

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

**Present:**

Chris Heide (Acting Chairman), Kelly Wilson, Lisa Rhuland, Lettie Maloney, John Merchant, Jeff Phillips, Mary-Ann Hiltz, Michael Saker, Peter Hall, Paul Seltzer, Veryan Haysom.

**Regrets:**

Lynn Hennigar, Moira Devereaux, Meg Craig, Don Mader, Emily Challis.

**1. Welcome**

1.1 Chris Heide, Acting Chairman, called the meeting to order at 7:00 p.m.

**2. Approval of the Agenda**

2.1 The Agenda circulated by Lynn on March 11 was amended by adding “After the Bell” to Committee Reports and “Use of Hennigar Room for Antique Fair” to New Business.

2.2 The agenda was accepted as amended.

**3. Approval of Minutes**

3.1 **Moved** by Mary-Ann Hiltz, seconded by Veryan Haysom, that the minutes of the meeting of 18 February 2019 be approved as circulated. **Carried.**

3.2 There was no business arising from the minutes.

**4. Financial Update**

*(a) 2018 Final Statement*

4.1 Chris Heide reported that the 2018 Final Financial Statement is not available for this meeting. It is very nearly ready and has been reviewed by the Finance Committee. He will circulate the final statement prior to the April Board meeting for approval before it goes to the AGM in May. Chris reported that, in closing the books for 2018, the Finance Committee deferred \$20,000 of the funds raised through donations in 2018 to the 2019 capital plan. Even with this deferral we are showing a draft year-end surplus of just under \$18,000 (as compared with the prior year-end surplus of some \$4,000 - 6,000), which is enough to almost totally erase our equity deficiency/accumulated deficit - a very successful outcome.

(b) *Current Year*

- 4.2 Chris Heide reported that our cash flow remains tight as we begin this year's approved capital projects but is stable and manageable. The aggregate of all current bank balances (adjusted for pending expenses and deposits) is \$41,854.13 while our total reserved funds for capital projects is \$47,710.10.
- 4.3 Figures for January and February of 2019 are not yet available from our bookkeeper due to processing of the 2018 year-end. Chris will have a report on the first quarter of this year for the April Board meeting.
- 4.4 **Moved** by Kelly Wilson, seconded by Lisa Rhuland, that the financial report be accepted. **Carried.**

5. **Committee Reports**

(a) *Fundraising and Marketing*

- 5.1 Chris Heide referred the meeting to the weekly updates from the Chairman and noted that the Centre has received another \$5,000 donation from Jacqueline Amos toward the Amos Family Art Centre. The planned donation from the Abriel family toward chairs and tables for the Abriel Room has been received and was \$2,000. The Town of Mahone Bay is considering supporting the tower fundraising campaign and also supporting accessible access to the gym. Accessible gym access was not in our list of projects for 2019 but if Town Council decides to include it as part of their 100th anniversary projects we should be ready to fundraise our portion and proceed. Chris noted that the launch date for the tower fundraising would probably be the end of April. He also drew attention to the quote for a generator for the Centre and said he believed this must be deferred in light of the ambitious capital plans we have already approved.
- 5.2 Mary-Ann Hiltz reported that planned meetings with the Town and MODL had been cancelled due to weather but have been rescheduled for the end of this month, after Lynn returns. Lettie Maloney asked when the Fundraising and Marketing Committee would next meet as she has some ideas to raise.

(b) *CentreFit*

- 5.3 Chris Heide noted that Mo Devereaux had sent her regrets but had provided a written report, which he read. A copy is appended to these minutes. There was **consensus** that CentreFit should purchase the 2 additional 35 lb. weights for the Olympic barbell set.

(c) *Strategic Planning Report*

5.4 Mary-Ann Hiltz reported that the Strategic Planning meeting of the Board is scheduled from 9a.m. – 12 noon on Saturday March 30 at the Centre. She and Mo Devereaux are preparing for the meeting and will be getting together this Wednesday for that purpose. They plan to send out a package so as to promote efficiency and focus at the meeting. She asked that everyone read the package and be prepared. The last time the Centre’s Mission, Vision and Goals had been visited was in 2002. These will be included for information only. We will not be revisiting them, working from them or evaluating their achievement. Mary-Ann asked that if anyone is unable to attend they let her know. She plans to send out a reminder.

(d) *Long Term Rentals and Property*

5.5 Kelly Wilson reported that he is still waiting on quotes for installation of the steel beam donated by BMI for the Amos Art Room. It has been decided to have a suspended ceiling rather than drywall as originally planned. The new storage room for the Food Bank is quite large and allows for consolidation of storage. The room encloses electrical panels that are a mess and have to be replaced. This will mean shutting off power to the building for 1.5 to 2 hours this coming Saturday. He will consult Kelly Bent about bookings for that day to determine the best time for the shut down, or perhaps shift it to Sunday.

