

**Minutes of Council Meeting, November 12, 2015**  
**7:00 p.m. at Ye Olde Towne Pub**

**Present:**

**Council:** Bill MacDonald, Sue Lane, Craig Fancy, Charles Stewart, Julia Redgrave, Grace Butland

**Regrets:** Bill Monk, Jane Nicholson, Mike Fearon, Raymond Tynski

**Absent:** Sandy MacDonald

**Members:** Alan Melanson, Heather Garner, Andrea Vandenboer

**1. Agenda**

**Moved** by Julia Redgrave, seconded by Craig Fancy that the circulated agenda be approved, with item 5(1) Council Vacancies being moved to follow item 2, approval of minutes. **Carried.**

**2. Approval of Minutes**

**Moved** by Craig Fancy, seconded by Julia Redgrave, that the minutes of the Council Meeting of October 10, 2015 be approved. **Carried.**

Secretary Grace Butland pointed out that three motions at the October meeting had been either made or seconded by Alan Melanson, who is a member of ABoT but not a member of Council. Those actions were: motion to approve agenda; second of motion to accept minutes; and second of motion to approve Treasurer Sue Lane to register ABoT with Service Canada's Record of Employment website.

Motion made by Grace Butland, seconded by Craig Fancy, to affirm these actions from the October 10 meeting. **Carried.**

**Council Vacancies – moved from 5(i)**

- Bill MacDonald nominated Charles Stewart to fill the Council seat vacated by JoAnn Mackay; Unanimously elected.
- Raymond Tynski, Scotia Bank's new manager, will fill the bank's seat on Council previously held by Christine Beck, who has been transferred.

**Follow-Up**

- (a) Sue Lane reported that Farmers' Market invoices (QGM Sept. 10, 2015 are with JoAnn Mackay; she will give to Bill MacDonald.

(b) Santa Claus Suit (QGM Sept. 10, 2015)—The suit and accessories have arrived and the quality is excellent. Donors have generously pledged amounts in excess of the \$500 ABoT needed to raise for the suit. Thank you letters will go to all contributors.

**Moved** by Bill MacDonald, seconded by Sue Lane, that any excess funds designated for the Santa Suit be set aside for the care and maintenance of the suit. **Carried.**

The annual Parade of Lights and Christmas lighting will be November 27, and ABoT Council Member Charlie Stewart will be Santa for the event.

(c) “Dropbox” software (QGM, Sept. 10, 2015) – Deferred to December meeting.

(d) Membership Application revision – Deferred to December meeting

#### **4. Finance**

(a) Accounts Receivable and Payable: There are no outstanding receivables or payables. All the invoices are out for Doers and Dreamers.

(b) Approval of current financial statements – **Moved** by Charlie Stewart, seconded by Julia Redgrave, that the current financial statements be approved. **Carried.**

(c) Approval of Non-budget items – Bill MacDonald paid \$40 for a wreath on ABoT’s behalf for the Remembrance Day Memorial services. **Moved** by Sue Lane, seconded by Craig Fancy, to reimburse Bill for the wreath. **Carried.**

**Moved** by Sue Lane, seconded by Craig Fancy, that going forward, ABoT will regularly lay a wreath at the Memorial Service for Remembrance Day. **Carried.**

#### **5. Active Tasks**

(a) Sue Lane reported that she had received all Eggstravaganza receipts from Paula Buxton and that task is complete. There is a small amount of money left over to apply to the event in 2016.

(b) Doers & Dreamers Guide 2016 – Bill Monk will give a final report in December.

(c) Annual Plan and Budget 2016 – Deferred until December.

(d) First Fridays – Holly Sanford will prepare a report for the Town MEDC Committee.

(e) VIC annual report – VIC Manager Andrea Vandenboer gave some highlights from the 2015 year. Visitor numbers were up 11.7% above 2014. Andrea has prepared a final report with a number of

recommendations for Council for 2016. **Moved** by Julia Redgrave, seconded by Sue Lane, that ABoT form a working group to discuss the recommendations. **Carried.**

Julia Redgrave, Sue Lane and Bill MacDonald volunteered to serve on the working group, and anyone else who would like to volunteer is welcome.

(f) Ghost Town – Reports from the Annapolis Heritage Society and the Historic Gardens are that Ghost Town was very successful this year. Among other press, the event was mentioned on the Toronto Metro News.

(g) Christmas program – Craig Fancy reported that everything is set except for confirmations from the Royal Party and the Mayor. Santa is confirmed. Bill MacDonald has gotten all the relevant permits, and AHS will have the bonfire. Double D is providing gingerbread men and Faye Fancy is baking cookies. Craig will thank all the donors. Craig met with Gail Robertson of the ArtFelt Christmas group; they are handling the decorations and have hired Kim Gunn to handle the marketing. ABoT has send out notice to members as to how they can participate in the Christmas advertising. Beginning November 13, graphics will appear periodically on the ABoT website. Ads will run in the Annapolis County Spectator, and Alan Melanson reported that the Explorer will do a Christmas promotion for the town. The Parade will begin at 7 p.m. on November 27.

(h) Lisa Larter program – Four of the six sessions have been completed. ABoT has asked participants to provide feedback on the program at the end of the sessions.

## **6. Project Reports**

(a) ARTs Unleashed – Grace Butland reported that she had given a final report on ARTs Unleashed 2015 to the Town MEDC committee. Julia Redgrave has met with the 2016 AU committee and will meet with Kim Gunn next week.

(b) 2015 VIC Season Numbers – Covered under Active Tasks (e), above.

(c) Financial Support for the VIC – Jane Nicholson is attempting to secure additional Provincial Support for the VIC. Cody Joudrey (County of Annapolis) has suggested that there may be other areas where the County can support ABoT, thus freeing more of ABoT's financial resources for the VIC.

(d) -Reinstate Committees

(e) Communication

(f) Events planning calendar

(g) Review rates of Membership dues

The above items (d – g) were referred back to the Executive Committee, who will meet and bring recommendations back to Council.

## **7. New Business**

(a) Jane Nicholson will be ABoT's representative to the Town of Annapolis Royal's Municipal Effectiveness Advisory Committee (MEAC).

(b) Bill MacDonald has sent a letter to Nova Scotia Power thanking them for use of the VIC space.

(c) ABoT will announce Network Annapolis County's upcoming meeting on "food" to ABoT members.

## **8. Today's Headline:** Incredibly successful year at Annapolis VIC

The meeting adjourned at 8:30 p.m.

Bill MacDonald  
President

Grace Butland  
Secretary

**Minutes of Council Meeting, October 10, 2015**  
**7:00 p.m. at Ye Olde Towne Pub**

**Present:**

**Council:** Bill MacDonald, Jane Nicholson, Sue Lane, Craig Fancy, Sandy MacDonald, Mike Fearon, Grace Butland

**Regrets:** Bill Monk, Christine Beck, Julia Redgrave

**Members:** Holly Sanford, Alan Melanson, Nancy Sherman

**Visitor:** Cody Joudrey

New President Bill MacDonald thanked retiring President Jane Nicholson for her tireless efforts on behalf of ABoT over the past two years.

**1. Agenda**

**Moved** by Alan Melanson, seconded by Craig Fancy that the circulated agenda be approved, with the addition of the following:

Active tasks:                Lisa Larter project  
   Resignation of Council Member

**Carried.**

**2. Approval of Minutes**

**Moved** by Jane Nicholson, seconded by Alan Melanson, that the minutes of the Council Meeting of August 13, 2015 be approved. **Carried.**

**3. Follow-Up**

(a) Restaurant garbage (Council Aug. 13, 2015) – The Town’s trial project with new bags is underway and seems to be improving the situation. No follow-up is required.

(b) Farmers’ Market invoices (QGM Sept. 10, 2015) – Invoices to the Farmers’ Market have not yet been paid. JoAnn Mackay was to follow-up; Christine Beck was the liaison. Jane Nicholson noted that Christine Beck’s husband died suddenly earlier in the week and the date of her return to work was uncertain. Bill MacDonald offered to follow-up with JoAnn. Jane will send a card to Christine on behalf of ABoT.

