

MAHONE BAY CENTRE SOCIETY
Board of Directors Meeting
Monday 17 June 2019 at 7:00 p.m.
at the Mahone Bay Centre
Large Conference Room

Present:

Lynn Hennigar (Chairman), Chris Heide, Kelly Wilson, Don Mader, Jeff Phillips, Mary-Ann Hiltz, Paul Seltzer, Peter Hall, Lisa Rhuland, Laura Wentzell, Veryan Haysom.

Regrets:

John Merchant, Meg Craig.

Absent:

Lettie Maloney, Norman Whynot.

1. Welcome

1.1 Lynn Hennigar, Chairman, called the meeting to order at 7:00 p.m. and welcomed Laura Wentzell to the Board.

2. Approval of the Agenda

2.1 The circulated Agenda was amended by adding items (h) – Mahone Bay Field and (i) – ORAG under Other Business.

2.2 **Moved** by Veryan Haysom, seconded by Mary-Ann Hiltz, that the Agenda be approved as amended. **Carried.**

3. Approval of Minutes

3.1 **Moved** by Veryan Haysom, seconded by Don Mader, that the minutes of the meeting of 22 May 2019 be approved as circulated. **Carried.**

(a) *Approval of e-mail vote*

3.2 The following motion, which was approved by e-mail on 28 May 2019, was reviewed and confirmed:

Moved by Veryan Haysom and seconded by Mary-Ann Hiltz that the MBC write a letter to Pam Knickle advising her that she can use the

Centre's parking lot under the same conditions as anyone else and that those conditions be thoroughly described. **Carried with one opposed.**

(b) Business Arising from Minutes

3.3 There was no business arising from the minutes.

4. Presentation on Technology Option for the Building

4.1 David Muise of the Municipal Joint Services Board (MJSB) made a detailed presentation to the Board on equipment and options for upgrading Wi-Fi services throughout the Centre. The mandate of the MJSB includes the provision of IT services for participating municipal governments and for institutions such as the District 6 Waste management Facility and the LCLC. The provision of IT services to the Centre would be consistent with the MJSB mandate and of no financial benefit to it.

4.2 The Chairman reported that she had asked Eastlink for a quote on upgrading the current system. They quoted \$1,800 per month. The Chairman then solicited the proposal from MJSB.

4.3 Dave presented 3 options. These are all for phased implementation. The largest unknown relates to the difficulties and costs of installing wiring, which offers a guarantee of reliable service whereas Wi-Fi does not. The estimates in each option are conservative and include equipment, installation, firewall and ongoing servicing, both remotely and through responsive on-site visits when needed. The costs of the options are (1) \$ 1,225 per month, which would include the same equipment as proposed by Eastlink, (2) \$1,165 per month, and (3) \$830 per month.

4.4 The presentation was followed by a detailed question and answer session and extensive discussion, including implications for tenants. The Treasurer reported that the monthly cost of the current service is \$60.00. The Chairman reported that we could obtain a follow-up report on next steps from the MJSB at no cost to the Centre.

4.5 **Moved** by Jeff Phillips, seconded by Mary-Ann Hiltz that the Centre ask the MJSB for a proposal on next steps for consideration by the Board before a final decision is made. **Carried.**

5. Financial Update

5.1 The Treasurer, Chris Heide, pre-circulated (i) the May 31, 2019 Operating Statement, (ii) the May 31, 2019 Capital Statement, (iii) the Balance Sheet to May 31, 2019 (iv) A Statement of Receivables & Payables at May 31, 2019, and (v) a Cash Statement as at June 15, 2019. Chris reviewed each statement pointing to

highlights. Current assets vs. current liabilities, as shown on the Balance Sheet, look a little worrying but our deferred system for posting revenues gives us the ability to manage this situation. The Operating Statement shows our operations running at a small deficit caused by increasing expenses over last year. If that were to continue we would run a deficit at year-end but there is no need for concern pending the results of our grant applications. We will need to keep expenses in check for the remainder of the year. Capital funding is going well and appears on track to cover building work currently in progress. Our cash flow situation is tight. Funding from the Town of Mahone Bay and MODL should help. The Payables and Receivables are outdated. The payables look high but that was largely a bill from NSBS, which is now paid, the funds having been transferred from deferred revenue.

