

The Aspotogan Heritage Trust

BOARD OF DIRECTORS 5:30 P.M., January 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, Sarah Archer and Andy Hare
Regrets: Janet Fryday-Dory
Staff/Recorder: Kathryn Gamache

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 prior to the meeting; *Minutes of the meeting held Nov 19, 2015* and *Staff Report*.

Motion: to approve the consent agenda as circulated.

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

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

Community event and group consideration	It was agreed that the matching of directors to community groups will be delayed at this point and the focus will be on board engagement opportunities – attending events, AGM and community functions throughout the year.
AHT Volunteer Support	The board will pursue the idea of supporting the Lions Club at their annual Charter Night event; closer to the June date the Lions Club will confirm the aspect of the event that they would like help with and the Executive Director will provide that information to the board. The Blandford Community Centre will be the second group that will be approached about this type of support.

5. **Executive Report** – Joanne Lovett, Vice-chair presented the report on behalf of the executive. The Committee met twice since the last board meeting- December 10 and January 7. Items discussed were:
 - Board recruitment – no changes are suggested for this year’s call for directors. Formal advertising will take place in February and March

- Board and Executive Director Evaluations – all forms were reviewed and revisions were discussed with the board. Timing for the form submissions were set out with the Executive Director Appraisal deadline February 5th (return to Joanne directly) and Board evaluation deadline February 26th (return to Executive Director).
- Staffing – job posting for the Recording Secretary/Executive Assistant is pending
- Property repair and maintenance schedule – four areas were identified for further investigation (in no particular order): trenching/drainage to prevent water damage on the lower level; heat pump installation to reduce utility expenses; water treatment system upgrade/replacement as it is not addressing the increasing arsenic and iron/mineral levels; and roof maintenance, while not a concern at this time, will be a significant expense when the time comes for the work to be completed.
- 2016-2017 Budget – In addition to regular operational work, contingency planning for the capital repairs as well as ongoing maintenance work is part of the budget discussions going into 2016-2017. It was suggested that other users of the building be approached regarding partnering on applications for some of the larger infrastructure expenses.

6. Strategic Plan Action Items

6.1 **Community Development Committee** – the Committee met on January 11 and discussed the following:

- ***Increase Communication and Marketing*** – the new grant application form is ready for broader distribution and the committee suggests that the letter which is going to all community groups at the end of the month, references the new online form and encourages groups to send information electronically whenever possible. Paper copies will still be available and accepted.
- ***Promoting Sustainable Community Development*** – nothing specific was discussed under this heading by the committee
- ***Enhancing Community Collaboration*** – the 2016-2017 Hubbards & Area Business Directory is in the final draft. AHT has provided contributions to the printing costs of every edition to date as it is a joint project with the Hubbards & Area Business Association.

Motion: **to approve \$5000 for the Hubbards & Area Business Association in support of the 2016-2017 Hubbards & Area Business Directory**

Moved by: Leslie Taylor
Motion carried.

Seconded: Christine Waller

- ***Strengthening the Volunteer Sector -***

Staff Approved Grants (\$500): Hubbards Lions Club Christmas Hampers; Junior Achievement – Economics of Success; and East River Village Hall

District #1 Community Centre – Additional information as well as clarification on their reserve funds and relationship with the Fire Department (who have space within the building), had been requested from the group and once received, enabled the review of the application to be

completed. The project funding was requested to complete the replacement of the copper piping and plumbing throughout the Centre.

Motion: to approve \$4000 for the District #1 Community Centre copper piping and plumbing replacement project

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

7. **Other business** – Following up on a grant approved at the last meeting, the Executive Director, along with Leslie Taylor and Matt Whitman were part of a promotional photo op arranged by the St. Margaret's Bay Rails to Trails Association to celebrate the completion of the stringer and deck repair work at the Fitzroy Bridge. This was also an opportunity to discuss the trail connector located behind the AHT office and the trail work being completed by Chester Municipality. The St. Margaret's Bay group is also seeking representation on their board from this area and AHT will help promote the need for directors as well as the association's AGM.
8. **Time, date and location of next meeting** – The next meeting will be at 5:30 p.m. on Thursday March 10, 2016 at the Aspotogan Heritage Trust office.
9. **By the Way**
 - Floyd provided an update on the facility issues at the Chester Rink
 - World Sledge Hockey is at the Lunenburg County Lifestyle Centre (LCLC) this week
 - Upcoming meetings - *Fund Development Working Group February 5 at 9:00;*
Community Planning and Design Working Group February 8 at 5:30

10. **Adjournment**

Motion: to adjourn

Moved by: Leslie Taylor Seconded: Christine Waller
Motion carried.

Meeting was adjourned at 7:40 P.M.