

**MAHONE BAY CENTRE SOCIETY**  
**Board of Directors Meeting**  
Monday Feb. 28, 2022

Large Meeting Room, Mahone Bay Centre

**Present:** Jeff Frampton (Chairperson), Norman Whynot, Peter Hall, Laura Wentzell, Veryan Haysom (Minutes), Rod White, Tim Merry, Dave Stevens, Lisa Rhuland, Rhonda Lemire Terry Suelzle.

**Regrets:** Lynn Hennigar, Barbara Feeney, Darrell Crawshaw, and Jason Martell.

**1. Welcome**

Jeff Frampton called the meeting to order at 7:00 pm.

**2. Agenda**

The Agenda, as circulated by Jeff Frampton on February 21 with additions circulated on February 26, was adopted.

**3. Minutes of Last Meeting**

Moved by Lisa Rhuland, seconded by Peter Hall that minutes of the meeting of the Board held on January 24, 2022 be approved as circulated. **CARRIED.**

**4. Financial Update**

The Chairman reviewed the financial statements that Darrell Crawshaw had circulated to the Board ahead of the meeting. He noted a significant month-end operating loss attributable to increased fuel usage and cost, an 8% increase in insurance costs and insulation of the attic. This last will be offset when the ACOA geothermal heating grant is received.

**5. Fundraising**

Deferred for discussion together with communications.

**6 Centre Fit**

Laura Wentzell reported there are now 61 active members. The recovery is good but membership revenues are still below normal. With the lifting of some Covid restrictions members no longer have to make reservations to use the equipment but maximum occupancy is limited to four people. that should change in March. The last of the four GLA:D programs will be held in March with a final report extension to April.

## 7. Volunteer & Human Resources

Veryan Haysom deferred discussion of directors to later on the agenda but otherwise had no report.

## 8. Building and Infrastructure

Jeff Frampton distributed a report summarizing work completed during the past year. Rod Snow and Jeff Frampton reported on activities over the past month. The barrier-free gender-neutral bathroom is complete. Atlantic Heating has completed the ductwork on the fourth level and is now working on the 200 level. The pantry will have to be partially reconfigured in order to accommodate the geothermal heat pump. Drilling will start as soon as weather and environmental conditions permit. Half of the emergency lighting does not work when the power is out. This is probably a battery issue. The regular annual inspection involving all major systems is difficult to coordinate. It requires safety and licence inspection. Following discussion there was **CONSENSUS** that

- MBC would benefit from having a person responsible for building safety
- MBC designate a **Safety Coordinator** as a member of the Infrastructure and Building team.
- Dave Nice, who is an electrician and former firefighter from Blockhouse, has volunteered to take on responsibility in this field and will be invited to be a member of the committee.

The LED lighting project has not yet been settled. Efficiency Nova Scotia has referred our application from Small Business Group to its Charitable Group, which has greater flexibility and may provide a larger grant. Initial contact has been positive.

Exterior wall repairs were discussed. Jeff reported that extensive repairs will be required in addition to re-siding. Estimated cost is \$ 91, 600. An application for a \$50,000 grant has been submitted to the NS Department of Communities, Culture and Heritage. The projected cost is heavily cushioned because we do not know the extent of the rot. There was **CONSENSUS** that this is now a priority for MBC for the coming year with final approval to follow the outcome of our grant application.

Gymnasium stage doors have been purchased to replace those that were damaged. We will do the installation. Max is progressing with his climbing wall project and will let us know how things are progressing.

Laura asked that the project wish list include reconfiguring CentreFit into adjoining rooms.

Volunteers are needed for painting the 300 level hallway. Please give your names to Stephanie.

## 9. Recreation / Field Update

Tim Merry reported that the Town had responded in a very positive way to the MBU presentation and committed \$11,000 for a replacement culvert under the field and will try to source funding for other features such as bleachers and the walking track. The next step is for the MBU and MBC to meet with the Town to settle arrangements for cooperative management of the field as a community recreation facility. Work on the field will begin as soon as conditions permit in the spring.

