

Minutes of Council Meeting, 7 December 2017
7:00 p.m. at PeopleWorx, 253 St. George Street

There being no quorum for the quarterly general meeting at this date, a meeting of the council was held with the same agenda.

Present

Council: Amery Boyer, Mike Fearon, Byron Mersereau, Julia Redgrave, Wayne Smith, Charles Stewart.

Regrets: Beth Fairn, Suzanne Doucette, Sue Lane, Nathalie Sanfaçon.

Members: Niki Clark, Ian Curry, Maureen Horne-Paul.

1. Agenda

Moved by Wayne Smith, seconded by Byron Mersereau: that the circulated agenda be approved with the deletion of items needing approval by a general meeting. **Carried.**

2. Approval of minutes

Moved by Mike Fearon, seconded by Byron Mersereau: that the minutes of the council meeting of 9 November 2017 be approved as circulated. **Carried.**

3. Finance

Moved by Charles Stewart, seconded by Julia Redgrave: that the current financial statements be approved. **Carried.**

4. Active tasks

First Fridays. The report on the season's programme was presented. **Moved** by Wayne Smith, seconded by Byron Mersereau: that the report be approved. **Carried.** This task is now complete.

Moved by Mike Fearon, seconded by Julia Redgrave: that the First Fridays programme be continued in 2018, subject to the availability of funding. **Carried.**

Christmas programme. The programme was reviewed. This task is now complete.

Membership rates. It was intended that the increase of 8-10% in the rates, proposed at the council meeting of 9 November, should be submitted to the general meeting for final approval. Without a quorum for the general meeting, this could not be done.

Annual financial statements for 2017. The Treasurer expects that the financial statements will be forwarded to the auditor by mid-January.

Nomination for vacancy on the council. A member was willing to be nominated for the vacancy but can only be elected at a general meeting. In the absence of a quorum, the vacancy could not be filled.

Requests for funding of the VIC. Submissions to the Town and County for funding must be made shortly. **Amery Boyer** will make the presentations.

Staffing of VIC. Moved by Julia Redgrave, seconded by Charles Stewart: that the council approve in principle the hiring of a VIC manager for 2018, the detailed terms of employment to be determined. Carried. **Amery Boyer** will discuss this with Beth Fairn.

5. Strategic survey

The council concluded at the meeting of 9 November that ABoT should not withdraw from all of the VIC, First Fridays and the Christmas Parade, and that therefore the options proposed by the Strategic Planning Committee were declined. It was intended that this conclusion should be discussed at the December QGM, as a follow-up to the initial discussion at the September QGM. Without a quorum for the QGM, the matter was postponed to the AGM in March.

6. Business plan

A strategic plan for ABoT was approved at the QGM of 10 September 2015 and is still formally in effect. This plan will be updated with material from the draft business plan presented at the November council meeting.

7. New business

Beer and food festival 2018. ABoT has been asked by Holly Sanford to support a proposal for this festival. **Amery Boyer** will enquire what kind of support is sought.

Small Business Expo. A proposal for a Trades Show in March 2018 had been briefly considered at the council meeting of 12 October. It turned out that it could not be held in March because of conflicting events. It was proposed instead that a Small Business Expo be held in September. The proposal will be considered again at the January meeting.

The meeting was adjourned at 8:35 p.m.

Amery Boyer
President

Minutes of Council Meeting, 9 November 2017
7:00 p.m. at PeopleWorx, 253 St. George Street

Present

Council: Amery Boyer, Beth Fairn, Mike Fearon, Suzanne Doucette, Sue Lane, Byron Mersereau, Julia Redgrave, Wayne Smith, Charles Stewart.

Regrets: Nathalie Sanfaçon.

Members: Shela Breau, Lillian Stewart.

1. Agenda

Moved by Byron Mersereau, seconded by Wayne Smith: that the circulated agenda be approved with the following added under “New business”: (a) garden tourism readiness; (b) location of council meetings. **Carried.**

2. Approval of minutes

Moved by Mike Fearon, seconded by Julia Redgrave: that the minutes of the council meeting of 12 October 2017 be approved as circulated. **Carried.**

3. Follow-up

Swearing-in of President. Amery Boyer was sworn in as President before the Mayor of the Town on 13 October 2017.

4. Finance

Moved by Byron Mersereau, seconded by Charles Stewart: that the current financial statements be approved. **Carried.**

5. Strategic planning report: continuation

Moved by Charles Stewart, seconded by Wayne Smith: that ABoT shall not withdraw from all of the VIC, First Fridays and the Christmas Parade. **Carried**, with one abstention. Options 1 and 2 of the report are therefore declined; option 3 is also declined because a dissolved ABoT cannot fund these activities.

The draft business plan (see below) includes suggested guidelines for the continuation of funding.

6. Active tasks

Annual plan and budget for 2018. The budget committee will consist of **Byron Mersereau, Sue Lane** and **Suzanne Doucette**.

First Fridays. A report on the season’s programme is still due.

Visitor Information Centre, annual report. The final report for 2017 has been sent to TIANS. This task is now complete.

Christmas programme. Preparations for the Christmas parade on Friday, 24 November 2017, are going according to plan.

Review of VIC statistics. The preparation of VIC statistics for the province is onerous. A working group of **Amery Boyer**, **Beth Fairn** and **Mike Fearon** will review the problem and also consider the statistics required for ABoT's own purposes.