**Action Item: Bill MacDonald to follow up with JoAnn Mackay re the Farmers' Market Invoices.**

(c) Santa Claus Suit (QGM Sept. 10, 2015)—Bill MacDonald reported that a quality suit, including wig and beard, is available for \$946.63, tax and shipping included; the company can ship within 24 hours of receipt of payment. ABoT has \$300 in its Christmas fund that can be used for the suit, and two private donations of \$50 each have been received. Bill MacDonald suggested that we approach other donors; Holly Sanford suggested that we start with the merchants. Alan Melanson pledged \$50 from the Graveyard Tours. Bill will approach town merchants, and Mike will send out an e-mail to all members asking for donations.

**Moved** by Craig Fancy, seconded by Jane Nicholson, that Council approve an amount of up to \$500 from the General Fund with the understanding that Bill MacDonald will attempt to offset this amount with merchant donations. **Carried.**

**Action Items: Bill MacDonald will solicit merchants for donations for the Santa Suit.**

**Mike Fearon will send out an e-mail to ABoT members asking for donations for the suit.**

(d) “Dropbox” software (QGM, Sept. 10, 2015) – Mike Fearon and Bill MacDonald gave a brief explanation of how Dropbox could work for ABoT. Council referred the topic to the Communications Committee.

**Action Item: Jane Nicholson will confer with the Communications Committee re the use of Dropbox for ABoT.**

#### **4. Finance**

(a) Access to Record of Employment website – **Moved** by Mike Fearon, seconded by Alan Melanson, that Treasurer Sue Lane be approved to register ABoT with Service Canada’s Record of Employment website. **Carried.**

(b) Accounts Receivable and Payable: There are two payables: a membership rebate of \$6.25 to the Age Advantage Association and a membership rebate of \$112 to Wear Brothers Roofing. Because these applications will not come before the Membership until the December 2015 QGM, applicants are entitled to a rebate of dues (Note: policy established Nov. 13, 2014). Grace Butland suggested that, rather than have the Treasurer issue rebates in the future, the membership application should be changed to reflect the reduced rates for those joining ABoT during the later quarters of the year.

**Action Item: Jane Nicholson will have the Membership application revised to reflect reduced rates for those joining during the later quarters of the year.**

(c) Approval of current financial statements – **Moved** by Mike Fearon, seconded by Alan Melanson, that the current financial statements be approved. **Carried.**

(d) Approval of Non-budget items – The Santa Suit has previously been discussed. (Follow-Up Item C)

## **5. Active Tasks**

(a) Eggstravaganza – Receipts have not yet been received from Paula Buxton. Jane Nicholson will follow up.

(b) Doers & Dreamers Guide 2016 – Bill Monk and Julia Redgrave are soliciting ads. Jim Todd is doing the artwork. ABoT will have 1 ½ pages in the guide and stands to make about \$1500.

(c) Annual Plan and Budget 2016 – Sue Lane, Mike Fearon, Christine Back, Grace Butland and Jane Nicholson will develop the suggested plan and budget for 2016, incorporating the strategic plan adopted at the QGM of September 10, 2015. Sue Lane will start the process.

***Action Items: Jane Nicholson to follow up with Paula re Eggstravaganza receipts  
Sue Lane to start the 2016 annual plan and budget process.***

(d) First Fridays – Holly reported that most receipts are in. The NSTA report has to be completed. This was the fourth year of the promotion. More businesses need to remain open on Friday nights. Bill MacDonald indicated that ABoT would support the project again next year.

(e) ABoT/MEDC lunch – The fall lunch/program was held at noon today (October 10) with around 40 people in attendance. The speakers were excellent and the program was well-received. Still Fired and Sunken Dorey were sponsors; attendees paid \$5 each for the lunch, which was catered by Paula Buxton.

(f) VIC annual report – The VIC will be open through Oct. 15; the annual report was tabled to November.

(g) Ghost Town – Ghost Town weekends are Oct. 16 & 17; Oct 23 & 24; and Oct 30 & 31. All businesses and residents are asked to decorate. The event was written up in the Toronto papers as one of the top 10 places in Canada.

(h) Christmas program – Craig Fancy reported on plans to date. There is currently no one at AHS to handle the bonfire. A Town permit is needed for the event. The ArtFelt crew will decorate but will not handle the marketing promotion. The Town Crier Ad has to be submitted by October 20. Paula has not been confirmed re the cookies, and the music isn't yet confirmed.

***Action Items: Bill MacDonald will follow-up with AHS re the Bonfire.***

***Jane Nicholson will handle the Town Crier ad.***

***Holly Sanford will talk to Paula Buxton about the cookies.***

***Bill MacDonald will get the Town permit and take care of the fire pit.***

***Craig Fancy will contact Noah about music.***

(i) Lisa Larter program – Jane Nicholson reported that six applicants were selected from those who applied for the sessions based on Lisa Larter’s Profit Pod model: Annapolis Heritage Society; Bainton’s; Fancy Jewellers; Sweet Pea Esthetics; Hutchins’ Pharmacy; and Garrison House Inn. The program starts Oct. 21, and proceeds will be donated to ABoT for the VIC.

(j) Resignation of Council Member –JoAnn Mackay has submitted her resignation from Council. Jane Nicholson **moved** that the resignation be accepted with reluctance and with appreciation for all the work JoAnn has done. Craig Fancy seconded; **Carried**.

Council welcomed Sandy MacDonald, who is replacing Darleen Mailman as RBC’s representative on Council.

## 6. Project Reports

(a) ARTs Unleashed – Grace Butland reported that Julia Redgrave will take over as ARTs Unleashed coordinator for 2016. A committee is in place. Kim Gunn completed the grant application for Canadian Heritage, which was due Sept. 30. Grace has submitted reports on the 2015 grants to Canadian Heritage (\$6400) and Nova Scotia Tourism (\$1000) and will report to the Town MEDC at their November meeting. The Town’s \$2,000 contribution was leveraged to over \$20,000 in advertising value in addition to the programming for the festival. Cody Joudry suggested that ABoT apply to the County for funding for ARTs Unleashed and offered to assist with the application process.

(b) Financial Support for VIC – Jane will approach the Province for additional funding once the VIC numbers are in.

(c) Reinstate Committees – Council agreed to table this discussion to November meeting.

(d) Business Tours – The first tour (October) at Fancy’s was a success and Council agreed that the concept should be continued.

(e) Communication Strategy – AboT’s communication strategy includes Facebook, the ABoT website, Tidings Newsletter from the VIC, and *News You Can Use*. Jane will continue to send *News You Can Use* to members.

(f) Events planning calendar – Council agreed to table this topic to November and include in discussion of committee reinstatement.



## 7. New Business

- (a) November & December meetings – Helen Abel has offered to host a business tour at PeopleWorx in either November or December. Jane Nicholson **moved** and Sue Lane seconded a motion to have the December general meeting at PeopleWorx. The reception/business tour will be from 6 to 7 p.m. and the general meeting will start at 7 p.m. **Carried.**

## 8. Today's Headline: Surviving and Thriving in Annapolis Royal

The meeting adjourned at 8:40 p.m.

Bill MacDonald  
President

Grace Butland  
Secretary



**Minutes of Quarterly General Meeting, 10 September 2015  
7:00 p.m. at Annapolis Royal Council Chambers**

**Present**

**Council:** Jane Nicholson, Bill MacDonald, Mike Fearon, Sue Lane, Grace Butland, Craig Fancy, Bill Monk, Julia Redgrave.

**Regrets:** Christine Beck.

**Absent:** JoAnn MacKay, Darlene Mailman.

**Members:** Alan Melanson, Durline Melanson, Byron Mersereau.

**Regrets:** Sharon MacAlpine, Alex Morrison, Lillian Stewart.

**Visitors:** Cody Joudry.

**1. Agenda**

**Moved** by Bill MacDonald, seconded by Grace Butland: that the circulated agenda be approved, with the addition of the following:

Admission of new members: Rehab Solutions (Nancy Sherman).

Active Tasks: Lisa Larter donation.

Project reports: Royan report.

New Business: Land Use By-law working group, and Legion meeting on 24 September..