## 10. General Discussion

**10.1 Storage Shed** Tim Merry raised the need for a storage shed to store field maintenance equipment and the sports equipment lending library. Ideal location would be near the current storage shed. Rod pointed out that MBC also has storage requirements for garbage and recycling. Jeff said Coastal Action would also like a storage shed for their equipment. A number of points were raised in discussion. The structure might be as large as 3 shipping container which might be the ideal structure but would have to be sided to conform to Town aesthetics and requirements. MBU and Coastal Action are pursuing funding. There was **CONSENSUS** that

- the sporting equipment library is an essential component of the recreational program that MBU and MBC envision for the Town
- the maintenance equipment requires storage
- we should pursue the idea of a storage building
- the plans should try to accommodate Coastal Action as an excellent tenant.

**10.2 Safety Coordinator** See discussion above.

**10.3 Tenants** Jeff reported that we might be taking our tenants for granted. The ideas of having a tenant serve as a director is a good one but more of a relationship building effort is needed. Following discussion there was **CONSENSUS** that the Board convene one or two informal meetings with tenants each year to provide an opportunity for relationship building and communication about issues affecting tenants.

**10.4 Directors** Jeff reported that there is some concern that a Board of 15 Directors is too large. Following wide-ranging discussion that included reference to the Strategic Plan, Committee structure, a need for Directors to have certain skill-sets, the need for community and diversity representation and a need for proactive directors versus regulatory requirements there was **CONSENSUS** that:

- we nominate 12 directors at the upcoming AGM
- we produce a Manual for Directors
- Directors should be familiar with the Strategic Plan. David Stephens will circulate a copy to everyone following this meeting.
- Mary Ann Hiltz be invited to go review the Strategic Plan with the new Board following the AGM.

**10.5 Covid** Jeff led a discussion of steps to be taken for Post-Covid re-opening. there was general **Consensus** that:

- we will continue to follow Public Health Guidelines
- sanitation signs and stations should remain in place
- the glass partition is to remain in place in the office
- cleaning requirements will change. Kelly Bent is best placed to sit and review requirements with the janitor.
- our website and social media should pump up the information that we are open and continuing to follow Public Health guidelines.

**10.6 Fund Raising and Communications** Norman Whynot reported that we need to plan to hold the event for naming of the Paul and Susan Seltzer Community Kitchen but it needs to be integrated into other initiatives. It also needs to be finalized with the Donor and Lynn will be essential for that which means Norman will wait for Lynn's return to discuss and finalize. \$25,000 has been donated for the naming but will not have to be spent on the kitchen and will be available for other priorities. The event will be used to get people back into the Centre and could also be promoted as a Post-Covid re-opening celebration. Importantly it will be a step for ramping up to fundraising for our share of the geothermal heating project. Before we launch we need to define what we are looking for and why. Norman has had preliminary design discussions with Meg Craig and will sit with Tim Merry to see what might overlap or require coordination with events around the soccer field. Tim believes that community focused events around the field will be less about funding and more to let the community know what is happening and build enthusiasm and support. The Geothermal / Warming the Heart event will have to be finalized soon to allow for planning and communications.

There was a discussion of communication requirements and sequencing. The ACOA funding announcement passed almost un-noticed. David Stephens had prepared a draft press release which was reviewed. The communications plan should lead with that announcement. It has to be cleared with ACOA before going out. Once that is done it will go out to the media. Norman will meet with Peter Hall to ensure that the fundraising and communications initiatives are using common language and concepts.

## **11. Next Meeting**

Monday, March 28, 2022 at 7:00 p.m. in the Large Meeting Room in the Centre.

## **12. Adjournment**

On Motion of Norman Whynot, the meeting adjourned at 8:50 p.m.

Respectfully submitted:

Veryan Haysom