Membership rates. The rates for membership dues have not changed since 2011. In the meantime the Consumer Price Index for NS has increased by 8.8%. **Moved** by Mike Fearon, seconded by Beth Fairn: that the membership rates for 2018 be increased by 8-10%, the exact values for each category to be recommended by the budget committee. **Carried.**

7. New business

Website: lapsed members. The website maintains a simple listing of lapsed members and non-members in each business category. Its maintenance is difficult and time-consuming, and the list is inevitably far from complete. **Moved** by Mike Fearon, seconded by Wayne Smith: that the website shall in future only provide information about members in good standing. **Carried.**

Draft business plan. The draft business plan was tabled. It will be discussed at the December QGM.

Complaints process. The draft feedback form for complaints was tabled.

December QGM. Other events are likely to conflict with the meeting normally scheduled for 14 December. **Moved** by Byron Mersereau, seconded by Beth Fairn: that the December QGM shall take place on 7 December 2017. **Carried.** It will be held at the O'Dell Museum.

January council meeting. This meeting will be at 401 St. George St.

Nominations for council. **Moved** by Mike Fearon at 9:15 p.m., seconded by Wayne Smith: that the meeting move *in camera*. **Carried.** **Moved** by Wayne Smith at 9:25 p.m., seconded by Mike Fearon: that the meeting move *ex camera*. **Carried.**

The meeting was adjourned at 9:25 p.m.

Amery Boyer
President

Minutes of Council Meeting, 12 October 2017
7:00 p.m. at PeopleWorx, 253 St. George Street

Present

Council: Amery Boyer, Beth Fairn, Mike Fearon, Byron Mersereau, Julia Redgrave, Nathalie Sanfaçon, Wayne Smith, Charles Stewart.

Regrets: Suzanne Doucette, Sue Lane.

Members: Ed Parmiter, Martin Villeneuve.

1. Agenda

Moved by Beth Fairn, seconded by Nathalie Sanfaçon: that the circulated agenda be approved with the following additions: (a) letter of support for radiation unit in Yarmouth under “Follow-up”; (b) committees, and ABoT process for complaints, under “New Business”. **Carried.**

2. Approval of minutes

Moved by Mike Fearon, seconded by Byron Mersereau: that the minutes of the council meeting of 10 August 2017 be approved as circulated. **Carried.**

3. Follow-up

(a) *Evening meeting 11 October.* At the September QGM, a motion was carried to hold a joint ABoT/MEDC public meeting in the evening of 11 October, after the ABoT/MEDC Fall luncheon, about the report on the strategic planning survey. Since the Town did not wish to take part in it, the evening meeting was cancelled.

(b) *Letter of support for Yarmouth CoC.* Yarmouth CoC has written to the provincial government, advocating a cancer radiation unit in Yarmouth. **Moved** by Wayne Smith, seconded by Julia Redgrave: that the draft letter be approved, with a typographical error corrected. **Carried.**

4. Finance

Moved by Mike Fearon, seconded by Charles Stewart: that the current financial statements be approved. **Carried.**

Moved by Byron Mersereau, seconded by Beth Fairn: that the budgeted employment expenses of the VIC be increased to \$32,156, to allow for an additional payroll expense of \$1,000. **Carried.**

5. Active tasks

First Fridays. The final event included a free movie sponsored by Home Hardware. A report on the season’s programme will be needed before the submissions for next year to the Town and County.

Visitor Information Centre, annual report. The VIC had received 14,000 visitors to the end of September. A report covering the season must be sent to the provincial government; it will also be needed for the submissions to the Town and County for 2018. The provincial government’s format for the report is cumbersome; **Amery Boyer** will discuss it with the province.

Membership dues. ABoT has received 109 memberships for 2017. This task of membership renewals is now complete.

Website: lapsed members. It is standing policy that members who have not paid their dues for the current year by June shall revert to the website privileges accorded to non-members (see “Policies and Procedures”). **Moved** by Mike Fearon, seconded by Beth Fairn: that the website status of members who have not yet paid their dues for 2017 shall revert to that of non-members. **Carried.**

ABoT/MEDC Fall luncheon. The luncheon was attended by 29 people. A review of the season was provided by Mayor MacDonald (Summer events), Lillian Stewart (national parks), Byron Mersereau (VIC), Trish Fry (Historic Gardens), Janet Larkman (King’s Theatre) and Alan Melanson (graveyard tours). CAO John Ferguson then reviewed progress in the County’s drive to obtain fibre-optic connections to the internet.

Christmas programme. The Christmas parade will take place on Friday, 24 November 2017. Planning for the event is well in hand.

Annual plan and budget for 2018. The budget committee will consist of **Byron Mersereau**, and possibly **Sue Lane** and **Suzanne Doucette**, who were unable to attend this meeting.

Ghost Town. The joint programme for this event is published. ABoT’s involvement is now complete.

6. Project reports

Strategic planning survey. There was an extensive discussion of the report. **Amery Boyer** will draw up a schema as the basis for a continued discussion at the November meeting.

7. New business

Nominations for council. There still exists a vacancy on the council. **Moved** by Byron Mersereau, seconded by Charles Stewart: that a Nominating Committee be struck to propose a candidate to fill the vacancy and to propose candidates for all offices in advance of the next AGM. **Carried.**

The committee will consist of **Wayne Smith**, **Beth Fairn** and **Mike Fearon**.

Complaints process. The President enquired about the handling of complaints from members. The meeting agreed that complaints can be brought to any member of the council, who must ensure that it is dealt with promptly.

The meeting was adjourned at 9:30 p.m.

Amery Boyer
President

**Minutes of Council Meeting, 10 August 2017
7:00 p.m. at PeopleWorx, 253 St. George Street**

Present

Council: Byron Mersereau, Suzanne Doucette, Mike Fearon, Nathalie Sanfacon, Charles Stewart.