**Carried.**

**2. Approval of minutes**

**Moved** by Mike Fearon, seconded by Bill MacDonald: that the minutes of the quarterly general meeting of 11 June 2015 be approved. **Carried.**

It was noted that the requested invoices to the Farmers' Market Association had been sent, but that payment had not been received. *JoAnn MacKay* will follow up on the matter.

**3. Strategic plan**

**Moved** by Mike Fearon, seconded by Bill Monk: that the draft strategic plan be approved. **Carried.** It was noted that contact should be established with the Caledonia BoT, in addition to those already in contact with ABoT, because of the ABoT members in the Maitland Bridge area.

**4. Follow-up**

*Arts Unleashed* (Council, 13 August 2015). This festival in 2015 in effect advertised the district for the whole season. An application for continued funding in 2016 would have to be submitted by 30 September 2015. **Moved** by Bill MacDonald, seconded by Bill Monk: that ABoT shall apply for funding of the festival in 2016. **Carried.** It was noted that an application for funding from the County must be made by March.

*MEDC / ABoT Fall luncheon* (Council, 13 August 2015). The luncheon will take place at ARRA on 8 October at noon. The topic will be "Surviving and thriving year-round".

## 5. Absences from the council (By-law 20)

Darlene Mailman (Royal Bank of Canada) did not attend the AGM or any of the following meetings from April to August.

## 6. Finance

*Approval of current financial statements.* **Moved** by Sue Lane, seconded by Bill MacDonald: that the current financial statements be approved. **Carried.**

## 7. Admission of new members

**Moved** by Bill Monk, seconded by Grace Butland: that the following be admitted to membership of ABoT:

- D.J. Lowe Paving & Construction (Peter Newton)
- Global Strings (Jeff Nicholson)
- Acadian Seaplants (Kevin Robicheau)
- Aberdole & Associates (Karen Allen)
- Clyde Barteaux, Architectural Drafting
- Sunken Dory Pizza (Dan Cardinal)
- RAW'N Green Wellness Coaching (Judy Green)
- Raven Haven Beachside Family Park (Debra Ryan)
- Alex Morrison (individual member)
- Rehab Solutions (Nancy Sherman)

**Carried** by the required two-thirds majority.

## 8. Expiration of President's term

By-law 19 states that the President shall not hold the same office for more than two years in succession. Jane Nicholson was elected President on 10 October 2013. Her term will therefore expire at the next meeting.

Jane Nicholson, seconded by Mike Fearon, **nominated** Bill MacDonald for President, with effect from the next meeting on 8 October 2015. There being no other nominations, Bill MacDonald was declared **elected**.

The position of Vice-President, presently held by Bill MacDonald, will now be vacant with effect from 8 October. Bill MacDonald, seconded by Grace Butland, **nominated** Jane Nicholson for Vice-President with effect from 8 October. There being no other nominations, Jane Nicholson was declared **elected**.

## 9. Election of Secretary

A Secretary was not elected at the AGM of 19 March 2015. In accordance with By-laws 19 and 20, Mike Fearon has continued in office while a successor has not been elected.

Jane Nicholson, seconded by Bill MacDonald, **nominated** Grace Butland for Secretary. There being no other nominations, Grace Butland was declared **elected**.

## 10. Active tasks

*Eggstravaganza.* A few final expenses still need to be included in the accounts. Progress will be reviewed at the October meeting.

*Arts Unleashed.* **Grace Butland** is preparing the final reports.

*First Fridays.* The August event was again considered to be a success.

*Doers & Dreamers Guide 2016.* The contract for publication of the Guide has only just been awarded to the Chronicle Herald. Consequently the rates for advertisement and the deadlines for submission were as yet unknown. **Bill Monk**, the co-ordinator, will be away in October.

*Ghost Town.* This event will take place from 16 to 31 October 2015. Businesses will need to decorate their premises and participate in it.

*Christmas programme.* Town funding for Christmas advertising has been allocated to the ArtsFelt group this year, rather than ABoT. There is uncertainty about ABoT's exact responsibilities in connection with this programme.

The suit for Santa Claus is worn out, and needs to be replaced. The recommended replacement will cost about \$750. **Bill MacDonald** will approach the Town for some funding of it. If quick action is required, he will call for approval of purchase by an e-mail vote of the council.

*VIC statistics.* The VIC was visited by 4,627 people in August. It will close on 15 October. Businesses will have to retrieve their goods displayed on its walls.

*Donation by Lisa Larter.* LINK'D will provide a business course at very low cost to six businesses chosen from among the applicants for it. Applications must be received by 25 September.

## 11. Project reports

*Business tours.* The tour of Fancy Jewellers today was a success. The possibility of organizing other tours will be considered in October.

*Delegation from Royan, France.* The delegation visited the district from 3 to 7 September 2015. Welcome packages were prepared for them.

## 12. New business

*Awards of excellence.* Awards based on the model used by Digby BoT are to be considered. It is proposed that the programme would be a joint venture of ABoT, the Town and the County.

*Annapolis River Heritage project.* This project by the Annapolis Royal Wharf Association has been presented to the County, whose staff will evaluate it. The project would provide improved access to the River in the area just north of the tidal power plant.

*Dropbox software.* The Communications Committee will examine the use of a "dropbox" to facilitate the exchange of computer files and to make them easily accessible to the council.

*Ratification of current members with no admission date.* No records have been kept of the admission of members before 2011. There is need for a decision by the membership to certify the past admission of long-standing members. This will be on the agenda for the December QGM.

*Working group on Town's Land Use By-law.* The Town is forming this group to review the Land Use By-law. ABoT has asked to be represented on it.

*General meeting of Port Royal Legion.* A general meeting of the Legion will be held on 24 September to consider the sale or disposal of all or parts of the Legion property.

The meeting adjourned at 9:05 p.m.

Jane Nicholson  
President

Mike Fearon  
Secretary



**Minutes of Council Meeting, 9 July 2015  
7:00 p.m. at Ye Olde Towne Pub**

**Present**

**Council:** Jane Nicholson, Bill Monk, Mike Fearon, Sue Lane, Christine Beck, Grace Butland, Craig Fancy, Bill MacDonald, Julia Redgrave.

**Regrets:** JoAnn MacKay, Darlene Mailman.

**Members:** Brendan Enright.

**1. Agenda**

**Moved** by Craig Fancy, seconded by Grace Butland: that the circulated agenda be approved, with the addition under "New Business" of a letter of support for the Company of Angels. **Carried.**

**2. Approval of minutes**

**Moved** by Mike Fearon, seconded by Craig Fancy: that the minutes of the council meeting of 14 May 2015 be approved. **Carried.**

**3. Follow-up**

*Letter of support: Town's boardwalk.* A letter of support for the Town's application for funding of the boardwalk was requested at short notice. In accordance with the policy established by the council on 10 July 2014, a vote was held by e-mail and a letter of support approved. **Moved** by Mike Fearon, seconded by Julia Redgrave: that the meeting ratify the President's letter to the Mayor. **Carried.**

*HST rebate (QGM, 11 June 2015).* A rebate of \$365.25 has been applied for.

*Invoices to Farmers' Market (QGM, 11 June 2015).* Invoices for ABoT membership and a donation toward First Fridays have been sent.

*Restaurant garbage collection (QGM, 11 June 2015).* Bill MacDonald's report has been sent to the Town, which requested it. ABoT will wait for a response.

**4. Finance**

*Membership rebates.* Members newly admitted after the AGM will pay a reduced fee for that year, depending on the number of months remaining at admission (Council, 13 November 2014). Several new members have paid the full annual fee. **Sue Lane** will send rebates for the excess.

Members of the council are asked to collect the reduced fee, not the full one, from new members.

*Raffle of Adirondack chair.* The proceeds were \$1,526, including matching funds from Scotiabank. A suggestion that ABoT should hold an annual event of this kind will be considered at the November meeting. **Jane Nicholson** will write a thank-you note to Councillor MacDonald for his contribution.

*Revised budget for 2015.* **Moved** by Sue Lane, seconded by Craig Fancy: that the revised budget be approved. **Carried.**

Future financial statements will be compared to the budget. The budget for the Christmas programme will be reviewed at the August meeting.

