

MAHONE BAY CENTRE SOCIETY
Board of Directors Meeting
Monday 18 February 2019 at 7:00 p.m.
at the Mahone Bay Centre
Large Conference Room

Present:

Lynn Hennigar (Chairman), Michael Saker, Chris Heide, Mary-Ann Hiltz, Mo Devereaux, Kelly Wilson, Don Mader, Lisa Rhuland, Paul Seltzer, Meg Craig, Jeff Phillips, Veryan Haysom.

Regrets:

Emily Challis, John Merchant, Peter Hall, Lettie Maloney.

1. Welcome

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

2. Approval of the Agenda

2.1 The Draft Agenda item 5(c) - Strategic Planning - was moved from Committee Reports to item 3(b) under Business Arising from the Minutes of January 21, 2019.

2.2 **Moved** by Veryan Haysom, seconded by Don Mader that the agenda be approved as amended. **Carried.**

3. Approval of Minutes

3.1 Paragraphs 4.1, 5.4, 5.6 and 5.7 of the draft minutes of the January 21 meeting were substantially revised.

3.2 **Moved** by Veryan Haysom, seconded by Mo Devereaux that the minutes of the meeting of 21 January 2019 be approved as amended. **Carried.**

3.3 Veryan will circulate the final minutes of the January 21 meeting as approved.

Business arising from the minutes:

(a) Heritage Designation

3.4 Following a short report from Veryan Haysom, a review of the correspondence from the Town of Mahone Bay and Paul Seltzer and discussion, Kelly Wilson **Moved**, seconded by **Chris Heide**

THAT the Mahone Bay Centre Society re-apply for heritage designation of the Old School building to the Town of Mahone Bay. **Carried**

(b) Strategic Plan

- 3.5 Mary-Ann Hiltz presented a report on progress so far. The report is preliminary, intended to give the Board a sense of the progress being made and what will be addressed down the road. It is strictly for use by the Board and not to be shared. Once consolidated and completed it will be made public. An electronic version will be provided to the Board in the coming week subject to the same understanding.
- 3.6 Mary-Ann reported she had held 10 focus groups beyond the work done with the Board, that there had been good turn out and a number of responses by e-mail. It has been a privilege to work on this. There is love across the board for the Centre with a lot of gratitude to the people who got it established and particularly to Paul Seltzer and Mike Saker for their leadership. There is also recognition of the current leadership and Board. If anything there is concern that we are not giving past and present leaders enough credit. The Strategic Plan is starting from a very good place. There is no need to build a brand because we already have it. The report is based on simple and direct reportage of the information and views received. Repeated ideas and alignments have been highlighted. Different groups do have different focus. There is tremendous support for the staff. There remains a need to engage with the Town of Mahone Bay. There are questions about the area or region that the Centre is intended to serve. One issue was identified during the process as requiring immediate attention, namely, sub-standard cleanliness of the Centre.
- 3.7 The Chairman will carry out a poll establish a date for a ½-day meeting of the Board specifically for Strategic Planning.

4. Financial Update

- 4.1 Chris Heide presented a financial report and two 2019 draft budgets. Because of the holiday he was not able to present fully current cash balances but the most recent information shows \$32,022 in our BMO Operating Account; \$5,100 in BMO CentreFit Account; \$6,155 in the BMO Investor Account; and \$1,546 in the RBC Account.
- 4.2 In reviewing the Budgets Chris noted that budgets had not been prepared in the past because operations are standard and must be paid and capital expenditures are incurred on the basis of need and the availability of funds. He believes budgets will be useful for planning and assessing spending. He noted the Board had approved the Capital Budget at the January meeting. He emphasized that the 2018 figures in the Operating Budget continue to be “draft” figures and that these are

draft budgets, which are open to amendment as necessary. Following a review of budget highlights there was discussion the need for business development and marketing; cleanliness of the Centre and janitorial services; and increases in power and salary costs.

