

**Minutes of Council Meeting, 8 March 2018  
7:00 p.m. at 401 St. George Street**

**Present**

**Council:** Amery Boyer, Byron Mersereau, Mike Fearon, Suzanne Doucette, Sue Lane, Julia Redgrave, Nathalie Sanfaçon, Charles Stewart.

**Regrets:** Beth Fairn, Wayne Smith.

**Members:** Dan Froese, Alan Melanson, Adrian Nette, Ed Parmiter, Martin Villeneuve.

**1. Agenda**

**Moved** by Byron Mersereau, seconded by Nathalie Sanfaçon: that the circulated agenda be approved. **Carried.**

**2. Approval of minutes**

**Moved** by Byron Mersereau, seconded by Charles Stewart: that the minutes of the council meeting of 8 February 2018 be approved as circulated. **Carried.**

**3. Finance**

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

**Moved** by Nathalie Sanfaçon, seconded by Julia Redgrave: that the expenditure of \$550 be approved for the 2018 premium on directors' and officers' liability insurance. **Carried.**

**4. Active tasks**

(a) *Annual General Meeting.* The meeting will be held on 15 March 2018 at the Granville Ferry Hall. There will be an additional candidate for membership: Stony Beach Computers (Oliver Bass).

(b) *Annual financial statements.* The statements have been audited.

(c) *Funding from Town and County.* The submissions to the Town and the County have been made. The presentation to the County will be made on 13 March; all County members are asked to attend in support of the submission.

(d) *Staffing of VIC.* A job description for the manager of the VIC has been completed; an advertisement for the position has been prepared and will be issued. A job description for the staff must be prepared and will need to be discussed with the manager when hired.

(e) *VIC open house.* **Byron Mersereau** will be responsible for this.

(f) *Billing of membership dues.* Invoices have been sent by e-mail; 31 members have renewed so far; two former members are not renewing. A reminder will be sent by e-mail in April to those who have not renewed by then; and a further invoice will be sent by ordinary mail to those still outstanding in May.

(g) *Nominating Committee*. Nominations are not yet available for Secretary and for one member of the council at large.

## 5. New business

*DeGannes-Cosby house*. **Moved** by Sue Lane, seconded by Charles Stewart: that a letter be sent to the Historic Sites Monuments Board in support of making the DeGannes-Cosby house a national historic site. **Carried**.

*Community gift cards*. These will be discussed at the April Meeting.

*Meeting with Lisa Dahr (TIANS)*. Amery Boyer will meet with Lisa Dahr on 9 March.

*Speech at Lions' Club*. Amery Boyer will address the AGM of the Lions' Club on 23 April about the benefits of joining ABoT.

*Lunch 'n' Learn*. Two sessions were held on 1 and 8 March about methods of improving a business' on-line presence. They were successful.

The meeting adjourned at 8:20 p.m.

Amery Boyer  
President



**Minutes of Council Meeting, 8 February 2018  
7:00 p.m. at 401 St. George Street**

**Present**

**Council:** Amery Boyer, Beth Fairn, Byron Mersereau, Mike Fearon, Sue Lane, Nathalie Sanfaçon, Wayne Smith, Charles Stewart.

**Regrets:** Suzanne Doucette, Julia Redgrave.

**Members:** Ian Curry, Martin Villeneuve.

**1. Agenda**

**Moved** by Byron Mersereau, seconded by Beth Fairn: that the circulated agenda be approved. **Carried.**

**2. Approval of minutes**

**Moved** by Byron Mersereau, seconded by Sue Lane: that the minutes of the council meeting of 11 January 2018 be approved as circulated. **Carried.**

**3. Finance**

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

The “restricted net asset” of \$500 in the accounts was established before 2010 as a fund to assist a member business threatened by a sudden emergency. Such an emergency has only arisen since then in two cases, and the assistance required by the businesses was volunteer help, not money. Moreover, a previous discussion had shown that there would be difficulty in specifying the circumstances in which a grant would or would not be made. In responding to an emergency, the council would consider all its assets: a special fund is not required. **Moved** by Byron Mersereau, seconded by Wayne Smith: that the restricted net asset of \$500 be transferred to the unrestricted net assets of ABoT. **Carried.**

**4. Active tasks**

(a) *Annual General Meeting.* The meeting will be held on 15 March 2018 at the Granville Ferry Hall.

(b) *Annual financial statements.* The statements have been given to the auditor.

(c) *Funding from Town and County.* The submission to the Town has been made. The submission to the County is in progress.

(d) *Rates of membership dues.* **Moved** by Wayne Smith, seconded by Charles Stewart: that the council recommend to the AGM that all membership dues for 2018 paid after 15 March 2018 be 10% above the rate for 2017. **Carried.**

(e) *Billing of membership dues.* Invoices will be sent by e-mail shortly; they will specify that dues paid before the AGM will be at the 2017 rate, but will increase by 10% thereafter if the AGM approves. **Moved** by Byron Mersereau, seconded by Sue Lane: that ABoT implement with Interac the auto-deposit and e-transfer of membership dues as a method of payment. **Carried.**

(f) *Annual plan and budget*. **Moved** by Mike Fearon, seconded by Wayne Smith: that the proposed “Scenario 3” budget be approved in principle, subject to future revisions as necessary. **Carried**.

