

MAHONE BAY CENTRE SOCIETY
Board of Directors Meeting
Monday July 26, 2021

Convened in MBC Conference Room

Present: Lynn Hennigar (Chairperson), Jeff Frampton, Peter Hall, Laura Wentzell, Veryan Hayson, Paul Seltzer, Jason Martell, Rod White, Rhonda Lemire, Norman Whynot, Lisa Rhuland, Barbara Feeney.

Regrets: Tim Merry, Darrell Crawshaw

No meeting was held in June, 2021 and this was the first meeting of the new board.

1. Welcome
 - a. Lynn Hennigar called the meeting to order at 7:00 pm
 - b. She welcomed the new board and directed the members to introduce themselves.
2. Approval of Agenda – As circulated
 - a. Moved by Veryan and seconded by Peter that agenda be approved - PASSED
 - b. Approval of May 24, 2021 minutes – As circulated
 - c. Moved by Veryan and seconded by Jeff that minutes be approved – PASSED
3. Financials Update – in the absence of Darrell Crawshaw, Lynn Hennigar provided the update. Copies circulated to board before the meeting.
 - a. Material required for the upcoming audit is being gathered.
 - b. CRA Tax return for Charities has been filed
 - c. The accounting system is being changed to align with CRA's required report
 - d. Up to date financials were provided and are appended to the minutes.
 - e. Leases
 - f. A BMO account will be opened to deposit funds for HST
 - g. Awaiting \$5000 in wage subsidies

Darrell sent the following information to the board:

“Grants/Subsidiaries – MODL Grant for \$10,000 and Small Business Grant 3 \$5,320 were received in June. These grants are operating in nature but have been posted to the RBC Chequing Capital account to cover some funds previously taken from the capital account in error. We hope to review and reconcile this account in the near future.”

Question posed by Veryan about the accounts receivables. Response by Lynn that it shows a deficit because of the way the rent is posted.

4. Committee Reports
 - a. Fundraising
 - i. Norman reported that it has been a challenge during covid pandemic.
 - ii. Fundraising is more successful when “old friends” are able to get into building

- iii. Considering renaming the conference room “Alumni Hall” to appeal to former students and their friends and family members
 - iv. Question of what to ask for in “making the ask”? Should it be general or specific?
 - v. After a discussion on forming a committee to identify projects, develop a communication strategy to advise the community and raise funds was struck to brainstorm and address the challenges of fund raising. An ad hoc meeting scheduled for early August. Norman, Peter, Barbara, Laura, Jeff, Lynn, Jason.
- b. Centre Fit
- i. Laura reported that the membership at Centre Fit is below the norm. This effects the short term income
 - ii. 45 members – low participation
 - iii. Open and not requiring appointments
 - iv. Laura will send list of equipment repairs to office staff to action.
 - v. Second session of the community arthritis program wraps up at the end of July; the 3rd session is being planned for the fall.
- c. Building and infrastructure:
- Written report circulated to board before the meeting.
See: appendices 1&2
- i. Federal geo-thermal grant application is for \$380K. MBC would be responsible for \$75K. Awaiting response
 - ii. Applied to ACOA for a small version of the heating grant as backup. This is for \$228K and is a quote for the older building.
 - iii. Heat pumps – investigating costs if geo-thermal grants do materialize
 - iv. Coastal Action has applied for a grant to expand the garden for the foodbank. Hope to double its size
 - v. Working towards increasing wheelchair accessibility
- d. Volunteer & Human Resources
- i. Veryan reported that he has recently done a quick assessment of the staff and all is good. He is following up on any items that came forward.
 - ii. Volunteer orientation was held
- e. Communications
- i. Peter Hall will work with a sub-committee to determine a message for potential donors and the general public to update community.
5. Rental updates
- a. Bookco is moving into Hutch’s space -
 - b. Hutch and Early childhood education are both leaving the end of August.
 - c. Coastal Action is taking Early Childhood space.
 - d. Tim Merry renting Bookco space and has an option to take the Coastal Action space on the 300 level if they give it up which we expect they will.
 - e. Alternate School has renewed their lease
 - f. All leases are for one year
6. NEXT MEETING: Monday, August 23, 2021 at 7pm - MBC

