

**MAHONE BAY CENTRE SOCIETY**  
**Board of Directors Meeting**  
Monday 24 February 2020 at 7:00 p.m.  
Mahone Bay Centre  
Large Conference Room

**Present:**

Lynn Hennigar (Chairman), Chris Heide, Meg Craig, Norman Whynot, Lettie Maloney, Don Mader, Lisa Rhuland, Mary-Ann Hiltz, Kelly Wilson, Paul Seltzer, Jeff Phillips, Laura Wentzell, Veryan Haysom.

**Regrets:**

John Merchant, Peter Hall.

**1. Welcome**

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

**2. Approval of Agenda**

2.1 The circulated Agenda was amended by adding “Bags” as item 5(d).

2.2 **Moved** by Veryan Haysom, seconded by Lettie Maloney, the Agenda be approved as amended. **Carried.**

**3. Approval of Minutes**

3.1 **Moved** by Norman Whynot, seconded by Mader, that the Minutes of the board meeting held on January 27, 2020, be approved as circulated. **Carried.**

**4. Financial Update**

4.1 Chris Heide spoke to the 2019 Year End Operating Statement and the 2020 Budget, which he had pre-circulated. He also introduced a Capital Summary of Major Projects in 2019.

4.2 The 2019 **Operating Statement** remains a draft as some year-end adjustments have not been finalized. This remains largely the same as the draft presented by the Chairman at the last meeting and continues to show a small operating deficit.

4.3 Mary-Ann Hiltz noted that the revenue received from Rural Riches should be specifically identified in the financial records. There was **consensus** that this should be done and Chris undertook to make that change.

4.4 Chris reviewed the changes made to the draft **2020 Operating Budget** presented at the last meeting. He noted the decrease in the Development Budget (5310) with

the corresponding increase in line item 5250 -Telephone, Internet and Website. It was noted that this is largely a rental service cost and that the bulk of the expense is recovered in the form of tenant rental revenue. Chris noted that the wage increase reflected in the Payroll (5410) and corresponding payroll tax increases (5420 & 5430) reflect a decision of the Executive Committee that MBC should keep pace with the increase in minimum wage mandated by the Province of Nova Scotia effective April 1, 2020. He directed the Board's attention to the increase in the Maintenance budget (5210) as a result of unexpected repairs to the sprinkler system. The Chairman noted that there would be changes to the cleaning and janitorial arrangements following Carole Pearce's retirement but that the resulting costs will be within the budget amount ((5110).

4.3 The meeting **agreed** to bring forward the discussion of Insurance - Agenda item 4(e)(i) - with a view to finalizing the 2020 Budget. The Chairman reported she had our insurance agent, John Strum, review MBC's insurance coverage. He had identified that we are under-insured in terms of replacement cost of the building, which will also make us a co-insurer in the event of a partial loss. He recommended an increase in our current liability limit. He also noted that the Centre is not covered for flood, earthquake, business revenue interruption, equipment breakdown, environmental damage resulting from a leak in the oil tanks, or bonding for people who deal with the Centre's money. The Executive Committee had discussed this and additional insurance costs have been included in the budget pending Board approval. Following discussion there was **consensus** that

- Rather than buying coverage for the risk of an oil tank leak at a cost of about \$1500 per year, we install or construct a containment system, which will be less costly than the additional premiums.
- We increase our liability limit from \$2M to \$5M for an extra cost of about \$260 p.a.
- We purchase business revenue interruption coverage for a cost of \$350 p.a.
- We add equipment breakdown coverage for an additional \$240 p.a.
- We not purchase coverage for earthquake, flood, or bonding.

The additional insurance cost of \$850 is within the additional amount budgeted for insurance costs in the proposed Operating budget (5090).

4.4 **Moved** by Chris Heide, seconded by Mary-Ann Hiltz, that the MBC's Proposed Operating budget is approved. **Carried.**

4.5 Chris Heide reviewed the **Capital Statement** for Major Projects for 2019. This is still a draft. He noted that the Art Room had come in significantly over budget and the refurbishment of the First Steps offices had not been budgeted for but had been covered from other revenue. The siding project had also come in over budget. This project had been covered by revenue deferred in 2018. In summary he noted that capital expenses in 2019 had been \$118,567 and that owing to significant Capital Donations and Grants the Centre has been able to cover the costs and will be deferring revenue from 2019 to the next year. Mary-Ann Hiltz asked if provision would be made for the amount of capital borrowing under the mortgage. Chris felt this would be provided for through deferred revenue.