Regrets: Beth Fairn, Sue Lane, Julia Redgrave, Wayne Smith.

Members: Sheila Breau, Bill Monk, Jane Nicholson.

0. Election of Chair

Moved by Charles Stewart, seconded by Nathalie Sanfacon: that Mike Fearon be elected Chair in the absence of Beth Fairn. **Carried.**

1. Agenda

Moved by Byron Mersereau, seconded by Charles Stewart: that the circulated agenda be approved with the following changes: (a) “Strategic Planning” to follow immediately after “Approval of Minutes”; (b) absences from council to be added under “New Business”. **Carried.**

2. Approval of minutes

Moved by Byron Mersereau, seconded by Charles Stewart: that the minutes of the council meeting of 13 July 2017 be approved as circulated. **Carried.**

3. Strategic planning

The surveys to members and the general public have been issued. Responses have so far been received from 56 members of ABoT and from 62 members of the public. The Committee will review the results on 16 August.

4. Finance

Actions to update financial signing authority at the bank are now complete.

The amount received for a student grant was more than the budget estimated. This allows some flexibility in staffing (see “VIC” below).

Moved by Charles Stewart, seconded by Suzanne Doucette: that the current financial statements be approved. **Carried.**

Moved by Charles Stewart, seconded by Nathalie Sanfacon: that the non-budgeted expense of \$90 for VIC training at Digby St. John’s Ambulance be approved. **Carried.**

5. Active tasks

First Fridays. The programme is well within budget so far.

Doers & Dreamers Guide. The Guide will be published again in 2018 by the Herald. However, Bill Monk will be unable to co-ordinate it this year, and it seems likely that we will have even fewer

advertisements than in the 2017 Guide, where several were bought only because of the Canada 150 celebration. The question therefore arose whether ABoT should continue this co-operative enterprise.

Moved by Charles Stewart, seconded by Byron Mersereau: that (a) the Vice-President should consult the Town about the situation immediately; (b) after the consultation, an e-mail shall be sent to all members calling for commitments to enter advertisements and for a volunteer to co-ordinate the submission to the Guide; and (c) that a go / no-go decision shall be made at the general meeting in September. **Carried** unanimously.

Visitor Information Centre. The Appalachian Trail fund-raiser has yielded \$1,854 for the VIC.

There are questions again about the statistics being kept on visitors, which are specified by the provincial government. The matter will be reviewed at the November meeting.

One student will be on a university course 14-25 August. Henry Bent has offered to fill the gap at the student rate of pay on Mondays, Wednesdays and Fridays. There being no effect on the budget, no further action is required.

Memberships. ABoT has received 102 memberships so far. There are 11 outstanding renewals which will be pursued.

Raffle of Adirondack chair. Because of Julia Redgrave's accident, this has been replaced by one of her paintings. **Byron Mersereau** offered to help Scotiabank in selling tickets. The draw will be at 4 p.m. on 16 August during the visit of the Tall Ships. **Mike Fearon** will find out whether Beth Fairn can make the draw and, if not, find a substitute.

Natal Day. This is now complete. Charles Stewart was thanked for providing the float and doing much of the work.

6. New business

Election of President. There will be a nomination for President at the September meeting.

Yarmouth radiation clinic. The Yarmouth Chamber of Commerce has asked for our support in its request to the provincial government for a cancer radiation clinic there. the matter will be considered at the September meeting.

Absences from council. One member of council has missed every meeting from May to August. The by-laws require that this be reported to the September general meeting. **Mike Fearon** will ask Beth Fairn to enquire into it.

The meeting was adjourned at 9:10 p.m.

Beth Fairn
Vice- President

Minutes of Council Meeting
July 13, 2017 at 7:00 p.m. at PeopleWorx, 253 St. George Street

Present:

Council: Byron Mersereau, Suzanne Doucette, Mike Fearon, Sue Lane, Charles Stewart

ABoT members: Sheila Breau, Jane Nicholson, Terry Roscoe

Regrets: Beth Fairn, Sandy MacDonald, Julia Redgrave, Nathalie Sanfacon, Wayne Smith

0. Election of Chair

Moved by Sue Lane, seconded by Mike Fearon: that Byron Mersereau be elected Chair in the absence of Beth Fairn. **Carried.**

1. Agenda

Moved by Sue Lane, seconded by Charles Stewart: that the circulated agenda be approved. **Carried.**

2. Approval of Minutes

Moved by Mike Fearon, seconded by Charles Stewart: that the minutes of the council meeting of 11 May 2017, as circulated through MailChimp, be approved with the following corrections: (a) Linda Moffatt was present as a member, not a visitor; (b) the sentence “? moved the meeting be adjourned” should be deleted. **Carried.**

3. Follow-Up

Payphone outside VIC. ABoT’s action is complete.

4. Finance

ABoT seems to be owed a rebate on HST.

Moved by Mike Fearon, seconded by Sue Lane: that the current financial statements be approved. **Carried.**

5. Active Tasks

a. First Fridays

1. The weather was cold and wet for the July event. The August one will start the Natal Day weekend, and is expected to be a success.

b. Doers & Dreamers Guide

1. **Mike Fearon** will find out whether the Guide will be published in 2018 and, if so, whether it will still be published by the Herald.

c. VIC

1. The VIC has counselled 3,118 visitors so far; 57% from Canada, 28% from USA, 12% from other countries, and 3% with unknown origin.

c. Memberships

ABoT has received 91 memberships so far; 128 had been received at this time in 2016.

d. ABoT / Scotiabank Bursary

This is complete.

e. Raffle of Adirondack Chair

Julia Redgrave has had a serious accident and is still in hospital. Being unable to paint the chair, she has offered a painting for raffle in its place. The lottery license has been amended. The draw will be on 16 August during the visit of the Tall Ships. Five hundred tickets have been made, and Scotiabank is participating.

f. Natal Day

The team will need a replacement for Julia Redgrave.

