

The Aspotogan Heritage Trust

BOARD OF DIRECTORS 5:30 P.M., April 21, 2016 10 Pte. Richard Green Lane Hubbards, Nova Scotia

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

1. **Call to Order** – Floyd Shatford, Chair, called the meeting to order at 5:35 P.M.
2. **Guest – Stuart Carson, Portfolio Manager** – Stu attended the meeting to provide an overview of the portfolio and investment summary in preparation for the AGM and the year ahead. He indicated that the portfolio positioning is on track with longer term goals. He is pleased with the overall performance as well as the recent adjusting purchases and/or re-alignments made within the portfolio.
3. **Approval of Consent Agenda** – the Committee approved the following items received prior to the meeting; *Minutes of the meeting held March 10, 2016* and *Staff Report*.

Motion: to approve the consent agenda as circulated.

Moved by: Joanne Lovett Seconded: Janet Irwin
Motion carried.

4. **In Camera/Report from In Camera** – not required
5. **Action Items from Previous Meeting (not elsewhere on the agenda)**

Signage	The Barn is putting in new signage that they indicate will be used for community notice board purposes; we will wait to see what they are putting in before we investigate any additional signage at AHT
Financial Education	Stu is at the meeting to provide his portfolio update; schedule will be developed starting in June for further board education topics
Orientation process	Changes suggested at the last meeting will be incorporated into this year's process and will be added to the procedures manual

6. **Executive Committee** – the committee report was presented and included, recording secretary position, property maintenance schedule and draft budget preliminary discussions. The following items were highlighted for ratification at the Annual General Meeting:

- Director Recruitment – applications for the 2016-2017 board of director positions were reviewed and it was agreed that the following people are to be presented for the board positions at the AGM: Stephen Farley, Sally Langille and Katherine (Katie) Morash.
- Nominations – based on the information received during the director evaluations, the slate of officers for the 2016-2017 board were recommended for consideration. The board agreed to accept the slate as presented and confirm the following positions at the AGM:
 - Chair – Joanne Lovett
 - Vice-chair – David Bond
 - Secretary – Scott Hogue
 - Treasurer – Gayle Shanks

7. **Community Development Committee** – the committee report was presented outlining the staff approved grants, debit/credit fee and community copier/office use updates. Additionally, the following grants/community initiatives were brought forth for consideration.

- Through the Years Daycare Subsidy – the committee reviewed the daycare subsidy program offered through the daycare. It was agreed that it continues to be a valuable and important resource to families in the area.

Motion: to approve the 2016-2017 daycare subsidy funding in the amount of \$10,000 to Through the Years Daycare.

Moved by: Leslie Taylor Seconded by: Janet Irwin
Motion carried

- Community Wheels – the committee is requesting that the funding provided to Community Wheels be structured in a similar way to the daycare, with quarterly reporting and payments. This move would improve the cash flow position overall and support consistent reporting.

Motion: to approve the 2016-2017 transportation subsidy funding in the amount of \$10,000 to Municipality of Chester Transportation “Community Wheels” Society.

Moved by: Leslie Taylor Seconded by: David Bond
Motion carried

- Liam Mathers All-Wheel Park – prior to the discussion of this application, Andy Hare declared a conflict of interest (his son Steven is bidding on the project) and removed himself from the remained of the meeting.

Motion: to approve funding in the amount of \$5,000 to Hubbards & Area Recreation Association for phase II (butter bowl) of the Liam Mathers All-Wheel Park.

Moved by: Leslie Taylor Seconded by: Janet Irwin
Motion carried

8. Other business

- Floyd reviewed the conflict of interest guidelines and process as a reminder to directors
- Committee Structure 2016-2017 – it was agreed that the small working group structure was making for good conversation and engagement for the board members and will continue for the upcoming year. A motion will be made at the AGM to continue to suspend the Property and Finance standing committees for another year. The following working group will remain:
 - Fund Development
 - Community Planning and Design

Community Development Committee will remain as a standing committee and will need to meet in June to review the scholarship applications ahead of the board meeting. Committee members Leslie, Sarah and Janet will remain on the committee and Christine Waller will join the committee for this year. There is potentially one additional spot on the committee so membership can be discussed with the new board in June.

9. New Action Items

- Add correspondence back on to the agenda
- The Coast Line (newsletter) – discussed the idea of having a volunteer-theme focus for the next edition as well as adding a “did you know” section to highlight specific information and/or resources offered by AHT as well as the boarder community
- Complete an orientation/refresher for the entire board at the June meeting
- Confirm attendance at the June 11th Lions Club Charter Night event

10. **Time, date and location of next meeting** – The AGM is May 19th at 6:00 pm, Dauphinee Inn; the next regular meeting will be at 5:30 p.m. on Thursday June 16, 2016 at the Aspotogan Heritage Trust office.

11. By the Way

- Colin Kennie sent the board a thank you letter and photo from his trip to Cuba. He said that it was an incredible learning experience for him and he was very appreciative of the funding provided by AHT in support of this educational opportunity
- Chester’s Cut ‘N’ Run was missed from our community events list – June 5th at CAMS

12. Adjournment

Motion: to adjourn

Moved by: Leslie Taylor
Motion carried.

Seconded: Gayle Shanks

Meeting was adjourned at 7:30 p.m.