

**The Aspotogan Heritage Trust**

**BOARD OF DIRECTORS  
5:30 P.M., September 17, 2015  
10 Pte. Richard Green Lane  
Hubbards, Nova Scotia**

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

1. **Call to Order** – Floyd Shatford, Chair, called the meeting to order at 5:40 P.M.
2. **Correspondence** – thank you letters were received from two of the scholarship recipients.
3. **Approval of the Agenda** – the agenda was approved as circulated.

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

Moved by: Leslie Taylor                      Seconded: Sarah Archer  
Motion carried.

4. **In Camera** – *Negotiations*

**Motion: that the Committee move In Camera**

Moved by: Leslie Taylor                      Seconded: Scott Hogue  
Motion carried.

**Motion: that the Committee move out of In Camera**

Moved by: Joanne Lovett                      Seconded: Gayle Shanks  
Motion carried.

5. **Report from In Camera** – there was none
6. **Approval of the minutes from the meeting held June 18, 2015** – the minutes were approved with a spelling amendment noted.

**Motion: that the minutes of June 18, 2015 be approved**

Moved by: Andy Hare                              Seconded: David Bond  
Motion carried.

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

## 8. **Staff Report -**

Monthly & Portfolio Financial Summary – was reviewed at the meeting and cash flow was discussed. The draw from the investment was received on September 15.

Summer Social – thanks to Joanne and Ian for hosting the summer potluck.

Open House – Board members were asked to let staff know if they were available for this event on October 3. The theme is ‘big’ this year to celebrate the giving away our millionth dollar to the community.

Working group discussion – was discussed under item 9.1

Communication policy – the social media section of the policy has been reviewed. The full policy will be available after the Executive has reviewed all pieces of the strategy.

Acadia Entrepreneurship Centre (AEC) – are partnering with AHT and Hubbards Area Business Association on Workplace Education sessions starting early October. The ten-week course is about customer service in the modern workplace and both Lori Dale and Amelia (AEC) will help promote. AEC have a new addition to their team with Amy Delorey hired as administrative support.

Community Work – the Executive Director updated the board on her community work which was summarized in the report.

## 9. **Committee Reports –**

10.1 **Executive Committee** – the Committee met on July 16 and September 10 and discussed the following:

Board agenda review – the Committee recommend changing the meeting format to consent agenda. The Executive Director took time to explain the new format and the a draft agenda was reviewed. All the information remains the same although the way the information is approved is different. Once the information in the package is approved, using this new format, there is more time to discuss items that need more thorough discussion such as strategic plan objectives. It was suggested that if there was correspondence, that this be reported on the agenda. The Board will trial the format at the next meeting.

Focus Groups – the new focus groups was discussed under New Business

RBC Account review – The RBC account manager presented a number of financial options available to AHT during the review. One option suggested was mortgaging the current property. The land is currently owned by Chester Municipality and leased by AHT so mortgaging is not an option at this stage. No changes will be made to the account until the next annual review. A debit and credit machine was added as an additional service. The ‘Payd Pro’ equipment will connect to the AHT iPad and be a great addition for community groups hosting events and various other fundraisers. The equipment will get its first outing with Lori Dale at the Girls Nite Out community fundraiser.

10.2 **Community Development Committee:** Leslie Taylor, Chair presented the CDC report to the Board and highlighted the following:

Staff approved grants- the following grants were approved at the staff level:

Through the Years Daycare and Community Centre, Family fun day (\$500); Parent Support group, camp registration (\$500); South Shore Tourism Team – regional marketing (\$500); Art & Soul children’s camp (\$500); Blandford Fireworks (\$500); Unicorn Theatre – 20th Anniversary (\$300); Hubbards Cove Days (\$500); Tuna Flats (\$500) and Hubbards Community Waterfront Association Boat Rendezvous (\$500)

Hubbards Lions Club - The Lions Club are seeking funds for general upgrades to the building. Directors discussed the importance of keeping this facility open and the role of their volunteers in this community. The following motion was made:

**Motion: to approve the Hubbards Area Lions Club \$9,500 for ceiling, roof and entrance upgrades**

Moved by: Leslie Taylor  
Motion carried.

Seconded: Joanne Lovett

AHT Executive Director has been working with the Lions Club and has met with them several times to help with administration, financial planning and rebuilding a volunteer core.

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

11. **New Business**

**Focus Group Members** - the Executive Committee recommended creating two new focus groups; Fund Development and Community Planning and Design. The working groups are designed to encourage open discussion and investigate all avenues of fund and community development options. The focus groups were agreed upon and membership was created as follows:

Fund development

Janet Irwin, Joanne Lovett, Scott Hogue, Gayle Shanks and Floyd Shatford (Leslie Taylor)

Community Planning & Design

Sarah Archer, Andy Hare, Floyd Shatford, Leslie Taylor and Christine Waller

12. **Time, date and location of next meeting** – The next meeting will be at 5:30 p.m. on Thursday October 22, 2015 at The Aspotogan Heritage Trust office.

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

- Gayle updated the board regarding an event being held on Thursday, October 1<sup>st</sup>. The general public is encouraged to attend a candidate’s debate. There will be the opportunity to ask questions and address the candidates. 10:15am-12:20 pm, Forest Heights Community School Gymnasium
- Joanne offered regrets for the October board meeting
- As of October 5, David Bond’s law practice will be moving to the Head of St. Margaret’s Bay

- The Chester planning open house and public meetings will be held in Blandford on November 4<sup>th</sup> and in Hubbards on November 10.
- Halifax Regional Municipality are reviewing their long-term facilities master plan. The session for our area will be held on October 8<sup>th</sup> at the St. Margaret's Centre.
- A group in the Hubbards area are investigating ways to sponsor a refugee family

#### 14. **Adjournment** –

##### **Motion: to adjourn**

Moved by: Leslie Taylor  
Motion carried.

Seconded: Floyd Shatford

Meeting was adjourned at 7:30 P.M.