5.6 NS Early Childhood Development Intervention Services has requested that their space be repainted and refreshed. Nothing has been done to the room since 2002 and it is looking shabby. Kelly is considering the request. They presently receive a rental discount of \$75 per month because of the condition of their space. The plan would be to move them into the old Hub room while the work is being done. They would like new flooring and Kelly raised the possibility of stripping the flooring back to the original hardwood. Mike Saker strongly advised against trying to restore the hardwood floor as it will prove to be a major expense.

5.7 Kelly Wilson requested guidance from the Board on whether to purchase the siding for the junior high re-siding project from Nova Scotia Building Supplies at \$1.65 per foot or Kent in Bridgewater for \$ 1.50 per foot. He raised the issue because he understands there is a relationship with NSBS but Kent had offered the best price. There was extensive discussion during which Mary-Ann stressed the importance of maintaining and managing the relationship with NSBS, particularly in light of future phases of the siding project, and Jeff Phillips stressed the importance of going with the best business case.

5.8 Kelly Wilson **Moved**, seconded by Jeff Phillips, that the Centre purchase the required Cape Cod siding from Kent at a price of \$1.50 per foot. **Carried with one abstention.**

Colour survey results and siding colour decision

5.9 Chris Heide presented the results of the colour survey as follows:

- Jewell 115 13%

• Navy	209	23%	
• Red	232	26%	
• Teal	85	10%	
• Yellow	235	26%	
• Other	8	1%	(7 cream + 1 taupe)

There was **consensus** that the decision is the responsibility of the Board, that we would not hold a run-off vote and that the decision would be made at this meeting.

There was extensive discussion about the colour choice. Meg Craig had generated mock-up illustrations of the navy, red and yellow options with enhanced trim. These were circulated by Mary-Ann. Meg sent written support for the navy option. Mo sent written support and argument in favour of the red option. During the discussion the following points were stressed:

- Requesting the public’s views had proved to be really positive as it provided some guidance and real feed-back about the community’s connection to the building.
- Yellow had received the majority of votes, although only by a very small margin. Yellow is considered a bright and welcoming colour.
- The vote could not be taken as binding because some people had voted multiple times.
- Maintaining the yellow colour would prove the least costly alternative over the long term, particularly when it comes time to re-paint the bell tower.
- We cannot afford to re-paint the whole building at one time and doing so is not necessary.
- Because the re-painting and re-siding will be done in phases over a number of years, if the colour were to be changed there would likely be long periods when the building would have different colours on different facades, which would be unattractive.
- While a number of Board members favoured other colours they supported yellow as being the most practical decision for the building while also being aesthetically acceptable.

5.10 There was also **unanimous consensus** that the colour of the Mahone Bay Centre should be yellow.

5.11 Mary-Ann undertook to consult Lynn and Meg about the best way to communicate the decision and the results of the survey to the public.

*(e) Events and Short Term Rentals*

5.12 Kelly Wilson reported that SCANS is happy with the large boardroom and that the audio-visual is working well. Mike Saker reported that, as noted by the Chairman in an earlier e-mail, the fire department had been called to investigate an odour

and some smoke in the gym. This was associated with one heater that had an electrical problem. This will either be removed, repaired or replaced this coming Thursday. However, this could not be termed a fire.

(f) *Communications*

- 5.14 There was no report. Paul Seltzer wants to know the protocol for changing and adding news and other items to the website. There was discussion of a number of concerns about use of the website including that Kelly Bent was instructed to not help to put things on the site; that bookings could only be made on and through the site; to access information you have to log in with a code; there is now no notice board and schedule available in the lobby and events beyond a certain date are not visible. Mary-Ann undertook to bring the various concerns and issues to the Communications Committee but also stressed that bookings and reservations can be made personally and without having to do so on line and that access to the site did not require logging into an account but only that you scroll down.

(g) *Volunteers*

- 5.15 Mary-Ann noted that volunteer coordination will be the responsibility of Kelly Bent. The HR team hopes that efficiencies gained through the new website and other automation will free up a bit of extra time for Kelly so that she will be able to direct some time to volunteer coordination, which will also benefit from the new MBC database of members/volunteers. Laurel's replacement will not have a formal role in volunteer coordination unless Kelly needs this individual's help on a particular matter.

