 4.12 In the absence of Meg Craig the Chairman reported that Meg continues to work on the web site for the Centre and Centre Fit and on exterior and interior signage.

5. Other business

(a) Nominating Committee

- 5.1 We need a chair for this committee for 2019. Mary-Ann Hiltz agreed to take on the role.

(i) Vice-chair

- 5.2 We require someone to replace John Merchant in this position.

(ii) 2019 Board requirements

- 5.3 Lynn Hennigar said she saw her commitment to the Centre as being from 4 to 10 years but that she did not want to serve as Chairman for more than 2 years. After that she would be available to support her successor. She suggested the need for a succession plan and said she would be away for the month of November 2020. She asked all current directors to let Mary-Ann know if they would be re-offering.

(b) South Shore Players

- 5.4 The Chairman referred the Board to the tabled document dealing with this event and noted that volunteers are needed.

(c) Bluenose Coastal Action Foundation – rain garden

- 5.5 The Chairman tabled a Project Overview of the "The Green Streets Stormwater Project" reported that Bluenose Coastal Action Foundation is offering an opportunity to install up to 3 rain gardens on the Centre's grounds. These would promote natural absorption and dispersal of run-off. The Foundation has some

funding. The Centre would need to contribute volunteers for installation, planting and tools. The project is in part educational and offers an opportunity for broad community involvement. Kelly Wilson pointed out that you can see the water damage to the Centre's foundations and that gutters are needed in any event. Following discussion Kelly Wilson moved, seconded by Veryan Haysom, that the Board endorse the installation of the rain gardens on the Centre's grounds in partnership with Coastal Action. **Carried.**

(d) *REMO Pilot project*

5.6 The Chairman reported that the Regional Emergency Measures Organization (REMO) has a pilot project to establish neighbourhood comfort centres or stations in situations of local emergency. A public meeting will be held on the initiative in January to gauge interest and support. The Town Council supports the idea. REMO would like to use the Centre as a comfort station for the Town. The Chairman said that this would require that the Centre have a generator. The Emergency Coordinator just wants to meet to talk about the idea at this point.

(e) *Christmas 2019*

5.7 The Chairman reported that Kelly Bent that she and her husband Dan would like to plan a community Christmas Dinner at the Mahone Bay Centre for Christmas afternoon 2019 and tabled a copy of the e-mail she had received from Kelly (attached). Kelly asked for Board support. The idea was welcomed as a wonderful thing and there was **consensus** that the Board supports the idea in principle and that planning should start.

6. New Business

6.1 The Chairman reported:

- Sue Bourinot has stepped up to help head up the Senior's Lunches.
- The MODL operating grant application must be completed and submitted by March 1, 2019.
- People should be reminded that tax receipts will be issued for donations up to December 31, 2018.
- There is a possibility of a donation for naming the new art room and that based on consensus at the last meeting and subject to funding this project will be proceeding.
- There will be a bonus for staff as in past years.
- She would like to receive names and addresses of those who should receive Christmas cards of appreciation from the Centre.

7. Adjournment

7.1 On motion of John Merchant the meeting adjourned at 6:50 p.m.

Next Meeting: Monday January 21, 2019, 7:00 p.m. at the Centre.