

# MAHONE BAY CENTRE SOCIETY

## Board of Directors Meeting

Monday 27 January 2020 at 7:00 p.m.  
at the Mahone Bay Centre  
Large Conference Room

### Present:

Lynn Hennigar (Chairman), Meg Craig, Norman Whynot, Lettie Maloney, John Merchant, Lisa Rhuland, Mary-Ann Hiltz, Kelly Wilson, Paul Seltzer, Peter Hall, Jeff Phillips, Laura Wentzell

### Regrets:

Veryan Haysom, Chris Heide, Don Mader

### 1. Welcome

1.1 Lynn Hennigar, Chairman, called the meeting to order at 7:00 p.m.

### 2. Approval of Agenda

2.1 The Agenda was approved as circulated.

### 3. Approval of Minutes

3.1 **Moved** by John Merchant, seconded by Jeff Phillips, that the Minutes of the board meeting held on November 25, 2019, be approved as circulated. **Carried.**

### 4. Financial Update

4.1 Lynn Hennigar led the review of the financial statements pre-circulated by Treasurer Chris Heide who was unable to attend the meeting.

4.2 **DRAFT Balance Sheet** – The receivables and payables shown as of Dec. 31 have been received and paid. The Balance Sheet will be finalized once year-end adjustments have been calculated and posted. The Finance Committee is developing a new format for Balance Sheet reporting beginning in 2020.

4.3 The **DRAFT Operating Statement** will be finalized once year-end adjustments have been calculated, however a small deficit is to be anticipated. Revenues were down compared to the 2019 budget, largely due to the loss of one tenant resulting in decreased rental revenues, while our expenses were nearly on budget. There was agreement that the revenues received monthly from our partnership with the Rural Roots Treasure Trove Association will be pulled out and reported separately.

4.4 The **Capital Statements** for 2019 will be provided as soon as they are available.

4.5 The **DRAFT 2020 Operating Budget** was reviewed. Lynn advised the Board that

Rental Leases (4020) DRAFT 2020 Budget will increase from 110,000 to 118,000 and that a large portion of the Development (5310) budget specific to the Municipal Joint Services Board expenses will move to Telephone, Internet and Website (5250).

- 4.6 **Moved** by Kelly Wilson, seconded by Lettie Maloney, that the financial reports be accepted as presented. **Carried.**

## 5. Committee Reports

### (a) Fundraising

- 5.1 Norman Whynot reported that he is in the process of closing a few outstanding commitments from the C. J. Feeney Campaign. Once closed Norman is confident that we will break 50K overall for the campaign.
- 5.2 Norman described some of the limitations of our current receipting, reported and tracking capabilities related to the various capital / fundraising campaigns. Norman further described that our recent campaign success has identified first time donors that we don't want to lose. Norman requested that software solutions specific to fundraising be explored and included in the 2020 budget. Norman indicated that he did not feel comfortable moving forward with the 2020 capital campaign without these solutions. Lettie will explore possible solutions.

### (b) Centre Fit

- 5.3 Laura Wentzell reported that membership has grown from 65 to 75.
- 5.4 Building on the previous discussion Laura suggested that a Customer Management database would be helpful to track and follow-up with new members as well as members that have dropped off.
- 5.5 Laura reported that \$628 worth of new equipment has been purchased with the support of the Centre Fit Advisory Committee. The Committee will be exploring marketing opportunities in new year.
- 5.6 Laura reported that equipment is currently being repaired by a technician based in Bridgewater. This is the individual we used for needed repairs, replacement parts however there is also a need for general and preventative maintenance which Laura and the Committee will explore.
- 5.7 Laura will continue to look for additional members for the advisory committee.

### (c) Building and Infrastructure

- 5.8 Kelly Wilson provided a written summary of the recent discussions of the Building and Infrastructure Committee. Three matters require discussion; office roof, school roof and exterior siding. Other upgrades have been completed over the last two months including the floor upgrade in the Abriel Room and original floor restoration in the large refurbished lease space next to the C.J. Feeney room.

