

**Mahone Bay Centre Society – Annual General Meeting
Draft Minutes, Wednesday June 8, 2011**

Members Present: 29 members in attendance, including board members Paul Seltzer, Ted Hobson, Suzanne Lohnes-Croft, Annette St Onge, Jon Allen, Jim Fox and Win Seaton

Opening: Paul Seltzer called the meeting to order at 7:10pm. Members were welcomed and asked to join him in a toast to former board member Phil Kenny (deceased) followed by a toast to the Mahone Bay Centre to celebrate its 10th anniversary. (It's past, present and future.)

Minutes of the 2010 AGM: The June 9, 2011 AGM minutes were approved by a motion from Dan Baxter, seconded by Monty MacMillan. **Motion Passed.**

Business Arising: None

Reports

Executive: Paul Seltzer

There have been changes in office administration due to illness, and Paul introduced and welcomed the present office administrator, Kelly Bent. Thanks were extended to support staff Wayne Whynot and Carol Pearce for their work at the centre, and Dick Crawford for his diligent work with the centre's finances. Gratitude was expressed to the members of the Board of Directors, Committee Member, numerous volunteers for their support and work. Many physical improvements have been made, and presently the board is seeking money to make improvements to the gym. Directional signage for the centre has improved. Fred Slater joined the BOD later in the year and has undertaken the task of Chair of the Building Committee with much enthusiasm. Presently, the MBC is waiting to hear back on the charitable status application. In all, it was a wonderful year. (See attached for full report)

Finance Committee Report: Annette St Onge

Annette presented the Financial Statement and situation from January 1, 2010 – December 31, 2010, then entertained questions from the floor. It was moved by Annette St Onge and seconded by Dick Crawford that the Financial Report be accepted as presented. **Motion Passed** (Financial statements/documents attached)

Programming Committee: Ted Hobson

Ted capped the highlights of the Seniors Project which include the Seniors Helping Seniors, Life Long Learning, SCANS, Seniors' Luncheons and the Broadway Musical Review. (Full Report Attached)

Rental Committee: Bryan Palfreyman

Bryan updated members on available rental space. Renovations may take place to make some space more business friendly (Cubicles) rental information available on the centre's website.

Fundraising Committee: Win Seaton

Win reported on the success of Phase II of the Square Foot Club. The wall of recognition has been updated. Phase III will begin in the Fall.

Property/Building Committee: Fred Slater

Security and safety are the top priorities for the committee. There are two major exterior projects that are will require considerable financial resources: (1) the roof over the office (2) the bell tower roof & fencing.

Events: Jon Allen

Three successful special events took place at the centre, which increased the profile of the MBC in the community. Thanks were expressed to Barbra Butler and The Mug & Anchor for hosting two in support of the MBC. (Report Attached)

It was moved by Annette St Onge, seconded by Roxanne Lindsay to accept the committee reports with gratitude. **Motion Passed**

Nomination Committee: Jon Allen

The following officers were returning or reoffering:

Paul Seltzer	Anne Freeman
Ted Hobson	Fred Slater
Suzanne Lohnes-Croft	
Annette St Onge	

New Nominees:

Mike Saker	Roxanne Lindsay
Ralph Hennigar	Alan Parry
Steve O'Grady	

It was moved by Jon Allen, seconded by Win Seaton that the nominations cease and that the nominees be accepted as the officers of the Board of Directors of the Mahone Bay Centre. **Motion Passed**

It was moved by Jon Allen, seconded Win Seaton That Paul Seltzer stand as chair and Ted Hobson stand as Vice-Chair of the Board of Directors for the upcoming year. **Motion Passed**

Thanks were given to retiring board members: Sidney Lang, Jon Allen, Jim Fox and Fran O'Hagan for their dedication and contributions to the centre.

Anne freeman moved the adjournment of the meeting at 8:25pm.

Next general meeting of the new board of Directors, Monday, June 13@ 7:00p.m

Respectfully Submitted,
Suzanne Lohnes-Croft
Susan Beresford

EXECUTIVE REPORT

For the Annual General Meeting of the Mahone Bay Centre Society
June 8, 2011
Paul Seltzer, Chair, MBC Board of Directors

As we celebrate our tenth year of being the Mahone Bay Centre Society, we look back and see the yearly layers of improvements, growth, and challenges that so many minds and bodies among us have provided. We are grateful for all that has been accomplished, and for the persons responsible for it with their dedication and persistence. At the end of this year we add yet another layer of physical changes and programs being offered at MBC. Reports from individual committee chairs will fill in with their details.

