

Agenda - Annual General Meeting - June, 2005  
Mahone Bay Centre Society

Welcome (circulate sign-up sheet)

Confirm Agenda

**Minutes of 2004 AGM - Additions/Corrections**

**Business Arising from the Minutes**

Fund Raising with a Vision: Ellen Agger

Report from the Chair

Treasurer's Report

**Committee Reports:**

Policy

Finance

**Building Management**

Youth

Program and Special Events

Arts

Community Kitchen

Reports, if any, from non-Board entities:

Tenants' Association

Fund-raising

Farmers' Market

**Nomination Committee:**

Report

Election of Directors for 2005-2006

**Other Business:**

**Resolution to change membership fees.**

Adjournment *Motions*

Note: There will be a meeting of the new Board immediately following the AGM.

## Chair's Report to the AGM - June, 2005

2004 was dominated by fund-raising issues, from suggestions of a prospective appeal to local businesses in January to the urgent appeal at the end of the year for funds to pay the outstanding taxes. Board discussions seemed to focus around a number of small issues, being how to most effectively keep meetings to a manageable length, the youth centre, tenants leaving and coming, negotiations with the Town regarding tax issues and the ever present issue of finance.

Although cash is very tight, the Centre ended the year stronger financially than it began, with new tenants adding to the regular income and fundraising activities raising over \$20,000 to pay outstanding taxes and for capital projects.

The application to ACOA has also been a persistent item on the agenda. We completed a feasibility study, which did conclude that the "Centre was feasible" - but this conclusion was not sufficient to persuade ACOA to confirm the capital grant. Discussions are continuing as to how we can meet ACOA's conditions for confirming the grant, but hope is dwindling.

We started and finished the year with one employee - not the same person but our employment of both Bill Snyder and Carol Snyder was assisted by LQACPD. We are grateful to Jim Key at their office in Bridgewater for his assistance in negotiating these grants, and to Bill and Carol for their efforts - the Centre's heating system and general repairs have been done by Bill since the Centre opened, and we owe him much more than we were able to pay him. Carol has been a wonderful and calming presence in the office since she started in July, and it now seems impossible that we were able to keep the Centre running without her.

Reported by Keith Towse

## Treasurer's Report and Report of Finance Committee

The year has been challenging from the Treasurer's perspective, with cash management being a constant challenge, especially during the heating season. The Centre is indebted to our volunteer Finance Assistant, Dick Crawford, who has committed countless hours to ensuring that we were able to keep the oil tank filled and suppliers happy – his work was in turn made much easier by Carol Snyder in the office, who was able to keep track of the growing paperwork, and the superb service offered by our book-keeper, Jan Anthony.

The Finance Committee met infrequently, it's deliberations being focussed on the management of the grant which we have been hoping to receive from ACOA. The Committee has made several recommendations to the Board, all of which have been implemented, to ensure that our management of these funds would be in accordance with government best practise.

With my personal thanks to Dick and Carol for their assistance.

Keith Towse  
Acting Treasurer

## Policy Committee - Report to the AGM - June, 2005

The Policy Committee has met 8 times in the past year. Members of the committee are Penny Carver (Chair), Derrick Wickstrom, David Puxley, and Bill Snyder.

### Accomplishments:

- Collaborated with the Nominating Committee to consider recommending a term limits policy for MBCS directors. The committees concluded that, for now, a natural attrition process is adequate.
- Drafted recommendations on use of court diversion volunteers.
- Drafted policy on Use of Common Spaces in the Centre
- Revised draft Code of Conduct for MBCS Directors
- Continued review of the Society's policies with the goal of having an updated draft ready by December for Board consideration.

### Plans:

1. Submit draft policies to board for approval as soon as possible.
2. Continue revisions to policy manual for board approval in December.
3. Ask the new Board to appoint a new representative for the Policy Committee since none of the current committee members are re-offering as directors for the 2005/06 term.

Reported by Penny Carver

## Building Management Committee - Report to the AGM - June, 2005

This year started off very slowly due to the lack of funds to do any of the needed projects; however, as time passed and we look back, a fair amount has been accomplished.

1. With Paul's leadership, the kitchen was painted, we thank Heather for the colour selection. The painting has inspired others to add little things and although there are still some small carpentry and other items to be done, we do have a much nicer space now.
2. T 30 has moved in, and their space is bright and inviting to its many users.
3. The dance studio on the second floor is not quite completed but is serving the needs of various dance groups and we thank Carmel and others for putting this together.
4. Vern Rodenhiser is setting up in the Industrial arts room and will soon be turning out his half models.
5. The Artists on the Second floor have installed their display case, new lights and hanging system.
6. Kate Church is working away in her small space.
7. The two rooms on the lower floor of the new building will be repaired and repainted in the next couple of weeks.
8. With the exception of the pipe falling apart and flooding in the new building, the heating and electrical systems have performed well during the year. Staff have been on top of the little things and we all look forward to new and greater things in the coming year.