- 4.3 **Moved** by Chris Heide, seconded by Mike Saker, that the budgets be approved. **Carried.**

5. Committee Reports

(a) *Fundraising and Marketing*

- 5.1 The Chairman reported on behalf of Norman Whynot. The fund raising committee has not met since the last Board meeting, however, they have been busy. Lynn is working with the Feeney family to identify prospective contributors and would like to have about 1/3 of the funding target raised prior to the launch. The Amos family has decided it would be happy to name the Community Art Studio. Applications are in the works for government funding and the Town of Mahone Bay has decided the Bell Tower naming will be part of its centenary initiatives, perhaps to support some form of additional accessibility. The committee is also working with Efficiency Nova Scotia to see if it might be possible to access solar and clean energy funding.

(b) *Centre Fit*

- 5.2 Moira Devereaux reported that the CentreFit web site had a successful soft launch and the personal trainer is into his 3rd week with business picking up. He has agreed to a revenue sharing arrangement if he books private sessions through the Centre. There was an incident in the weight room with people sparring and jumping rope. This was well handled by Laurel Darnell. A mat will be placed in the cardio room for jumping rope at a cost of \$60.00 and a code of conduct is being prepared which will go onto the website. Membership is up from 40 to 71 so things are looking good.

(c) *Long Term rentals and Property*

- 5.3 Kelly Wilson reported that the old Industrial Arts Room has been cleaned up and is ready for removal of the central pillar and installation of a steel beam. Doing this will create more space. The beam was donated. We will also start framing for the new storage for the Food Bank.
- 5.4 Kelly reminded the Board we are approaching good weather and start of work on the exterior of the old junior high wing. Siding needs to be ordered. It will pre-coloured so no need to paint but we need to decide colour. Following discussion and review of mock-ups prepared by Meg Craig there was **Consensus** that we will invite the public to advise us of their preference among 4 options - yellow, green, blue and red. This is an opportunity to remind the public we need funding. To control expectations it will be made clear that the re-painting will happen slowly

over time. Notice will be given via the web site. Voting/feed-back will be electronic, will be open for at least 10 days, and close by March 15.

(d) *Communications*

5.5 Meg Craig reported that both the Centre and CentreFit sites are up and running and have been well received. Refinements will be made and they must be kept current as part of the communications strategy. Communications touch every facet of the Centre and have to be maintained. The work can be assigned to staff or contracted out to a consultant who comes in regularly. The marketing Committee is in the process of deciding how to proceed. Meg volunteered to join Lynn and Mo on the committee.

(e) *Events and short term rentals*

5.6 Don Mader reported that Kelly Bent effectively runs short-term rentals and events. The South Shore Players Valentine's Day event did well though not as well as last year. Final figures are not yet available.

(f) *Volunteers*

5.7 No report.

5.8 There was discussion of Kelly Bent perhaps taking over some responsibilities in relation to volunteers perhaps as volunteer coordinator. In this context Lynn reported the formation of a hiring committee to deal with Laurel's departure, which might also address job descriptions and contracting. Mary-Ann, Lisa and Chris are on the Committee.

(g) *Life-Long Learning*

5.8 No report.

6. Other business

(a) *Town of Mahone Bay Grant Application*

6.1 Lynn reported it is not yet clear whether the Centre will be required to submit an application for 100th anniversary funding but if so she will look after it.

(b) *Cleaning in CentreFit*

6.2 Mo reported that there were cleaning issues. There are 4 people involved in janitorial and it is sometimes hard to know who is responsible. In the resulting discussion it was suggested this is a 'whole building' problem. An increase for janitorial services has been provided for in the budget and perhaps responsibilities could be discussed by the 'hiring' committee.

(c) *Theft in the Centre*

- 6.3 Chris reported there had been a theft of one of the Centre's sound bars. Police were called and review of the closed circuit video revealed it was likely someone known to the police. There was **consensus** that we need to think more about security. It is a difficult issue for a building that must remain open to the public and welcoming of all age groups. There was a general discussion of experiences, views and the need for guidance on how to deal with security concerns.

7. Adjournment

- 7.1 On **motion** of Jeff Phillips, seconded by Moira Devereaux, the meeting adjourned at 9:00 p.m. the meeting adjourned at 9:15 p.m.

Next Meeting: Monday March 18, 2019, at 7:00 p.m. at the Centre.