

**MAHONE BAY CENTRE SOCIETY**

**Board of Directors Meeting**

Monday April 26, 2021

Convened by Zoom Video Conference

**Present:**

Lynn Hennigar (Chairman), Jeff Frampton, Chris Heide, Mary-Ann Hiltz, Lisa Rhuland, Don Mader, Barbara Feeney, Peter Hall, Laura Wentzell, Jason Martell, Veryan Haysom.

**Regrets:**

Norman Whynot.

**Absent:**

Julie Power, Paul Seltzer

**Guest:**

Rhonda Lemire

**1. Welcome**

1.1 Lynn Hennigar, Chairman, called the meeting to order at 7:05 p.m.

**2. Agenda**

As circulated.

**3. Approval of Minutes**

3.1 The Secretary amended paragraph 6.2 of the minutes of the March 22, 2021, to correct the date of the AGM to May 31, 2021.

3.2 **Moved** by Veryan Haysom, seconded by Peter Hall, that the Minutes of the Board meeting held on March 22 2021, be approved as amended. **Carried.**

**4. Financial Update**

**(a) Financials**

4.1 Treasurer Chris Heide circulated the Balance Sheet as at 31 March 2021 and an Operating Statement showing a comparison of budget amounts vs. actuals for the same period. With reference to the **Comparative Operating Statement**, the totals are incorrect and to be disregarded but that the main purpose of the statement is to show how the Centre is doing in relation to our budget. On the revenue side we are doing better than budgeted. Operating grants and subsidies (line 9) includes a special funding grant from MODL. It also includes CentreFit GLA:D funding which should be included in project funding and will have to be separately accounted for. Rural Riches funding is better than anticipated. Operating expenses

are essentially as predicted. Actuals are lower than forecast in the budget but Chris noted that costs of the HST review tentatively allocated to the first quarter are yet to be incurred. Janitorial is lower than predicted but Office Expenses are higher because they include a photocopier rental payment that was payable last year but the invoice was not received and payment was not made before the year-end books were closed. In reviewing the **Balance Sheet** Chris noted that our bank accounts remain healthy thanks to the CEBA loan and that the negative amount in the Investment account had been investigated and resolved. Payables were high at the end of March but are currently nil.

**(b) Finance Committee**

4.2 Chris Heide reported that the Finance Committee had not met but they will do so to review the final year-end postings and he will report back at the next meeting of the Board.

**(c) 2020 Year-End**

4.3 The 2020 Year-End Statements were circulated prior to the meeting. These will be finalized once they receive a final review by the Finance Committee, as noted, and then submitted for Board approval prior to the AGM.

**5. Committee Reports**

**(a) Fundraising**

5.1 No report. The Chairman noted that Norman Whynot will be looking for help writing the letter asking for donations for the Alumni Hall.

**(b) Centre Fit**

5.2 Laura Wentzell reported that CentreFit continues as previously reported. GLA:D is a success but the next round of sessions due to start on Friday may go on hold because of the increasing Covid numbers.. Usage is down but the booking system is working well. A new reclining elliptical step machine has been installed but has not yet been promoted.

**(c) Building and Infrastructure**

**(i) ACOA Grant**

5.3 Jeff Frampton reported that a meeting had been held with Atlantic Heat and Cooling in March for a quote on installation of the heat pumps and the possibility of renting them as opposed to outright purchase. The cost to buy and install heat pumps, everything included, would be \$160,000. They estimate we will save about \$17,000 p.a. on oil. If successful the ACOA grant would be \$128,000. MBC would have to come up with the balance. Atlantic Heat also suggested we consider the alternative of geothermal. Although the costs would be double, the advantages of geothermal are that cooling is essentially free and it has a 25 – 30 year lifespan vs. 10-12 years for heat pumps. The saving on oil will be about the

same. A response on the rental idea is expected by end of the month. The checklist for ACOA funding was submitted to Rachel Brown who confirmed we have answered all questions and are now on her active list. She has suggested we should apply under the new Federal Green and Inclusive Community Infrastructure program. Jeff is looking at this together with Lynn. He believes the Centre should try to convert to geothermal heating and that it is worth serious consideration and would be eligible for funding under the new federal program.

(ii) *Security and Fire*

- 5.4 Lock boxes have been installed on all public rooms and gym drawers and this program is up and running with keys for all users. All rooms are now locked. Kelly has the keys. A meeting is planned with Kelly and David to go over security operations. No loitering signs have been posted and there have been no recent security issues. All Fire doors must be kept closed. Tenants must not use hot plates, kettles or heating appliances in their spaces. Sprinkler head replacement is going ahead at the 400. Our annual fire inspection will be scheduled at the same time. Sprinkler replacement for all floors will proceed over six years (\$3,500 / yr.).

