

The Aspotogan Heritage Trust

**BOARD OF DIRECTORS
5:30 P.M., January 19, 2017
10 Pte. Richard Green Lane
Hubbards, Nova Scotia**

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

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 November 17, 2016* and *Staff Report*.

Motion: to approve the consent agenda as circulated.

Moved by: Scott Hogue Seconded: Sally Langille
Motion carried.

3. **Correspondence** – a lovely array of Christmas wishes and thank you cards were received during the holiday season.
4. **In Camera/Report from In Camera** – not required
5. **Action Items from Previous Meeting (not elsewhere on the agenda)**

Follow-up with Aspotogan Ridge Ltd. direct contact	Outstanding financial matter has been addressed and the current details have been provided as requested
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6. **Executive Committee** – Joanne presented the report on behalf of the Executive.
 - Line of Credit payment options – based on the feedback of the board and, in consultation with Stuart Carson, the executive committee presented the options related to the payment schedule for the line of credit

Motion: to approve \$20,000 per year be allocated out of the budget to pay down the existing line of credit, with the timing of the payment dependent on cash flow requirements.

Moved by: Gayle Shanks Seconded: Sarah Archer
Motion carried.

- Board Evaluations – the form remains unchanged from last year, has already been circulated to the board with a return date of January 26.
- Executive Director evaluation – the form is still being reviewed by the committee but will be finalized and circulated to the board in February

- Board Recruitment – annual review of the vacancies and executive positions will be based on information gained through the board evaluation feedback. Sarah Archer has indicated that she will be leaving the board at the end of this year. Ads will be placed in The Masthead and ARA newsletter in March
- Barn/AHT Liaison – it was agreed that during the construction phase of the new pavilion and the parking lot project, Lin Cahill would act as the liaison for the two organizations due to her knowledge of both groups and her familiarity with the original intent for the Barn site. A letter will be provided to the Barn Association boards outlining AHT’s request regarding this matter.

7. **Community Development Committee Report** – Sarah Archer presented the report on behalf of the committee.

- Staff Approved Grants – were listed in the report
- District #1 Community Centre – an application was received for capital work that include roof repair for the small outbuilding used for canteen services as well as seasonal storage, and driveway patchwork/repair

Motion: to approve the application by the District #1 Community Centre for \$2,000 for capital repair work.

Moved by: Sarah Archer
Motion carried.

Seconded: Gayle Shanks

- St. Margaret’s Bay Rails-to-Trails – is continuing with the multi-year plan for bridge and decking repairs. The Puddle Bridge location is the last bridge within the AHT area.

Motion: to approve the application by St. Margaret’s Bay Rails-to-Trails Association for \$4,000 to support the bridge repair work at the Puddle Bridge overpass.

Moved by: Sarah Archer
Motion carried.

Seconded: Christine Waller

- Hubbards/Tantallon C@P Board – request for funding was submitted to cover the purchase of a 3D printer that would be housed at the AHT and not made available throughout HRM as required by the current unit, which was purchased by the Halifax C@P board. This funding would fall under the Community Initiatives budget.

Motion: to approve the request by Hubbards/Tantallon C@P for \$1,500 to support the purchase of a 3D printer.

Moved by: Sarah Archer
Motion carried.

Seconded: Janet Irwin

8. **Community Planning & Design working group** – the working group met January 12 and began to investigate was to support the development of ideas of creating sustainable and appropriate growth within the region, while promoting and enhancing the community’s vision. One idea that the group discussed at length was facilitating the opportunity for a “barter system”. The next meeting is scheduled for February 9th.

9. Strategic Plan Action Items

- ***Increase Communication and Marketing*** – Christmas edition of The Coast Line was mailed out and the cover story about Mill Cove Park under new management was very well-received by the developers but also had good feedback from members of the public as well.
- ***Promoting Sustainable Community Development***
- ***Enhancing Community Collaboration***
- ***Strengthening the Volunteer Sector*** – Municipal Volunteer nominations are open until February 3. It was suggested by the board that Deannie Parks be AHT's nominee for this year's award. National Volunteer Week is April 23 -29.

10. Other Business – Canada 150

The conversation, started at the CDC regarding a Canada 150 grants program, was presented to the board for consideration. The committee anticipates surplus in the grants budget this year and it is suggesting that those funds could be set aside to develop a one-time grants program that is tied to the heritage and cultural contributions of organizations in the area to the Canada 150 celebration. The board agreed in principle to this idea and CDC will now develop the parameters of the program for presentation to the board at the next meeting.

11. Board Education – information was provided regarding “Interpreting Financial Statements”

12. New Action Items

- The Canada 150 grants program and communication plan will be developed for the next meeting

13. Time, date and location of next meeting – The next meeting will be at 5:30 p.m. on Thursday March 16, 2017 at the Aspotogan Heritage Trust office.

14. By the Way

- Community events listed on the agenda were reviewed

15. Adjournment

Motion: to adjourn

Moved by: Scott Hogue
Motion carried.

Seconded: Gayle Shanks

Meeting was adjourned at 7:45 p.m.