Other members of the committee are;

Dan Baxter, Greg Muzzatti, Gary Langille, Dick Crawford

Reported by Bob Douglas

## Special Events Committee - Report to the AGM - June, 2005

The primary event of the Special Events Committee for this year was the Holiday Open House, December 11, 2004, 1-5 p.m. It involved two meetings with tenants to plan the events of the day. Almost all tenants participated, demonstrating and offering samplings of their services and products. Decorating of the premises with Christmas trees, boughs, lights, garlands, etc. took place on Dec. 8 and 9 with five volunteers assisting. An expanded Farmer's Market included wines and cheeses. Live musical interludes were available in the community room with tables and chairs for easy listening with refreshments. There were roving musicians, and Santa Claus offering cheer and door prizes from tickets provided at the door. About 300 hundred people from the community and area participated. Tenants donated punch and sweets for refreshments. A planned Christmas sing along did not materialize. Some new memberships and special donations were received as the Centre was pushing to reach the financial goal of \$14,000 to pay town taxes. It was generally felt to be a worthwhile event... worthy of being repeated annually to show off the Centre and the tenants products, services, and activities.

We recommend there be a clear definition of the scope of the committee's focus and how it is to include, or be separate from, fund-raising events.

Possibilities for additional future events include: Kitchen Parties, Senior Citizen Events, "Old School Lecture Series", etc.

Board Members on Committee: Maria MacKenzie-Cann, Gregg Muzzati, Sidney Lang, Paul Seltzer

Reported by Paul Seltzer

MAHONE BAY CENTRE SOCIETY  
Annual Report of the Arts Committee  
June 7, 2005

Members of the Committee: Deborah Hickman, Chair, Rita Lamontagne-MacDonald, Wayne Ready, Astrid Stee, Kate Church, Scott MacLeod, Nancy Sherwood, David Cameron, Carmel Smith, committee dance rep, Rob Moir rep for South Shore Visual Arts Nova Scotia (VANS)

ACHIEVEMENTS & PROJECTS since June 2005

- increased membership including a member to represent Dance
- increased networking: rep for the South Shore membership of VANS, the provincial artists association has joined our committee; South Shore VANS pot luck dinner/meeting at the Centre in February with discussion around holding their annual exhibition at the Centre
- "The 2nd Floor" Gallery on the upper floor of the old building opens June 10<sup>th</sup> on a permanent rental basis following guidelines developed by the committee (see attached). There are two bookings at present. This follows on the exhibition held in the space last summer at the end of our first summer artist residency of Irish painter Antonia McGuane
- the Art Box for the display of art has been used constantly since it was installed last June; plans to fundraise for additional Art Boxes throughout the building
- a successful fundraiser at the Dec. 2004 MBC Open House brought in many members of the public for the "PIN UPS postcards from the art world" sale of art and raised half the money required for lighting and installation systems. A second fundraiser "Art Swap and Social" has been planned for June 17.
- regular use of the Art Room by the printmakers group continues. Occasional rental of the room for children's art classes
- there now are four artists studios leased housing four active artists at the Centre; on-going activities and fundraisers bring the public into the Centre, continuing to raise its profile.
- the committee plans to continue to develop its profile as an arts group eligible for provincial 'arts facilities' funding with the future prospect of developing the attic space into an arts space housing; studios, resource center; exhibition and performance space

For more information on the Arts committee please find our TERMS OF REFERENCE document attached

# Mahone Bay Centre Society Arts Committee

## Terms of Reference

June 2004

### Mandate

The mandate of the Arts Committee is to foster the development and presence of the arts at the MB Centre.

### Goals

- To foster the development of arts activities at the MB Centre
- To provide a venue for arts activities at the MB Centre for public enjoyment and education
- To provide stewardship for the arts at the MB Centre

### Responsibilities

- To oversee implementation of the Goals
- To provide direction to arts activities at the MB Centre
- To respond to the arts interests of the community
- To meet regularly

### Accountability and Lines of Communication

- To work within written guidelines
- To write guidelines consistent with the MBC Society's mission, goals and values
- To meet regularly
- To present regular reports to the board



## 2<sup>nd</sup> floor

### Art Gallery guidelines

#### Description/Mission

The 2nd floor gallery is a non-profit centre run by volunteers of the Mahone Bay Centre. It's mandate is to provide exhibition spaces for artists to show their work in a supportive environment.