(g) *Nominating Committee*. In order to allow sufficient time to contact potential candidates for the council, a special meeting of the council will be held to review them.

(h) *Staffing of VIC*. A job description for the manager of the VIC has been completed. The position has not yet been advertised.

(i) *VIC open house*. This will be reviewed at the council meeting of March.

## 5. New business

*Small Business Expo*. **Wayne Smith** will assist **Charles Stewart** on this project..

*Crate and Barrel Fall Festival*. The festival will be held in October. No further work is required of ABoT.

*VIC coupon programme*. The students from Royan, Laura El Bechchari and Voxane Foucard, will develop the programme which will be established in early June. Expressions of interest for printing the coupon books will be sought from local printers.

The meeting adjourned at 9:00 p.m.

Amery Boyer  
President

**Minutes of Council Meeting, 11 January 2018  
7:00 p.m. at 401 St. George Street**

**Present**

**Council:** Amery Boyer, Beth Fairn, Byron Mersereau, Mike Fearon, Suzanne Doucette, Sue Lane, Nathalie Sanfaçon, Charles Stewart.

**Regrets:** Julia Redgrave, Wayne Smith.

**Members:** Niki Clark, Ian Curry, Martin Villeneuve.

**1. Agenda**

**Moved** by Sue Lane, seconded by Byron Mersereau: that the circulated agenda be approved, with the addition of coupons under “annual plan and budget”. **Carried.**

**2. Approval of minutes**

**Moved** by Byron Mersereau, seconded by Beth Fairn: that the minutes of the council meeting of 7 December 2017 be approved as circulated. **Carried.**

**3. Finance**

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

**Moved** by Mike Fearon, seconded by Sue Lane: that positive balances remaining in funds at year-end for specific activities shall be carried forward to the same fund in the following year, unless the council decides otherwise. **Carried.**

**Moved** by Byron Mersereau, seconded by Charles Stewart: that the expenditure of \$674 be approved for premiums on general commercial and liability insurance in 2018. **Carried.**

**4. Active tasks**

(a) *Annual General Meeting.* The meeting will be held on 15 March 2018; the proposed location is Granville Ferry Hall.

(b) *Annual financial statements.* The statements are expected to be sent to the auditor by mid-January.

(c) *Eggstravaganza.* This was co-ordinated by Holly Sanford last year. The remaining funds were transferred to her at the council meeting of 23 February 2017, and ABoT’s direct involvement ceased.

(d) *Funding from Town and County.* Preparation of submissions to the municipalities is on track.

(e) *Rates of membership dues.* An increase in the membership rates of 8-10% was approved at the council meeting of 9 November 2017. The increase was meant to be submitted for approval at the December QGM, but there was no quorum. The next opportunity for approval will be the AGM. **Moved** by Mike Fearon, seconded by Nathalie Sanfaçon: that memberships for 2018 paid no later than 15 March 2018 shall be at the rates for 2017, and thereafter they shall be at the rates to be approved at the AGM on that date. **Carried.**

**Moved** by Byron Mersereau, seconded by Sue Lane: that ABoT shall establish a payment system with PayPal, provided that the charge shall not exceed 2.9% of the value plus \$0.30 per transaction. **Carried.**

(f) *Billing of membership dues.* Invoices will be sent by e-mail at the end of January.

(g) *Annual plan and budget.* It has been proposed that visitors to the VIC should receive a book of coupons for local businesses. A contract has been signed with students from Royan, France, to implement the programme in 2018. **Moved** by Charles Stewart, seconded by Nathalie Sanfaçon: that the coupon programme be approved in principle. **Carried.**

The first draft of the budget was presented. Approval by the council is targeted for the February meeting.

The “restricted net asset“ of \$500 in the accounts represents an emergency support fund established at the council meeting of 10 May 2012, to be used in support of a business faced by a sudden emergency. It has never been used, and there are likely to be difficulties in applying it. It was suggested that it should be transferred to a “seed fund” that will be established for new initiatives. The matter will be reviewed at the February meeting.

(h) *Nominating Committee.* Mike Fearon and Beth Fairn will not continue on the council after the AGM. They were replaced on the Nominating Committee by **Amery Boyer** and **Charles Stewart**.

(i) *Staffing of VIC.* A job description for the manager of the VIC has been drafted. **Moved** by Byron Mersereau, seconded by Beth Fairn: that the manager of the VIC be paid at the rate of \$12.50 per hour. **Carried.** **Moved** by Byron Mersereau, seconded by Nathalie Sanfaçon: that completion of the job description for the manager of the VIC be delegated to **Amery Boyer** and **Beth Fairn**. **Carried.**

## 5. New business

*Small Business Expo.* This may not be limited to small businesses, so the name will be changed to “ABoT Business Expo”. A proposal for the event is in preparation. Progress will be reviewed at the February meeting.

*Beer and food festival.* This is the same event as the “Crate and Barrel Fall Festival”. No details of ABoT’s involvement are yet available. It will be considered again at the February meeting.

The meeting adjourned at 9:15 p.m.

Amery Boyer  
President