7. Adjournment – 8:15pm

Respectfully submitted by;
Barbara Feeney
Secretary

Appendix 1

Building an Infrastructure Projects/Activity Report Jeff Frampton

1. **Active July 2nd**: MBC has submitted a support letter for the Coastal Action grant request to double the size of the Community Gardens, expand food growing, accessibility, programs with the Alternate School and other community members, etc. Community Garden coordinator Allison Melnick will work with Coastal Action. (\$0) Action: Allison / Jeff
2. **Active February 20th**: Update breaker boxes and electrical schematic. Target completion September 2021. Action: Rod / Jeff
3. **Active March 16th**: Convert all remaining non LED lighting to LED's through Efficiency Nova Scotia. Can Source Electrical visited on June 10th to inventory requirements. Electrician visited July 16th to estimate labor. Total estimates for labor and materials to be sent to Efficiency Nova Scotia by Can Source for rebate program. Should hear back by Sept 30th. (TBA) Action: Jeff
4. **Active July 9th**: Draft security plan with feedback circulated for comments. Will be issued by Board of Directors through Kelly B for implementation July 30th. (\$0) Action: Jeff / Kelly B.
5. **Active March 1st**: Repair gym thermostat and blower fan. Rod to speak with Mike Knock to discuss their interest in maintaining our business otherwise we will find a new electrical contractor. (\$TBA) Action: Rod
6. **Active April 7th**: Foodbank has identified a contractor to replace window in their room at their cost. Given go ahead provided it is similar to windows on either side of it. Rod to talk to Lisa. (\$0) Action: Rod
7. **Active April 22nd**: Fix the leak in roof on front of building where shingles are missing. Will require lift rental. (\$750) BOD approved use of the non-refundable CERB money. Action: Rod
8. **Active April 22nd**: Office roof repair. Contractor has committed to doing this in late August or early September with reduced estimate of \$7,600. BOD approved use of the non-refundable CERB money. (\$10,000) Action: Kelly W.
9. **Active July 8th**: Welcoming of new residents to Mahone Bay Area. Coordination meeting held July 20th to bring several groups together to explore ways of improving opportunities to enhance new comers to integrate into the community. Planning to continue. Action: Allison / Lynn
10. **Active July 5th**: Establish workshop to help people of all ages with phone / computer technology. Would address issues such as how to protect your phones / computers from viruses, scams, spam, when is it safe to use WiFi, passwords, click bait, do's and don'ts of social media, etc. Touch base with Stephanie as her work with the library might be helpful. Action: Allison / Jeff

11. **Active April 22nd**: Gym accessible entrance roof repair (\$1,000). Can be done by MBC. Shingles to be donated by Kelly W. BOD approved use the non-refundable CERB money. Target start date October 2021. Action: Rod / Jeff
12. **Pending July 20th**: Grant application for scaled down geo thermal heating and cooling for the older building, submitted July 20th to Atlantic Canada Opportunities Agency under the "Canada Community Revitalization Fund". If accepted, approval to move forward will be subject to Executive approval and Board of Directors review. (\$228,000) Action: Jeff
13. **Pending April 22nd** Barrier free / gender neutral washroom grant and check received for \$8,000 vs request of \$9,900 through the Nova Scotia Community Access-Ability Program. MBC financial share would be \$5,000. Project includes 200 level barrier-free and gender neutral washroom and roughed in Plumbing for 400 level. (\$13,000) Action: Rod / David / Jeff
14. **Pending June 4th**: Green energy upgrade, geo thermal grant application submitted July 5th (\$380,000) with additional requested budget document received June 30th requiring contractor to break down costs into more detail. Grantor has confirmed application has been received and is complete. Grant would be \$304,000 with an MBC match of \$76,000. Contractor is concerned about rising material costs. Additional quote has been solicited from a second contractor Green Foot Energy who will visit Centre on July 26th. Action: Jeff
15. **On Hold May 19th**: Sprinkler heads in attic to be replaced in 2022. Six floors over six years (\$3,500 / yr.) Action: Rod White
16. **On Hold April 22nd**: Renovate 100 level washrooms. Castle cannot find an interested contractor due to large scale. Need to find alternate contractors. (\$120,000) BOD approved delay until 2022. Action: BOD
17. **On Hold July 9th**: Level and seed soil behind building. On hold waiting feedback on Community Garden expansion through Coastal Action grant application. Seed purchased. (\$50) Action: Jeff
18. Mulch beds and purchase shrubs this fall for gym front wall (\$400). May delay until 2022 pending budget. Action Jeff / Allison
19. Number all rooms and closets (\$20) Action: Jeff
20. Tile back splash in kitchen winter of 2022 (\$TBA) Action: TBA
21. Exterior back side of building needs shingle repair and subject to leakage and further deterioration. Obtain quotes to repair, scrape and paint existing shingles or replace with new siding. Would be a 2022 project. (TBA) Action: Rod
22. Repair outdoor benches by Abriel room exit (\$30) Action Jeff
23. Install loop hearing test site. Details required. Action Lynn
24. Inside painting project (January 2022) would be to do the 300 level and back stairway entrance. (\$500) Action: Rod / Jeff
25. Lobby upgrades including repair of snow grate, way finding signage and donor board (possible TV) to be reviewed in January 2022. (\$30,000) Action:
26. New gym drapes (\$60,000) Action: Executive
27. Install Mission Statement signs (\$100) Action: Jeff / Kelly B.
28. Concrete curb around oil tanks (\$TBA) Action: Rod