- 5.9 The MBC Office roof and the flat portion of the old school bell tower roof have been leaking and are in need of repair/replacement. Kelly provided the Board with quotes from two local businesses outlining their approach to the problem, recommended solution and associated costs. The two quotes are very different in terms of recommended solution and associated costs. Norman Whynot asked that a decision on a solution and vendor to complete this work be deferred to allow time for further investigation to ensure the approach taken will result in a long-term improvement.
- 5.10 **Moved** by Norman Whynot, seconded by Jeff Phillips, that the Board defer the roof repair decision pending further investigation. **Carried**
- 5.11 The new siding project started in 2019 will next focus on the old school siding. Due to the height of this part of the building and the difficulty reaching specific areas of the exterior walls it is estimated that the costs will be high. For this reason, it makes sense to complete this work in conjunction with the roof repair work outlined above.
- 5.12 An ACOA grant application will be completed once we have a better understanding of the costs of the two significant capital projects; roof and siding. Kelly is not sure if ACOA is offering infrastructure related grants however there may be a stream focused on improvements to public buildings that serve a public interest. Kelly will speak with the ACOA representative for our region to better understand our options for potential ACOA support.
- 5.13 Kelly suggested that we need to find a solution to the air conditioning concerns on the second floor prior to the summer.

*(d) Volunteer & Human Resources*

- 5.14 As Chair Vryan Haysom was unable to attend the meeting he provided an email update prior to the meeting reporting that the Volunteer & Human Resources Committee met in December and Laurel Darnell has agreed to act as co-chair of the committee. Preliminary work on the volunteer strategy has started. Jeff Phillips has indicated that he will retire from the Board in May.

*(e) Executive Committee*

- 5.15 The Executive Committee has not met since the last Board Meeting.

**6. Other Business**

- 6.1 The Chair circulated a document for the Board's consideration related to oil pricing quotes from four providers in addition to our current provider pricing. The Board recommended that we stay with our current supplier, West Nova Fuels.
- 6.3 The Chairman provided an update on the Valentine Cabaret scheduled for Friday, February 14<sup>th</sup>. Volunteers for the bar and the servers/kitchen staff have been identified. Set up and tear down help will be required, and an email request will

go out to the Board closer to the event, once we are clear on the timing of set up in conjunction with other activity in the gym.

- 6.4 The Chair raised the issue of timing related to the Feeney Tower opening as the Town of Mahone Bay would like to communicate to the public by the end of March their financial contribution as well as the contribution of the photographs of all the Mayors of Mahone Bay since the time of the town's incorporation which will be displayed in the Feeney Tower. The larger official opening of the Feeney Tower will not be able to be scheduled until later in the spring, once a date is determined with input from the Feeney family, however the Board determined that an event for the Mayor, councillors and town staff to acknowledge and thank them for their generous contributions to the Feeney Tower project could be held in conjunction with our March 23<sup>rd</sup> Board Meeting. The Chair will approach the Town with this proposed date.
- 6.2 The Chair brought forward a request from Kelly Bent that the MBC host a 2020 Christmas Dinner after the success of the 2019 Christmas Dinner. Kelly Bent, her family, many MBC Board members and other members of the community contributed to the first Christmas Dinner and it was a huge success. Thirty-two members of the community enjoyed a full turkey dinner as well as entertainment, fun and fellowship. Funds raised were through good will donations and these will be directed to the Mahone Bay Centre. Congratulations to Kelly and the team for a wonderful event.
- 6.3 The Chairman stressed the importance of populating the committees before the AGM and asked that this be done by the end of January.
- 6.4 Lisa Rhuland reporting on behalf of the Food Bank, noted their appreciation of the new and improved wifi connectivity in the Abriel Room. This improvement has streamlined the work of the Food Bank volunteers and improved the processes for the users of the Food Bank in a very positive way.

## 7. **Adjournment**

On **Motion** of Norman Whynot, seconded by Peter Hall the meeting adjourned at 8:02 p.m.

*Next Meeting:* February 27, 2020, at 7:00 pm in the large conference room at the Centre.