ADMINISTRATION: Our **Office Administrator's** position was held by Carol Snyder for several years. She retired for health reasons and her replacement, Colleen Demond, also left for medical reasons. Our current administrator is Kelly Bent. Carol Pearse continues as our part time **custodian**, and Jan Anthony is our part time **bookkeeper**. Wayne Whynot is an **assistant** who is doing the daily opening and closing of the building, checking the gauges, and carrying out the trash. Dick Crawford, as **Assistant to the Treasurer**, has been diligent in facilitating the many daily financial transactions, reports, budget preparations, and office/staff needs.

Our centre has been appropriately registered as a **Heritage Site** in the Town of Mahone Bay.

After over a year of research and preparation by Jim Fox, our application for "**charitable status**" has been filed with Revenue Canada, and we are hoping to receive a favorable decision by the end of August 2011. If granted, this should improve our fund raising capability.

The long term challenge of assisting people in finding our centre has been assisted by the installation of five **directional signs** leading people up to the centre from downtown. The Main Street banner to assist the Farmer's Market presence had to be removed because of potential damage to the utility poles.

Dan Baxter has assumed the role of **webmaster** for our MBC website from Barbara Wuertz.

We acknowledge and remember with gratitude, the cheerful presence and dedicated service of **Phil Kenny**.

PROPERTY: After eight months of having an assortment of fill in volunteers, Fred Slater accepted the **chairmanship** of this committee. Among the regular **assistants** for our property needs have been: Ted Hobson, Bryan Palfreyman, Didier Swartz, Arthur Hamm, Steve O'Grady, Dave Etter, and Tim Freeman. Anne Freeman

supervised the **summer student** projects as well as the **Kativmavik** volunteers in the fall of 2010. Three sides of **Buiding #2** were prepped and painted by Dick Green, Monty MacMillan, Ted Hobson, Bryan Palfreyman, Anne and Tim Freeman. The old play scape was removed and the **parking lot** area extended. The community **garden** was improved by Win Seaton. **Room 305** was prepared for the Waste Management tenant. Emergency repairs were made to the **west exterior** facia and wall. An apron was constructed to **extend the stage** area in the gymnasium by the NSCC Heritage Carpentry class. **Plantings** for the Seniors Room entrance were donated by Jennie Sandison. **Room 308** was prepared for occupancy by Bryan Palfreyman. New **evergreens** were donated by Haven TV and planted by Jim Fox and Fred Slater. The **front entrance** railing was repaired by Arthur Hamm. The **sprinkler** system, fire alarm and extinguishers are monitored regularly by Fred Slater.

MEMBERSHIP: Under Sidney Lang's leadership the MBCS membership now exceeds **250** persons. A **new system** for renewals and payment through PayPal has been instituted. **Lifetime** memberships in MBCS are being considered.

RENTAL: Phil Kenny had to resign his **chairmanship** due to health reasons. Bryan Palfreyman has served as acting chair. **New tenants** include Waste Management Resources, M Cord, and Interflon. Occasional rentals continue to rise and indicate broadening community participation at the centre. Revenue from **rental is critical** to our financial viability. New ways and means to market our facility are continually being explored. Currently, there are **five rooms** available for long term leasing.

PROGRAM: The **Seniors Project** under Ted Hobson's leadership is the most positive expansion of the centre into program opportunities for the community. His report gives the details of the SCANS, Life Long Learning, Conversations With..., and the temporary **coordinator**, Alexandra Nedergaard, to facilitate the "seniors helping seniors" focus. The Broadway musical production and the continuing choral opportunities have been enthusiastically received. Monthly luncheons for seniors, walking, and badminton are part of this program expansion utilizing the improvements and presence of the centre in the community.

EVENTS: Jon Allen and friends have helped us enjoy ourselves through a series of happenings at MBC. Some have helped us raise money and some have just been for fun. There have been: **Stan Carew** and his singing musical friends, The **Mid Life Crisis** group at our Harvest Festival and Mussel Hustle, the **Legion Swing Band** at our Valentine's Dance, the "**newcomers**" pot luck lunch with the Broadway Chorus, the "**Celebrate the Centre**" event in mid winter. A July 1st "**Canada Day**" celebration for the community is being planned by Suzanne Lohnes-Croft, Jon Allen and Ted Hobson.

