

Minutes of Council Meeting, 13 December 2012

7:15 p.m. at Ye Olde Towne Pub

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: Grace Butland, Mike Fearon, Kevin Burnell, Angela Amero, Holly Sanford.

Regrets: Beth Fairn, Paula Buxton, Craig Fancy, Bill Monk.

Absent: Caroline Bosley, Cathy Millner, Brenda Thompson.

Members: Byron Mersereau.

1. Presentation: Joy O'Neill of ADEDA

Joy O'Neill summarized the province's workplace initiatives programme and ADEDA's guide to starting a business. She will send templates for ABoT's website.

2. Approval of minutes

Moved by Holly Sanford, seconded by Angela Amero: that the minutes of the council meeting of 8 November 2012 be accepted as circulated. **Carried.**

3. Follow-up

Christmas "Explorer" advertisement (Council, 11 October 2012). The expenditure of \$180 was approved on 13 September 2012, and was awaiting an invoice. The amount has now been paid.

Easter fund (Council, 8 November 2012). The balance of \$825 in this fund was spent, but receipts have not yet been provided. **Paula Buxton** will give the receipts to Kevin Burnell.

VIC: final report (Council, 8 November 2012). In the absence of **Beth Fairn**, the status of the report was not known.

4. Matters arising

Christmas reception. This was poorly attended, in part because of conflicts with other events and because many people were out of town. It was suggested that a better response would be obtained if the reception were held in March (before the AGM) or the Fall. The matter will be considered at the meeting in February 2013.

5. Finance

Financial statements. **Moved** by Angela Amero, seconded by Mike Fearon: that the financial statements be accepted. **Carried.**

Stale accounts receivable. A receivable amount of \$386.74 is still outstanding from 2011 or earlier. The question of whether it should be written off as a bad debt will be considered at the meeting in January 2013.

Audit of accounts for 2011. **Moved** by Angela Amero, seconded by Holly Sanford: that the review engagement report of Chris Tibbs be accepted. **Carried.**

Approval of expenditures. **Moved** by Holly Sanford, seconded by Angela Amero: that the following expenditures be approved:

Amount	Expenditure for
\$35	Christmas advertisement.
\$309.35	Valley Scoop
\$33.03	Telephone for November 2012.
\$150	Natal Day.
\$201.25	Todd Graphics (Doers & Dreamers Guide).
\$34	Telephone for December 2012 (estimate).

Carried.

Purchase of Quick Books Pro (Council, 26 July 2012). The accounts are being maintained with this software, of which ABoT has no copy. The matter is not urgent because several of our members own copies and could provide access to the accounts if necessary. The matter belongs under the general heading of succession planning, which will be considered at the meeting in January 2013.

6. Active tasks

Doers & Dreamers Guide. There are receivable accounts of \$379 still outstanding. They will be reviewed at the meeting in January 2013.

Annual plan and budget. The draft budget was presented. Because of the reduction in government funding, the VIC will have to be staffed by one person, back-up being provided by volunteers. It was suggested that there be a 50/50 draw at the February Blow-out to raise funds for the VIC.

Updating of Town's website. In the absence of **Beth Fairn**, there was no report of progress in discussions with the Town.

Christmas events. This task is now complete.

Audit of financial statements for 2012. **Moved** by Kevin Burnell, seconded by Holly Sanford: that Chris Tibbs shall be the auditor for the fiscal year 2012, if available. **Carried**.

7. Project reports

Locator map. When the donor of the funds has approved the final product, the map will be mounted at the kiosk in Petit Parc. The next report will be at the meeting in February 2012.

Communication strategy. The draft strategy provided by Jane Nicholson will be considered at the meeting in January 2013, together with re-design of the website which it encompasses.

Registration under Part II of the Boards of Trade Act. Corporations Canada has notified us by e-mail that ABoT has always been operating under Part II of the Boards of Trade Act since its registration in 1946. Their website has now been changed to show Part II as the governing legislation instead of Part I. A formal written response is expected shortly.

8. New business

Policies and procedures manual. A rough, brief summary has been made of ABoT's policies and procedures. **Moved** by Holly Sanford, seconded by Kevin Burnell: that ABoT undertake a project to complete a policies and procedures manual. **Carried**.

The meeting adjourned at 8:32 p.m.

Beth Fairn
President

Mike Fearon
Secretary



**Minutes of Quarterly General Meeting
7:00 p.m. Thursday, 13 December 2012
at Ye Olde Towne Pub, Annapolis Royal**

Present

Council: Grace Butland, Mike Fearon, Kevin Burnell, Angela Amero, Holly Sanford.

Regrets: Beth Fairn, Paula Buxton, Craig Fancy, Bill Monk.

Absent: Caroline Bosley, Cathy Millner, Brenda Thompson.

Members: Byron Mersereau.

1. Quorum

There being no quorum present at the meeting, it was adjourned with no business transacted. It was, however, immediately succeeded by a meeting of the council with the same agenda.

Beth Fairn

Mike Fearon

President

Secretary

Minutes of Council Meeting, 8 November 2012

7:00 p.m. at Ye Olde Towne Pub

Present

Council: Beth Fairm, Grace Butland, Mike Fearon, Caroline Bosley, Paula Buxton, Cathy Millner, Bill Monk, Holly Sanford.

Regrets: Angela Amero, Kevin Burnell, Craig Fancy.

Absent: Brenda Thompson.

1. Approval of minutes

Moved by Bill Monk, seconded by Grace Butland: that the minutes of the council meeting of 11 October 2012 be accepted as circulated. **Carried.**

2. Follow-up

Christmas reception for members (Council, 11 October 2012). This will be take place from 4:00 to 6:00 p.m. on Thursday 6 December at ARTsPlace, and is going according to plan so far.

Hours at Fort Anne (Council, 11 October 2012). The draft letter was amended slightly. **Moved** by Caroline Bosley, seconded by Bill Monk: that the letter as amended be sent. **Carried.**

Letter of support for micro-brewery project (Council, 11 October 2012). The letter has been sent.

Keys for Post Office box (Council, 9 August 2012). The lock of the P.O. box has been changed. We now have two keys, which are presently held by Beth Fairm and Mike Fearon.

3. Matters arising

S 19 (1) of the Boards of Trade Act states that ordinary members may attend meetings of the council but may not “take part in any proceedings thereat”. Ordinary members should not therefore move, second or vote on any motion at a council meeting. Members of the council may ask the chair for a ruling if they believe that S 19 (1) is pertinent.

4. Finance

Financial statements. A question arose concerning \$825 donated to the Easter fund. In the absence of Kevin Burnell, the matter was deferred to the next meeting.

Audit of annual financial statements for 2011. The audit by Chris Tibbs of Bear River is in progress.

5. Active tasks

Visitor Information Centre. The final report on the year is not yet complete.

Doers & Dreamers Guide. This is now complete except for a few outstanding accounts.

“Ghost Town”. This is now complete. It was considered to be a success.

Storing of kiosks. Kevin McLean says that the kiosks should not be moved into storage because it will cause further damage to them. The kiosks will be left *in situ*.

Christmas events and advertising. All is in order so far.

Annual plan and budget for 2013. The working group has not yet met.

Membership dues for 2013. **Moved** by Caroline Bosley, seconded by Paula Buxton: that the membership dues currently in effect be continued into 2013. **Carried.**

Updating of Town's website. **Beth Fairn** has not yet discussed the proposal with the Town's CAO.

6. Project reports

Website. The working group has reviewed the list of members not in good standing and the e-mail addresses used at the website to communicate with our members. The database is now being corrected. The next report will be at the December meeting.

Communication strategy. The draft communication strategy will be reviewed at the December meeting.

Repair of kiosks. Since the kiosks cannot be stored (see above), they cannot be repaired until next Spring. The next report will be at the March meeting.

7. New business

Re-instatement of committees. **Moved** by Caroline Bosley, seconded by Holly Sanford: that the committees on membership, tourism, finance, marketing and events be re-instated. **Carried.** The following committee chairs were nominated: **Bill Monk** (membership), **Beth Fairn** (tourism), **Kevin Burnell** (finance), **Holly Sanford** (events).

Mike Fearon will send an e-mail notice to all members about the re-instatement of committees and the need for ordinary members not on the council to serve on them. Chairs of the committees will then call possible candidates individually.

Joint festival with Bear River BoT. Bear River BoT has agreed to a joint festival in 2013. It will be considered again in February 2013.