*Exchange of memberships and services.* Westcliffe Marketing (Andy Kerr) hosts the ABoT website. The invoice for this and membership dues for ABoT cancel out, except for HST charged on the former which has been paid. Westcliffe Marketing is therefore now a member in good standing. A similar arrangement is usually made with Ye Olde Towne Pub, but has not yet been completed.

*Signing authority.* **Moved** by Christine Beck, seconded by Julia Redgrave: that Sue Lane, Bill MacDonald and Mike Fearon now be the three members of the council authorized under By-law 35 (d) and (e) to sign cheques and approve disbursements, etc. **Carried.**

*Audit for 2014 financial year.* **Moved** by Bill MacDonald, seconded by Bill Monk: that the review statement by the auditor, and the financial statements for 2014, be accepted. **Carried.**

*Approval of current financial statements.* **Moved** by Christine Beck, seconded by Bill MacDonald: that the current financial statements be approved. **Carried.**

## 5. Active tasks

*Eggstravaganza.* The accounts need to be finalized.

*Membership dues.* So far 109 members have paid 2015 dues, for total income of \$9,093.75. There are only 2 members who have not yet renewed.

*Staffing of the VIC.* There have been more visitors to the VIC than last year. Madeline Aitken was the recommended applicant for the third (part-time) position, and has been hired.

*ABoT / Scotiabank bursary.* The bursary was awarded to Eric Peck on 26 June 2015. The task is now complete.

*First Fridays.* The July event was very successful (it coincided with the Historic Gardens' house and garden tour).

*ARTs Unleashed.* The first advertisement has been placed in the Chronicle Herald; two more will be forthcoming. Advertisements will also be placed on-line and in the Spectator. Insurance is needed at a cost of about \$700; the expense is covered by the grant from Heritage Canada. The plans are progressing well.

*Doers & Dreamers Guide 2016.* This task is due to begin. **Bill Monk** will take the lead.

## 6. Project reports

*Business tours* (postponed from AGM, 19 March 2015). This will be reviewed again at the QGM in September.

*Strategic plan.* The draft plan was presented to the meeting. Comments were to be sent to Jane Nicholson by 16 July 2015.

*Road to 2017.* The matter will be considered again at the August meeting.

## 7. New business

*Secretary's position.* Grace Butland is willing to take over as Secretary in September.

*Awards of excellence: Digby BoT.* The question of whether ABoT should have similar awards will be discussed at the August meeting.

*Rose Fortune project* (QGM, 11 June 2015). The Annapolis Historical Assn. will be accepting funds on behalf of this project.

*Support for Company of Angels.* A letter of support has been requested for a funding application by the Company of Angels for a lighting kit. The letter is needed immediately. **Moved** by Mike Fearon, seconded by Craig Fancy: that the letter of support be sent. **Carried.**

The meeting adjourned at 9:05 p.m.

Jane Nicholson  
President

Mike Fearon  
Secretary



**Minutes of Quarterly General Meeting, 11 June 2015**  
**7:30 p.m. at Ye Olde Towne Pub**

**Present**

**Council:** Jane Nicholson, Bill Monk, Mike Fearon, Sue Lane, Christine Beck, Grace Butland, Craig Fancy, Bill MacDonald, JoAnn MacKay, Julia Redgrave.

**Absent:** Darlene Mailman.

**Members:** Jim Bickford, Eric LeBlanc, Brian Smith.

**Regrets:** Lillian Stewart.

**1. Agenda**

Mike Fearon reported that the agenda had not been circulated until 5 June, giving less than the 10 days' notice required by the by-laws. This was due to many requests for last-minute changes coupled with pressure of work in his "day job". No objections were expressed by the members present.

**Moved** by Bill MacDonald, seconded by Christine Beck: that the circulated agenda be approved, with the addition of the following:

Follow-up: Valley African Nova Scotian Development Association.

Admission of new members: Sweet Pea Esthetics; Sheila Duggan Communications.

New Business: the Rose Fortune project; update on the project for the Old Post Office.

**Carried.**

**2. Approval of minutes**

**Moved** by Mike Fearon, seconded by Bill Monk: that the minutes of the annual general meeting of 19 March 2015 be approved. **Carried.**

**3. Follow-up**

*HST rebate* (Council, 16 April 2015). The audit of the financial statements for 2014 having been completed, the rebate can now be applied for.

*Invoices for Farmers' Market* (Council, 16 April 2015). **Sue Lane** will send out these invoices for membership (\$25) and a donation of \$125.

*Restaurant garbage collection* (Council, 14 May 2015). Bill MacDonald's report on his investigation into the policies of other municipalities will be forwarded to the Town, which had requested it. It will also be copied to ABoT members.

*Valley African Nova Scotian Development Association*. VANSDA will hold a reception from 2:00 p.m. to 3:00 p.m. on 17 June in the County offices on St. George St. The notice will be sent to the ABoT membership.

**4. Absences from the council (By-law 20)**

Darlene Mailman (Royal Bank of Canada) did not attend the AGM or the following council meetings in April and May.



## 5. Finance

*Financial signing authority.* The current signing officers under By-laws 35 (d) and (e) are Sue Lane, Bill Monk and Mike Fearon (QGM, 11 September 2014). Documents at the bank require the titles of the signing officers as well as their names, and Bill Monk's term as Vice-President has now expired. The documents at the bank must therefore be revised, contrary to the statement in the council minutes for 16 April 2015.

*Audit for 2014 financial year.* The audit by Christine Beck is complete. The audited statement of profit and loss contains an item under expenses called "reconciliation discrepancies" of \$395.49. This item includes an amount of \$190.40 carried forward from the financial statements for 31 July 2014, which were approved at the council meeting of 14 August 2014.

The auditor considers the discrepancy of \$395.49 to be a non-material difference and recommends that it be struck off immediately rather than carrying it forward. **Moved** by Bill Monk, seconded by JoAnn MacKay: that the reconciliation discrepancies of \$395.49 in the financial statements for 2014 be deemed an expense in 2014 and not be carried forward into 2015. **Carried.**

The auditor's report and the final financial statements for 2014 will be presented to the next meeting.

*Approval of current financial statements.* **Moved** by Grace Butland, seconded by JoAnn MacKay: that the financial statements for 31 May 2015 be approved. **Carried.**

## 6. Admission of new members

**Moved** by Craig Fancy, seconded by Sue Lane: that the following be admitted to membership of ABoT:

- Summer House Antiques (Eric LeBlanc)
- Shore Road Seafood (Jackie Longmire)
- L-ink'd (Lisa Larter)
- Ms. Ann Marie's School of Music (Ann Marie Monk)
- Hansi Gerold-Murphy Osteopathy
- Society of the Company of Angels Dance Projects (Grace Butland)
- Sheila Duggan Communications
- Sweet Pea Esthetics (Annette Earley)

**Carried** by the required two-thirds majority.

## 7. Expiration of Vice-President's term

By-law 19 states that neither the President nor the Vice-President shall hold the same office for more than two years in succession. Bill Monk was elected Vice-President at the QGM of 13 June 2013. His term has therefore expired.

Jane Nicholson, seconded by Grace Butland, **nominated** Bill MacDonald for Vice-President. There being no other nominations, Bill MacDonald was declared **elected**.

## 8. Active tasks

*Membership dues.* So far 101 members have paid 2015 dues, for a total income of \$8,775. There are 5 members from 2014 who have not yet renewed.

*Eggstravaganza.* A few final expenses still need to be included in the accounts.

*Funding for VIC from Town and County.* The Town has granted \$4,500, and the County \$3,000. Notes thanking them for their contribution have been sent.

*ABoT/ Scotiabank bursary.* There is no graduating student this year who will go on to study business. **Moved** by Christine Beck, seconded by Sue Lane: that the criteria for the award of the bursary be enlarged to include students who will pursue post-secondary education in business, the trades or the hospitality industry. **Carried.**

*First Fridays.* The June event was considered to be a success, despite the weather. Since new funds have been received by ABoT, the budget should be revised. **Moved** by Sue Lane, seconded by Bill MacDonald: that the budget for First Fridays be amended to show that ABoT will provide funds up to \$2,500. **Carried.**

**Sue Lane** will prepare a revised overall budget, now that actual income is known in most cases.

*ABoT fundraiser.* The raffle of the Adirondack chairs is continuing until the end of June.