29. Establish Spirits of Nova Scotia Festival committee to evaluate if this would be a good fund raising event. (\$0) Action: Executive
30. Work with Saltbox starting Oct 2021 to expand Sewer Bowl fundraiser (\$0)
Action: Jeff / BOD
31. Work with Town and Mahone Bay United to manage field. (\$0) Action: Executive
32. Pave a portion of parking lot each year (\$5,000). BOD agreed to put on hold until further notice. Action: BOD
33. Conduct integrated safety alarm test. We have the book. (\$TBA), Action Rod
34. Repair conference room tables. (\$0) Action: David
35. Put temporary cover over hole in wall in 100 level janitor closet (\$0) Action: David
36. Tile back splash in Abriel Room. Tiles and mortar in boiler room. Possible 2022 project. (\$0) Action: BOD
37. Inventory surplus material in building and attic and hold a yard sale or post online. January 2022 project. (\$0). Action: Rod / Kelly W / Jeff
38. Put glass doors on Feeney Room cabinet. Action: Rod
39. **Closed May 20th:** Repaired 4 non-functioning / repair required toilets and upgraded 3 others with new filler valves in 100 level washrooms. (\$403)
40. **Closed May 19th:** 57 sprinkler heads replaced on 400 level May 19th. (\$3,220)
41. **Closed March 16th** Strip and Finish 100 level floor (\$0)
42. **Closed March 20th** Replaced burnt out light fixtures in Alternate school.
43. **Closed March 28th:** Lock boxes installed on all public rooms' gym drawers.
44. **Closed April 16th :** Community garden raised beds repaired topsoil del'd (\$75)
45. **Closed March 21st:** Greenhouse lock removed, garden shed cleaned out (\$0)
46. **Closed March 27th:** No loitering and video surveillance signs installed. (\$280)
47. **Closed March 19th:** Installed additional bolts to support basketball net (\$4)
48. **Closed March 24th:** Exterior door key made for Jeff. (\$0)
49. **Closed March 20th:** Coat hooks installed in weight room (\$10)
50. **Closed March 28th:** Emergency light bulb in boiler room installed. (\$0)
51. **Closed April 5th:** Emergency flashlight purchased for office. (\$37)
52. **Closed March 18th:** Baseboards repainted in 100 level hallway (\$0)
53. **Closed April 14th:** Install basketball court sign. (\$0)
54. **Closed March 27th:** No loitering, camera surveillance signs installed on building
55. **Closed Feb 15th:** Paint 100 level hallway (\$350)
56. **Closed March 20th:** Install electrical safety and fire door warning signs (\$20)
57. **Closed April 22nd:** Green energy upgrade funding. Checklist for ACOA funding submitted to R.Brown who confirmed April 6th we have answered all of the questions and we are now on her active list. Recommended we use Federal Community Centre Infrastructure program in lieu of ACOA. (\$0)
58. **Closed April 19th:** Electrical plug issue in room 202 due to overloading. Tenant advised not to use accessories in the offices. Action Kelly W. (\$0)

59. **Closed April 29th:** 3 garden beds assigned for Foodbank. MBC maintaining herb and flower garden. Allison coordinated with Foodbank what to grow. Authorization given to procure seeds and compost, etc. and invoice Centre. Sponsor identified to fund Community Garden costs up to \$500. (\$0)
60. **Closed April 30th:** Broken door knob in school repaired.
61. **Closed May 18th:** Pot holes in parking lot filled with surplus gravel from snow plowing.
62. **Closed May 6th:** Adjust water fountain pressure. Minor adjustment made to reduce pressure by plumber.
63. **Closed July 9th:** Contractor came to fix leak in roof over Coastal Action under warranty. Will monitor to ensure problem has been resolved. (\$0)

Appendix 2

Jeff distributed the following points to the board prior to the meeting.

- 1. Receipt of \$8,000 check from Gov't of Nova Scotia for our Gender Neutral / Barrier Free washroom to be started in early October.*
- 2. Reduced back up grant application for geothermal for old building only submitted under ACOA and a different federal grant program.*
- 3. Greenfoot Energy will visit July 27th to provide some alternate heating and cooling options for us to consider as back up to our geo thermal plans.*
- 4. Mitchell Electrical (consultant/subcontractor) visited to prepare labor estimate for LED light upgrade rebate program through Efficiency Nova Scotia. Electrical - 175 fixtures need replacement*