We strive to exhibit work that encompasses a wide range of perspectives and vision in order to stimulate dialogue and interest in the visual arts. We encourage the public to experience the variety and quality of the visual arts of the region in order to gain insight into the value of the arts for society.

We encourage artists at all levels of development to submit work for exhibition.

#### Goals/Mandate

1. To provide exhibition opportunities for artists of all levels of development.
2. To foster artistic growth and excellence.
3. To provide public awareness of the scope of visual art in the county
4. To encourage arts development and overall enrichment of the community through the visual arts by providing quality exhibition space and viewing experience.
5. To practice peer review process as a curatorial standard

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## Community Kitchen Committee - Report to the AGM - June, 2005

Thanks to all who have volunteered their help in creating & maintaining the community kitchen! Kitchen committee members are Bill Kowolski (chair, board member), Bill Snyder, Carol Pearse, Carol Snyder, Maria MacKenzie-Cann (board member), Bob Douglas (board member).

Meetings: There were no formal meetings and little change in the kitchen during 2004 and the first part of 2005. Reasons for this were: 1). waiting on a decision about a prospective tenant for whom use of the kitchen would have required specific renovations (the waiting ended when the prospective tenant decided in the negative), and 2). Bill Kowolski's resignation from the board of directors with no one stepping forward to assume chair person responsibilities.

Work accomplished in 2005 to date: Painting (major!), clean-up, minor repairs, reorganization, a dishwasher and second stove donated and soon to be installed, shelving designated for a book loaning library, some plants.

Work in progress: There's a plan to build a garbage/recycling/compost cabinet, a cabinet/cutting counter unit, painting of the bookcase and doors, identifying and hanging appropriate posters for the walls, top curtains for the windows, more plants, organizing the "library", posting of usage guidelines etc.

Work crew: Painting- Paul Seltzer (board member), Ted Hobson, Bob Weld, Bob Edy, Peter Edwards, Bob Douglas (board member), Maria Mackenzie-Cann (board member). Other: Deborah Hickman, Carol Snyder, Carol Pearse, Bill Snyder, Bob Douglas, Maria MacKenzie-Cann.

Expenditures: Paint & supplies... \$428.00 (Approx. 1/3 from a 2003 Parks & Rec. grant, 1/6 from general funds and remainder donated by Bob Douglas).

The committee hopes there will be a new chair of this committee, and that a regular pattern of meetings will be re-instigated during the remainder of 2005.

Reported by Maria MacKenzie-Cann

## Fund-raising Report to the AGM - June, 2005

In November, 2004, an urgent meeting was called to discuss the need for fundraising for the Centre, particularly to address the issue of paying back taxes owed to the Town of Mahone Bay. The result of this meeting was the formation of the Friends of the Centre Committee. Members were Ellen Agger (chair), Keith Towse, Maria MacKenzie-Cann, Bob Douglas and Chris Heide. Sue Bookchin, Dan Baxter and Nancy Sherwood also gave input to the committee. The goal was to initiate and manage a fundraising drive for the Mahone Bay Centre.

Targeted activities were:

1. the Create a Legacy Campaign, geared to mobilizing financial support for the Centre from individual supporters in the community, including targeted "asks" to potential large donors;
2. a comedy/auction event hosted by comedian Bill Carr; and
3. the Friends of the Centre Film Series.

Create a Legacy Campaign: Many were involved in the Create a Legacy Campaign, a large public campaign held in November and December, 2004. Especially active were: Ellen Agger, Keith Towse, Bob Douglas, Chris Heide and Dick Crawford. A total of \$14,000 was raised from 69 donors with donations ranging from \$10 to \$3,000. A membership drive took place at the same time.

In December, the Town of Mahone Bay set up a process whereby community organizations could benefit from donations made to the Town's newly set-up Athletic and Cultural Trust Fund. This enabled the Centre to accept donations on behalf of the Town, destined for this Trust Fund, so donors could get tax receipts from the Town for donations of \$25 and over. A grant for the amount collected for this Trust Fund by the Centre was later given by the Town to the Centre. The money raised was used to pay the back taxes and outstanding bills.

While the Create a Legacy Campaign was envisioned to be a longer-term campaign, not much has been done following the ambitious and successful initial effort. This project needs volunteers, structure and a plan to continue.