*Staffing of the VIC.* Now that funds are available, a third member of staff will be required, as well as some adjustments to the present staffing. **Moved** by Jo Ann MacKay, seconded by Bill Monk:

(a) that Michelle Courtney's work be increased from 35 to 40 hours/week, and that she be hired until the end of August, beyond her formal contract date;

(b) that an additional job at the VIC be posted for 3 days/week from 15 July to 15 October.

**Carried.**

*ARTs Unleashed.* Income of \$9,400 has been approved or received so far. It will be spent mainly on advertising.

## 9. Project reports

*Strategic plan.* The survey of members, now completed, was required to finish the strategic plan. The plan itself will be completed in the next few weeks.

## 10. New business

*The County's expression-of-interest for the Canada 150 fund.* The President has sent a letter of support to the County.

*The Town's Waterfront Development Committee.* This committee of the Town has now been created, and it will be accepting proposals for development of the waterfront.

*Bridgetown Chamber of Commerce.* The Bridgetown CoC is interested in co-operation with ABoT.

*50th. anniversary of H.E. Fancy Jewellers.* **Moved** by Bill Monk, seconded by Julia Redgrave: that ABoT place a notice of congratulations in the "Town Crier". **Carried.**

*Conflict of name with Annapolis Valley Chamber of Commerce.* In February 2012 the following three organizations dissolved and voted to form a new one with their districts combined, covering all of Kings County, Annapolis County down to Lawrencetown, and some of Hants County:

- Eastern Kings CoC (originally established in 1895 as the Kentville BoT);
- Central Annapolis Valley CoC around Middleton and Kingston (established in 1998);
- Western Kings BoT around Berwick (established in 1899).

Having dissolved all except Eastern Kings CoC, they applied to Industry Canada to have the combined one recognized as a new corporation under Part II of the Boards of Trade Act, with the proposed name "Annapolis Valley CoC". Corporations Canada asked that ABoT certify that the new name would not conflict with ours. At the QGM of 12 December 2013, the council considered that there was a conflict, and Eastern Kings CoC was so informed.

**Moved** by Christine Beck, seconded by Bill Monk: that, in view of Eastern Kings CoC's recent work in promoting the entire Annapolis Valley, and in a spirit of co-operation, Eastern Kings CoC should be told that ABoT withdraws its objection to their change of name. **Carried,** with 1 Nay.

*The Old Post Office project.* The Heritage Society provided an updated brochure on the proposal to re-vitalize the Old Post Office, seeking funds.

*Rose Fortune project.* A series of activities is proposed with a theme based on the stage play by George Cameron Grant about Rose Fortune. ABoT has been asked to be the recipient of funds intended for the project. The question will be considered in more detail at the July meeting.

Jane Nicholson  
President

Mike Fearon  
Secretary



**Minutes of Council Meeting, 14 May 2015  
7:00 p.m. at Visitor Information Centre**

**Present**

**Council:** Jane Nicholson, Bill Monk, Mike Fearon, Christine Beck, Grace Butland, Craig Fancy, Bill MacDonald, JoAnn MacKay, Julia Redgrave.

**Regrets:** Sue Lane, Darlene Mailman.

**Members:** Adele MacDonald, Holly Sanford.

**1. Agenda**

**Moved** by Bill Monk, seconded by Christine Beck: that the circulated agenda be approved, with the addition of the following:

Presentation on PeopleWorx by Helen Abel.

Follow-up: restaurant garbage collection; letter concerning Graham Wright.

Finance: petty cash for VIC.

New Business: “roast” for Greg Kerr; public hearing re. NSP; Engage NS.

**Carried.**

**2. Approval of minutes**

**Moved** by Mike Fearon, seconded by Craig Fancy: that the minutes of the council meeting of 16 April 2015 be approved. **Carried.**

**3. Presentation: PeopleWorx**

PeopleWorx is a non-profit organization engaged in all aspects of employability and training, including such things as first aid. The “Students in Business” programme is designed to encourage students to launch their own small business; it provides training, mentoring and some financial support.

**4. Follow-up**

*Hiring of VIC manager.* In view of the urgency of the matter, a vote of the council had been held by e-mail on the question of whether an offer should be made to the candidate recommended by the interview committee. Eight members of the council had replied, all in favour. **Moved** by Bill Monk, seconded by Bill MacDonald: that the decision to make the offer to the recommended candidate be ratified, in accordance with current policy. **Carried.**

*Restaurant garbage collection* (Council, 12 March 2015). Bill MacDonald provided a written report on his investigation into the policies of other municipalities. It will be considered at the June meeting.

*Letter concerning Graham Wright* (Council, 16 April 2015). **Moved** by Mike Fearon, seconded by Bill MacDonald: that the President’s reply to Mr. and Mrs. Luther be approved. **Carried.**

**5. Finance**

*Audit for 2014 financial year.* The audit by Christine Beck should be complete by the June meeting.

*Approval of current financial statements.* **Moved** by Mike Fearon, seconded by Bill Monk: that the financial statements be approved. **Carried.**

*Approval of unbudgeted expenditures.* **Moved** by JoAnn MacKay, seconded by Bill MacDonald: that the council approve (a) the purchase of two date stamps for ABoT, and (b) the payment of \$487.67 to Bistro East for food at the MEDC/ABoT luncheon. **Carried.**

*Petty cash at the VIC.* The Treasurer's petty cash float of \$250 will be handled by the VIC during the Season.

## 6. Active tasks

*Transition to new council.* This is now complete.

*Renewal of website domain name.* This is now complete.

*Membership dues.* So far 75 members have paid 2015 dues, for total income of \$6,525. There are 22 members who have not yet renewed.

*Funding for VIC from Town and County.* The grants from the municipalities have not yet been announced. An amount of \$6,000 has been approved through TIANs (the old PEP grant).

*First Fridays.* The June event is all prepared. NSTA has granted \$500. The permit for sandwich boards has been received.

*ABoT / Scotiabank bursary.* The bursary is ready to be awarded at AWEC graduation.

*Staffing of the VIC.* Andrea Vandenoer has been hired as the manager. Michelle Courtney has been hired into the student position. A replacement will be needed for Michelle after her term is complete at the end of August.

Staff will be needed to operate the VIC on Andrea's days off until Michelle officially starts on 1 June. **Moved** by Mike Fearon, seconded by Julia Redgrave: that Michelle Courtney be hired to cover for the manager until her position officially starts. **Carried.**

*VIC open house.* The 50/50 draw raised \$136. A bill from Paula Buxton for the food is yet to be received.

*ARTs Unleashed.* A grant of \$6,000 has been received from Heritage Canada, and another of \$1,000 from NSTA. **Moved** by Bill MacDonald, seconded by Craig Fancy: that expenditures up to \$7,400 be approved for ARTs Unleashed. **Carried.**

## 7. Project reports

*Survey of members.* Questionnaires were sent by e-mail to 92 members. So far, replies have been received from 42.

## 8. New business

*"Roast" for Greg Kerr, MP.* A notice has been received that a "roast" will be held on 13 June for the retirement of Greg Kerr from politics. He has given long service to the district in many capacities, and has done much to benefit businesses in the area. **Moved** by Christine Beck, seconded by Bill MacDonald: that, in view of the special circumstance of Greg Kerr's retirement and his large contribution to the district's economic development, the notice of the event be forwarded to members of ABoT for their information. **Carried.**

*NS Power development agreement.* A public hearing on this agreement will be held on 20 May.

*Engage NS.* A webinar will be held on 16 June with several "nodes", the local one being at the NSCC campus in Middleton. Jane Nicholson and Adele MacDonald will attend.

The meeting adjourned at 8:55 p.m.

