

The Aspotogan Heritage Trust

**BOARD OF DIRECTORS
5:30 P.M., March 10, 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 and Sarah Archer
Regrets: Janet Fryday-Dory
Absent: Andy Hare
Staff/Recorder: Kathryn Gamache

1. **Call to Order** – Joanne Lovett, Vice-Chair, called the meeting to order at 5:35 P.M.
2. **Approval of Consent Agenda** – the Committee approved the following items received prior to the meeting; *Minutes of the meeting held January 21, 2016* and *Staff Report*.

Motion: to approve the consent agenda as circulated.

Moved by: Janet Irwin Seconded: Gayle Shanks
Motion carried.

3. **In Camera/Report from In Camera** – Executive Director Review

Motion: to go In Camera

Moved by: Floyd Shatford Seconded: Leslie Taylor
Motion Carried

The Executive Director removed herself from the room during the discussion.

Motion: to come out of In Camera

Moved by: Floyd Shatford Seconded: Leslie Taylor
Motion Carried

The Executive Director returned to the meeting. A separate meeting will be set up at a later date between the Executive Director and the Vice-Chair to review the feedback from the annual evaluation and set goals for the upcoming year.

4. **Action Items from Previous Meeting (not elsewhere on the agenda)**

Letter to community groups	Letters have been sent to groups; some held for copier invoice
Fund Development Working Group	The group met February 5 th ; action items were reviewed based on last meeting; new action items included provincial housing options, social enterprises, charitable status and fundraising ideas.

5. **Board Evaluation, Executive Committee** – Joanne presented the report on behalf of the Executive. There was overall board approval of the new format for the evaluation and nomination form. Evaluations were completed and submitted by every member of the board. A summary of the feedback from the form included the following items:

- Positive response for the use of the new consent agenda meeting format
- Return to the monthly board education was requested with a focus on increasing understanding of the various financial forms used by AHT
- Changes were suggested to the Orientation Process for new members; move to a 2-part orientation that involves a brief meeting prior to the AGM to familiarize new members with the organization and a second meeting to review process prior to the first regular meeting
- Continue to support the idea of looking for ways, as a board, to engage with the community
- Need to build capacity and skills around succession planning within the board and the executive
- Continue to ensure that everyone is supported to actively participate in the work of the board

6. **Strategic Plan Action Items**

- ***Increase Communication and Marketing*** – the need for a “community notice board” sign was discussed. The sign owned by Moving Your Earth that had been located across the street from AHT, was damaged last spring and it does not appear that it will be replaced. New signage options will be looked into including digital signage.
- ***Promoting Sustainable Community Development*** – nothing noted
- ***Enhancing Community Collaboration*** – nothing noted
- ***Strengthening the Volunteer Sector*** – April 13 at 7:00 p.m. is the Volunteer Award Ceremony in Blandford, District #1 Community Centre. Mary Ellen Clancey is the AHT’s nominee for this year’s award. National Volunteer Week is April 10 -17.

Thank you all for what you do on behalf of this community and for the hours you spend in support of the AHT.

7. **Other business** – nothing noted

8. **New Action Items**

- Add board education back on to the agenda with a focus on financial information
- Investigate signage options for a “Community Notice Board”; digital signage option
- Create a 2-part orientation process
- Build capacity and skills to help with succession planning for the executive committee

9. **Time, date and location of next meeting** – The next meeting will be at 5:30 p.m. on Thursday April 21, 2016 at the Aspotogan Heritage Trust office.

10. **By the Way**

- Community events listed on the agenda were reviewed

11. **Adjournment**

Motion: to adjourn

Moved by: Leslie Taylor
Motion carried.

Seconded: David Bond

Meeting was adjourned at 8:00 P.M.