

The Aspotogan Heritage Trust

**BOARD OF DIRECTORS
6:30 P.M., Thursday October 23, 2014
10 Pte. Richard Green Lane
Hubbards, Nova Scotia**

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

1. **Call to Order** – Gayle Shanks, Chair, called the meeting to order at 6:40 P.M.
2. **Guest: Stu Carson, Portfolio Manager** – Stu provided an update on the status of the markets and the performance of the portfolio.
3. **Correspondence** – A donation and thank you card was received from a community group for use of the building.
4. **Approval of the Agenda** – the agenda was approved as circulated.

Motion: to approve the agenda as circulated.

Moved by: Janet Irwin
Motion carried.

Seconded: Mackenzie Armstrong

5. **In Camera** – not required.
6. **Report from In Camera** – there was none.
7. **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
Motion carried.

Seconded: Sarah Archer

8. **Business arising from the minutes-** Janet Irwin will drop office garlic to the office for the garden.

9. Staff Report -

Monthly and Portfolio Financial Summary –The Board discussed the following budget lines:

- Maintenance – is over budget at the end of the summer as two staff work the summer months. Over the Fall and Winter, maintenance staff is reduced to one so the figures should balance by year end. However, snow removal expenses come out of this line so the final total can be a little unpredictable.
- Advertizing – is slightly over budget due to website design fees and purchase of shirts for the 20th Anniversary.
- Bank Charges & Interest – has increased due to the use of the line of credit. The draw from the line of credit was budgeted to offset some of the cash flow issues experienced over the later summer months.
- Rental revenue – is currently over budget as the Shatford Trust fund has recently paid three years of back-dated rent.

Open House – was a great success. There seemed to be less people than last year but a steady flow nonetheless. This year was the first that a ‘one pumpkin’ per family rule was in place which ensured no family went without.

Christmas Social – will be held at Joanne and Ian’s house on November 29

Annual Report – was not able to go on the USB giveaways due to their late arrival. The annual report and The What’s Happening went out together in paper format.

Water Monitoring Committee – The Executive Director attended the first meeting of the Committee. Dan Dean (ADL representative), Floyd Shatford (Counsellor), Mary Ellen Clancey (Chester Planning Advisory Committee), John McNeil (Fox Point Home Owners Association), Bill DeGrace (Municipality of the District of Chester) were also in attendance. Floyd informed the Board that the Municipality are searching for a community member with environmental expertise and suggested Committee outcomes may be brought back to the AHT Board for further discussion.

Service Update – The Executive Director provided a summary of current services and supports that AHT provide. Increasingly, staff are seeking ways to tell AHT’s story, particularly in relation to the proximately of the one millionth dollar close to be being granted. Staff are also finding ways to become more efficient from an operational and facilities management perspective. For example, registrations for recreation programs can now be completed online and Efficiency NS has been contacted to perform an energy audit on the building. The planning Committee have worked all throughout the summer and met every month to complete the next five year plan. Further work for other Committees is expected to come from this new plan.

10. Committee Reports –

9.1 Executive Committee (Verbal) – the Committee were unable to meet prior to the Board meeting and will instead meet next month. The Executive Director updated the Board on the progress of mortgage negotiations with Aspotogan Development Limited. Terms have been agreed upon and lawyers are currently finalizing paperwork.

9.2 Planning Committee: Sarah Archer, Chair of the Committee, updated the Board on progress made on developing the next five-year plan. Having produced SMART goals, the Committee focused on refining each goal in relation to the outcomes AHT wish to achieve. The Committee will meet in November and a first draft will be presented to the Board next month. Committee work will increase upon completion and the Board agreed that perhaps now

would be good timing to review Committee structures and strike new and ad-hoc/ project-based Committees.

9.3 Community Development Committee: CDC Chair, Leslie Taylor highlighted the following for the Committee:

Staff approved grants - Girls Nite Out - \$500

- Work plan 2014/15 –Meeting discussion was dedicated to the work plan as the two grant applications received were both deferred until further information received. The Committee will focus on review and education over the remaining term by increasing knowledge of the community organizations within the Aspotogan Region; reviewing community facilities & organizations, reviewing grant application, feedback and evaluation processes, reviewing communication & messaging regarding grants; and reviewing community Initiative funding regarding social service needs.

For the purposes of new members, Community Initiative funding was explained. The Board discussed services that are no longer in the community (Meals on Wheels) as well as some services that are not as widely known such as the furniture bank at the Kaiser Meadow Landfill. Leslie reiterated the importance of information sharing in such a way at the AHT Board so information is fed back to other community groups.

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

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

13. **Communications, Millionth Dollar** – Only one \$500 grant was received since the last Board meeting which means AHT is still approximately \$26,000 from giving away the millionth dollar. There is a possibility that the milestone may not be reached this year but always hard to predict, as a couple of larger grant requests could change the numbers again. The Board discussed the idea of inviting past Board members to celebrate AHT’s achievements and what the event may look like. The Executive will discuss whether the group in receipt of the millionth dollar receives additional recognition.

14. **Time, date and location of next annual general meeting** – The next meeting will be at 6:30 p.m. on Thursday November 20, 2014 at the Aspotogan Heritage Trust building.

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

- The Fox Point Community Fox Point Christmas tea will be held on November 29

16. **Adjournment** –

Motion: to adjourn

Moved by: Sarah Archer
Motion carried.

Seconded: Leslie Taylor

Meeting was adjourned at 8:30 P.M.