- 5.2 Lynn reported that the MODL has confirmed our operating grant of \$12,000 and \$3,500 toward the Amos Art Room. The Department of Culture and Heritage has declined our request for \$7,000 for signage. Our grant request to the Town of Mahone Bay is still outstanding. On the capital side the Town is contributing to the project to name the bell tower for Joe Feeney and the family is also contributing. She expressed confidence that we would meet our fund-raising target for the project. Kelly Wilson reported that he had not had any success with the Town in reducing our power bill we continue to believe they made an error in the billing and they assert we used too much electricity. Lynn confirmed that we now have a \$4,500 credit on our fuel bill with no strings attached and we are in negotiations for a discount on the cost of the cape cod siding.
- 5.3 **Moved** by Chris Heide, seconded by Peter Hall that the Financial Statements to May 31, 2019 be approved as circulated. **Carried**

6. Committee Reports

(a) *Fundraising*

- 6.1 The Chairman reported in the absence of Norman Whynot that the fundraising initiative for the bell tower is going well with about \$13,000 raised to date. We hope for additional funds from the Town of Mahone Bay, the Feeney family and targeted letters soliciting contributions that have yet to go out.

(b) *CentreFit*

- 6.2 Laura Wentzell reported she is still finding her way. Mo and Andrew are holding a core strength class on June 19. Depending on the response they made do others. She hopes to have a report on this and arrangements with Andrew from Mo for the next board meeting. We have 62 active members. Laura would like signage in CentreFit to direct people to the defibrillator. She is also working toward having a CentreFit committee that includes members.

(c) *Strategic Planning - Terms of Reference (TOR)*

6.3 Mary-Ann Hiltz noted that the Chairman had circulated some information about establishing Terms of Reference for Committees, which is the next major step in implementing our Strategic Plan. May-Ann said that it should not be left to the committees to set their own terms of reference and that they must be set by the Board. She undertook to prepare mock-up TOR for all committees for the September meeting of the Board but will need a lot of help. It was noted that the Manual has some of what is needed but everything will have to be revisited.

(d) *Buildings and Infrastructure*

6.4 Kelly Wilson reported the parking lots had been resurfaced and that Glenn Fishback should be finished with the re-siding project in the next 2 weeks, weather permitting. And the Amos Art room should be finished by the end of July.

6.5 Lynn Hennigar reported that signage is important and now that our funding request for signage has been declined we need a plan. While signage in the Town is not in our mandate there is a pressing need for external signage, including at the rear entrance.

(e) *Volunteer and Human Resources*

6.6 Veryan Haysom had nothing to report but said he believed that Human Resources was more appropriately a matter for the Executive Committee.

(f) *Centre for All*

6.7 The Chairman put this on the Agenda as a placeholder.

(g) *Partnership & Program Development*

6.8 The Chairman reported she will serve on this committee and Sally Warren is interested.

(h) *Executive Committee*

6.9 This is comprised of the Chairman, Treasurer, Secretary and vice-Chairperson. The terms of reference are pending as per strategic planning.

7. Other business

(a) *Insurance and Appraisal*

7.1 The Chairman feels an insurance appraisal might be advisable as the centre may be underinsured. An independent appraisal would cost about \$2,500. During discussion it was noted that the building is not replaceable; it has always been insured on the basis that it would not be rebuilt or replaced with a building of equivalent square footage; if insured for replacement value the premiums would increase; and appraisal may raise issues that will increase current premiums or render the building uninsurable unless otherwise unplanned improvements are made. Mary Ann asked whether we have a fiduciary duty to insure for replacement value. Veryan expressed the opinion that as long as the mortgage debt is covered our duty is to keep the centre running at an affordable cost rather than to insure for what is not replaceable. There was consensus not to pursue an independent appraisal at this time.

(b) *Internet upgrade decision*

7.2 This was deferred pending receipt of a report on next steps.

(c) *New Logo decision*

7.3 The Chairman circulated Logo and new tagline options prior to the meeting. Following review and discussion it agreed that the Chairman will ask Skysail to do some further work before polling the board for final decisions.

(d) *Rural Riches Lunenburg County Lottery*

7.4 The Chairman reported that a new non-profit association has been established named Rural Riches Treasure Trove Association. It will manage a weekly 50/50 draw that gives players an chance to win cash while supporting local community service organizations. Participants purchase a number that is theirs for life. When they want to play they place the number on a toonie and drop it in a box at a participating business. Each week the boxes are collected, emptied and a winner is drawn. The winner receives half of the week's receipts. The balance goes to participating service organizations. Lynn Hennigar, Chris Heide and Kelly Wilson are founding directors of the new Association.