FUNDRAISING: Win Seaton developed a video/slide **presentation** to tell the story of the centre's past and present which has been utilized on many occasions. It was

a part of the continuing Square Foot Club Fundraising effort. **Phase 2 of SFC** brought 48 new donors and 65 repeat donors for a total this year of **\$23,000**. Barbara Butler hosted a Cecilia's Retreat fundraising brunch, featuring local musicians at her home and raised \$1850 for the centre. Fran O'Hagan had a MBC fundraiser at the **Mug and Anchor** Pub which raised over \$500. The possibility of promoting "legacy" contributions is still being considered. An unexpected source of funds (\$5500) came from **Haven TV** for rental of our space for its TV series. Anne Freeman is preparing for a major **Book Sale** fundraiser in the fall of 2011.

GRANTS: Jim Fox has given leadership to seeking financial assistance from several grant sources. The Municipality of Lunenburg and the Town of Mahone Bay have **each committed \$5000** toward the improvement of the gymnasium. Word has not yet been received from the province on our application for \$19,000.

FINANCE: Annette St. Onge is our treasurer and finance committee chairperson. She and her committee have been helping us address our continuing precarious **financial position** at several levels. 1) Encouraging active marketing of rental spaces which provide our operational funding; 2) Restricting expenditures to emergency repairs/ maintenance; 3) Meeting with the mayors of Mahone Bay and the Lunenburg Municipality to explore partnering options; 4) Meeting with other leadership regarding funding opportunities; 5) Re-structuring our financial reporting/ statements for simplification; 6) Prioritizing spending projects.

In our tenth year, the improving state of our building, the expanding of the program opportunities for our community, and the excitement expressed for it all are testimony to the persistence and creativity of everyone involved. So, "**THANK YOU**" to all, and especially to **board members** who have completed their terms of office: Sidney Lang, Jim Fox, and Jon Allen.

SPECIAL EVENTS REPORT 2010-11

Three special events took place at the Centre. They were all very successful. We must thank Barbara Butler and the Mug & Anchor Pub for hosting two special events which helped support the Centre.

Sept 21 Stan Carew Concert with Breeze & Wilson raised **\$1092**

Nov 12 Broadway Musical (Seniors Project)

Nov 13 Pub Night at the Mug & Anchor –MLC Raised over **\$500**

Jan 29 Barbara Butler Breakfast Brunch raised **\$1850**

Feb 12 Valentines Dance – Swing Band **\$1442** raised

Unfortunately the Mussel Festival was cancelled this year so no 'Mussel Hustle'. It is hoped this 'kitchen party' will take place next year.

I have enjoyed my tenure on the Board as Special Events Chairman and wish continuing success to the Mahone Bay Centre and the new committee

Respectfully submitted

Jon Allen

Chairman, Special Events

**Mahone Bay Area Seniors Project
Annual Report
June 2011**

The Seniors Project has had its most active year yet since its initiation four years ago:

- Lifelong Learning at the Centre, with its twice monthly LLL lecture series and once monthly "Conversations with..." series has attracted an increasing number of attendees.
- The addition of the Seniors College Association of Nova Scotia (SCANS) since September 2010 had added a new dimension to lifelong learning at the Centre.
- The production of "My Life as a Musical" Broadway Revue in November was great fun for the 40 or so participants, was well received in the community, and established an on-going series of music activities at the Centre.
- A grant for \$10,000 in the summer of 2010 from the provincial Seniors Department has enable us to hire a part-time coordinator, Alexandra Nedergaard, in the spring of 2011 to renew our efforts to get our "Seniors Helping Seniors" program running effectively. There are promising signs in recent weeks that our additional efforts are bearing fruit, in the number of people who have contacted us for "helping hands" assistance.
- Renovation of the Seniors Room the previous year has enabled us to initiate a monthly Seniors Lunch that serves to capacity each event.
- Walking in Winter and badminton continue to provide safe winter exercise for regular attendees.
- Organizationally, our LLL committee and its "Conversations" sub-committee have been strengthened and are operating well. Anne and Tim Freeman have taken over responsibility for the Seniors Lunch, supported by many volunteers in food production, set-up, and serving.
- Financially, the Seniors Project income from donations for activities and a \$5 admission for our LLL lecture series enables us to "pay our way" for rental, publicity, and other minor expenses.
- For the longer term, the Seniors Project needs some form of "core funding" to pay for staff for program development and administration, and other expenses. We have put ideas into play informally with provincial officials and have had initial encouraging reaction.
- We need volunteers to assume responsibility for leadership and help in all these areas.