Digital display at the VIC. This will be considered at the March meeting.

The meeting adjourned at 8:50 p.m.

Beth Fairn
President

Mike Fearon
Secretary

Minutes of Council Meeting, 11 October 2012

7:00 p.m. at Ye Olde Towne Pub

Present

Council: Beth Fairm, Grace Butland, Mike Fearon, Kevin Burnell, Angela Amero, Craig Fancy, Cathy Millner, Bill Monk, Holly Sanford.

Regrets: Caroline Bosley.

Absent: Paula Buxton, Brenda Thompson.

Members: Jane Nicholson, Cindy Wilson.

1. Approval of minutes

Moved by Craig Fancy, seconded by Mike Fearon: that the minutes of the council meeting of 9 August 2012 be accepted as circulated. **Carried.**

Moved by Jane Nicholson, seconded by Holly Sanford: that the minutes of the council meeting of 13 September 2012 be amended to show that there were 12 expenditures for approval and that the item shown as “Eugene Forece \$50” be replaced by the two items “Eugene Seguin \$50” and “Dan Froese \$50”. **Carried.**

Moved by Mike Fearon, seconded by Holly Sanford: that the minutes of the council meeting of 13 September 2012 be accepted as amended. **Carried.**

2. Follow-up

Funding of ADEDA (QGM, 13 September 2012). The letter to Bernard Valcourt, federal minister responsible for ACOA, has been sent.

Advertisement in the “Explorer” (QGM, 13 September 2012). Payment has been approved, but an invoice has not yet been received.

Chambers of Commerce group insurance plan (Council, 9 August 2012). Membership dues for 2012 have now been received from all the eligible members using the group insurance plan. The insurer has been informed.

Royan delegation (Council, 9 August 2012). The Mayor was asked for advice about suitable gift certificates, but did not reply. The delegation having now returned to France, the certificates were not bought. The \$100 approved for this should be returned to the general fund.

Information package for people moving into the area (QGM, 13 September 2012). The meeting arranged by the County was attended by Bill Monk who provided the requested input. The package is still in the planning stages, and further action by ABoT is not required at this time.

3. Finance

Financial statements. The budget for the VIC assumed that \$6,700 would be obtained from the Provincial Employment Programme toward the payroll. ABoT will actually receive only \$3,800. The difference will have to be drawn from the general fund.

Moved by Grace Butland, seconded by Mike Fearon: that the financial statements be accepted. **Carried.**

Audit of annual financial statements for 2011. Chris Tibbs of Bear River has agreed to perform the audit, which is now in progress.

Invoicing of old accounts receivable (QGM, 13 September 2012). These invoices have yet to be sent out.

Approval of expenditures. The following 4 expenditures were presented for approval:

Payee	Amount
CRA, payroll remittance Sept 2012	\$519.54
CRA, payroll remittance Oct 2012	\$259.77
WCB remittance	\$45.92
Bell Aliant	\$60 (estimated)
Payroll, Sandra Burrell 30/9 to 12/10	\$762.24

Moved by Bill Monk, seconded by Mike Fearon: that these expenditures be approved. **Carried.**

4. Active tasks

Visitor Information Centre. The season has ended. **Beth Fairn** will arrange for a final report on the year.

“First Fridays”. This concluded on 5 October, and was considered to be successful. **Moved** by Craig Fancy, seconded by Angela Amero: that the programme should be continued in 2013. **Carried.**

Doers & Dreamers Guide. The art work remains to be done, and a few advertisers have not yet paid. ABoT expects a small profit of about \$800.

“Ghost Town”. Planning for this event is in progress.

Annual plan and budget for 2013. A working group of **Beth Fairn**, **Kevin Burnell** and **Holly Sanford** will prepare a proposal for the council.

Updating of Town’s website. The working group on ABoT’s website had recommended that ABoT should offer assistance to the Town in updating the information on its website (Council, 9 August 2012). **Beth Fairn** will discuss the proposal with the CAO.

5. Project reports

Locator map. The map is not up yet in the Petit Parc. The next report will be at the December QGM.

Website. The working group needs to obtain the views of Andy Kerr, the webmaster. However, higher priority is assigned to correcting the e-mail addresses used at the website to communicate with our members; the working group will meet in the next two weeks to do this. The next report will be at the November meeting.

Jane Nicholson will propose a general communication strategy for ABoT at the November meeting.

Repair of kiosks. **Grace Butland** will arrange storage of the kiosks with Kevin McLean. The next report will be at the November meeting.

Registration under Part II of the Boards of Trade Act. **Mike Fearon** must find out the procedure from Industry Canada. The next report will be at the December QGM.

6. New business

Kings Transit. The Town has withdrawn funds for the Kings Transit bus on the ground that the requested contribution was excessive. As a result, the bus will only stop at the Nursing Home. Beth Fairn has asked the Town to consider providing funds for a very limited number of additional stops in Town. No further action is needed at this time.

Hours at Fort Anne. Lilian Stewart, the manager, is willing to explain the reasons for the reduced hours to ABoT. **Moved** by Bill Monk, seconded by Jane Nicholson: that ABoT write to Peter Kent, the minister for Parks Canada, with a copy to Greg Kerr MP, expressing concern about the changes. **Carried.** *Jane Nicholson* will draft the letter for the council.

Christmas events and advertising. This is in progress. A volunteer group will help decorate the town for Christmas. The President has sent a letter (attached) to the Town requesting funding for marketing.

Christmas reception for members. This is tentatively scheduled for 4:00 to 6:00 p.m. on Thursday 6 December, and *Angela Amero* will organize it. ARTsPlace is a possible location. **Moved** by Holly Sanford, seconded by Jane Nicholson: that an expenditure of up to \$200 be approved for the Christmas reception. **Carried.**

Letter of support for micro-brewery project. The draft letter was amended by the council. **Moved** by Bill Monk, seconded by Holly Sanford: that the letter as amended be sent. **Carried.**

ADEDA retail workshop. **Moved** by Bill Monk, seconded by Holly Sanford: that the expenditure of \$50 be approved for the planned workshop by Joy O'Neill (see QGM, 13 September 2012). **Carried.**

The meeting adjourned at 9:05 p.m.

Beth Fairn
President

Mike Fearon
Secretary

10 October 2012

Mayor Phil Roberts and Members of Council
Town of Annapolis Royal
St. George Street
Annapolis Royal NS B0S 1A0

Dear Mayor and Councillors:

Re: ABOT Request for Funding

The Annapolis District Board of Trade (ABOT) is planning a Christmas merchant promotion to attract shoppers to Annapolis Royal during December. This promotion will work in tandem with the Town's Christmas parade and tree lighting ceremony, and its St. George Street decoration project undertaken by a group of citizen volunteers: Gary Freeman, Gail Robertson, Catherine Emin and Rion Microys.

ABOT understands that the Town of Annapolis Royal has funding for marketing initiatives in its budget. We would like to request \$1,345.50 in funding to pay for Christmas/holiday advertising in the following newspapers: the Spectator, the Digby Courier, and the Clare Shopper. We would also like to take advantage of any free advertising space available in the December issue of the Town Crier.

Here are the estimated publishing costs for the newspaper ads:

The Spectator and Courier	\$ 850.00 (this is a special rate to cover both papers)
The Clare Shopper	320.00
Taxes	175.50
Total	\$1.345.50

As Council is likely aware, the Board of Trade member dues are mostly devoted to the running of the Visitor Information Centre, of huge benefit to the Town and surrounding area. We would very much appreciate the Town's support of our holiday advertising initiative.

We would also appreciate help to collect and organize information from the various groups and organizations that usually advertise at Christmas time. This information would then need to be proofed and submitted to the publishers for approval for the 26 of November publications of the Spectator and the Courier. The Clare Shopper needs to be ready for the 22 of November issue.

Thank you for your consideration of our requests.

Respectfully submitted,

Beth Fairn, President

Minutes of Council Meeting, 13 September 2012

9:05 p.m. at Ye Olde Towne Pub

Present

Council: Grace Butland, Mike Fearon, Kevin Burnell, Angela Amero, Caroline Bosley, Paula Buxton, Cathy Millner, Bill Monk, Holly Sanford.

Regrets: Beth Fairn, Craig Fancy.

Absent: Brenda Thompson.