6. Strategic Planning Committee

The draft questionnaires for members and the general public were reviewed. **Moved** by Mike Fearon, seconded by Charles Stewart: that the draft surveys be accepted and that the Strategic Planning Committee be permitted to use Survey Monkey to administer it. **Carried.**

7. Nomination for President

A member has expressed interest in standing for President and is considering whether to accept nomination.

The meeting adjourned at 8:58 p.m.

Mike Fearon
Acting Secretary for July 13, 2017 Meeting

Beth Fairn
Vice President

**Minutes of Quarterly General Meeting
June 8, 2017; 7:00 p.m.
PeopleWorx, 253 St. George Street**

Present:

Council: Jane Nicholson, Beth Fairn, Byron Mersereau, Mike Fearon, Sue Lane, Julia Redgrave, Nathalie Sanfacon

Regrets: Suzanne Doucette, Wayne Smith, Charles Stewart

Members: Victoria Cook-Cranston, Craig Fancy, Heather Garner

1. Agenda

Moved by Mike Fearon, seconded by Byron Mersereau: that the circulated agenda be approved, with the addition of the following: (a) Tartan Wave (Kim Gunn) under Election of New Members; (b) invitation to Stadacona Band under New Business. **Carried.**

2. Approval of Minutes

Moved by Byron Mersereau, seconded by Julia Redgrave: that the minutes of the annual general meeting of 23 March 2017 be approved with the following correction: the name of the third business accepted as a new member is Nigel Patterson Carpentry, not "Nigel Patterson, Carpenter". **Carried.**

It was noted that the draft minutes of the council meeting of 11 May 2017 show Linda Moffatt as a visitor; she is in fact a member. The correction will be moved when the May minutes are due for approval at the June council meeting.

3. Finance

Moved by Nathalie Sanfacon, seconded by Craig Fancy: that the current financial statements be approved. **Carried.**

4. Follow-up

(a) Income from memberships to date is ahead of last year: 76 of 126 members have paid.

(b) A programming grant of \$1500 has been approved by the County; ABoT had requested \$2500.

Moved by Byron Mersereau, seconded by Sue Lane: that the budget for First Fridays be increased by \$600 drawn from this grant. **Carried.**

(c) Donations of \$1025 have been received in support of the VIC through Bill Monk's hike of the Appalachian Trail. This is in addition to the penny-a-mile pledges already made.

(d) The paid attendance at the Spring Luncheon was 31.

5. Election of new members

Moved by Byron Mersereau, seconded by Julia Redgrave: that the following be admitted to membership of ABoT:

- Annapolis Highland Vineyards (Chris Williams)
- Annapolis Basin Charter Tours (Robert Weibe)
- Stella Maris Health Services (Kelly Foxtan)
- Valley Unison Counselling Services (Carrie Harrison)
- Tartan Wave (Kim Gunn)

Carried by the required two-thirds majority.

6. Active tasks

(a) *Membership renewal drive.* Work is continuing to pursue renewals.

(b) *First Fridays.* The June event was good.

(c) *VIC report.* The VIC is receiving 50-70 visitors a day. They come from many different countries.

(d) *Scotiabank raffle.* The Adirondack table and chair have been made. Julia Redgrave will paint them. The draw for the raffle will be made on Friday, 4 August.

(e) *Scotiabank/ABoT bursary.* Suzanne Doucette and Beth Fairn will present the award at graduation on 28 June.

(f) *Strategic planning.* A questionnaire is being prepared for the membership, as a factual basis for proposals by the committee.

7. New business

(a) *Go Media conference.* Jane Nicholson will attend this conference, which provides an opportunity to promote local stories with a wide range of journalists.

(b) *Natal Day.* ABoT's float will be on Charles Stewart's truck bed, as last year.

(c) *Stadacona Band.* The Band has a mandate to perform throughout Nova Scotia. Beth Fairn suggested that ABoT might send them an invitation to perform in our area. It was agreed that an invitation for 2018 should be considered.

8. Resignation of President

Jane Nicholson's resignation as President and as a member of the council takes effect at the end of this meeting. The council expressed its great appreciation for all the work that Jane had done for ABoT since 2013. No nominations to replace her have been received at the AGM or in the months since then.

Meeting adjourned at 8:40 p.m.

Mike Fearon
Acting Secretary

Beth Fairn
Vice President

Minutes of Council Meeting
11 May 2017 at 7:00 p.m. at PeopleWorx, 253 St. George Street

Present:

Council: Jane Nicholson, Beth Fairn, Byron Mersereau, Suzanne Doucette, Mike Fearon, Sue Lane, Julia Redgrave, Nathalie Sanfacon, Charles Stewart

ABoT members: Sheila Breau, Lillian Stewart, Anne Marie Monk

Visitors: Peter Davies, Jon Percy, Linda Moffat

Regrets: Wayne Smith

1. Call to Order

Jane Nicholson called the meeting to order at 7.00 pm.

2. Agenda

Moved by Byron Mersereau, seconded by Julia Redgrave: that the circulated agenda be approved, with the addition of the following under New Business: ABoT kiosk and map at Petit Park, Bell payphone at the VIC, and succession planning. Carried.

3. Approval of Minutes

Moved by Mike Fearon, seconded by Beth Fairn: that the minutes of the council meeting of 13 April 2017 be approved with the following correction: the amount received for First Fridays last year from TIANs was \$200, not \$600 (item 1a under First Fridays). Carried.