Comedy/Auction: Headed up by Ellen Agger, a small group of volunteers met six times to plan and organize this April 23 event, APRIL FOOLISH, with comedian Bill Carr. The group consisted of Ellen Agger (meeting chair and general organizer), Chris Heide, Sidney Lang, John Whitcombe and Maria MacKenzie-Cann. Much work was done in between the regular meetings.

## Membership Committee - Report to the AGM - June, 2005

There are 147 paid-up members, and over 20 other members intending to renew. The membership chairperson will continue to try and reach all members for 2005 renewal.

In December 2004, the "Create a Legacy Campaign" was established in order to help raise \$75,000 as our contribution towards the ACOA-funded renovations project and towards winter operating costs. This campaign began at the Open House, early in December, and got off to a great start with many members renewing and contributing to our campaign. A significant number of new members also joined.

We recommend the following important questions/issues be considered and acted upon:

- How can membership be increased?
- What benefits do members get, by joining the Centre?
- We need to maintain an up-to-date membership list, showing names, civic addresses, phone numbers, e-mail addresses, and areas of interest.

Reported by Sidney Anne Lang

## Farmers' Market - Report to the AGM - June, 2005

The Mahone Bay Farmers' Market, or The Market, was established in 1996, by people looking for a venue to sell local, naturally-grown, pesticide-free foods and value-added goods. This created a market-place where environmentally sensitive people, and others, could come and get wholesome health-foods in a nontoxic environment.

The Market provides locally-grown and produced goods, directly to the community. The revenue generated, supports the greater business community and provides jobs in our area. The venue provides a cultural retail experience for local artisans wishing to have direct contact with customers. The market draws people from all areas of Lunenburg County and visitors to The Mahone Bay Centre. The Market attracts people of all ages, providing opportunities for education about traditional farming, nature and entrepreneurship. The Market operates a democratic and open organization, and supports local, individual, producers who combine marketing resources. The Centre has hosted The Market for the past 2½ years, first in the front hall, then in the parking lot and youth Centre.

Hi-lites of 2004/2005: During the past year we had, on average, 6 vendors for our winter season, and 10 during the summer. We maintain one of the few year-round farmers' markets in the province.

The Market held an additional market day during the Centre's Open House. Market vendors generously donated goods for door prizes for the open-house and for the Centre's fund-raising Auction. The Market has promoted The , and provided space for Centre membership and fundraising drives. Vendors participated in social activities at The Centre such as Robbie Burns Night, and in shows and activities of the River of Life Studio, and the Arts Committee.

The Market created and ran a successful pilot-project for mentoring Youth Entrepreneurship. We hosted 6 teenagers over a 1-month period, 4 market days and 4 workshop days. We partnered youth with market mentors, community mentors, The Department of Community Services and The Centre. This project is going to happen again this summer!

Reported by Michele Haddal

Nominations Committee - Report to the AGM - June, 2005

Each year, the Nominations Committee is comprised of the Past Chair, plus one other. This year, that translates as David Puxley and Penny Carver.

We contacted over 50 people. Only six people attended the orientation sessions and, when all was said and done, only two stood for nomination.

We feel the Society must try to improve its image within the greater Mahone Bay community. Among other things, this means:

1. cultivating members of the public, known to be respected leaders, as friends and volunteers of the Society and, hopefully, to be future Board members, and
2. adopting the Code of Conduct, as prepared by the Policy Committee, and seeing it rigorously applied. That done, the public might view more favourably, the opportunity to get involved, making it easier to fill spaces on the Board.

The bylaws allow a minimum of 5 and maximum of 15 directors.

The Nominations Committee proposes the following slate of directors for 2005/06:

Re-offering:

Keith Towse	Paul Seltzer	Maria MacKenzie-Cann	
Greg Muzzatti	Sidney Lang	Bob Douglas	Dan Baxter

We recommend the following new Board-members:

Tammy Carlin      George Munroe

- was in school system  
- concerned about lack of youth participation

Reported by David Puxley

new mover  
accountant  
Tilley Davidson

## Proposed Fee-change Resolution

The out-going Board approved the following resolution and recommends, to the membership, that it be adopted. A motion to that effect will be made at the Annual General Meeting, on June 7<sup>th</sup>, 2005.

Be it resolved that:

the rate for the annual, adult, membership fee, for the Society, be increased from \$5.00 per calendar year, to \$10.00 per calendar year, and that the rate for the youth/student/unwaged membership fee be increased from \$1.00 per calendar year, to \$2.00 per calendar year.