

## The Aspotogan Heritage Trust

### BOARD OF DIRECTORS 5:30 P.M., September 15, 2016 10 Pte. Richard Green Lane Hubbards, Nova Scotia

**Present:** Joanne Lovett (Chair), David Bond, Scott Hogue, Janet Irwin, Gayle Shanks, Leslie Taylor, Christine Waller, Floyd Shatford, Sarah Archer, Sally Langille, Katherine Morash and Stephen Farley  
**Regrets:** Katie Morash  
**Staff:** Kathryn Gamache  
**Recorder:** Ethel Marshall

1. **Call to Order** – Joanne Lovett, 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 June 16, 2016* and *Staff Report*.

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

Moved by: Scott Hogue                      Seconded: Floyd Shatford  
Motion carried.

3. **Correspondence**
  - **4H** – thank you letter was received from one of the children that had gone to 4H camp.
  - **Nova Scotia Works** – invitation to open house September 21<sup>st</sup> from 2-4
4. **In Camera/Report from In Camera** – there was none.
5. **Action Items from Previous Meeting (not elsewhere on the agenda)** – no items noted.
6. **Executive Committee** – the committee report, circulated in the agenda package was reviewed in order to provide an overview of activities by the committee. The report included information about Board education topics, open house, terms of reference and financial considerations.
  - Board education topic for tonight will revolve around the updated Director's handbook
  - Reviewed the terms of reference for the board standing committees as well as the adhoc working groups. This information was circulated to the board so that individual directors would be able to review the roles of the committee/working groups and identify where they would like to participate. The Community Planning and Design Working Group now consists of Sarah Archer, Charlie Farley, Leslie Taylor and, if agreeable Katie Morash. The Fund Development Working Group remains Gayle Shanks, Scott Hogue, Floyd Shatford, Joanne Lovett and Janet Irwin. The Community Development Committee now consists of Leslie Taylor, Sarah Archer, Janet Irwin, Christine Waller and Sally Langille.
  - Regarding financial, the executive committee plans to invite Stu to their October meeting to discuss options to reduce the current line of credit and explore long-term

planning strategies. He will be attending the Board meeting in November for his mid-year update.

## 7. **Strategic Plan Action Items**

- *Increase Communication and Marketing*  
Open House – October 1<sup>st</sup>. An overview of the event was provided for the new board members. The event is designed as a way to give back and chance for the general community to see what resources are available throughout the building and meet the Board members. This year's giveaways are smartphone wallets and pens, along with the rest of the refreshments and goodies provided throughout the day.
- *Promoting Sustainable Community Development* – nothing noted
- *Enhancing Community Collaboration* – nothing noted
- *Strengthening the Volunteer Sector*

**Shatford Nursery Coop Request:** A letter of request was received from the Shatford Nursery Coop in support of the annual commitment to the program by AHT. The contribution amount is for \$1000 to help offset operational costs and therefore maintain affordable rates of all those participating families.

**Motion: to approve \$1000 to the Shatford Nursery Coop for the 2016-2017 school year.**

Moved by: Leslie Taylor  
Motion carried.

Seconded: David Bond

8. **Other business** – nothing noted.

9. **Board Education** – Executive Director provided an overview to the Director's Handbook. Areas regarding meeting processes, motions and general roles & responsibilities were highlighted. Directors are encouraged to review the manual and note any areas that might need further clarification, if any.

## 10. **New Action Items**

- Confirm availability for Open House.
- Determine Katie's interest in participating in the Community Planning and Design group

11. **Time, date and location of next meeting** – 5:30 p.m., October 20, 2016 at the AHT office.

## 12. **By the Way**

- Girls Night Out at Shore Club on Friday, October 21
- Through the Years Playdate at Shore Club October 15
- Dinner Theatre at Shore Club October 14
- East River Village Hall received a grant of \$9000 to continue the needed upgrades to the hall. The funding will be used to update electrical & install heat pumps.

13. **Adjournment** – the chair declared the business of the meeting had concluded. The meeting was adjourned by consensus.