

MAHONE BAY CENTRE SOCIETY

Board of Directors Meeting

Monday March 22, 2021

Convened by Zoom Video Conference

Present:

Lynn Hennigar (Chairman), Jeff Frampton, Chris Heide, Mary-Ann Hiltz, Norman Whynot, Lisa Rhuland, Don Mader, Barbara Feeney, Peter Hall, Paul Seltzer, Veryan Haysom.

Regrets:

Laura Wentzell, Jason Martell,

Absent:

Julie Power.

1. Welcome

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

1.2 Lynn said she wanted to acknowledge and thank Jason Martell for the work he has done in cleaning the 100 level floors.

2. Approval of Agenda

2.1 The following items were added to the Agenda circulated by the Chairman:

2(b) Approval of minutes – 4 March 2021.

5(c) Update on Chamber of Commerce

5(d) Cleaning

5(e) AED Training

5(f) Food Bank – new kitchen window

2.2 **Moved** by Veryan Haysom, seconded by Jeff Frampton, that the Agenda be approved as amended. **Carried.**

3. Approval of Minutes

3.1 **Moved** by Chris Heide, seconded by Norman Whynot, that the Minutes of the Board meeting held on February 22, 2021, be approved as circulated. **Carried.**

3.2 **Moved** by Veryan Haysom, seconded by Mary-Ann Hiltz, that the Minutes of the Board meeting held on March 4, 2021, be approved as circulated. **Carried.**

4. Financial Update

(a) Financials

- 4.1 Treasurer Chris Heide circulated the Balance Sheet and Operating Statement for the two months to end of February prior to the meeting. In reviewing the Balance Sheet he noted that although our cash in bank is healthy it is offset by the \$60,000 operating loan from BMO under the CERB program. All receivables shown on the Balance Sheet as at 28 February have now been received and payables have now been paid with the exception of \$2,000. With reference to the Operating Statement Chris noted that the operating surplus of \$13,851 is about \$5,000 more than our projections had anticipated. This is attributable in part to expenses remaining in check, an increase over what was projected for donations, CentreFit memberships and short-term rentals.
- 4.2 Jeff Frampton questioned whether the funds raised by the chowder luncheon were reflected in the statements. Chris explained that because the fundraiser was in March it is not included in the statements to February 28 but will be in the next financials. Lynn Hennigar noted that owing to its success there would be another chowder luncheon on April 16. Jeff added that it is hoped there will be 4 per year.

(b) Finance Committee

- 4.3 Chris Heide reported that the Finance Committee is waiting for the year-end statements to be finalized before holding its next meeting.

(c) 2021 Budget

- 4.4 Chris Heide said that, as previously reported, the draft budget remains a work in progress and is being used as a guide to spending. Lynn Hennigar asked that the final be circulated and Chris said he would bring it back for the April meeting.

5. Committee Reports

(a) Fundraising

- 5.1 Norman Whynot reported that he is working on an Excel spreadsheet for the start of a campaign in May. He requested access to the Centre's software. Lynn will meet him to organize that and discuss other business.

(b) Centre Fit

- 5.2 The Chairman had a note from Laura Wentzell saying that everything is going well, particularly the GLA:D program. Its next round is in demand. Jeff strongly recommended the program and noted that an additional session will run in the Fall.

(c) Building and Infrastructure

(i) ACOA Grant

5.3 Jeff Frampton reported that in order to finalize the ACOA funding proposal we need to get a better preliminary assessment on our heat pump needs and costs. Atlantic Heating had provided the original estimate through the Town. The President is visiting the province and will meet Jeff with a view to working with the Centre.

(ii) Building

5.4 Jeff met with Mike Saker who will work up an electric schematic for the whole building. He has a 20-page document and the two of them went around the building to be sure about details. Jeff hopes to bring this forward by June. Energy Nova Scotia has referred our request for LED lighting to their small business unit who have been in contact and are planning a visit to the Centre. In the meantime we are upgrading lights in the school.

(iii) Security

5.5 Jeff reported on the security situation. He had met the kids causing the problem who have agreed to stay off MBC property. Hopefully that will happen. Lock boxes have now been installed in all public spaces but there are no keys yet. These are on order. A meeting is planned to discuss security. We have been leaving the gym open but will now have to change that approach, which is a pity. All regulars have keys. Lisa Rhuland asked if a lockbox is needed for the Abriel room and suggested that would be advisable. Lynn agreed there is a need and noted it will not affect the Food Bank, which has a key.