4. International Town Crier Festival (Peter Davies)

The festival will travel down the Valley, starting on 12 September. It will end in Annapolis Royal on Saturday 16 September, hosted by the Town. The main event will take place in the morning at the Market, where there will be about 40 participants in costume. The Town Crier competition will be at Fort Anne around 3 p.m. A dinner for the participants will be provided in the evening. ABoT is asked to publicize the festival with local businesses.

5. Expansion of the Annapolis Royal Library (Linda Moffat)

Funds are being raised to allow the Annapolis Royal Library to move from Town Hall to a larger, renovated space below the gymnasium at the Academy. The plans have been approved by the Annapolis Valley Regional Library. The Friends of the Library have a fund-raising target of \$225,000, of which \$35,000 remains to be found. ABoT is asked to solicit donations toward this target from its members. It will be included in the next issue of "News you can use".

6. Finance

Moved by Nathalie Sanfacon, seconded by Charles Stewart: that the current financial statements be approved. Carried.

Documents at the Royal Bank must be updated to reflect the appointment of new signing officers at

the council meeting in April. This has been done for all the officers except one, and will be completed next week.

7. Active Tasks

a. Directors' and officers' liability insurance

1. The Treasurer thinks that this insurance may not be necessary. However, the contract now in force continues for another year. No action is required at this time.

b. Renewal of website domain name

1. The domain name has been renewed. ABoT will receive an invoice from Westcliffe Marketing for hosting the website.

c. VIC

1. Staffing. Three people have been hired: Keith Wallis (manager) and two students, Ben Olsen and Venessa Henry. Keith and Ben start immediately; Venessa will start after her graduation. In addition, two bilingual students from Royan, France — Laura Frances and Morgan Plummer — will each be available one day a week (Thursdays and Fridays) in May and June.

2. Training. The staff must take courses for WHMIS and First Aid and other training in tourism.

3. Opening reception. The ABoT reception at the VIC will be from 5 to 7 p.m. on Monday, 15 May. Janet Myers will be the caterer.

4. Contract with Nova Scotia Power. There was a contract with NSPI for the VIC's use of ground floor space at the tidal power plant. It expired in October, and NSPI is aware of the situation. No problems are expected to arise.

5. Fund-raising. Bill Monk's hike of the Appalachian Trail has received \$1,345 in sponsorships so far. Scotiabank will support the raffle of the Adirondack chair.

d. ABoT / Scotiabank bursary

Mike Fearon will find out the date of the graduation ceremony, and establish contact with AWEC. [Graduation is in fact at 7 p.m. on Wednesday, 28 June.]

e. ABoT / MEDC Spring luncheon

This will take place from 11 a.m. to 1 p.m. at the Fire Hall on Thursday, 25 May. The fee is \$10. The agenda includes ARRA, the causeway boat launch, and economic development in Annapolis Royal.

f. Membership renewal

Jane Nicholson, Anne Marie Monk, Byron Mersereau and Mike Fearon will divide the outstanding renewals between them, and contact the members in question.

7. New Business

a. Map and kiosk at Petit Park

ABoT's map and kiosk at Petit Park have been removed, to make space for the new amphitheatre. The map is to be relocated to the side of Kings Theatre facing the wharf. Jane Nicholson will talk to the Town about finding better placing for the maps, which were funded largely by ABoT.

b. Bell payphone outside VIC

Bell Telephone wishes either to remove the payphone or to charge ABoT for it. Since it is not used, it should be removed. Byron Mersereau will deal with the matter.

c. Strategic plan

The strategic plan committee will consist of Tom Ella, Sue Lane, Jane Nicholson, Suzan Hebditch

and Victoria Cook-Cranton. They will carry out some research, and issue a report in October.

8. Adjournment

? moved the meeting be adjourned. The meeting adjourned at 9:05 p.m.



Minutes of Council Meeting
April 13, 2017
7.00 pm at Peopleworx

Present:

Council: Jane Nicholson, Wayne Smith, Sue Lane, Nathalie Sanfacon, Beth Fairn

ABoT members: Sheila Breau

Regrets: Byron Mersereau, Suzanne Doucette, Julia Redgrave, Charles Stewart

1. Call to Order

Jane Nicholson called the meeting to order at 7.02 pm.

2. Agenda

Additions to the agenda:

The Rare and Unusual Plant Sale being held May 21, 2017

First Friday Letter of Support for the Town

Moved by Sue Lane, seconded by Wayne Smith, that the agenda be approved as presented. Carried

3. Approval of Minutes

Moved by Nathalie Sanfacon, seconded by Wayne Smith that the minutes of the March 9, 2017 Council Meeting be approved as circulated. Carried

4. Finance

a. Approval of current financial statements- in the absence of the treasurer, Byron Mersereau, Sue Lane distributed the financial statement. Moved by Sue Lane, seconded by Nathalie Sanfacon, that the financial statements be accepted as presented. Carried.

b. Approval of non- budgetary expenditures- none.

c. Membership renewals- Sue Lane reported 37 members have renewed to date. In addition, there are two new members: Stella Maris Health Services and Valley Unison Counselling. **Action:** Jane Nicholson will place a renewal notice in the Town Crier and also send an email reminder to members via Mail Chimp.

d. Scotiabank bursary- **Action:** Jane Nicholson will contact Scotiabank manager, Suzanne Doucette to determine if there is funding this year for a bursary in the amount of \$1000 to be presented jointly with ABOT to a student of AWEC at the June graduation ceremonies.