1. Approval of expenditures

The Treasurer provided a list of 11 items for approval (see below). **Moved** by Mike Fearon, seconded by Bill Monk: that these expenditures be approved. **Carried.**

Expenditures for approval by the council, 13 September 2012

Payee	Amount
Payroll remittance	\$519.54
VIC payroll (2/9 to 15/9)	\$762.24
VIC payroll (16/9 to 29/9)	\$762.24
Graham Wright	\$840
Bell Aliant	\$55 (estimated)
Metro Guide Publishing	\$11,620.75
Explorer	\$180
Jocelyn England	\$100
Eugene Forece	\$50
Integrity Printing	\$34.5
Jim Todd for 1st Fridays	\$200 (estimated)

The meeting adjourned at 9:15 p.m.

Beth Fairn

Mike Fearon

President

Secretary

**Minutes of Quarterly General Meeting
7:00 p.m. Thursday, 13 September 2012
at Ye Olde Towne Pub, Annapolis Royal**

Present

Council: Grace Butland, Mike Fearon, Kevin Burnell, Angela Amero, Caroline Bosley, Paula Buxton, Craig Fancy, Cathy Millner, Bill Monk, Holly Sanford.

Regrets: Beth Fairn.

Absent: Brenda Thompson.

Members: Jane Nicholson, Cindy Wilson.

1. Applicable by-laws

The new by-laws were adopted by the Quarterly General Meeting on 14 June 2012. A letter was received on 1 August 2012 from the Department of Industry approving them under S. 46 (2) of the Boards of Trade Act. The new by-laws are therefore now in effect.

2. Approval of minutes

Moved by Caroline Bosley, seconded by Bill Monk: that the minutes of the Special General Meeting on 2 February 2012 and the Quarterly General Meeting on 14 June 2012 be accepted as circulated. **Carried.**

3. Follow-up

The draft letter to Bernard Valcourt, the Minister of State for ACOA, was amended by the meeting (a copy is attached). **Moved** by Caroline Bosley, seconded by Kevin Burnell: that the draft letter as amended be sent. **Carried.**

The proposed letter concerning the Annapolis Barber Shop was overtaken by circumstances. Susan Stopford had instead sent a letter of condolence in which the assistance of ABoT was offered, if needed. No further action was required.

4. Financial statements

The fund equity statement includes accounts receivable of \$401, including \$103 due from Canada Revenue Agency for HST. The remainder relate mostly to old accounts from the "Retailer". **Kevin Burnell** will send out reminders and invoices for these amounts. The status of these accounts will be reviewed at the QGM of December.

Moved by Bill Monk, seconded by Caroline Bosley: that the financial statements for 9 September 2012 be approved. **Carried.**

The annual plan and general budget for 2013 will be considered at the October meeting of the council.

Caroline Bosley will ask Chris Tibbs of Bear River whether he would be willing to audit the financial statements for 2011.

5. Election of President

The position of President was vacant, following the resignation of Susan Stopford. Beth Fairn was nominated as President for the remainder of the term until the AGM by Caroline Bosley, seconded by Craig Fancy. There being no other nominations, **Beth Fairn** was declared elected.

6. Report of council

Moved by Bill Monk, seconded by Caroline Bosley: that the report of the council be accepted. **Carried.**

7. Matters arising from the report

The “First Fridays” programme will be extended to October on a trial basis.

Moved by Kevin Burnell, seconded by Caroline Bosley: that ABoT apply to the Minister of Industry for registration under Part II of the Boards of Trade Act. **Carried.**

Under the new By-Law 20, the council is required to report the matter when a member is absent from three consecutive meetings. This is formally the case for Brenda Thompson who, however, has been ill during that time. **Moved** by Kevin Burnell, seconded by Caroline Bosley: that no action need be taken in this matter. **Carried.**

8. Election of new members

Moved by Bill Monk, seconded by Jane Nicholson: that Royale Decor Flowers and Gifts be admitted as a member of the board. **Carried** by the required two-thirds majority.

9. Active tasks

Doers & Dreamers Guide. The planned advertisements will be submitted on schedule.

“Ghost Town”. ABoT activity for this event is being planned in conjunction with the Historic Gardens and the Annapolis Heritage Society.

10. Project reports

Re-design of the website. The working group lost a member when Susan Stopford resigned. **Holly Sanford** volunteered to be her replacement.

Membership drive for 2012. This project is now complete.

Locator map. Replies had not yet been received from Trish Fry and Ryan Scranton concerning the proposed map. The map will be completed as now proposed.

Repair of kiosks. The Town’s Dept. of Public Works will be asked to move the kiosks into storage over the winter. The need for repairs will be considered at the November meeting of the council.

11. New business

Joint festival in 2013 with Bear River BoT. This will be considered at the November meeting.

Advertisement in The Explorer. This advertisement should be renewed by 15 October. **Moved** by Caroline Bosley, seconded by Paula Buxton: that the expenditure of \$180 to renew the advertisement be approved. **Carried.**

Christmas advertising. This will be considered at the October meeting.

ADEDA workshop. A workshop with Joy O’Neil will be held in the ADEDA boardroom on 23 October. ADEDA will issue a notice by e-mail with further information.

Information package for people moving into the area. A meeting of the County was held on 13 September at which it was proposed that a common information package be prepared for new people. A request was made for input from ABoT covering our district.

The meeting adjourned at 9:05 p.m.

Beth Fairn

President

Mike Fearon

Secretary

Minutes of Council Meeting, 9 August 2012

7:00 p.m. at Ye Olde Towne Pub

Present

Council: Grace Butland, Mike Fearon, Kevin Burnell, Beth Fairn, Cathy Millner.

Regrets: Caroline Bosley, Paula Buxton, Craig Fancy, Bill Monk.

Absent: Angela Amero, Holly Sanford, Brenda Thompson.

1. Applicable by-laws

The new by-laws were adopted at the quarterly general meeting of 14 June 2012, and the letter of their approval from the Minister of Industry was received on 1 August 2012. The new by-laws will therefore be the ones in effect henceforth. The project of the new by-laws is now completed.

2. Approval of minutes

Moved by Mike Fearon, seconded by Beth Fairn: that the minutes of the council meeting of 26 July 2012 be accepted as circulated. **Carried.**

3. Follow-up

Items from the minutes of the council, 10 May 2012:

- (a) The report to Industry Canada was sent on 14 May. The entry at the website of Corporations Canada is now updated and corrected.
- (b) The emergency support fund of \$500 has been created.
- (c) The gift certificates for the delegation to the Town from Royan, France, have not been bought. **Moved** by Kevin Burnell, seconded by Beth Fairn: that if the gift certificates for gas are not appropriate, then other gifts of equal value will be provided to the Royan delegation. **Carried.** **Beth Fairn** will consult the Mayor about suitable gifts.

Items from the minutes of the quarterly general meeting, 14 June 2012:

- (d) The letters in support of ADEDA have not been sent. **Mike Fearon** will provide drafts of the letters for the President's signature at the QGM of 13 September.
- (e) The letter to the Annapolis Barber Shop was not sent because the sudden death of the proprietor had made it inappropriate. **Moved** by Mike Fearon, seconded by Kevin Burnell: that this letter not be sent, in view of the present circumstances. **Carried.**

Items from the minutes of the council, 14 June 2012:

- (f) The letter to the Annapolis Living and Learning Institute was sent on 15 June 2012.
- (g) The decals have been received from Dieter Gilge. **Gace Butland** will give them to Beth Fairn. They should be sent to all new members.
- (h) The requests of Suzan Hebditch, the winner of the membership draw, have been fulfilled.
- (i) The ABoT bursary of \$500 for a student undertaking business studies has been awarded and paid.

Items from the minutes of the council, 26 July 2012:

- (j) The letters relating to the Chambers of Commerce group insurance plan have all been sent. Membership dues have now been received from the Volunteer Fire Department and the Port Royal Animal Hospital. The other members not in good standing will be given until the end of August to pay their dues.

4. Election of new President

The new by-laws require that a general meeting be given the opportunity to elect a new President in place of Susan Stopford. If the meeting chooses not to do so, the task may be delegated to the council. Beth Fairn will be nominated at the quarterly general meeting of 13 September.

5. Finance

Moved by Mike Fearon, seconded by Beth Fairn: that the financial statements be approved. **Carried.** No money has yet been received for the VIC from the Provincial Employment Program, but is expected by the end of the season.

The \$401 of accounts receivable are mostly old items related to the Retailer. They will be on the agenda for the QGM of 13 September.

