

## The Aspotogan Heritage Trust

### BOARD OF DIRECTORS 5:30 P.M., October 22, 2015 10 Pte. Richard Green Lane Hubbards, Nova Scotia

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

1. **Call to Order** – Floyd Shatford, Chair, called the meeting to order at 5:40 P.M.
2. **Approval of Consent Agenda** – the Committee approved the following items received in packages prior to the meeting; *Minutes of the meeting held Sep 17, 2015, Correspondence* (AHT was copied on a letter to the Department of Transportation Minister from a Blandford resident), *Staff Report*, and the *Monthly Financial Summary*.

**Motion: to approve the consent agenda as circulated.**

Moved by: Gayle Shanks                      Seconded: Scott Hogue  
Motion carried.

2. **In Camera** – *not required*
3. **Report from In Camera** – there was none
4. **Business arising from the minutes-** there was none.
5. **Committee Reports** –  
5.1 **Executive Committee** – the Committee met on October 8 and discussed the following:

**Open House** – The next Open House will be held on October 1, 2016. Directors were encouraged to save the date and make themselves available if possible. Director participation was lower than usual this year. Other ways to help staff prepare for the event was also discussed.

**Hubbards Barn Association (HBA)** – the Executive met with members of the HBA board to discuss their current plans for the property in light of recent Shatford Trust funds received. The meeting gave opportunity to remind HBA representatives that, as per the lease agreement, the AHT board must first approve any major project works undertaken. Current plans include installation of large signage at the front entrance; driveway repairs; and smaller purchases (picnic tables, umbrellas and heaters). Both Committees discussed barn rental fees and ways they currently help non-profit organizations.

6. **Strategic Plan Action Items** – the Executive Director updated the Board on the progress of the following strategic plan action items:

**Increase Communication & Marketing**

- A Social media plan has been created and software utilized to remind staff of key dates within the board and operational calendar
- A number of project management tools have been tested and staff are currently working with free web-based software.
- A post-event debriefing form has been drafted.
- The Hubbards & Area Business (HABA) Directory that AHT contributes \$5000 to is currently being finalized. HABA hosted a highly successful October networking event, which should increase membership.

**Promoting Sustainable Community Development**

- Chester Municipality will be holding a public planning meeting at the Blandford Community Centre on November 4 and Hubbards Fire Hall on November 10.
- The Community Planning & Design Focus Group spoke about the Municipality's planning project and was given a copy of Chester's planning primer.
- The Municipality of Chester, South Shore Housing Action Coalition & St. Margaret's Bay Sustainable Housing Group are all pursuing housing and inventory projects. The work undertaken by these groups will help AHT accomplish some of their five-year goals.
- Having served the first of a three-year term, the Executive Director is reapplying to the St. Margaret's Bay Planning Advisory Committee.
- ONE (Our New Economy) St. Margaret's Bay continues work on branding.
- Fox Point Water Monitoring Committee – baseline water testing has been taking place since May and results help to inform the group about the Fox Point Lake water quality.

**Enhancing Community Collaboration –**

- The What's Happening & Annual Report publications have been mailed out.
- AHT continue to fund the Municipality of Chester's Recreation guide so it is delivered past the county line to those in the Halifax Regional Municipality side of AHT's catchment area.
- Continued promotion of CC-net.org, southshoreconnect.ca and Lunenburg Queens Volunteer Partnership (LQVP).

**Strengthening the Volunteer sector –**

- The Executive Director continues to serve with Lunenburg Queens Volunteer Partnership, Community Sector Council NS and the Rural Communities Foundation.
- LQVP have a Volunteer Navigator in place and there is potential to embark on a volunteer-focused project in this area.
- Following conversations around the Barn's successful Shatford Trust fund application, Andy took a moment to explain the Shatford Trust community grant process. Community groups can apply for funding only after student funds have been allocated. Community groups are to apply by November 1<sup>st</sup>. This information will be shared with the community and placed in AHT publications to increase the awareness of the funding available.
- AHT staff continue to work with the Hubbards Area Lions Club to help strengthening Board and community participation. The roof and ceiling work has been carried out but further work is needed. They will be informed of the Shatford Trust grant process and perhaps consider application in 2016.
- The Executive Director provided an update on the Aspotogan Helping Hands project. A grocery delivery service (delivery provided by volunteers) has been discussed and will be launched in this area in the new year.

**Financial Planning in Support of the Strategic Plan –**

- The Fund Development Committee have met and began to discuss revenue generating ideas.
- The Quarterly report was reviewed and office and staffing hours discussed.

7. **Other business** – there was none

8. **Time, date and location of next meeting** – The next meeting will be at 5:30 p.m. on Thursday November 19, 2015 at The Aspotogan Heritage Trust office.

9. **By the Way** – Directors highlighted the following:

- Girl Nite Out, October 23
- Blandford Breakfast, Oct 24
- Floyd will be going to the Fish Fry on Oct 25
- Hubbards Lions Club Open House, Oct 26
- Blandford Prize bingo, Nov 28
- Chester Public Planning Meetings, Nov 4 (Blandford) Nov 10 (Hubbards)
- Christmas social – Saturday night December 5<sup>th</sup> 6 p.m.

10. **Adjournment** –

**Motion: to adjourn**

Moved by: Sarah Archer  
Motion carried.

Seconded: Gayle Shanks

Meeting was adjourned at 7:15 P.M.