(h) *Life-Long Learning*

- 5.16 Peter Hall reported he had attended a Committee meeting about 2 weeks ago and that the Committee is now an amalgamation of the old Life Long Learning and Conversations With Committees under the name of the Conversations With committee. The Committee is working well and the Centre Talk portion of the website will be updated to reflect that this is now a single program. The Committee wanted to know what it could do to help the Board and Peter explained that he was there because the Board wanted to help the Committee. In view of the level of cooperation and harmony he feels there is only need for him to attend one more meeting.

- 5.17 Peter also reported he had met with Dave Brumwell about *Heaven Calling* and has another meeting coming up. The major issue is scheduling rehearsal times so as to accommodate paying users. They will also address advertising and publicity. As this is a partnership event Peter is pleased that so far Dave has kept costs down to \$252. The Centre's costs are about \$60 for flyers and posters.

(i) *After the Bell*

- 5.18 Veryan Haysom reported that Abbey Viniegra had resigned from the program owing to a sudden illness in her family. Fortunately, Heidrun Treutner-Lind has agreed to take over responsibility for running the program following the March break. She is the person who ran the program prior to Abbey and is well qualified.

## 6. Other business

### (a) *Annual General Meeting*

- 6.1 There was **Consensus** that the AGM will be held on Monday May 27, 2019, and because of the long week-end the next Board meeting will be on Tuesday May 21, 2019.

### (b) *Scarecrow Cafe*

- 6.2 John Merchant reported that this event had been a real success with a significant increase in revenue under Lynn's leadership. Unfortunately, Lynn is not able to continue to lead this nor is Mary-Ann, who helped Lynn last year. In addition, John requested support from the Board for the festival to use the Hennigar Room in addition to the Hub room for the festival. There is demand for the additional space. The major issue is to ensure that chairs which are removed from the room, and other things, do not obstruct the designated fire exits.
- 6.3 Lettie Maloney agreed to consider taking on responsibility for organizing the Scarecrow Café provided she is not expected to do any cooking.
- 6.4 On the understanding that it will not lead to any obstruction of any designated fire exit there was **Consensus** that the Hennigar room can be used for the Antique Fair.
- ### (c) *Office closure policy*
- 6.5 Chris Heide reported that there is no clear closure policy in place for snow days and Jeff Phillips reported how the lack of a policy had impacted Kelly Bent on recent snow days.
- 6.6 Veryan Haysom **Moved**, seconded by Jeff Phillips that the following be established as the Centre's **office closure policy**:

The Mahone Bay Centre office will be closed if schools in the South shore Centre for Education Group have been cancelled. A reassessment of opening the office will take place at noon. The building remains open even if the office is closed.

**Carried**

### (d) *Retirement of Laurel Darnell*

6.7 There was **consensus** that a farewell will be held for Laurel Darnell at 1:00 p.m. on March 28, 2019, in the kitchen. Directors and others who have worked closely with Laurel should plan to attend. Lynn and Chris will do the honours and ensure there are flowers and a cake. Laurel's last day of work should also be announced on the website.

(e) *Solidarity with the Moslem Community*

6.8 Paul Seltzer asked if the Board would be open to making space available in the Centre for an event to show solidarity with our Moslem community in light of the recent events in Christchurch, New Zealand. Paul said he intended to raise the possibility with local Moslem leaders and that nothing has been planned or decided. There was **Consensus** that we donate space should the Moslem community wish to hold a commemoration or other event in the Centre.

## 7. Adjournment

7.1 On **Motion** of John Merchant, seconded by Kelly Wilson, the meeting adjourned at 8:50 p.m.

**Next Meeting:** Monday April 16, 2019, at 7:00 p.m. at the Centre.

# Centre Fit Update – March 18, 2019

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1. Onsite Personal trainer
  - a. Available 2pm to 6pm every Monday – orientation sessions and general advice being provided. Each week has seen an increase in activity and engagement
  - b. The Trainer has two personal training programs underway with members, with 1-2 others likely to begin. The Centre will receive 10-20% (still under negotiation) of the revenue collected from these personal training sessions.
  - c. We will reassess cost/benefit of the trainer on site at the end of this month
2. Additional Equipment Requests:
  - a. A number of members in the weight room have asked for additional weight plates for the Olympic barbell set. If we added 2 x 35 lb rubber plates (we currently have 2x5, 2x10, and 2x25), the cost will be between \$70- \$100.
  - b. A request for a punching bag has been registered on the black board and Wish List. However, some members worry about where this will go and whether it may be disruptive from a training standpoint. No decision at this point. Cost \$85-\$100
3. Cardio Room Painting
  - a. Kelly Wilson is coordinating with a painter to update the Cardio Room condition and colours to be consistent with the weight room.
  - b. Tentatively scheduled for March 29/30
  - c. Members will need to be notified through the website and postings on the door in advance to allow them to modify their workout routine.