Jane Nicholson  
President

Mike Fearon  
Secretary



**Minutes of Council Meeting, 16 April 2015  
7:00 p.m. at Ye Olde Towne Pub**

**Present**

**Council:** Jane Nicholson (via Skype), Mike Fearon, Sue Lane, Grace Butland, Craig Fancy, JoAnn MacKay.

**Regrets:** Christine Beck, Bill MacDonald, Darlene Mailman, Bill Monk, Julia Redgrave.

**Members:** Andrea Vandenboer, Ashlea Viola.

**1. Agenda**

**Moved** by JoAnn MacKay, seconded by Craig Fancy: that the circulated agenda be approved, with the addition of the joint ABoT/MEDC lunch, a letter concerning Graham Wright under the VIC, and the Festival of Dance under "Project reports". **Carried.**

**2. Approval of minutes**

**Moved** by Craig Fancy, seconded by JoAnn MacKay: that the minutes of the council meeting of 12 March 2015 be approved. **Carried.**

**3. Follow-up**

*HST rebate* (Council, 12 March 2015). The request for the rebate should not be made until the audit for 2014 is completed.

*Letter from NS Legislative Committees Office* (Council, 12 March 2015). Jane Nicholson has sent a reply to this letter.

**4. Finance**

*Signing authority.* The current signing officers under By-laws 35 (d) and (e) are Sue Lane, Bill Monk and Mike Fearon (QGM, 11 September 2014). No change is required..

*Auditor for 2014 financial year.* The audit by Christine Beck is in progress.

*Approval of current financial statements.* **Moved** by Mike Fearon, seconded by JoAnn MacKay: that the financial statements be approved. **Carried.**

*Approval of expenditures.* **Moved** by Craig Fancy, seconded by Grace Butland: that the following expenditures be approved:

- \$16.82 to Julia Redgrave, for food provided at the AGM.
- \$15.48 to Sue Lane, for purchase of three receipt books.

**Carried.**

*Pre-approval of budgeted expenditures.* **Moved** by JoAnn MacKay, seconded by Mike Fearon: that normal expenses envisaged in the 2015 budget, as amended from time to time by the council, be deemed to have been approved by the council; and that the council be informed of any event that could lead to a departure from the budget. **Carried.**

## 5. Active tasks

*Easter eggstravaganza.* Considering the weather, the event was a tremendous success. The accounts still need to be finalized.

*Transition to new council.* **Mike Fearon** will send a copy of the by-laws to Grace Butland and Darlene Mailman.

*Renewal of website domain name.* Andy Kerr of Westclife Marketing should be a member of ABoT.

*Annual report to Industry Canada.* The report has been sent.

*Membership dues.* People who have not yet paid will be sent reminders in May, when the season is about to open. So far 62 members have paid 2015 dues, for total income of \$5,400. **Sue Lane** will invoice the Farmers' Market Association for membership dues and a donation of \$125.

*First Fridays.* This is planned for each month from June to October. A donation of \$1,000 has been received.

*ABoT/Scotiabank bursary.* The \$1,000 sponsorship from Scotiabank has been received. AWEC graduation is thought to be on 23 June 2015.

*Staffing of the VIC.* Twelve applications have been received for the manager's position and six for the student position. Interviews will begin next week.

A letter was received by the President asking that Graham Wright be hired for a position at the VIC. **Moved** by Grace Butland, seconded by Craig Fancy: that the draft reply explaining the financial position of the VIC be approved, with the addition of the words "pursuant to our mandate". **Carried.**

*VIC open house, 5 - 7 p.m. on 14 May 2015.* Paula Buxton will provide the food again. The May council meeting will be held afterwards at the VIC.

*ABoT/MEDC lunch, 12 noon on 7 May 2015 at ARRA.* There will be a \$5 fee, and food will be provided by Bistro East. Bay Ferries will sponsor the event.

## 6. Project reports

*Local Prosperity Conference.* The conference was attended by about 250 people. It brought a good deal of business and publicity to the district.

*Festival of Dance.* This will take place on the last four days of August. It is intended to be a major annual event. Some funding has been received.

*ARTs Unleashed.* There has been no reply so far to requests for funding.

The meeting adjourned at 8:15 p.m.

Jane Nicholson  
President

Mike Fearon  
Secretary



**Minutes of Annual General Meeting, 19 March 2015**  
**7:00 p.m. in Council Chambers of the Town of Annapolis Royal**

**Present**

**Council:** Bill Monk, Mike Fearon, Sue Lane, Christine Beck, Craig Fancy, Bill MacDonald, Julia Redgrave.

**Regrets:** Jane Nicholson, Paula Buxton, Darlene Mailman.

**Absent:** JoAnn MacKay.

**Members:** Andrea Boulding, Sharon MacAlpine, Alan Melanson, Byron Mersereau, Lillian Stewart.

**Regrets:** Grace Butland, Brian Smith.

**1. Agenda**

**Moved** by Christine Beck, seconded by Lillian Stewart: that the circulated agenda be approved, with the addition of the ABoT / Scotiabank bursary under "Finance". **Carried.**

**2. Approval of minutes**

**Moved** by Lillian Stewart, seconded by Sue Lane: that the minutes of the quarterly general meeting of 10 December 2014 be approved. **Carried.**

**3. Updates**

*Staffing of VIC.* Three jobs have been posted, including a student position to assist in marketing. The manager's salary has been increased to \$12 / hr.

*VIC open house, 14 May.* **Bill Monk** will apply for a lottery license.

**4. Election of new members**

**Moved** by Alan Melanson, seconded by Julia Redgrave: that the following be admitted to membership of ABoT:

- Lucky Rabbit
- Cameron Albright - Water Edge Studio
- Annapolis Royal & Bridgetown Taxi
- Fundy YMCA
- Centre for Local Prosperity
- Sissiboo Coffee Roasters
- Skala Seafoods
- Enright Business Consulting
- Hillsdale House (re-admission to membership)

**Carried** by the required two-thirds majority.

**5. President's report**

**Moved** by Craig Fancy, seconded by Christine Beck: that the President's report be approved. **Carried.**



## 6. Absences from council (By-law 20)

JoAnn MacKay did not attend the meetings in January, February and March.

## 7. Finance

*Auditor for 2014 financial year.* Chris Tibbs, the auditor appointed by the 2014 AGM, is unable to carry out the audit, due to an illness in the family. **Moved** by Mike Fearon, seconded by Sue Lane: that Christine Beck be appointed to carry out the audit of the accounts for the 2014 financial year. **Carried.**

*Financial statements for 2014.* **Moved** by Mike Fearon, seconded by Alan Melanson: that the unaudited accounts for 2014 be approved. **Carried.**

*Budget for 2015.* **Moved** by Lillian Stewart, seconded by Alan Melanson: that the budget for 2015 be approved. **Carried.**

*Increase of emergency fund to \$1,000.* It has been suggested that the emergency fund of \$500 should be increased to \$1,000. The proposal will be reviewed again in December 2015, when ABoT's financial status will be clearer.

*Auditor for 2015 financial year.* **Moved** by Sue Lane, seconded by Alan Melanson: that Christine Beck be appointed to carry out the audit of the accounts for the 2015 financial year. **Carried.**

*ABoT / Scotiabank bursary.* The bursary is presently \$1,000 for a graduating student from AWEC who will be taking business studies, and is sponsored by Scotiabank. It is hoped that the sponsorship will be continued in 2015.

## 8. Election of council

By-law 19 states that neither the President nor the Vice-President "shall hold office for more than two years in succession".

*President.* Jane Nicholson (Mrs Nicholson Home) was **nominated** by Julia Redgrave, seconded by Craig Fancy. There being no other nominations, Jane Nicholson was declared **elected** by acclamation.

Jane Nicholson was first elected President on 10 October 2013, after the retirement of Beth Fairn. Her term will therefore end on 10 October 2015.

*Vice-President.* Bill Monk (A Seafaring Maiden Bed and Breakfast) was **nominated** by Julia Redgrave, seconded by Christine Beck. There being no other nominations, Bill Monk was declared **elected** by acclamation.

Bill Monk was first elected Vice-President on 13 June 2013, after the resignation of Holger Mueller-Sparenberg. His term will therefore end on 13 June 2015.

*Secretary.* There were no nominations for Secretary. By-laws 19 and 20 state that the Secretary shall remain in office until a successor is appointed, unless the office is resigned. Mike Fearon will therefore continue as Secretary for the present.