5. Active Tasks

a. VIC

1.VIC funding-A fundraiser is being centered around member, Bill Monk, who is hiking the Appalachian Trail. The request is that members sponsor Bill by donating "a penny a mile" with all funds going to the running of the VIC. To date, \$530.00 has been raised on a goal of \$2500.00. Adele MacDonald is promoting the fundraising effort on Facebook and the ABoT

website.

2,3. VIC manager and student position ads- Ads for positions of VIC manager and student councillors were placed on Canada Job site, emailed to all ABoT members and posted on the Facebook site. To date there have been 45 hits on the application site. NSCC and Acadia University have requested to place the ads on their Job Boards. The Town has forwarded the ad to their Town Crier mailing list. Beth Fairn and Pat Redgrave will be reviewing the resumes and cover letters to prepare a list of candidates for interviews. Deadline for applications has been set for April 24 with interviews being held April 27 and 28.

The VIC is set to open May 16. Funding application to Canada Jobs for 4 student positions was declined. Funding was approved for 1 position; 350 hours for a total outlay of \$4236.

4. VIC- Royan students- Exchange students will arrive from Royan, France on May 15 and will be available to the VIC until June 25. The VIC will have the benefit of 2 students; one per day for two days per week, except Mondays. The VIC manager will facilitate orientation.

5. VIC Opening Reception-The Opening Reception is set for May 15. **Action:** Jane Nicholson will solicit the sponsorship of a local business in an effort to defray costs. **Action:** Wayne Smith will contact Paula Buxton re catering the event.

6. Thank you to Town for VIC funding- Jane Nicholson sent a letter of thanks to the Mayor and Council for the funding received for the operation of the VIC for the 2017 season.

b. Governance

1. Swearing in of VP with Mayor: Beth Fairn confirmed she was sworn in as VP of ABoT by William MacDonald, Mayor of Annapolis Royal, on April 10.

2. Updating signing authority- Moved by Wayne Smith, seconded by Nathalie Sanfacon that the signing authority for ABoT be as follows: Beth Fairn, Byron Mersereau and Susan Lane; any two sign. Motion carried. A letter of authorization was completed for RBC Royal Bank to allow them to make the necessary changes to the account.

3. Report to Industry Canada- Treasurer, Byron Mersereau, has completed and submitted this report to Industry Canada as required.

4. Website domain name renewal-**Action:** Jane Nicholson will contact the webmaster, Andy Kerr, regarding the renewal of the domain name. Also, to determine if he will continue on as webmaster, the cost of which is offset by the waiving of the annual ABoT membership fees for his company.

c. First Fridays

1a. Funding- \$1500 in funding was received from the Town. Jane Nicholson raised the question whether ABoT will provide additional funding for First Fridays. Last year \$600 was received from TIANS.

1b. Letter of support- Moved by Sue Lane, seconded by Wayne Smith authorizing Jane Nicholson to provide a letter of support to the Town of Annapolis Royal who is seeking a grant in the amount of \$3000 from the Provincial Festival and Events. The grant will go to support a street dance to be held on the first Friday in August; August 1. Motion carried.

2. Sandwich Boards- Jane Nicholson submitted a permit application to the Town on April 6 covering the sandwich boards used to advertise First Friday.

6. New Business

a, b. Strategic Planning Committee re ABOT future- Jane Nicholson requested a committee be struck to review the future of ABoT. Moved by Sue Lane, seconded by Wayne Smith that such a committee be struck. Motion carried. To date 3 members have indicated an interest in sitting on the committee: Jane Nicholson, Sue Lane and Tom Ella. **Action:** Jane Nicholson will put out a message via email to membership to invite participation.

c. ABOT/MEDC Spring Luncheon- ABoT and MEDC have partnered in a spring luncheon for the past three years. A date of May 25 was chosen and this date will be communicated to MEDC. Last year funds were provided by TIANS. A grant application for \$2500 has been submitted to Municipality of Annapolis County; however, approval will not be received prior to the luncheon. As this is an important event, it was decided to proceed with the luncheon in anticipation of the County funds. Sheila Breau volunteered to liaise with the Town on the details.

d. ABoT float in Natal Day parade-Charles Stewart will provide the truck and trailer for the float.

Volunteers will be required to settle on a theme for the float and then to decorate and arrange.

e. Report on ABoT Volunteer Nomination- Jane Nicholson's name was put forth to the Town as the volunteer nomination for ABoT. She has since gone on to win in the Provincial category as well. Jane will accept the award on the provincial level while her sister, Christine Igot, will accept on her behalf locally.

f. Rare and Unusual Plant Sale- Sheila Breau advised this sale will take place in Annapolis Royal on May 20, 21. She will ask Jill Colville to forward a PDF of the ad to Jane Nicholson so it can be placed on the ABoT Facebook page.

7. Adjournment

Wayne Smith moved the meeting be adjourned.



Minutes of Council Meeting
March 9, 2017
7:00 p.m. at PeopleWorx

Present:

Council: Craig Fancy, Julia Redgrave, Wayne Smith, Mike Fearon, Charles Stewart, Grace Butland

Absent: Sandy MacDonald, Ray Tynski

Regrets: Jane Nicholson, Sue Lane

ABoT Members: Wyllow Vickery, Byron Mersereau

1. In the absence of the President and Vice-President, the first order of business was to elect a Council Member to chair the meeting. Mike Fearon nominated Craig Fancy; Julia Redgrave seconded; Carried.

