

The Aspotogan Heritage Trust

**BOARD OF DIRECTORS
6:30 P.M., Thursday November 20, 2014
10 Pte. Richard Green Lane
Hubbards, Nova Scotia**

Present: Gayle Shanks (Chair), Sarah Archer, David Bond, Janet Fryday Dorey, Janet Irwin, Joanne Lovett, Floyd Shatford, Leslie Taylor, and Christine Waller
Regrets: Mackenzie Armstrong, Andy Hare and Scott Hogue
Staff: Kathryn Gamache
Recorder: Samantha Wilson

1. **Call to Order** – Gayle Shanks, Chair, called the meeting to order at 6:35 P.M.
2. **Correspondence** – Acknowledgement and thanks received from Aspotogan Consolidated Elementary School for celebrating 20 years and supporting the community. AHT was also recognized in the *South Shore Breaker* for assisting the Hubbards Writers group; Lori Dale was thanked personally for her upcoming authors' webpage development session. Two informative articles were published in *The Chronicle Herald* and *The Lunenburg County Progress Bulletin* newspapers surrounding the Mill Cove golf course.

3. **Approval of the Agenda** – the agenda was approved as circulated.

Motion: to approve the agenda as circulated.

Moved by: Floyd Shatford Seconded: Janet Irwin
Motion carried.

4. **In Camera** – not required.
5. **Report from In Camera** – there was none.
6. **Approval of the minutes from the meeting held October 23, 2014** – the minutes were approved with one amendment to the attendance list; Mackenzie Armstrong sent regrets.

Motion: that the minutes of October 23, 2014 be approved with the amendment

Moved by: Joanne Lovett Seconded: Leslie Taylor
Motion carried.

7. **Business arising from the minutes-** there was none.

8. Staff Report -

Monthly and Portfolio Financial Summary – The Board reviewed the financial statements. As in past instances, the strength of the exchange rate impacts the overall portfolio. Credit card use was up since the last statements due to the Open House promotional expenses.

Christmas Office Hours – the office will be closed on December 24 and reopen on January 5. The Executive Director will be on vacation from December 19 to January 5.

Christmas Social – thank you to Joanne for hosting this year's event which will be held on November 29.

Aspotogan Development Limited – the additional notes to the mortgage have been accepted and completed with the new terms. The public meeting regarding the rezoning of the residential piece of the course will be held at the Hubbards Fire Hall on November 25.

CPR/ WHMIS – The Executive Director recertified qualification in both First Aid and WHMIS
Energy Audit – has been completed and staff are awaiting the final report.

9. Committee Reports –

9.1 **Executive Committee (Verbal)** – the Committee met prior to the Board meeting and discussed the following:

Committee structures – The Planning report provided in packages prior to the meeting suggested that Committee structure be reviewed. The Property Development and Finance Committee meet perhaps two to three times per year so it was thought a Committee restructure would better fit the goals of the impending strategic plan. The Executive Committee agreed a review was in order and brainstormed various Committee structures such as, Committee of the Whole meetings, project-based Committees as well retaining some existing Committees and creating new. The Executive Director will research and bring suggestions to the next Committee meeting.

Communications plan – One million dollar giveaway – The Committee began to make some firm plans around the millionth dollar giveaway. The Committee and Board liked the idea of a 16-20 month calendar as well as a reception for Board members, past and present. Currently, the fund is \$26,000 away from the milestone, so this year's Executive may not be in place to see the accolade reached.

9.2 **Planning Committee:** Sarah Archer, Chair presented the Planning Committee report and the draft five-year strategic plan. Sarah reminded the Board of the Planning Committee membership and briefly explained the work involved to date. The Chair presented each of the six objectives in detail and opened each one up to Board discussion and feedback. At the end of the presentation, Sarah thanked the Committee and staff for all their efforts. Here follows some of the highlights of the presentation and discussion:

Committee Restructure - As previously discussed under the Executive report, the Board agreed a Committee restructuring review was required. This item will be further review by the Executive.

AHT in the community & Staffing – the new plan encourages AHT to take a more proactive role in community development, particularly in relation to the outcomes of CAST (Creating a Stronger Tomorrow) and DART (Developing the Aspotogan Region Together). It was suggested that this enhanced role is developed by undertaking project-management work. In light of this project work, the plan calls for a review of staffing positions. The Board agreed

that short-term contracts were favourable. Cooperative students, Job Creation Partnerships and short-term contracts were all ideas discussed.

Feedback – The Board felt the plan was well put together and fitted nicely with the AHT mandate. There was some discussion over the specific details of the plan’s mandate so this will be fine-tuned before final review. Directors felt the timing of the plan relevant, particularly in relation to the zoning discussions taking place at the Municipality of the District of Chester. It was also felt that some of the work tasks such as the housing expo could potentially fit into regional plans. With the refocus of promoting the Aspotogan region as ‘the community of choice’ and a move away from ‘health’, Leslie was concerned that the plan was missing a social support lens and commented that the plan was ambitious. It was suggested that some of the social supports will come via the youth and seniors initiatives. The Planning Committee will review feedback prior to final plan submission.

The Executive Director reminded Board members that once the final plan is approved, an operational plan outlining the specific tasks will be generated at the staffing level. The staff will then implement the plan whilst the Board will oversee that their ideas are reflected clearly in the work of AHT in the community. The Board commended the work of the Planning Committee and look forward to final review of the plan in January.

Previously the Community Development Committee agreed, as part of their 2014-15 work plan, to receive presentations from staff at each meeting on selected community groups. These presentations now take place at the Board instead of the Committee level. These presentations will form part of this year’s Board education.

10. **Old Business** – there was none.

11. **New Business** – there was none.

12. **Communications, Millionth Dollar** – was discussed under the Executive Committee report.

13. **Time, date and location of next meeting** – The next meeting will be at 6:30 p.m. on Thursday January 22, 2015 at the Aspotogan Heritage Trust building.

14. **By the Way** – The Board reviewed upcoming events and noted the following:

- The Fox Point Community Centre’s Christmas tea will be held on November 29
- The Board have been invited to a tour of the golf course on December 5, more details to follow.

15. **Adjournment** –

Motion: to adjourn

Moved by: Sarah Archer
Motion carried.

Seconded: Leslie Taylor

Meeting was adjourned at 8:25 P.M.