Moved by Kevin Burnell, seconded by Cathy Millner:

that the President's discretionary fund of \$250 per year, approved at the council meeting of 10 May 2012, be discontinued;

that instead a petty cash fund be established under the control of the Treasurer, with a balance never to exceed \$250;

that the Treasurer shall present to each meeting of the council a statement of expenditures from this fund not yet approved by the council, together with the corresponding receipts; and

that the Treasurer shall replenish this fund in the amount of such of these expenditures as are newly approved by the council.

Carried.

Under the old by-laws, cheques were to be signed by the Treasurer and either the President or the Secretary. The names now registered at the bank are Kevin Burnell, Susan Stopford and Mike Fearon, respectively. Under the new By-law 35 (d) and (e), the council should name three members of the council, any two of whom may sign cheques or authorize payments made by any other means.

Moved by Kevin Burnell, seconded by Beth Fairn: that the three members of the council given powers under By-law 35 (d) and (e) shall be Kevin Burnell, Caroline Bosley and Mike Fearon. **Carried.** *Kevin Burnell* will ensure that the bank replaces the registration of Susan Stopford by that of Caroline Bosley.

The preparation of the annual budget for 2013 will be considered at the October meeting of the council.

The financial statements for 2011 have not yet been audited in accordance with the old By-laws 7.2 and 7.3. **Mike Fearon** will ask Byron Mersereau whether he would be willing to do the audit. The matter will be re-considered at the QGM of 13 September.

The new By-law 35 (a) requires that all expenditures be approved by the council. **Moved** by Mike Fearon, seconded by Beth Fairn: that henceforth the Treasurer shall provide each council meeting with a schedule of income and expenditures for approval by the council under By-law 35 (a). **Carried.** The meeting agreed that this, together with the resolution on a petty cash fund, should ensure prompt payment of invoices. [Secretary's note: this would seem to require that each QGM be followed by a brief council meeting to approve expenditures.]

The Treasurer provided a list of 13 items (attached) for approval. **Moved** by Beth Fairn, seconded by Cathy Millner: that these expenditures be approved. **Carried.**

A copy of QuickBooks Pro has not yet been bought (Council, 26 July 2012). The annual updates to this software are expensive, and it would be best to wait until the next update has been issued. The matter will be re-considered at

the QGM in December. It was confirmed that the software will run under Windows Vista, the operating system on ABoT's laptop.

6. Policy on display of brochures at VIC

Because ABoT takes the responsibility for running and funding the VIC, the question has arisen whether businesses that are not members in good standing should be allowed to display their brochures free of charge. In fact, the display of brochures must follow the rules laid down by DSWNA as long as funding from the Provincial Employment Program is supplied through DSWNA: our members cannot receive preferential treatment for the display of brochures.

7. Recurrent tasks

(a) First Fridays. Not much has been arranged for 7 September. Fort Anne will be closed on Fridays and Saturdays after Labour Day, 3 September, so that the toilets will not be accessible. **Moved** by Cathy Millner, seconded by Beth Fairn: that the "First Fridays" programme be continued into October, subject to approval by the committee consisting of Cathy Millner, Holly Sandford and Cindy Wilson. **Carried**.

(b) Doers and Dreamers Guide. Bill Monk is looking for contributors to the co-operative advertisements. **Mike Fearon** will ask him whether the deadline of 5 September for firm commitments can be met. [Secretary's note: Bill fully expects that the deadline will be met.]

(c) List of recurrent tasks. The list was reviewed and revised.

(d) Kiosks and "Ghost Town". These will be considered at the QGM in September.

8. Active projects

(a) Locator map. The draft map has been circulated. It will be posted in the kiosk when it has been approved by the donor of the funds.

(b) ABoT website. The working group (Susan Stopford, Craig Fancy and Mike Fearon) agreed at their meeting to recommend that the website be discontinued and that the effort required to maintain it would be more profitably applied in helping the Town to update its own website, which has extensive information about ABoT and businesses in the district, and is far more accessible from the Web. However, Susan Stopford had had reservations after talking later to Andy Kerr.

The meeting was in general agreement with the recommendation, but a decision was deferred until the QGM in September when Craig Fancy should also be present.

The circulation of signed minutes to all members via the ABoT website (Council, 10 May 2012) will not be possible if the website is discontinued. This matter will be re-considered at the October meeting.

(c) Repair of kiosks. This was deferred until the QGM in December.

(d) Registration of ABoT under Part II of Boards of Trade Act. The proposal to change the registration will be submitted to the QGM in September.

9. New business

(a) Fund-raising committee. This suggestion by Bill Monk will be considered at the October meeting.

The question of reviving the old committee structure in general will be considered at the QGM in December.

(b) King's Transit. The Town has ceased funding King's Transit, and consequently the route will have far fewer stops in town. The CAO of the County would like to know the reaction of businesses. **Beth Fairn** will draft a message for **Mike Fearon** to send to all members.

(c) P.O. box. There is only one key to the PO box, one having been lost. The Post Office cannot give us another key, but can provide two keys if the lock is changed at a cost of about \$15. **Moved** by Mike Fearon, seconded by Beth Fairn: that the lock on the Post Office box be changed. **Carried**.

(d) Paint the Town. This annual event will take place on 18-19 August.

(e) Christmas event. The possibility of planning a Christmas event will be considered at the October meeting.

The meeting adjourned at 9:10 p.m.

Beth Fairn

Mike Fearon

President

Secretary

Expenditures for approval by the council, 9 August 2012

Amount	Payee
\$519.54	Receiver General, Payroll remittance
\$762.24	Sandra Burrell, Payroll 5/8 to 18/8
\$60.00 (max)	Bell Aliant
\$924	Graham Wright for August VIC hours
\$762.24	Sandra Burrell, Payroll 19/8 to 1/9
\$15	Sandra Burrell, Reimburse for VIC supplies
\$23.01	Susan Stopford Expenses, May-June 2012
\$26.72	Susan Stopford Expenses, July 2012
\$25.5	Westside studio gift certificate for 1st Fridays
\$21.82	Reimburse Grace Butland for 1st Fridays expenses
\$34.5	Integrity printing, August
\$250	Petty Cash, initial float
\$100	Jane Seary, Entertainment for 1st Fridays

Minutes of Council Meeting, 26 July 2012

7:00 p.m. at Ye Olde Towne Pub

Present

Council: Grace Butland, Mike Fearon, Kevin Burnell, Angela Amero, Caroline Bosley, Paula Buxton, Cathy Millner, Bill Monk, Holly Sanford.

Regrets: Beth Fairn, Craig Fancy, Susan Stopford.

Absent: Brenda Thompson.

This meeting was called by the Vice-President primarily to consider the resignations of the President and Treasurer. Other matters were considered only to the extent that action would be required before the next scheduled meeting in August.

1. Approval of minutes

Moved by Caroline Bosley, seconded by Bill Monk: that the council minutes of 14 June 2012 be accepted as circulated. **Carried.**

2. Applicable by-laws

Mike Fearon had received a telephone message from Corporations Canada to say that the new by-laws had been approved on 23 July and that a letter was in the mail. Since the formal letter of approval was not received in the mail before the meeting, however, the old by-laws must apply.

Under By-law 3.1, a person or business who does not reside in the Board's district is not eligible for membership. A member who moves entirely out of the district is expected to resign from membership under By-law 3.5, but usually fails to do so. **Moved** by Caroline Bosley, seconded by Cathy Millner: that a member not in good standing who has ceased to be eligible for membership under By-law 3.1 shall be deemed to have resigned under By-law 3.5. **Carried.** It was noted that, under the new By-law 14, the council will have the power in future to remove such cases from the roll of members.

3. Doers and Dreamers Guide

Businesses wishing to subscribe to the co-operative advertising pages in the Doers and Dreamers Guide must be signed up by 5 September, though the advertisements themselves need not be submitted until November. **Bill Monk** agreed to investigate which businesses are willing to sign up and to report the result to the meeting in August.

4. Chambers of Commerce group insurance plan

A letter was received from the Johnston Group, the insurers of this plan, asking for confirmation that nine businesses which were insured under it are members in good standing. The insurance coverage will cease unless the confirmation is provided. Only one of these businesses has paid the dues for 2012. All members, including these businesses, had been sent an application form earlier in the year.

Two of the businesses are no longer operating in the district and are deemed to have resigned (see 2 above). **Mike Fearon** will inform the Johnston Group accordingly and will notify the businesses in question.

