

MAHONE BAY CENTRE SOCIETY

Board of Directors Meeting

Tuesday 22 May 2019 at 7:00 p.m.

at the Mahone Bay Centre

Large Conference Room

Present:

Lynn Hennigar (Chairman), Chris Heide, Kelly Wilson, Lettie Maloney, Meg Craig, Don Mader, Jeff Phillips, Mary-Ann Hiltz, Michael Saker, Paul Seltzer, Mo Devereaux, Norman Whynot (Fundraising Committee Chair), Peter Hall, Veryan Haysom.

Regrets:

John Merchant.

Absent:

Lisa Rhuland, Emily Challis.

1. Welcome

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

2. Approval of the Agenda

2.1 The Agenda as circulated was amended by adding item (h) – Rain Garden under Other Business.

2.2 On motion duly made and seconded the Agenda was approved as amended.

3. Approval of Minutes

3.1 **Moved** by Moira Devereaux, seconded by Jeff Phillips, that the minutes of the meeting of 15 April 2019 be approved as circulated. **Carried.**

3.2 There was no business arising from the minutes.

4. Financial Update

(a) *Year to date 2019*

4.1 The Treasurer, Chris Heide, pre-circulated (i) the April 30, 2019 Operating Statement, (ii) the April 30, 2019 Capital Statement, (iii) A Statement of Receivables & Payables at April 30, 2019, (iv) the Balance Sheet to April 30, 2019 and (v) a Cash Statement as at May 21, 2019. Chris' report focused on the

Operating and Capital Statements.

- (i) *April 30, 2019 Operating Statement:* Operating Revenue is almost on a par with the same period in 2018. Expenditures are up about 12%. Some of these were budgeted. There have been increases in heating oil, the power bill and repairs and maintenance. The deficit of expenses over revenues is approximately \$5,000.00.
- (ii) *April 30, 2019 Capital Statement:* This is the first time a Capital Statement has been presented. The Revenues reflect what has been budgeted. This statement is primarily for information in the hope that it will prove helpful or of interest.

Chris reported that efforts continue to recover the receivable from *en Point*. The Cash Statement reflects a balance that is normal and capital expenditures will depend on cash flow. Deferred revenue is a liability on the Balance Sheet that, in accordance with usual practice, will be transferred to operating or capital revenue once the relevant expenses are incurred. Chris reported no concerns.

- 4.2 **Moved** by Chris Heide, seconded by Kelly Wilson that the 2019 year-to-date Financial Statements be approved as circulated. **Carried**

5. Committee Reports

a. *Fundraising and Marketing update*

- 5.1 Norman Whynot expressed thanks for the work being done by the Committee which has consisted mainly of preparation of support materials, including the Feeney Tower fundraising pamphlet and advertisements that will appear this week in local papers. The brochure was tabled and will be used in a mail drop. IN addition work is being done to establish and analyse the history of donations over the past decade. 421 individuals have made donations during that time. Of those, 5 have donated over \$5,000.00; 14 have donated over \$2,000; 45 have donated \$1,000 and the rest less than that. . The objective of the exercise is to update the list, expand it and learn about the donors. Norman has already touched 75 people to add to the list and has 2 appointments with “influencers” who have not given before. We are incurring fundraising expenses

i. *Community Potluck Feeney Tower and & Library*

- 5.2 Lynn reported that the Town of Mahone Bay will be making a \$10,000 gift toward the Feeney Tower. This will be announced by the Town, probably at the potluck but until then is confidential. The potluck and funding launch will be June 1. Gail Saker has agreed to organize the pot luck and Mike will tend the bar. More volunteers are needed to tend bar and for set-up and take down. Lynn is also working with the Town to develop a grant to make the gym accessible. Norman

said that the funding requests face stiff competition but are solid asks and will be assessed based on the Centre's past history and accomplishments.

b. Strategic Planning Document Finalize

5.3 Mary Ann provided a follow-up on the Strategic Plan and walked the Board through the changes that had been made at, and following, the last Board Meeting. She reported that a meeting has been arranged with MODL. She plans to take them through the process as if nothing has been settled. If there are significant changes or developments as a result the necessary changes will be introduced into the plan before the AGM.

i. Begin to populate new committees

5.4 Populating the various committees required for implementation of the plan will be done by inviting people on the basis of their skills and interests.