I would be pleased to expand on these points or respond to questions at the AGM.

Ted Hobson

Mahone Bay Centre Society – Annual General Meeting

DRAFT Minutes of 9 June 2010 - 7:00pm

**THESE DRAFT MINUTES ARE UNAMENDED AND UNAPPROVED
POSTED FOR INFORMATION PURPOSES ONLY**

Members Present – 25 including board members Paul Seltzer, Ted Hobson, Sidney Lang, Bryan Palfreyman, David Nicholson, Jim Fox, Phil Kenney, Jon Allen, Win Seaton, Lokman Abdullah. Absent board members: Brian Swinamer, Scott Dorey

OPENING: Paul Seltzer as Chair welcomed and thanked all members present

Minutes of previous AGM – 1 June 2009 – Moved by Jon Allen that minutes be accepted as presented, seconded by Phil Kenney. Motion carried.

Consideration #1: By-law Amendments: As Chair, Paul Seltzer called for a special meeting on 23 June 2010 to consider an amendment to the by-law re: Director's term of service (see attached).

Consideration #2: Charitable Status. Paul explained that the current procedure for tax receipt is cumbersome as all donations would have to go through the Town. The Centre would then have to apply to the Town for a grant to get the funds funnelled back to us. Paul invited Jim Fox to present his written report (see attached).

Jim said that the Society had submitted an application for Charitable Status soon after its formation. However, it was informed by Canada Customs and Revenue Agency (CCRA) that it would likely not be approved so the application was withdrawn. The current Board has decided to try again but it would have to amend the Society's Memorandum of Association to meet CCRA requirements. Jim suggested that the motion (see attached) be introduced at the Special Meeting on 23 June.

REPORTS:

Executive – Paul Seltzer presented his written report (see attached). Paul pointed out that many projects have been accomplished and that money from ACOA and the Bank loan have made this possible. The physical improvement wish list is getting shorter: remainder of the exterior painting, gym floor and parking lot. When these are done most of the major projects will be completed.

Paul emphasised that being involved at the Centre is a fresh way of experiencing the community. The Centre is a place we can come to connect with the community and be part of the community.

Penny Carver asked if additional funds from the bank required a special resolution. Paul confirmed that a special resolution was required and a meeting was held on 18 December 2009 where it was passed.

Finance Committee Report – Dave Nicholson presented his written report (see attached). Dave thanked the members of the Finance Committee for all their hard work this past year- Georg Ernst, Bryan Palfreyman and Dick Crawford. He stated that the Centre broke even for the first time in 2009. He confirmed Paul's statement that the \$50,000 from the bank enabled us to match the ACOA grant to finish the projects that were on the go. He also reported that Bryan, Georg and himself are retiring from the Board but will stay on with the Finance Committee.

Treasurer's Report – Georg Ernst presented his report (see attached). Georg reported that the financial statements showed a small profit of \$10,000, of which \$8,900 came from the Seniors Project. He stressed that the Centre was not able to fund the principal payment of its debt. It had to borrow money to pay its debt. He also stressed that we need to significantly increase the tenant base and part-time rentals to improve our financial situation. He underscored the importance of funding restraints and careful minding of our funds to see our way through this year.

Jon Allen moved to accept the Financial Statements as presented. Seconded by Susan Beresford. Motion carried.

Ted Hobson pointed out that it was significant that we were able to raise funds through the Square Foot Club in a short period of time and he commended Win Seaton for his effort. Introduced in October, the Square Foot Club had raised \$30,000 by 31 December 2009. This is an indication of the tremendous support that the Centre has garnered from the community.

Dave Nicholson wanted to recognise the fact that the Centre is what it is now because of the insight of earlier Boards of Directors. Paul Seltzer agreed that our achievements were made possible by the dreams of our founding directors.

Special Events – Jon Allen presented his report (see attached). Jon expressed his gratitude to all the people who helped organize the various events. Harvest Jam marked a successful kick-off for the Square Foot Club. The four events raised more than \$5000.