*Treasurer.* Sue Lane (Clean Annapolis River Project) was **nominated** by Julia Redgrave, seconded by Christine Beck. There being no other nominations, Sue Lane was declared **elected** by acclamation.

*Members of the council.* The following seven members were **nominated** by Julia Redgrave, seconded by Alan Melanson:

- Grace Butland (individual member)
- Bill MacDonald (Annapolis Heritage Society)
- Craig Fancy (Fancy Jewellers)
- JoAnn MacKay (Great Expectations & Chocolate Shop)
- Julia Redgrave (The Worn Doorstep)

- Christine Beck (Bank of Nova Scotia)
- Darlene Mailman (Royal Bank of Canada)

There being no other nominations, they were declared **elected** by acclamation.

#### 9. New business

*Business tours* (QGM, 11 September 2014). It had been suggested that tours of local businesses and attractions should be arranged for other business owners, to familiarize themselves with facilities available in the district.

**Moved** by Mike Fearon, seconded by Lillian Stewart: that the marketing member of the VIC staff should organize such tours, provided that funding for the position is obtained. **Carried.**

The meeting adjourned at 8:20 p.m.

Bill Monk  
Vice-President

Mike Fearon  
Secretary



**Minutes of Council Meeting, 12 March 2015  
7:00 p.m. at Ye Olde Towne Pub**

**Present**

**Council:** Jane Nicholson (via Skype), Bill Monk, Mike Fearon, Christine Beck, Paula Buxton, Craig Fancy, Sue Lane, Bill MacDonald.

**Regrets:** Bouwien Luppés, Julia Redgrave.

**Absent:** JoAnn MacKay.

**Members:** Grace Butland, Sharon MacAlpine.

**Visitors:** Brandon Enright, Jack Slater.

**1. Agenda**

**Moved** by Mike Fearon, seconded by Bill Monk: that the circulated agenda be approved, with the addition of an update on the Local prosperity Conference by Jack Slater. **Carried.**

**2. Approval of minutes**

**Moved** by Mike Fearon, seconded by Bill Monk: that the minutes of the Council meeting of 12 February 2015 be approved, with the correction that, under "New Business", the second sentence of the item on the Local Prosperity Conference should read "Adele MacDonald and Jane Nicholson will arrange the ABoT table". **Carried.**

**3. Local Prosperity Conference**

About 225 people will be attending the conference. The ABoT table will be a "mini-VIC". Some volunteers will be needed to man the table in some time slots. Christine Beck and Bill Monk offered to help.

**4. Follow-up**

*Restaurant garbage collection* (Council, 12 February 2015). The letter to the Town was sent, and the Town replied that they would be willing to discuss the matter if ABoT first investigates how other towns deal with it. **Bill MacDonald** will look into it.

**5. Finance**

*Annual audit and financial statements for 2014.* Chris Tibbs, the auditor appointed by the last AGM, is unable to do the audit for 2014, due to an illness in his family. **Christine Beck** will be nominated at the next AGM to take his place.

*Budget 2015.* A revised budget, in accordance with the discussion at the February meeting, was presented. The amount of ABoT insurance premiums was increased to \$1,100, the actual figure for 2015. A sponsorship of \$1,000 is expected for First Fridays; its effect on the budget will be reviewed after the AGM.

*HST rebate.* The rebate for 2014 has not yet been requested from CRA.

*Current financial statements.* **Moved** by Bill Monk, seconded by Christine Beck: that the current financial statements be approved. **Carried.**

**6. Active tasks**

*Easter eggstravaganza.* **Moved** by Sue Lane, seconded by Bill McDonald: that \$500 be advanced to Paula Buxton for the purchase of supplies. **Carried.**

*Membership dues.* Invoices for the 2015 dues have been delivered.

It was noted that explicit permission is required from members for the transmission of minutes, agenda, etc., by electronic, rather than printed, means. **Mike Fearon** will send an e-mail message asking for permission.

*Funding from Town and County.* The presentation to the Town was made by Mike Fearon on 24 February.

*Staffing of the VIC.* Jack Slater is unable to accept the offer to be the manager of the VIC in 2015. **Sue Lane** will post the jobs; **Bill Monk** and **Jane Nicholson** will advertise them.

**Moved** by Christine Beck, seconded by Bill Monk: that the salary of the manager of the VIC be increased from \$11.50 / hr to \$12.00 /hr. **Carried.**

*VIC open house.* It was suggested that a 50/50 draw should be held at the open house on 14 May.

*AGM.* **Bill Monk** will chair the meeting.

*First Fridays.* Holly Sanford is preparing the programme.

*ABoT / Scotiabank bursary.* The request for Scotiabank to sponsor the bursary again has been sent in.

## **7. New business**

*Letter from NS Legislative Committees Office.* A letter has been received requesting ABoT to provide an opportunity for a presentation by the Military Family Resource Centre concerning the provision of employment for spouses of re-located members of the Canadian Forces. **Mike Fearon** will send a copy to the President.

The meeting adjourned at 8:20 p.m.

Bill Monk  
Vice-President

Mike Fearon  
Secretary



**Minutes of Council Meeting, 12 February 2015  
7:00 p.m. at Ye Olde Towne Pub**

**Present**

**Council:** Jane Nicholson (via Skype), Bill Monk, Mike Fearon, Christine Beck, Craig Fancy, Sue Lane, Bill MacDonald, Julia Redgrave.

**Regrets:** Paula Buxton, Bouwien Luppens.

**Absent:** JoAnn MacKay.

**Members:** Grace Butland, Sherry Caldwell, Adèle MacDonald, Holly Sanford, Andrea Vandenboer.

**1. Agenda**

**Moved** by Mike Fearon, seconded by Christine Beck: that the circulated agenda be approved, with the addition of the Spring MEDC luncheon and the change of representation for the Royal Bank under "New business".

**Carried.**

**2. Approval of minutes**

**Moved** by Bill Monk, seconded by Mike Fearon: that the minutes of the Council meeting of 8 January 2015 be approved, with the correction that Bill Monk's title on p. 3 is Vice-President, not "Pice-President"! **Carried.**

**3. Follow-up**

*Business tours* (QGM, 11 September 2014). The proposal for tours by businesses of other businesses in the district will be considered at the AGM.

*Restaurant garbage collection* (Council, 8 January 2015). **Moved** by Mike Fearon, seconded by Sue Lane, that the draft letter to the Town be approved. **Carried.**

*T4 slips for employees* (Council, 8 January 2015). The T4 slips have been sent.

*King'sTheatre application for funding from ACOA* (Council, 8 January 2015). **Moved** by Bill Monk, seconded by Julia Redgrave: that the letter of support sent to King'sTheatre be approved. **Carried.**

**4. Finance**

*Increase of emergency fund from \$500 to \$1,000* (Council, 14 August 2014). This will be considered at the April meeting of the council, after the budget has been presented to the AGM.

*Annual audit and financial statements for 2014.* The annual financial statements have been completed. **Moved** by Mike Fearon, seconded by Bill Monk: that the statements for 2014 be approved. **Carried.**

The auditor elected at the AGM, Chris Tibbs, has an illness in the family and may not be able to carry out the audit.

*Budget 2015.* It was agreed that the budget for First Fridays should be amended as follows: (a) The Town will be asked for a grant of \$1,500; (b) the grant request from NSTA will be increased to \$1,000 from \$500 (**Holly Sanford** will submit the request); (c) the cost of entertainment will be reduced to \$1,750; (d) the cost of printing and publications will be reduced to \$690; and (e) ABoT's subsidy to the programme will not exceed \$1,700. An increase in expenses will be considered when the amount of the grants is known. **Moved** by Mike Fearon, seconded by Bill Monk: that the budget for First Fridays 2015, so amended, be approved. **Carried.**

Approval of the budget as a whole will be considered at the council meeting of 12 March.

*Approval of expenditures.* **Moved** by Bill Monk, seconded by Mike Fearon: that the following expenditures be approved:

- \$550 to MacDonald Chisholm & Trask for renewal of insurance.
- \$477.25 to Atlantic Chamber of Commerce for ABoT's membership.