## 5. Committee Reports

### (a) Fundraising

- 5.1 Norman Whynot reported that fundraising had been quiet for the first two months of the year but that the committee would get working again following opening of the C. J. Feeney library and tower.
- 5.2 Lettie Maloney reported she had done some on-line research into specific software solutions to address needs for fundraising receipting, reporting and tracking related to the Centre's various capital / fundraising campaigns as identified at the last Board meeting (Minutes, paragraph 5.2). Lettie expressed concern at having to provide information on-line in order to obtain quotes for costs of some options and reported that for some software for which she had been able to obtain information the cost would be about \$1900 to purchase with an annual fee of 450 thereafter. . Following discussion there was **consensus** that:
- Lettie, Norman and Lynn would meet to review options and whether they are appropriate to our needs and current systems, and
  - If necessary, Lettie could provide the information required to obtain quotes for other options.

### (b) Centre Fit

- 5.3 Laura Wentzell reported that membership increased by 17 to a total of 93 since last month. One of the machines has been out of commission for 2 months awaiting a cable, which has still not been delivered. She is also waiting for the invoice for the annual maintenance of equipment, which has been done.
- 5.4 Norman Whynot noted that he attended a workshop convened by Andrew on functional mobility that had brought people into the Centre who would not normally visit or use our programs. He suggested that this type of program be repeated and that we should consider ways to promote Andrew and his work. It was also noted that Centre Fit should check to ensure that Andrew carries his own liability insurance.

### (c) Building and Infrastructure

- 5.5 Kelly Wilson reported that the compressor that keeps pressure in the sprinkler system had died resulting in an additional cost of \$5000. The Feeney Tower and Library is done except for some cabinetry and he will be meeting Michael Wilson to examine costs of placing cameras on the Bell Tower and remedial upgrades to the CCTV cameras. The fire inspection had been successfully completed. Fire resistant ceiling tiles are needed in the boiler room and this work will be done when the containment is put in place around the fuel tanks.
- 5.6 Kelly had discussed the quote for repair/replacement of the office roof and the flat portion of the old school bell tower roof with Mr. Benoit who had given the lower of the two original quotes. He varied his quote by matching the materials in the competing quote. As a result the price of roofing is \$29,400. As previously reported this work should be combined with the next stage of re-siding. He

estimated the rough cost for both at \$40,000. Kelly asked for approval to make a funding application to ACOA for this. There was **consensus** that we wait to make the application until after getting a quote for replacing the siding and an assessment of the condition of materials under the current sheathing. It may also be advisable to separate the work into two projects for purposes of funding and this should be assessed in discussion with ACOA.

5.7 Norman Whynot, asked whether paving of the parking area was on a list of work needed to be done. There was discussion of revisiting the list of capital work that is needed. Repair of the roofs and siding are a priority. We should be cautious about any other major expenses as there may be donor fatigue following our extensive fund raising over the past couple of years.

(d) *Volunteer & Human Resources*

5.8 Veryan Haysom had no report.

(e) *Executive Committee*

5.9 The Chairman reported that the Executive Committee had met to deal with the salary, cleaning and insurance issues that were reported on in the context of the budget.

**6. Other Business**

(a) *Valentine Cabaret*

6.1 The Chairman the Valentine Cabaret was a success. It was a lot of hard work for the Centre's volunteers. Lynn personally put in 32 hours and has not yet received information as to the amount of money raised for the Centre. She feels an assessment is required of this event as a fundraiser for the Centre.

(b) *Feeney Tower Opening event*

6.2 This is a Town event scheduled for March 23 at 7:00 p.m. to mark the Town's contribution to the fundraising effort. The details are to be finalized. It may seem like a bigger event than it is. The actual formal opening remains to be arranged.

(c) *Community Pot Luck*

6.4 The Chairman encouraged the Board to attend this event scheduled from 5 to 7 on February 29<sup>th</sup> as a Community Resilience and Emergency Preparedness initiative by REMO. 120 people are expected. Set-up will be at 1:00 p.m.

(d) *Bags*

6.5 The Chairman has received a number of suggestions that the Centre should have a reusable shopping bag that raises funds, advertises the centre and saves on plastic. She circulated a sample bag locally produced at a cost of \$6 plus \$3 per side for printing. They could be sold for \$15 - \$20 at the office. Following discussion

there was **consensus** that MBC order a dozen with the MBC Logo and a dozen with the Centre Fit logo as an initial test of the idea.

**7. Adjournment**

On **Motion** of Mary-Ann Hiltz the meeting adjourned at 8:15 p.m.

*Next Meeting:* March 23, 2020, at 7:00 pm.