Moved by Caroline Bosley, seconded by Angela Amero: that the other six businesses be sent another application form and a letter informing them of the situation. **Carried.** **Mike Fearon** will prepare the letters; **Bill Monk** and **Holly Sanford** will deliver them by hand.

5. Purchase of accounting software

Software from QuickBooks is being used to maintain the Board's accounts, but the Board does not own a copy of the software and therefore cannot read the accounts in detail. A letter of resignation having been received from the Treasurer, this is a matter of immediate concern. **Moved** by Caroline Bosley, seconded by Holly Sanford: that the Board purchase a copy of QuickBooks Pro, at a cost of about \$200 before taxes. **Carried.**

6. Natal Day and August First Friday

No further action was immediately required for these events.

7. Approval of financial transactions

The procedure by which the council approves expenditures, etc., needs to be specified in detail. The matter was tabled until the next meeting.

8. Financial statements

Moved by Bill Monk, seconded by Caroline Bosley: that the financial statements of 23 July be accepted. **Carried.**

9. Resignation of President

Susan Stopford's letter of resignation as President and from the council was at first discussed *in camera*. **Moved** by Caroline Bosley, seconded by Angela Amero: that Susan Stopford's resignation be regretfully accepted. **Carried.**

Moved by Kevin Burnell, seconded by Bill Monk: that non-trivial activities proposed to the council shall not be approved in future unless they have a satisfactory budget for human as well as financial resources. **Carried.**

Moved by Kevin Burnell, seconded by Holly Sanford: that **Kevin Burnell** and **Bill Monk** be authorized to ask Beth Fairn to become President on the understanding that the required duties are only to summon and chair meetings, to sign documents on behalf of the Board, and to speak, as directed, on behalf of the Board. **Carried.**

9. Resignation of Treasurer

Moved by Caroline Bosley, seconded by Angela Amero: that Kevin Burnell's letter of resignation as Treasurer and from the council not be accepted, in view of his request that it be withdrawn. **Carried.**

The meeting adjourned at 9:05 p.m.

Grace Butland

Mike Fearon

Vice-President

Secretary

Minutes of Council Meeting, 14 June 2012

8:00 p.m. at Ye Olde Towne Pub

Present

Council: Susan Stopford, Grace Butland, Mike Fearon, Kevin Burnell, Caroline Bosley, Paula Buxton, Beth Fairn, Craig Fancy, Bill Monk, Holly Sanford.

Regrets: Cathy Millner, Brenda Thompson.

Absent: Angela Amero.

Members: Heather Hunt, Cindy Wilson.

1. Approval of minutes

Moved by Bill monk, seconded by Craig Fancy: that the council minutes of 15 March 2012 be accepted as circulated. **Carried.**

Moved by Mike Fearon, seconded by Bill Monk: that the council minutes of 10 May 2012 be accepted as circulated. **Carried.**

2. Locator map

The locator map to be shown at the main kiosk has space below for attractions to be listed. **Moved** by Kevin Burnell, seconded by Holly Sanford: that the attractions to be shown there shall be:

- Annapolis Royal Historic Gardens
- Parks Canada (for Port Royal, Fort Anne, The Habitation)
- King's Theatre
- Upper Clements Park
- Annapolis Region Community Arts Council
- Annapolis Heritage Society (for the museums)
- Tidal Power Plant (if space permits)

Carried.

3. Annapolis Living and Learning Institute

Moved by Grace Butland, seconded by Kevin Burnell: that the letter of support for ALLI be sent, as drafted, to ALLI. **Carried.**

4. Decals

Moved by Holly Sanford, seconded by Bill Monk: that *Susan Stopford* discuss with Dieter Jilge the procurement of 100 decals at \$1 each. **Carried.**

5. Membership drive

Suzan Hebditch of the Bailey House B&B won the draw for new members during the membership drive. She has requested that \$100 be donated toward the Natal Day fireworks and that she receive the remaining \$150.

6. Kiosk

The postings on the kiosk now outside SaveEasy will be managed by the Post Office after it has been moved there.

7. Board's laptop computer

The board will retain its laptop computer for the present.

8. Members not in good standing

Mike Fearon will produce for the next meeting a list of businesses and people who have not yet paid current membership fees.

9. Board's bursary for students

Moved by Holly Sanford, seconded by Beth Fairm: that a bursary of \$500 be awarded, as usual, to a graduating student who will be undertaking business studies. **Carried.**

The meeting adjourned at 9:05 p.m.

Grace Butland

Vice-President

Mike Fearon

Secretary

**Minutes of Quarterly General Meeting
7:00 p.m. Thursday, 14 June 2012
at Ye Olde Towne Pub, Annapolis Royal**

Present

Council: Susan Stopford, Grace Butland, Mike Fearon, Kevin Burnell, Caroline Bosley, Paula Buxton, Beth Fairn, Craig Fancy, Bill Monk, Holly Sanford.

Regrets: Cathy Millner, Brenda Thompson.

Absent: Angela Amero.

Members: Heather Hunt, JoAnn MacKay, Jane Nicholson, Cindy Wilson.

1. Approval of minutes

Moved by Kevin Burnell, seconded by Caroline Bosley: that the minutes of the Annual General Meeting on 22 March 2012 be accepted as circulated. **Carried.**

2. Follow-up

The required letter was sent to the Farmers' Market Association on 23 March 2012. Merchants will remain at the Saturday market until 1 p.m. unless their wares have been sold out.

3. Financial statements

Moved by Caroline Bosley, seconded by Bill Monk: that the financial statements for 10 June 2012 be approved. **Carried.**

The funding requested from Canada Summer Jobs for the second position at the Visitor Information Centre has been denied. However, the Town's draft budget does include about \$3,000 for the VIC.

The monthly financial statements are strictly for internal use and should not be posted on the website for access by the general public. But the audited annual financial statements are public documents and may be posted there.

A budget is currently produced only for the VIC. A working group of **Bill Monk, Kevin Burnell** and **Mike Fearon** was given the task of producing a general budget for the board.

4. Report of council

Susan Stopford will send an e-mail to all members, asking merchants to contact Grace Butland about their contributions to the "First Fridays" programme so that this information can be included on the posters and other publicity.

5. Election of new members

Moved by Caroline Bosley, seconded by Grace Butland: that PeopleWorx and Café Composé be admitted as members of the board. **Carried** by the required two-thirds majority.

6. New by-laws

The proposed new by-laws were tabled at the Annual General Meeting on 22 March 2012, thus providing the notice required under By-Law 11 for a vote on their adoption.

Moved by Caroline Bosley, seconded by Bill Monk: that section 35 (e) of the proposed new by-laws be amended to read:

“(e) shall ensure that all disbursements from, or transfers between, the board's funds by means other than those specified in subsection (d) are supported by written authorization signed in advance by at least two of the three members of council who have been given this authority by the council.”

Carried.

Moved by Mike Fearon, seconded by Kevin Burnell: that the proposed new by-laws, as amended, be adopted to replace all existing by-laws of the board in their entirety. **Carried** by the two-thirds majority required under By-Law 11.

Under section 46 (2) of the Boards of Trade Act, these by-laws cannot come into effect until approved by the Minister of Industry. *Mike Fearon* will apply for approval.

The board is presently registered under Part I of the Boards of Trade Act, which restricts membership to those who are resident in the district. When approval of the new by-laws has been obtained, application will be made under section 47 of the Act for registration under Part II; this would remove the restriction on members' residence.

7. Budget Implementation Bill (C-38)

Kevin Burnell explained the probable effects on seasonal operations of changes to EI proposed in the federal government's Bill C-38.

Bill C-38 also proposed reduced funding for regional development agencies. **Moved** by Holly Sanford, seconded by Caroline Bosley: that a letter in support of ADEDA, our regional development agency, be sent to the Hon. Bernard Valcourt MP, Minister of State for ACOA, with copies to Greg Kerr MP, Stephen McNeil MLA, and the NS and Atlantic Provinces Chambers of Commerce. **Carried.**

8. New business

Moved by Holly Sanford, seconded by Cindy Wilson: that a letter be sent to the Annapolis Barber Shop expressing the board's hope that it will continue in business and offering our members' business experience to help it do so. **Carried**, with one abstention.

The meeting adjourned at 7:58 p.m.