The major fundraiser for this year is a dance planned for the fall (Scarecrow weekend) possibly featuring the Swing Band.

Rental Committee – Bryan Palfreyman presented his written report (see attached). Bryan stated that the rental situation is always a challenge. Rentals have not increased in 5 years. Upgrades in some rooms have enabled us to increase rates and an improved lease agreement better protects the Centre from fluctuations in the price of oil. Building improvements have also realised substantial savings in heating costs. Bryan is hopeful that upgrading the gym floor would improve rental capability. Marketing has always been a challenge and the committee is exploring e-advertising. A new avenue may have opened up now that the Centre has a link to the Town's website. Bryan is encouraged by the improved quality of tenants and the prospective tenants considering locating at the Centre. Bryan pointed out that the Centre could also be an incubator for small businesses. However, to gain charitable status businesses cannot pre-empt charitable organisations.

Bill Snyder asked if there is a provision to enable an organisation that does not have any money to get a room rent free for occasional use. He pointed out that this would be helpful in attaining charitable status. Bryan answered that he has not been approached with such a request and a situation like this could be advantageous when applying for charitable status.

Penny Carver pointed out that there are precedents in the organisational manual and that as long as there is space available, previous Boards have approved such requests.

Dave Nicholson suggested that anyone in such a situation should make a written request to the Board for consideration.

Membership Committee – Sidney Lang presented her written report (see attached). The Centre currently has about 250 members. Some became members after having participated in activities at the Centre. The membership renewal system has been upgraded. Members are now notified on the anniversary of their joining that their membership is due and now they can pay via PayPal. Phil Kenny will be responsible for the newsletter and Dan Baxter will manage the website.

Penny Carver asked if there are benefits to being a member e.g. a discount on a ticket to a fundraiser or event. Sidney answered that that may be something to consider but the membership fee is only \$10 and admission to most events is by donation.

Seniors Project – Ted Hobson presented his written report (see attached). The Seniors Project pays rent for all its activities and this comes to about \$3000 per year. Some of its

activities include "Conversations with", badminton, walking and Lifelong learning which are all well established and well attended. Ted is hopeful that the upcoming Broadway musical revue would lay the foundation for ongoing music making in the community. Ted expressed his gratitude to Dick Crawford for his work in establishing an accounting system for the grants received by the Seniors Project.

Ted stressed that the Project needs an organisational structure with people responsible for managing its activities. It currently does not have paid staff to do any of the work. If it cannot get ongoing financial support, it will not be sustainable beyond this year.

Building Committee – Paul Seltzer presented his report in Scott Dorey's absence. Logistical problems meant that we were not able to take advantage of the availability of a volunteer from Katimavik. The Centre has received approval from Service Canada for a summer student to do exterior painting.

Suzanne Lohnes-Croft mentioned the Heritage Carpentry Program at the Nova Scotia Community College. Students of this program get their hands-on experience by working on heritage buildings in the various communities. Paul will explore this avenue further.

Nominating Committee – Jon Allen, on behalf of the committee which included Dave Nicholson and Sidney Lang, brought forward the names of those who have agreed to be nominated for this year's Board of Directors: Susan Beresford, Annette St. Onge, Francine O'Hagan and Anne Freeman. Re-offering for the Board are Paul Seltzer, Jon Allen, Sidney Lang, Scott Dorey, Phil Kenny, Win Seaton, Ted Hobson and Jim Fox. We gratefully acknowledge the work of the retiring members: Dave Nicholson, Bryan Palfreyman, Brian Swinamer, Georg Ernst and Lokman Abdullah. Dave Nicholson nominated Suzanne Lohnes-Croft from the floor. Ina Allen seconded. Suzanne Lohnes-Croft accepted the nomination. As there was no further nominations from the floor, Dave **moved** that nominations close and nominees appointed as Directors, seconded by Bryan Palfreyman. Motion carried. There is now a Board of 13 members. Jon Allen **nominated** Paul Seltzer for Chairperson and Ted Hobson for Vice-chair person. Dave **moved** to accept the nominations, seconded by Bryan. Motion carried.

Adjournment: Jon Allen moved that the meeting be adjourned. Meeting adjourned at 8:30 p.m.

The first regular meeting of the new Board will be on 14 June at 7 p.m.

Respectfully submitted,

Lokman Abdullah