(d) Volunteer & Human Resources

5.6 Veryan Haysom reported that Rhonda Lemire had reviewed our proposed staff program and provided comments and that a final draft of the HR Program is ready for review by the Board. He will circulate it following the meeting with a view to asking for Board approval at the April meeting. On the Volunteer side he noted that Ronda Lemire is willing to serve on the Board and explained who she is. There was consensus that her nomination should go forward. Lynn requested a brief biography.

(e) Communications Committee

5.7 Peter Hall had little to report. The committee still intends to have an event around Paul Seltzer's book once current stocks are replenished. The initial 25 had been sold in February. Lynn will check on quantities and coordinate with Kelly.

6. Other Business

(a) *Online Photo Gallery*

6.1 Lynn reported that she is working with Mike Saker to get this done and requested help with getting access to old photos people may have or know of.

(b) *AGM date/time/format*

6.2 The Chairman noted that the options for our AGM are to meet in person subject to gathering and distancing requirements; meeting via the Internet; or hold a hybrid meeting. If the meeting is held in person we can accommodate 22 people without masks and a maximum of 30 people within the masking and physical distancing guidelines. We may well have more than 30 members in attendance. Lynn did not favour the hybrid form of meeting, as it is complex and unsatisfactory. In discussion it was noted that last year the AGM had been held on the Internet using Zoom and that doing so had reduced the uncertainties around meeting and the ever-present possibility of changes in the gathering rules. It did not seem to affect attendance and worked well.

Moved by Norman Whynot, seconded by Peter Hall, that the Centre's Annual General Meeting be held on 31 May, 2021 at 7:00 p.m. as a virtual meeting on the Internet using the Zoom platform

6.3 The Chairman noted that Committee reports are required and asked that they be provided to her so she can get her report done.

(c) *Chamber of Commerce*

6.4 The Chairman reported that the Chamber has changed its mission and is moving away from festivals and events. The impact on the Centre relates to MBC fundraising events that take place during festivals and our storage of equipment used in the festivals such as the Father Christmas mannequins. The Chamber will keep these insured until September at which point they will become the Centre's liability or the responsibility of a new organization if there is one. The Chamber is willing to contribute to festivals and events but will not be organizing them.

(d) *Cleaning*

6.5 The Chairman reviewed our recent history with Jani-King and noted that since our decision to continue with them some problems had arisen. There was a particular concern over the conduct of the cleaner around the recent book sale event. Concerns were raised about the quality of cleaning particularly in the Abriel Room and Bathroom, Centre-Fit and floors. It was noted that the Centre is very difficult to clean because of its size and the way it is used and Spring is always a messy season with dirt being tracked onto the floors. It was agreed that the Executive Committee meet to decide what might be done to remedy the situation given our contract with Jani King.

(e) *AED Training*

6.6 Jeff asked if it might be possible to arrange for training in the use of the AED equipment for interested directors and tenants. He feels a personal need to be familiar with its use. During discussion it was noted that:

- Kelly and Stephanie have been familiarized with how to use it.
- There is online information available about how to use the equipment.
- The intent and design are such that members of the public will be able to use it in case of need – just proceed as instructed.
- The Board are not expected to be proficient in the use of this kind of equipment and it is not expected of them as part of their functions.
- There may be misunderstanding and implications for the Centre if volunteer directors were known to be trained in use of the equipment and available for its use.

6.7 There was **consensus** not to pursue this idea as a Board initiative.

(f) *Food Bank – new kitchen window*

6.8 Lisa Rhuland reported that since the renovations it is possible to open the windows of the Amos Room. The Food Bank would like to be able to do the same and would be happy to pay for the kitchen window to be replaced so that it can be opened. They are asking the Centre to help make that happen. Jeff Frampton said that the Centre could take this on and speak to a contractor to get a price and help. There was **consensus** to do so.

(g) *Book Sale*

6.9 The Chairman provided a short report on the Book Sale. A selection of our books had been made available to a limited and controlled number of interested buyers and about \$3,000 had been raised. She expressed a huge thank you to Laurel, Kelly and their team of volunteers. This is a significant achievement in the time of Covid and in light of its impact. Lisa Rhuland added that Laurel is pleased and would be happy to do a couple of additional pop-up sales and has left things in place to facilitate doing so.

7. **Adjournment**

7.1 Upon motion of Veryan Haysom the meeting adjourned at 7:45 p.m.

Next Meeting: 26 April 2021 at 7:00 p.m.