Grace Butland

Vice-President

Mike Fearon

Secretary

Minutes of Council Meeting, 10 May 2012

Ye Olde Towne Pub at 7:00 p.m.

Present

Council: Susan Stopford, Grace Butland, Mike Fearon, Kevin Burnell, Paula Buxton, Craig Fancy, Cathy Millner, Bill Monk.

Regrets: Beth Fairn, Holly Sanford, Brenda Thompson.

Absent: Angela Amero, Caroline Bosley.

Members: George Norman, Bryan Redden, Cindy Wilson.

1. Presentations to council

Shelly Phillips explained the procedures and costs for advertisements in special sections of the Halifax “Chronicle Herald”. She will send the details to Susan Stopford.

George Norman outlined the approach which he would use for the re-design of the website. A working group consisting of *Susan Stopford, Kevin Burnell, Mike Fearon* and *Craig Fancy* was formed to draft the essential specifications for the product.

2. Approval of minutes

It was noted that the council minutes of 16 February 2012 have never been approved.

No errors or omissions were reported in the draft minutes of the AGM of 22 March 2012.

Moved by Bill Monk, seconded by Craig Fancy: that the council minutes of 9 April 2012 be accepted as circulated. **Carried.** The signed minutes will be circulated to all members, including George Norman.

3. Matters arising

The draft annual report to Industry Canada was approved. *Mike Fearon* will sign and forward it.

The AGM had approved expenditure for the usual advertisement in “The Explorer”. The advertisement has been inserted.

4. Approval of financial statements

Moved by Bill Monk, seconded by Grace Butland: that the income statement for May 2012 be approved. **Carried.**

The full financial statements were tabled to the next meeting. The disposition of the Board’s laptop computer will also be considered at the next meeting.

5. Assistance for the Golf Club

Susan Stopford asked Jacqui Shepherd whether ABoT could provide any assistance after Harry Shepherd’s accident. Strong support was being provided by the members of the Golf Club and no further assistance was needed at present.

Kevin Burnell mentioned that the establishment of an emergency support fund for such cases, and an initial deposit of \$500 into that fund, had been approved but not implemented three or four years ago. It was agreed that those decisions should now be implemented.

6. Visitor Information Centre

The VIC is now operating as planned.

7. Information kiosks

Craig Fancy will take the lead in moving the kiosk from the SaveEasy area to the Post Office. Jeff Keymer can look after the kiosk near King's Theatre. *Caroline Bosley* has the keys for the kiosks.

8. First Fridays

This programme will be handled by a working group consisting of *Susan Stopford*, *Grace Butland*, *Holly Sanford* and *Cindy Wilson*.

Moved by Bill Monk, seconded by Paula Buxton: that an expenditure of up to \$1600 be authorized for this season's First Fridays programme. **Carried.**

9. Locator map

It was stated that no progress has been made on this item: the map has already been paid for, but Jim Todd has not yet provided proofs of the map requested.¹ *Susan Stopford* will call Jim Todd.

10. Membership drive

Susan Stopford will talk to Suzan Hepditch, the winner of the draw for new members, to work out the arrangements to fulfil the Board's obligation.

The business cards are now available.

The matter of billing members for dues, and issuing receipts, was tabled to the next meeting.

Construction of a membership database is in progress.

11. New by-laws

Mike Fearon will send out a notice to all members inviting them to attend a meeting on or about 8 June to review the proposed new by-laws. Those who wish to attend will be sent the relevant material in advance.

12. List of projects and tasks

The council wishes to proceed with this database.

13. New business

Town Council will be hosting a delegation from the twinned town of Royan, France. **Moved** by Craig Fancy, seconded by Bill Monk: that the Board of Trade purchase ten \$10 gift certificates for gas from Andrew Fabien for presentation to the delegation. **Carried.**

Chris Cooper would like to produce a TV show about Annapolis Royal. Susan Stopford is investigating the possibilities of raising funds for this. The Board of Trade is wholeheartedly in favour of the project.

The "Ghost Town" event is held on the last two weekends in October. The matter will be on the agenda for the next meeting.

Moved by Bill Monk, seconded by Grace Butland: that a President's discretionary fund, not to exceed a total of \$250 in each year, be established for incidental expenditures, which are to be supported by receipts provided to the Treasurer. **Carried.**

¹ Secretary's note: This statement has subsequently turned out to be incorrect.

The meeting adjourned at 9:35 p.m.

Susan Stopford

President

Mike Fearon

Secretary



Minutes of Council Meeting of April 9, 2012
Annapolis Royal Golf and Country Club

Present

Council: Brenda Thompson, Angela Amero, Bill Monk, Susan Stopford, Cathy Millner, Craig Fancy, Holly Sanford, Beth Fairn, Grace Butland

Members: Jackie Shepherd, Harry Shepherd

Regrets: Mike Fearon, Paula Buxton, Caroline Bosley, Kevin Burnell

President Susan Stopford called the meeting to order at 7 p.m.

Review of March meeting minutes was deferred until May.

Business Arising

- **First Fridays** –Events and entertainment are being lined up, including:
 - Zumba is confirmed for June
 - Durline will bring dancers for July and August
 - Skippers are confirmed for June
 - Blaine Shumacher will display 8 antique cars, but not at the Market; there's a possibility that the Rolls Royce Clue of England may come to Annapolis Royal in June
 - Susan will look into getting more antique cars.
 - Susan has called three wineries to participate; no takers yet due to staffing issues, but Holly offered to host a tasting at Baintons. Cathy will follow-up with Beavercreek Winery.
 - Susan has approached the Granville Ferals to play in July. This is not confirmed. Cindy Wilson has contacts who may be available for June.
 - Bagpipers are available to play on the grounds of Fort Anne. Grace will clear this with the Fort.
 - Grace will ask the Bluegrass Jam group if they will play for August.
 - Bill will ask if the Fire Department will pull Queen Annapolis around in a Fire Truck.
 - Angela will ask if the Fire Department will let us use their signboard to promote First Fridays and if they will display a fire truck at the Farmers Market.

- Cathy will make up a calendar of events for each First Friday.
- Grace will handle promotion (press releases, events listings, posters) and will have the info for June available for review at the May Council meeting.
- Susan will send a First Friday flyer to all Council members to use in contacting other businesses.
- **Farmers' Market** – Cathy reported that the Farmers Market will stay open until 1:00 p.m. but will not require members to keep their booths open until the official closing time.
- **New By-Laws** – As there was no member of the by-law committee present at the meeting, this discussion was deferred until the May meeting.
- **Businesses Map** –Kevin was handling this project. Beth thinks the Town had several maps made and will call Amery Boyer to check on the status.

New Business

- **VIC Applications and Interviews** – 13 applications were received for the VIC Manager's position. Beth and Susan are screening the applications to select the top three or four for interviews; Bill will assist Beth with interviews on Thursday morning.
- **NSP Meeting re Tidal Power Office Space** –Susan and Beth are meeting with NSP representatives at 11:30 on Tuesday, April 4.
- **BRE, Report of Meeting** – Susan reported on a meeting at ADEDA on the Business Retention & Expansion program. This program designed to help new and/or struggling businesses and new immigrants. ABoT can refer businesses to the BRE program. Susan distributed brochures on the program.
- **Bruce Gurnham – Report of Meeting** – Bruce has been interviewing selected individuals as part of an ADEDA initiative, with the purpose of getting area groups to work together. He will be organizing a coffee house on May 18 at The Seafaring Maiden Bed & Breakfast to encourage communication between these various individuals.
- **Greg Kerr Meeting** – Susan will attend the Federal Budget Meeting with Greg Kerr on Wednesday and report back to the Council. It was suggested that she ask about the wharf project and also what dollars are spent to advertise our area.
- **Web Site, Business cards, Address labels** – Discussion of the web site was deferred until the next meeting. Andy Kerr will submit a proposal, and Susan will also ask George Norman to submit something. It was agreed that we need business cards and return labels for ABoT.
 - Craig made a **motion** that we spend up to \$100 for business cards and return address labels. Bill seconded. Motion was **carried**. Susan will take care of getting the cards and address labels.
- **Membership Drive, Presidents Letter, Who We Are, What We Do** – Susan has written a letter to potential members and will revise the earlier document on member benefits. This will be sent to everyone on the potential membership list. It was agreed that billing during the winter is difficult because many of the businesses are closed, and business is slow for most of those who are open.