2. Agenda

Moved by Charles Stewart, seconded by Wayne Smith, that the agenda be approved as presented. **Carried.**

3. Approval of minutes

Moved by Wayne Smith, seconded by Julia Redgrave, that the minutes of the February 23, 2017 Council Meeting be approved as circulated. **Carried.**

4. Finance

(a) Approval of current financial statements – In the absence of Treasurer Sue Lane, Byron Mersereau distributed current financial statements. Moved by Mike Fearon, seconded by Charles Stewart, that the financial statements be accepted as presented. **Carried.**

(b) Approval of non-budgeted expenditures – none

5. Active Tasks

(a) Succession Planning – The positions of President and Secretary are still open. There are currently 9 candidates for the 7 Council positions.

(b) Annual Meeting Planning – ABoT's AGM will be held March 23rd at 7 p.m. upstairs at the O'Dell House Museum. Technology is in place for Jane Nicholson to chair the meeting from Texas. Julia Redgrave will handle refreshments and invites anyone willing to bring a plate of cookies.

(c) VIC Fundraising – No report

(d) Membership Renewals – Byron Mersereau reported that 22 members have renewed to date.

6. New Business

There being no new business, the meeting was adjourned at 7:22 p.m.

Grace Butland, Secretary

Jane Nicholson, President

Minutes of Council Meeting
February 23, 2017 (rescheduled from Feb. 9)
7 p.m. at PeopleWorx

Present:

Council: Bill Monk, Ray Tynski, Charles Stewart, Craig Fancy, Julia Redgrave, Wayne Smith, Sue Lane, Mike Fearon, Grace Butland, Jane Nicholson (by phone)

Absent: Sandy MacDonald

ABoT Members: Lillian Stewart, Tom Ellah, Nathalie Sanfacon, Byron Mersereau

1. Agenda

Moved by Ray Tynski, seconded by Bill Monk, that the agenda be approved with the addition of: under Active Tasks – (f) Parks Canada update and (g) traffic changes in town; and under New Business – (a) Fundraising. **Carried.**

2. Approval of minutes

Moved by Craig Fancy, seconded by Charlie, that the minutes of the January 12, 2017 Council Meeting be approved with one correction: Mike Fearon's name should be added to the list of those present. **Carried.**

3. Finance

(a) Approval of current financial statements – Moved by Bill Monk, seconded by Mike Fearon, that the January financial statements be accepted as circulated. **Carried.** Treasurer Sue Lane noted that the 2016 statements are ready for review by Ray Tynski.

(b) Approval of non-budgeted expenditures – Sue Lane noted that there was \$250 left in the Easter Eggstravaganza budget in 2016 because King's Theatre did not invoice for the movie. As Holly Sanford is going to coordinate the event for 2017 and handle the banking, she has asked ABoT to release the funds to her. Sue has received written confirmation from King's that they will not invoice for the movie. Moved by Julia Redgrave, seconded by Wayne Smith, that ABoT release the \$250 for Eggstravaganza to Holly Sanford. **Carried.**

4. Active Tasks

(a) Bookkeeper for ABoT – Sue Lane reported has been unable to contact Lauren Lewis. Byron Mersereau, who will stand for Treasurer at the AGM, is willing to do both the bookkeeping and Treasurer's function. However, he cautioned Council that when one person handles both those functions, the year-end review becomes even more critical as a means of double-checking the records. Susan will get in touch with Lauren and withdraw ABoT's offer due to difficulty of communications.

(b) Succession Planning – Jane Nicholson provided a listing of those willing to put their names forward for Council at the AGM. At present there are eight candidates for the seven positions. Sandy MacDonald will not re-offer; Jane has asked her if RBC wishes to name another candidate in her stead. Ray Tynski is retiring from Scotia Bank and his replacement, Suzanne Doucette, will be a candidate for Council. Executive positions for Secretary and President are still open.

(c) Summer Student Applications – Grace Butland and Sue Lane prepared and submitted applications for 4 summer students for the VIC. Bill Monk suggested a meeting with Colin Fraser about the positions and Council felt that such a meeting would be helpful. Ray Tynski will arrange a meeting; Jane Nicholson asked that Beth Fairn be included in the meeting, since she is willing to serve as Vice President of ABoT and would therefore be responsible for overseeing the VIC.

(d) VIC Funding Requests with Town & County – Bill Monk and Sue Lane presented ABoT's request for funding in the amount of \$10,000 to the Town's MEDC last night and felt it was well-received. A funding request has also gone in to the County. Because the County has a pre-set funding level of \$2,000 for all the VICs in the County, ABoT has applied for an additional \$2500 under a County Community Grant Program for other projects including First Fridays, the Spring and Fall luncheons, and the VIC opening.

(e) Volunteer Nomination – Grace Butland reported that the Executive has put forward Jane Nicholson's name as ABoT's Volunteer of the Year.

(f) Parks Canada Update – Lillian Stewart thanked Wayne Smith for representing ABoT in the recent re-enactment commemorating the establishment of Fort Anne. She reported that Port Royal will reopen on Victoria Day this year but due to the redesign of exhibits, Fort Anne will not open until June 1. Both will close at Thanksgiving. In future years, both locations will open on Victoria Day and close at Thanksgiving.

(g) Traffic Changes – Jane reported that the Town received lots of public input on their proposed traffic changes, which would see the section of St. Anthony Street between Victoria and St. George Streets become one-way in a westerly direction. All the feedback has gone back to the Traffic Advisory Committee.

5. New Business

(a) Fundraising – Julia Redgrave has offered to paint another Adirondack Chair and table if Paul MacDonald is willing to make and donate them for a VIC fund-raising effort. Jane will contact Paul and Ray Tynski indicated that Scotia Bank would be willing to sell tickets again.

(b) Royan Tourism Student at VIC – Two students from Royan, France, will be in Annapolis Royal for 6 weeks this summer for a work term experience in Tourism. Both are bi-lingual. One is slated to work at the VIC and one at AHS but both will receive orientation at both places so they can be where they are needed.