(iii) *Community Gardens, LED lights, Gender Neutral Washroom*

- 5.5 Community Garden - Raised beds were repaired and topsoil delivered. Lisa and Allison have been working on this. Three beds will be dedicated to the Food Bank. Allison is coordinating what to grow. Authorization was given to procure seeds. A sponsor has been identified to fund Community Garden costs up to \$500. Current users are to let us know by month-end if they will continue. One bed is not spoken for so far and if not taken up could also be used for the Food Bank.

LED Lighting - We plan to convert all lighting to LED. Efficiency Nova Scotia has provided a list of preferred contractors who work with them to provide estimates for the work scopes. We will then submit the application to Efficiency Nova Scotia for review and calculation of rebate program to upgrade entire building. Contingent on whether there is a Covid lockdown, Jeff is tentatively scheduled to meet Can Source Electrical Products at the end of May for the audit analysis. Preliminary estimates pending the report are for a cost of about \$ 12-13,000 and that Efficiency NS will rebate 60% of our costs of installation. We estimate a saving of about \$5,000 p.a. based on current usage.

Barrier-free, Gender Neutral Washroom - Mason Plumbing provided a quote for installation of the 200 level barrier-free and gender-neutral washroom of \$13,000. An application has been submitted for possible grant of \$9,900 through the Nova Scotia Community Access-Ability Program to complete this work. MBC would have to fund the balance.

(iv) *Roof Repairs*

- 5.6 Jeff recommended that the Centre draw down the non-repayable portion of our CERB loan for current maintenance requirements in respect of a leak in the roof on the front of the building where shingles are missing, the leaks in the roof over the office and main entry, and repair of the roof over the gym accessible entrance.

This is all essential maintenance. He also recommended that we include procurement from NSBS of the materials need for the gender neutral/barrier free bathroom on the 200 level.

5.7 There was extensive discussion of the Building Committee report particularly with respect to heat pumps and geothermal heating. Issues raised and discussed included:

- Significant capital costs
- MBC's ability to fundraise our share assuming our grant applications are approved.
- Operating costs
- The need for speed in winning access to the funding
- The likelihood of additional off-oil incentives
- Meeting funding time lines for completion
- Whether the Centre's contributions can be financed as opposed to fund raised
- Operational noise of heat pumps in the building
- Applying the non-repayable portion of the CERB loan to our operating deficit.

5.8 **Moved** by Jeff Frampton, **seconded** by Chris Heide, that MBC proceed with a grant application for installation of geo-thermal heating on the understanding that if the application is successful we will then decide how to raise our contribution to the costs and whether or not to proceed. **Carried.**

5.9 **Moved** by Jeff Frampton, **seconded** by Mary-Ann Hiltz, that we repair the leak in the roof on the front of the building, the leaks above the office, and the roof over the gym accessible entry, and purchase the materials needed for the gender neutral/barrier free bathroom on the 200 level. **Carried.**

*(iv) Paving of parking lot*

5.10 Jeff reported that we plan to pave a portion of parking lot each year (\$5,000) but recommended that we put start of this project on hold until 2022. We can repair potholes with excess gravel on site for the moment. There was **Consensus** to proceed as recommended

**(d) Volunteer & Human Resources**

5.11 Veryan Haysom had circulated a draft Nomination Committee Report for the AGM prior to the meeting and noted that he had decided to re-offer as a Director for one more year but wanted to step back from the role of Secretary and Barb Feeny has agreed to fill that position.

*(i) Approval of HR Manual*

5.12 Veryan noted that immediately following the last Board meeting he had circulated a draft of the HR Program. Comments had been received from Mary Ann and following consultation with the Committee have been incorporated into the

program. The revised draft was circulated prior to the meeting. Veryan recommended that the Board adopt the program.

**Moved** by Veryan Haysom, **seconded** by Mary-Ann Hiltz, that the Board approve and adopt the draft Mahone Bay Centre Staff Recruitment, Retention and Recognition Program dated 13 April 2021.

**Carried**

*(e) Communications Committee*

5.13 Peter Hall reported the committee is finalizing Paul Seltzer's book launch. A reading by the author with some questions from a host will be held via Facebook. The date has yet to be finalized but will be either May 13 or May 20. Information about the event and how to get the book will be publicised. Barb Feeney suggested the event be recorded and made available on the website. Peter agreed.

**6. Other Business**

6.1 In response to questions Laura Wentzell advised that the decision respecting funding for improvements to the soccer field has been delayed to 15 May. 2021.

*(a) AGM*

6.2 The Chairman reported that everything is now almost in place. The information will go on line the first week of May. She noted that Directors would be identified and enabled as panellists for the online meeting. All other participants will have to go through the process of being recognized by the chairman in order to participate with questions and comments.

**7. Adjournment**

7.1 **Upon motion** the meeting adjourned at 8:18 p.m.

*Next Meeting: 24 May 2021 at 7:00 p.m.*