- Angela made a **motion** that we change our policy from January billing to June billing, so that membership would run from June 1 through May 31. Members who have already paid for 2012 will not be billed again until June 2013. Cathy seconded; motion **carried**.

Susan went through the list and each Council member was asked to select 5 people to approach for membership. Beth suggested we wait a few months for this to get some momentum going.

Bill suggested an envelope-stuffing session at the May meeting.

- **New Ideas, etc.** – Tabled to May meeting
- **Mundane Matters, etc.** – Brenda is accustomed to writing grant applications and would be happy to write an application for an employee for ABoT if someone will help her with the numbers.

Meeting Adjourned

Susan Stopford

President

Mike Fearon

Secretary

Minutes of Annual General Meeting

**7:35 p.m., Thursday, 22 March 2012
at St. Luke's Church, Annapolis Royal**

Present

Council: Kevin Burnell, Craig Fancy, Holly Sanford, Caroline Bosley, Grace Butland, Paula Buxton, Mike Fearon, Bill Monk.

Members: Cathy Millner, George Norman, Bryan Redden, Susan Stopford.

1. Previous minutes

The previous minutes were accepted as written.

2. President's report

The President's report was due to be circulated to all members. The meeting agreed that it be not discussed at this time.

3. Financial report

The financial statements were reviewed and approved.

4. Election of new members

Royal LePage Coast & Country Realty and Susan Stopford were proposed as candidates for full membership. The Annapolis Living and Learning Institute and the Historical Association of Annapolis Royal were proposed as candidates for associate membership.

All four of the proposals received the required two-thirds majority, and are henceforth members of the board.

5. Election of new council

Bill Monk and Paula Buxton, as the Nominating Committee, nominated the following as officers of the board:

President: Susan Stopford
Vice-President: Grace Butland
Secretary: Mike Fearon
Treasurer: Kevin Burnell

The Committee also nominated the following as members of the council:

Angela Amero, Beth Fairn, Paula Buxton, Cathy Millner, Holly Sanford, Craig Fancy, Brenda Thompson, Bill Monk, and Caroline Bosley.

There being no other nominations, those put forward by the Committee were elected.

Susan Stopford, as the new President, took the chair. She mentioned the need for increased membership, an improved website, and support of the new "Annapolis First Fridays" programme. She also outlined her background in business.

6. Farmers' Market

Moved by Caroline Bosley, seconded by Holly Sanford: that a letter be sent to the Farmers' Market Association expressing the board's support for the proposal that all vendors should stay open until 1 p.m., except those who are sold out. **Carried.**

7. Vote of thanks

Moved by Bill Monk, seconded by George Norman: that the meeting express its thanks to the outgoing council, and particularly to Kevin Burnell, for their efforts during the previous year. **Carried.**

8. Board of Trade advertisement in The Explorer

Moved by Kevin Burnell, seconded by Caroline Bosley: that the expense of \$180 be approved in order to continue the board's advertisement in "The Explorer". **Carried.**

9. Proposed new by-laws

The proposed new by-laws were tabled for future discussion. They are based on the sample by-laws provided by the Canadian Chamber of Commerce.

Adjournment

The meeting adjourned at 8:10 p.m.

Susan Stopford,
President.

Mike Fearon
Secretary.

Annapolis Board of Trade
Minutes of the Council, March 15th, 2012

Call to Order: Call to order made at 7:01pm

Present Bill Monk, Craig Fancy, Holly Sanford, Kevin Burnell, Mike Fearon, Paula Buxton, Grace Butland and Susan Stopford

Regrets: Beth Fairn, Caroline Bosley

Review of Agenda

The chair called for any additions or amendments to the agenda. A motion was made to approved the agenda as written, it was seconded and carried unanimously.

Review of Previous Minutes

The chair asked if there were any errors or amendments to the previous minutes of the council. A motion was made to accept the minutes as written, motion was seconded and carried unanimously.

Business Arising

Nominating committee: There were no amendments to report from the nominating committee.

Bi-Laws: A few further items required clarification before a review document would be ready. The discussion document will still be presentable by the AGM with the amendments. The process is anticipated to be; discussion document at AGM for membership to review and comment; a meeting of interested parties to make further amendments at next general meeting; final draft document to be present at the 3rd general meeting for the vote; the vote to accept the new bylaws as written.

Annapolis First Fridays: The council agreed the process needs to be moved forward as soon as possible. A meeting date was set for Monday 4pm at Bainton's.

Location Map: A lot of comments were emailed concerning the proposed map. Some wanted no businesses listed; there was a differing view on how much of the area was shown and what was inset.

A motion was made to produce draft map with the following criteria:

- The westerly boundary would go up to and include Upper Clementes Park.
- The Easterly boundary would go to Granville Centre including the Equine centre.

- The southern boundary would go to the 101/ Hwy 8 cross and an arrow indicating Mickey Hill and Keg park to be included.
- The North west boundary to Port Royal and to indicate the Fundy shore at Parker Mountain road.
- No individual businesses are to be listed unless they are a service industry. RBC, Scotia Bank are examples of acceptable business services.
- All attraction are to be identified on the map, including museums
- Facilities rare to be located, Schools, Library, Farmers Market, Liqueur store, legion and more.

The motion was seconded and carried unanimously.

AGM: Further discussion continued for the preparation of the AGM. The facilities have been booked and the council agreed to organize coffee and snacks for the meeting. It was agreed that the 1st Fridays document should be prepared for the AGM and that memberships should be collected where possible at the meeting.

New Business

VIC Funds: The Town of Annapolis have indicated that they have included in their budget \$3,000 for the running of the VIC this year, provided it is not cut at the final stage. They have made a proviso that the outstanding photocopying invoice from 2010 is paid 1st for \$109.20.

Adjournment: A motion was made to adjourn at 8:00pm, the motion was carried unanimously.

On behalf of the Board: _____

Date: _____

Annapolis Board of Trade

Minutes of the Council, February 16th, 2012

Call to Order: Call to order made at 7:00pm

Present Bill Monk, Craig Fancy, Holy Sanford, Kevin Burnell, Mike Fearon, Beth Fairn, Paula Buxton, Caroline Bosley and Susan Stopford

Regrets: Angela Amero

Review of Agenda

The chair called for any additions or amendments to the agenda. A motion was made to approved the agenda as written, it was seconded and carried unanimously.

Introduction

Ivy Verhoeckx addressed the meeting to introduce the “Womens Place Recourse Centre” to the council. Ivy explained their mandate and gave out information on the centre to those present. The WPRC wanted to make us aware of events they are holding this year of which, the Women of Steel event is one of our supported programs. The board will send all press and media files to the membership to assist the events on 8th, 9th 10th and 11th.

Review of Previous Minutes

The chair asked if there were any errors or amendments to the previous minutes of the council. A motion was made to accept the minutes as read, motion was seconded and carried unanimously.

Business Arising

Nominating committee: The nominated committee gave a brief update of the current members who are standing for council. It was reviewed that the committee must release the list of nominees 30 days prior to the AGM. It was also discussed that further calls must be made for members wishing to stand for office and council on the night of the AGM.

Bi-Laws: The committee gave a brief overview of the current work completed on the bi-law amendments. A copy of the current changes was requested by a few members.

Annapolis First Fridays: The letter to the community requesting support for the event was approved at the meeting as written. The chair noted to those present that grant applications had been sent in for Human resources and marketing resources for the event. A request was made for the council to write up a marketing plan that was required to go with the grant. The chair would report back on the success of these grants.

The program will require oversight to organize the resources and also ensure the events are brought to completion. Three members present agreed to sit on the programs committee for the Annapolis First Fridays events and Cindy would be contacted to see if she would act as chair of the committee.

Easter Eggstravaganza: It was reported that funds are starting to come in for the event. A further notification to the membership will go out this week to keep up the momentum for fund raising.

Location Map: The council had further discussions about the adoption of the location map. It was suggested we adopt one similar in style to a sample brought to the table and that it be member only inclusive. It was noted that a similar map is in the Explorer and perhaps we should approach Durline 1st before proceeding with a separate map to see if she is willing to go to colour and improve the centre map. It was also discussed that making it exclusively members only may excluded some key features about the Town that would be important to the visitors. It was agreed to table the discussion to the next meeting.

New Business

Financial statements: The 2011 financial statements were brought in for review of the council. The chair noted that the cash funds available was \$4,260 and the difference in trade was \$572 making total of \$4,832. Of this amount \$2,985 had been committed to the 2012 VIC operations.