(c) Membership Renewal Letter – Letters have gone out to all ABoT members and membership renewals are starting to come in. Anyone who is willing to approach new businesses re membership should let Jane know. In the spring, those members who have not already renewed will be approached personally; Mike Fearon volunteered to help with these reminders.

(d) Annual Meeting Planning – Wayne Smith offered the ballroom at the O’Dell Museum for the annual meeting, as it can accommodate more people than PeopleWorx. Jane will chair from Texas and AHS has equipment for Skype. Julia Redgrave will handle refreshments. Adele MacDonald, Executive Director of AIRO, will speak on *Local Logic*, a report commissioned by AIRO about what people think is needed for economic development in Annapolis Royal and area. The AGM will be held March 23; there will be a regular Council meeting on March 9.

(e) Retirement of Bill Monk – Jane expressed ABoT’s appreciation to retiring Vice President Bill Monk, who has worked tirelessly for ABoT for many years. Bill leaves shortly to through-hike the Appalachian Trail (2200 miles). He expects to be back in Nova Scotia in August.

Meeting adjourned at 8:03 p.m.

Grace Butland, Secretary

Jane Nicholson, President



Minutes of Council Meeting-- **Corrected**
January 12, 2017
7:00 p.m. at PeopleWorx

Present:

Council: Sandy MacDonald, Craig Fancy, Julia Redgrave, Wayne Smith, Sue Lane, **Mike Fearon**, Grace Butland

Absent: Bill Monk, Ray Tynski, Charles Stewart

Regrets: Jane Nicholson

ABoT Members: Lillian Stewart

1. In the absence of the President and Vice-President, the first order of business was to elect a Council Member to chair the meeting. Sue Lane nominated Craig Fancy; Mike Fearon seconded; Carried.

2. Agenda

Moved by Sue Lane, seconded by Craig Fancy, that the agenda be approved with the addition of: under Active Tasks – (e) Parade of Lights Report; and under New Business – (a) Summer Student Applications and (b) Parks Canada Update. **Carried.**

3. Approval of minutes

Moved by Sue Lane, seconded by Sandy MacDonald, that the minutes of the November 10, 2016 Council Meeting be approved as circulated. **Carried.**

4. Finance

(a) Approval of current financial statements – Treasurer Sue Lane circulated draft year-end statements and noted that they may need to be corrected before passing to Ray Tynski for review. ABoT's contribution to running the VIC in 2016 was \$9415.52, which is the bulk of our general revenue of \$9461. Moved by Wayne Smith, seconded by Mike Fearon, that the financial statements be accepted as circulated. **Carried.**

(b) Approval of non-budgeted expenditures – none

5. Active Tasks

(a) By-Law Revision – Secretary Grace Butland noted that the by-law revision passed at the December Quarterly General Meeting could not take effect until approved by the Minister of Industry. Approval is unlikely because the suggested change contravenes Section 19 of the Boards of Trade Act (the Act) and Section 30 of ABoT's by-laws, which state that all members may attend meetings but not take part in the proceedings. In order to make the by-law change, ABoT would need to pass a resolution with the specific wording to change Section 30 of our by-laws AND submit the change to the Minister of Industry AND receive approval of the change.

Mike Fearon noted that while ABoT Secretary, he had submitted at least two amendment changes to the Minister and that the process is a long and time-consuming one. He also noted that in the roughly 700 votes taken since he joined the Council in March, 2011, “nay” votes had been cast on only two occasions, and in each case there was only one “nay.” In practice (over 99% of the time) ABoT operates by consensus. The discussion prior to the vote is most important, and ABoT currently allows general members to participate in those discussions. It was agreed to raise the issue again at the March AGM as to whether it is worth the time and effort to attempt the by-law change.

(b) Parks Canada Passes – In reference to her previous request that the VIC distribute free passes to Parks Canada sites during the summer of 2017, Lillian Stewart explained that the only reports the VIC would have to provide was the number of passes given out each month. Council agreed that this would not create a clerical burden. Lillian provided a sample copy of the agreement and will formalize an agreement for ABoT’s signature.

(c) Bookkeeper for ABoT – Sue Lane reported that Lauren Lewis is interested in providing bookkeeping services for an annual fee of \$500. Lauren has met with Andrea Boulding, and Sue has asked her to meet with Byron Mersereau, who has agreed to stand for Treasurer at ABoT’s AGM in March. Byron is willing to do the bookkeeping entries himself if Lauren is not interested in the position or during the interim between now and the time she comes on board.

(d) Succession Planning – deferred to February meeting

(e) Parade of Lights report – Craig Fancy gave a complete report on Parade of Lights preparations, results and budget. It was a very successful year, with over 300 people attending the event. Craig will not be able to coordinate the event in 2017 and so has provided ABoT with a “play book” for organizing and advertising the event.

6. New Business

(a) Summer Student Applications – Applications for summer students for the VIC are due by January 20. Sue Lane and Grace Butland will submit applications for 4 students on ABoT’s behalf.

(b) Parks Canada Update – Lillian Stewart reported that January 24, 1917 was the actual date that Fort Anne was designated a National Historic Site. To commemorate this date, Parks Canada will stage a re-enactment of the proceedings at Town Hall. Someone is needed to represent the ABoT representative who spoke at the original event. Wayne Smith agreed to represent ABoT and wear an historic costume. The event will be publicized through the usual Town channels; the foul-weather date is January 27. The Officers’ Quarters will be open for a tour, and there will be birthday cake!

Meeting adjourned at 8:05 p.m.

Grace Butland, Secretary

Jane Nicholson, President