**Carried.**

*Current financial statements.* **Moved** by Christine Beck, seconded by Craig Fancy: that the current financial statements be approved. **Carried.**

## 5. Active tasks

*Easter eggstravaganza.* The presentation to the Town's Marketing and Economic Development Committee has been made.

This event had a surplus of \$315 in 2014, which is carried forward to 2015 (QGM, 12 June 2014). **Moved** by Sue Lane, seconded by Bill Monk: that \$300 be advanced to Paula Buxton toward initial purchases for the event. **Carried.**

*Funding from Town and County.* The presentation to the County was made by Julia Redgrave on 9 February; the one to the Town will be made by Mike Fearon on 24 February.

*Staffing of the VIC.* **Moved** by Sue Lane, seconded by Mike Fearon: that an offer be made to Jack Slater for the position as manager of the VIC. **Carried.** *Sue Lane* will prepare the formal offer.

*AGM.* **Bill Monk** will try to book the Town's Council Chambers for the AGM at 7 p.m. on Thursday, 19 March.

**Bill Monk** and **Julia Redgrave** will comprise the Nominations Committee.

## 6. Project reports

*Committees.* The recommended structure of committees will emerge from a strategic plan that is to be presented to the QGM in June 2015.

*Communication strategy.* The communication strategy will also be part of the strategic plan.

## 9. New business

*Working group for grant applications.* This will emerge from the strategic plan to be presented in June 2015.

*Annapolis County volunteer of the year.* Holly Sanford has been nominated.

*ABoT table at the Local Prosperity Conference.* So far 120 seats have been sold for the conference. **Adèle MacDonald** and **Jane Nicholson** will manage the ABoT table; **Bill Monk** will help.

*Spring MEDC luncheon.* The Town's Marketing and Economic Development Committee holds a luncheon in the Spring and Fall. The Mayor has asked that ABoT assume responsibility for them. **Moved** by Bill Monk, seconded by Bill MacDonald: that ABoT is willing to co-host the Spring luncheon, provided that there will be no cost to ABoT. **Carried.**

*Representation of the Royal Bank.* Bouwien Luppens will be unable to continue as the representative of the Royal Bank. Darlene Mailman will take her place.

The meeting adjourned at 9:18 p.m.

Bill Monk  
Vice-President

Mike Fearon  
Secretary



**Minutes of Council Meeting, 8 January 2015  
7:00 p.m. at Ye Olde Towne Pub**

**Present**

**Council:** Mike Fearon, Paula Buxton, Craig Fancy, Sue Lane, Bouwien Luppés, Bill MacDonald, Julia Redgrave.

**Regrets:** Jane Nicholson, Bill Monk, Christine Beck.

**Absent:** JoAnn MacKay.

**Members:** Grace Butland, Andrea Vandenboer.

**Visitors:** Gregory Heming.

**1. Election of chair**

In the absence of the President and Vice-President, Craig Fancy was elected to chair the meeting in accordance with By-law 32.

**2. Agenda**

**Moved** by Bill MacDonald, seconded by Julia Redgrave: that the circulated agenda be approved, with the addition of the following:

- correction of draft minutes for December 2014, under “Approval of minutes”;
- funding from the County for the VIC in 2014, under “Follow-up”.

**Carried.**

**3. Presentation: Local Prosperity Conference** (Gregory Heming)

There will be a conference on “Local Prosperity: New Economics for Rural Canada” at ARRA on 9-12 April 2015. The cost of participation is \$350 to \$500. See the website <http://www.localprosperity.ca/conference/>. It is organized by the Centre for Local Prosperity (<http://www.centreforlocalprosperity.ca/>).

**4. Approval of minutes**

The original draft minutes of the QGM on 10 December 2014 had the wrong date for the meeting, and the wrong date for the Town’s assumption of responsibility for ARRA (the correct date is 31 March 2015). A corrected draft has been circulated to all members.

**Moved** by Mike Fearon, seconded by Paula Buxton: that the minutes of the Council meeting of 13 November 2014 be amended to show under “Projects” that Heather Garner, not Heather LeBlanc, is a member of the working group to draft a communication strategy, and that the minutes so corrected be approved. **Carried.**

**5. Follow-up**

“*At Your Service*” booklet, networking, etc. (QGM, 11 September 2014). The proposals for these new services for members will be considered under the development of a strategic plan for ABoT.

*Restaurant garbage collection* (Council, 13 November 2014). It appears that the main practical causes of the unpleasant odours associated with restaurant garbage are: (a) that in some cases there is no way of rinsing out the green bin, and (b) that the present method by which the bin is picked up leaves a trail of liquid leaking out of it. These will not be resolved by a more frequent collection.



**Moved** by Mike Fearon, seconded by Paula Buxton: that a letter to the Town and the County be drafted for the next meeting, outlining the nature of the problem. **Carried.**

*Survey of members on state of business* (Council, 13 November 2014). With too few resources available, this proposed survey will not be undertaken.

*Membership of Canadian CoC* (QGM, 13 December 2014). A reply from CCoC indicated that any reduction of the membership rate for ABoT would only be for one year. **Moved** by Sue Lane, seconded by Mike Fearon: that the original decision (Council, 8 May 2014) not to seek membership of CCoC be re-affirmed. **Carried.**

*VIC funding 2014 from the County.* ABoT had been advised that the County would grant \$1,500 toward the VIC in 2014 (Council, 10 July 2014). It was recently discovered that the payment had been held, pending receipt of ABoT's financial statements for 2013. The cheque has just been received. This should be borne in mind when reading the financial statements for 2014.

## 6. Finance

*Annual audit and financial statements for 2014.* The preparation of the statements is in progress and the audit is being arranged.

*Budget 2015.* The first budget meeting has been held. The working group has proposed that a reserve fund be built up over time, in order to provide a "cushion" for early staffing of the VIC. This was considered to be a good idea in principle.

*Financial statements.* There may still be some bills outstanding for the Christmas programme. **Moved** by Mike Fearon, seconded by Bouwien Luppens: that the financial statements as presented be approved. **Carried.**

## 7. Active tasks

*T4 slips for employees.* **Sue Lane** will take care of these.

*Christmas events and advertising.* A draft final report was provided. There may be more invoices to come in. It was suggested that music should be arranged for the Christmas Parade. **Craig Fancy** will compile the report for the Town.

*Funding from Town and County.* The presentation to the County will be made on 9 February, and the one to the Town on 10 February.

*Staffing of the VIC.* Application for two staff has been made to Canada Summer Jobs *via* TIANS. A draft application to Canada Summer Jobs has also been prepared for a marketing person. **Moved** by Bill MacDonald, seconded by Julia Redgrave: that the council approve the application for a marketing person. **Carried.**

Funding from the Provincial Employment Programme is uncertain at this time, but likely to be available.

*VIC open house.* This will take place from 5 to 7 p.m. on Thursday, 14 May 2015.

*AGM.* The AGM will be held at 7 p.m. on Thursday, 19 March, at Ye Olde Towne Pub.

*Review of membership roll.* **Moved** by Sue Lane, seconded by Mike Fearon: that the following be removed from the membership rolls:

- Pearson Peacekeeping Centre (closed)
- Irving Garages (already represented by Lequille Country Store)
- Annapolis Royal Wellness Centre & Spa (closed)
- Lockhart's Casuals & Workwear (does not wish to be a member)

- Tranquil Times B & B (closed)

**Carried.**

## **8. Project reports**

*Re-instatement of committees.* There was a discussion of the status of groups for which a budget is prepared and which are assigned a specific task. Grace Butland provided an example of a document to evaluate proposals for an activity requiring financial support. The groups now running such activities will see how this document applies to their case.

## **9. New business**

*King's Theatre application to ACOA.* ABoT has been asked to write a letter of support for this application, but the details of it are not available. **Bill MacDonald** will investigate.

*Terms of President and Vice-President.* By-law 19 says that the President and Vice-President shall not “hold the same office for more than two years in succession”. Jane Nicholson was elected President in October 2013 after Beth Fairn retired. Bill Monk was elected Vice-President in June 2013 after the resignation of Holger Mueller-Sparenberg.

The meeting adjourned at 9:10 p.m.

Bill Monk  
Pice-President

Mike Fearon  
Secretary