5.5 **Moved** by Lettie Maloney, seconded by Don Mader, that the Strategic Plan, as revised, be approved. **Carried.**

c. Centre Fit

5.6 Mo Devereaux reported that CentreFit membership now stands at 60 and has almost doubled over the past year. This is a result of expansion into the second, weight, room and other improvements. This has resulted in creased revenues but there have also been additional expenses. Also significant is the value added through having a trainer on site for members. Laura Wentzell will be taking over the CentreFit Committee from Mo following the AGM but Mo will remain available to serve on the committee.

d. Long Term Rentals and Property

5.7 Kelly Wilson pre-circulated his report. He highlighted that conversion of the Industrial Arts room to the Community Art Studio is progressing with the beam installed and the walls ready to paint. The Siding work is underway. Major rot in the office wall required a rebuild and the office roof will have to be rebuilt soon. Completion of the siding project is weather dependent. The front stair railings are not to code and require changes as soon as possible. The results of a fire inspection are also pending. Jeff Phillips reported that the privacy film on the fire door at the rear of the upper level of the new wing has to be removed so as to enable safe closure.

e. Events and Short-term rentals

5.8 Don Mader reported that the major upcoming event is the Feeny Tower fundraising launch on June 1.

f. Communications –

- 5.9 Meg Craig reported that Stephanie Rideout has had a number of training sessions and is learning quite quickly despite having a limited amount of time. In the long term she will have to spend more time than originally planned in order to keep the site up to where it needs to be.

g. Life Long Learning

- 5.10 Peter Hall had nothing material to report.

6. Other business

a. Cleaning recommendation

- 6.1 Lynn and Chris pre-tabled a Proposed Division of Cleaning Duties between Carol Pearse, our current cleaner, and Jani-King. There was a lengthy, detailed, discussion of the Centre's cleaning needs which have increased and become more demanding over the years, observations from tenants and the public about cleanliness which had been received during the Strategic Planning exercise, Carol's long service to the Centre, her health and upcoming retirement, and the quotes that had been received from Inside Out and Jani-King. Various options were discussed.
- 6.2 **Moved** by Mary-Ann Hiltz, seconded by Don Mader, that based on the Proposed Division of Cleaning Duties between Carol Pearse and Jani-King, the Centre offer a contract to Carol Pearse as an independent contractor for a maximum of 18 hours per week @\$14.10 per hour for a term of ten months ending March 31, 2020, subject to satisfactory performance of her assigned duties. If Carol cannot personally perform the work she must get consent for any replacement or assistant she plans to use. **Carried with one opposed.**

b. Signage update

- 6.3 Lynn reported she has applied for a grant for the Centre's signage needs and that in the meantime Meg continues to work on exterior signage.

c. Lions Club

- 6.4 Lynn reported that the Lions Club have requested permission to place an 8' x 8' baby barn on MBC property next to the out building already in place near the entrance to the Abriel Room. After discussion there was **consensus** to allow them to proceed subject to a license revocable without notice, payment of an appropriate fee and approval of the structure.

d. Volunteer clean-up Spring 2019

6.5 There was **consensus** that this should proceed as in prior years. The event does require significant volunteer participation. Deferred for further discussion.

e. Request to Council to manage field

6.6 A request has been received from the Mahone Bay United Soccer Club that the Centre asks the Town of Mahone Bay for responsibility to manage all bookings of the field. This is a good idea in that it allows for synergies and relationships between the field and the Centre and between the Town and recreational activities in the absence of a Town recreation department. There was discussion of the need for the Town to continue maintenance, deposits for events that might cause damage and rental or booking fees. There was **consensus** that Lynn should hold a conversation about this with the Town.

f. AGM and social

6.7 The Centre's Annual General Meeting is scheduled for 7:00 p.m. on Monday May 27 and the business meeting will be followed by a social. Drinks and snacks will be provided. Lynn requested notice from any Directors who will not be attending.

g. Oil price review

6.8 As noted in the Treasurer's report there has been a significant increase in heating oil costs. Lynn has pursued this and prepared and tabled a chart showing comparative pricing offered by various suppliers. Our current supplier, West Nova, has offered a refund of \$4,500 as a credit on our continuing account with them. They have also offered a reduced rate per litre. Despite that they remain the most expensive supplier. The Board suggested that the Chairman continue to explore all options for reducing this expense but that at a minimum we accept the credit offered by West Nova and continue with them as supplier until it is exhausted.

h. Rain Garden

6.9 Lynn reminded the Board that Coastal Action will be putting in a rain garden on June 1, which is the date set for the Feeney Tower launch and community potluck. This requires volunteers with gardening tools. A call will go out on the website.

7. Adjournment

7.1 On **Motion** of Mary-Ann Hiltz the meeting adjourned at 9:10 p.m.

Next Meeting: AGM – Monday, May 27, 2019, at 7:00 p.m. at the Centre.
Board – Monday, June 17, 2019, at 7:00 p.m. at the Centre.