7.5 Rural Riches would like to partner with MBC and offered to provide 11% of weekly revenue in exchange for storage space, use of the Abriel Room for up to 5 hours every Wednesday and support from MBC staff which we estimate to be 8 hours per week. MBC staff would help with set-up and tear down of the counting space, ensuring records are kept properly and securely, managing supplies, helping to recruit volunteers from MBC's membership base and other organizations as well as helping to maintain social media. During the start-up phase MBC would help to pre- sell the lottery's first 500 numbers at \$5 each and,

possibly, contact and sign up other organizations and potential retailers.

- 7.6 Based on experience elsewhere and the Rural Riches business plan MBC's share in the first year could be as much as \$30,000. Approximately 36% of this would cover rent normally receive for use of the space and for wages.
- 7.7 Lynn asked that if MBC is interested in this partnership on the basis just outlined, we sign a letter of commitment.
- 7.8 Lynn Hennigar, Chris Heide and Kelly Wilson declared a conflict of interest and did not participate in the ensuing discussion. Mary-Ann Hiltz acted as Chairperson.
- 7.9 **Moved** by Mary-Ann Hiltz, seconded by Peter Hall, that the Mahone Bay Centre partner with Rural Riches Treasure Trove Association by providing storage space, weekly use of the Abriel Room, support from MBC staff and help with start-up sales and recruitment in return for 11% of weekly revenue; and sign a letter of commitment with Rural Riches Treasure Trove Association for that purpose.
Carried.

(e) Grants

- 7.10 Grants were covered during the discussions of Finance and Fundraising.

(f) Yard Sale and Community Barbeque

- 7.11 The Chairman reported that there would be a town-wide 1st Annual Mahone Bay Yard sale on Sat Aug 3, rain date Sun Aug 4. MBC has received requests for space for people coming into town to participate. There's currently nothing booked at the Centre for those dates. Lynn also asked if there was an appetite for the Centre to host a community Barbeque.
- 7.12. There was **consensus** that the Centre make tables available in the gym for people who wish to rent them at a price to be set by the Chairman.

(g) Flag Poles

- 7.13 The Chairman asked if there were any concerns about or objections to having flagpoles to fly Canadian, Nova Scotia and Rainbow flags. There was **consensus** that the Centre proceed with this idea.

(h) Mahone Bay Field

- 7.14 The Chairman believes that it would be a good, synergistic, fit for the Centre to take over management of use and booking of the Mahone Bay playing field and that this could generate some revenue for the Centre. Lynn and Chris Heide will be meeting with the Town later in the week to discuss the possibility.

(i) *ORAG*

- 7.14 The Chairman reported that Hennigar & Co is looking for a contribution of space at the Centre in connection with the filming of a 13 part series titled Our Roots Are Growing (ORAG). The series is a follow-up to stories generated during the NOW Lunenburg County initiative. The proposal for the series had come from documentary film-maker Donna Leon who has support from Eastlink and is looking for support from Hennigar & Co in applying for funding from Nova Scotia Business Inc. The funding proposal requires demonstrated, material, support from the community and a commitment from MBC to allow use of the Centre's space would meet that requirement. The project would use only vacant space that was not being rented. In return the Centre would receive on-screen recognition and potential use of the film. A response is required immediately because the funding application deadline is June 18.
- 7.15 Lynn Hennigar declared a conflict of interest and left the meeting. Mary-Ann Hiltz acted as chairperson.
- 7.16 There was extensive discussion that included expressions of concern about an appearance of conflict of interest, the pressure of the sudden and urgent approach, uncertainty about what would be involved, and the lack of any meaningful return or recognition for MBC's contribution. There was **consensus** that this matter be deferred for possible future consideration if necessary; that Peter Hall talk to Lynn about possible alternatives, and that Mary-Ann advise Lynn of the Board's decision.

8. Adjournment

- 8.1 On **Motion** of Kelly Wilson seconded by Veryan Haysom the meeting adjourned at 9:40 p.m.

Next Meeting: Monday, July 15, 2019, at 7:00 p.m. at the Centre.