AGM preparation: The chair asked the council to provide any relevant information to be reported at the AGM for the activities for the year. The chair reminded the council briefly of the process at the AGM and the requirements of the nominating committee;

- Presidents report
- Vote in new membership
- Committee and Treasurers reports
- Nominating committee, calls to the floor (3 times) and the slate of the new council, voting in the new council
- New Presidents report, usually an indication of the direction the council is taking
- Open floor discussion
- Adjournment

St Luke's church hall is the venue that is being suggested and will be checked for availability. The kitchens will also be used for tea, coffee and cakes. The date is set for Thursday March 22nd.

2013/2014 conference opportunity: The CEO of the Town of Annapolis Royal has made ABoT aware of a conference opportunity in 2013/2014 from Tree Canada. The conference would required 107 rooms at a CAA/ AAA or equivalent standard. It was viewed that ABCC rooms may be needed to make up the numbers. A member of the council volunteered to research this information and report to the council.

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Adjournment: A motion was made to adjourn at 8:21pm, the motion was carried unanimously.

On behalf of the Board: _____

Date: _____

Annapolis Board of Trade

General Meeting Thursday February 2nd , 2012

Call to Order: 7:03pm

Present: Caroline Bosley, Grace Butland, Craig Fancy, Ted Ashdown, Bill Monk, Kevin Burnell, Mike Fearon, Kathy Denuke, Beth Fairn

Regrets

Paula Buxton, Holly Sanford

Review of Agenda

New Business

Suggested change to logo:

The legal name of the the board is “Annapolis Board of Trade”. The board for the last 10 years has used the unofficial name “ Annapolis District Board of Trade”. The branding and logo has been under the unofficial name. As a matter of compliance it is put to the board that we start using our legal name and have our presentation of documentation and logo to match this. Several sample options were brought in for discussion. *A motion was made* to change the logo to; The black writing (as shown) with text reading “Annapolis Board of Trade”, The symbol to be in high contrast, blue and green representing land and sea and the Nova Scotia Tartan and additional text be added under the logo “Representing the Annapolis district area since 1946”. The motion was seconded and carried unanimously.

Voting in new membership:

The follow are members have requested membership into the Annapolis Board of Trade;

- Tulip Tree, Sue and Ted Ashdown
- Just' B' Lodging, Rion Microys
- Fundy Mountain General Store, Ian and Diana DeZeeu
- Brian Redden
- Richard Millanson

A motion to accept the list of new members as read was made, seconded and carried unanimously

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Adoption of programs for 2012:

The following is a list of programs that have been suggested for adoption in 2012;

- February Blowout (every two years or as required)
- Easter extravaganza
- International women of steel

- Fairy houses
- Natal Days
- Paint the Town
- Magnolia festival
- Visitor Information Centre
- Doers and Dreamers Co-op advertising
- 1st Fridays
- Ghost Town

These items will be included in the 2012 planning and any monetary requirements added to the budget for approval at the AGM.

Announcement of the winner of the “Make Over”

The winning name, of the Make Over or Marketing Monies, pulled from the box is “The Bailey House” Congratulations!

VIC operations for 2012:

A budgeting committee presented to the board the proposed VIC operations for 2012 based on revenue and expense. The dates and hours of operation were stated and it was noted that these are more restrictive than 2011 due to lower revenue projections. The committee also asked the board for volunteers to cover the lunch hours on Sunday, Monday, Tuesday and Wednesday as only one person would be operating in the VIC those days. The committee also asked for volunteers to be able to extend the season opening dates. The two attachments should the proforma budget and dates of operation.

Nomination Committee:

The nomination committee reported that there were board members willing to stand for the officer positions of Secretary, Vice President and Treasurer. The position of President was still being sought with several potential interests. The committee would also like to invite the members of the board (the term board is used to defined the whole membership, “**Board of Trade**”) to stand for council.

Bylaws:

The bylaws committee reported to the board that the current bylaws are being cross referenced with the Canadian Chambers of Commerce bylaws and that a working document for discussions will be ready for the AGM as the tentative revised form of bylaws.

Adjournment

A motion to adjourn was made at 7:53pm, the motion was carried unanimously.

Grace Butland

Mike Fearon

Vice-President

Secretary

Annapolis District Board of Trade
Meeting 19th January 2012

Call to order: Meeting called to order at 8.03pm

Present: Holly Sanford, Craig Fancy, Bill Monk, Mike Fearon, Kevin Burnell, Angela Amero, Paula Buxton, Caroline Bosley

Regrets: Beth Fairn

Review of Agenda The chair asked if any items were required to be added to the agenda. A motion was made to approve the agenda with one addition, seconded and carried unanimously.

Review of previous minutes A motion was made to accept the previous minutes, seconded and carried unanimously

Business arising from previous minutes

Membership drive:

Early renewals are going well and there are several new members joining this year. Laps members are rejoining and currently revenue from memberships is around \$1,600. A few key businesses in the community are not considering rejoining and it was agreed to try and persuade those businesses to join.

Nominating Committee

Two members of the council have stepped forward to form the nominating committee. Some members have expressed interest in being nominated to the council recently who have never served before.

The bylaw for the nominating committee will be sent to the committee as useful information on procedure.

By laws

The bylaw review is being based on the Canadian chambers of commerce standard set of bylaws. There are being compared with our current set and cross referenced. Certain items are need need of extensive discussion to determine the current adoption for our board of trade. The 1st half of the bylaws have been reviewed and a 2nd meeting will be arranged to complete the review. It is not expected that the bylaws would be ready for adoption for the new council as the process of discussion has to occur. They should be ready for discussion by the new council so they can have their input into the process.

Joy O'Neil, Review of presentation: Joy has found a presenter who is able to due a workshop and provide on on one meetings with retailers. Funding assistance is currently being looked for to assists in the costs of the workshop. There is a requirement for a monetary investment by each merchant. It was commented that any business is not to totally objective about seeing all the possibilities with their own business and it takes and outsider to see what we overlook naturally.

New Business

Program Calendar for 2012

It was noted in the minutes in 2011 that the council would put together a 2012 program calendar. This was to aid planning and execution of tasks. It was reviewed that the following would be added to the as a program;

- February Blowout
- Easter
- International women of steel
- Fairy houses
- Natal Days
- Paint the Town
- Magnolia festival
- Visitor Information Centre
- Doers and Dreamers Co-op advertising

This list is not extensive or complete and is still open to review prior to the AGM.

Concerns were expressed about the timing for the February Blowout. It was agreed that this would have to be tasked out today. The major supporters of the event will be contacted to determine their interest for this year. If it is considered that there is not the interest this year we will move the vent to a 2 event.

Budget 2012

It was noted that we need to start the process of budgeting for 2012. It was requested that a committee to put together to determine the budget and operating hours for the VIC for 2012 as it is anticipated that funding may be restrictive for 2012. Three members committed to a meeting on Tuesday 24, 2012.

General Meeting

A general meeting will be held on Thursday February 4^{2nd} at 7pm to announce the winner of the competition and to vote in new members.

Location Map

The location map for the kiosk will be completed for the new operating season. It was suggested that a hand held map should be put together by ABoT as a way finder for visitors. It was suggested that money would be better spent trying to get people here 1st.-A further suggestion was to make the map digital and send it to visitors when they make their booking to stay in the area and also make a small print run as well.

Ye Olde Town Pub

With the use of the facilities it was suggested that we should show appreciation by offering a free membership to the Pub. A motion was made to give the pub free 2012 membership as a thank you for the use of the rooms, the motion was seconded and unanimously passed.

Esso Bridgetown

Esso Bridgetown has asked to join our board of trade. Currently our by laws do not allow for members outside our jurisdiction. We are reviewing our by laws and the new set would allow for outside members. It was suggested that we should approach Esso and ask them to bear with us for a few months.

New \$50 bill Workshop

It was suggested by a member that we hold a workshop or luncheon to give retailers an opportunity to discuss and review the new plastic currency. It is to help people identify and counterfeit monies. It was suggested we approach the bank managers to arrange a luncheon.

MP Greg Kerr, Pre- budget meeting

Greg Kerr will be having a pre-budget consultation meeting at ABCC on the 26th January at 4pm and all have been invited to have input.

Adjournment: A motion was made to adjourn the meeting at 9.04pm. Carried unanimously

On behalf of the Board: _____

Date: _____