

**Minutes of Quarterly General Meeting
7:00 p.m. Thursday, 12 December 2013
at Ye Olde Towne Pub, Annapolis Royal**

Present

Council: Jane Nicholson, Bill Monk, Mike Fearon, Paula Buxton, Craig Fancy, JoAnn MacKay, Holly Sanford.

Regrets: Kevin Burnell, Ryan Scranton.

Absent: Holger Mueller-Sparenberg.

Members: Heather Garner, Lillian Stewart.

1. Quorum

Jane Nicholson is the representative of two members: Mrs. Nicholson Inc. and the Annapolis Royal Haul-Up Society. A quorum of members was therefore present.

2. Agenda

Moved by Bill Monk, seconded by JoAnn MacKay: that the circulated agenda be approved, with the addition of commercial insurance under finance, and of DSWNA mystery shopper and conflict of name with Annapolis Valley Chamber of Commerce under new business. **Carried.**

3. Presentation by Lillian Stewart (Parks Canada)

Joint promotions with ABoT are possible. During the shoulder season, Fort Anne and the Habitation will in future be closed on Sundays and Mondays, instead of on Fridays and Saturdays as in 2013. They will be open seven days a week during the main season. The open hours will be 9 a.m. to 5:30 p.m. Specific dates are as follows:

Season	Fort Anne		Habitation	
	Start	End	Start	End
Spring (not Sun. and Mon.)	1 June	24 June	Victoria Day	24 June
Summer (all week)	25 June	Labour Day	25 June	Labour Day
Fall (not Sun. and Mon.)	Labour Day	30 September	Labour Day	Thanksgiving

4. Approval of minutes

Moved by Mike Fearon, seconded by Bill Monk: that the minutes of the quarterly general meeting of 12 September 2013 be accepted as circulated. **Carried.**

5. Follow-up

Membership fee for Atlantic Chamber of Commerce (Council, 10 October 2013). The fee has been paid.

Doers & Dreamers Guide 2014 (Council, 14 November 2013). All outstanding transactions have been completed.

Scrapping of kiosks (Council, 14 November 2013). Mike Fearon reported that the Post Office does not wish to maintain the kiosk now outside it; Kevin Burnell said that he was willing to take possession of it. Cindy Wilson has confirmed that she is still interested in taking over the kiosk beside Kings Theatre.

Moved by Lilian Stewart, seconded by Paula Buxton: that the two kiosks now in use be assigned to Cindy Wilson (Far-Fetched Antiques) and Kevin Burnell (Action Amusements); and that the other, now at Public Works, be scrapped. **Carried**.

Scotian Wind meeting (Council, 14 November 2013). Bill Monk has proposed to Scotian Wind that ABoT be a member of their Community Liaison Committee, with representation by various people as circumstances require.

6. Finance

Approval of financial statements. **Moved** by Bill Monk, seconded by JoAnn MacKay: that the financial statements dated 4 November 2013 be approved. **Carried**. Statements for December 2013 were not available.

Annual plan and budget 2014. **Moved** by JoAnn MacKay, seconded by Bill Monk: that the draft budget for 2014 be approved in principle. **Carried**.

Annual financial statements for 2013. Preparation of the statements for review by the auditor is in progress.

Commercial insurance. ABoT pays \$500 per year for commercial insurance and directors' liability. The commercial component is for loss of property at an office. Since ABoT now has no office, the premium could be reduced by limiting it to directors' liability insurance. **Kevin Burnell** will investigate this.

7. Admission of new members

Moved by Lilian Stewart, seconded by JoAnn MacKay: that the following two businesses be admitted to membership of ABoT:

The Worn Doorstep Gallery (Julia Redgrave);
Scotian Wind (Gay Harley).

Carried by the two-thirds majority required by By-Law 11.

8. Election of member at large of council

At the end of August, Beth Fairn resigned her position both as President and also as a member of the council. The QGM of 12 September 2013 delegated the election of a new President to the council. On 10 October 2013, the council elected Jane Nicholson, who was already a member of the council. There was therefore a vacancy for a member at large of the council.

Julia Redgrave was **nominated** to fill the vacancy in accordance with By-Law 20 by Jane Nicholson, seconded by Holly Sanford. There being no other nominations, Julia Redgrave was declared **elected**.

9. Active tasks

Review of membership roll. This was deferred to the January meeting of the council.

Christmas events. The Christmas parade will in future be scheduled for the Friday of the last week in November. The next one will therefore be on 28 November 2014. Planning for Christmas events should in future start in March of each year, in order to secure the necessary funding.

Staffing of VIC. Sandy Burrell has been injured in an accident and has warned ABoT that she may not be able to carry out all of the duties at the VIC in 2014.

10. Project reports

Events calendar. This project is complete. Updating the calendar will in future be an annual task, to be completed by December of the previous year, for planning purposes.

Communication strategy. The committee's written report was presented, and a skeleton website was displayed. Heather Garner outlined ideas for generating revenue from the website. **Moved** by JoAnn MacKay, seconded by Mike Fearon: that the communication strategy, as outlined in the report, be approved. **Carried.**

Moved by Lilian Stewart, seconded by Paula Buxton: that the establishment of an e-mail account be approved for the ABoT Facebook page proposed in the report. **Carried.**

Road to 2017. A meeting was held with the Annapolis County, Clare, Digby and the First Nations. The following themes were proposed for events in 2014-7:

- 2014: transportation;
- 2015: revival;
- 2016: built heritage;
- 2017: anniversaries.

11. New business

Open hours on Labour Day. A complaint was received from Ms. Hamblin to the effect that she was unable to obtain information about which businesses were open on Labour Day. Jane Nicholson replied, explaining the situation.

NSP "danger" signs at Fortier Mills. The large new signs erected near NSP property in Annapolis Royal are unsightly. The Town is dealing with the matter.

DSWNA funding application. The procedures for the funding of positions at the VIC through DSWNA have been changed. **Kevin Burnell** is seeking further information.

DSWNA "mystery shopper". The VIC was rated as "needs improvement" by DSWNA's "mystery shopper" programme in July. On enquiry, it was found that the "mystery shopper" had not provided the required documentation in support of the rating, and had only given a recent verbal justification to the effect that Graham Wright's knowledge of NS wineries was inadequate.

DSWNA's programme had been disrupted by personnel changes, and the duties had been carried out by various volunteers, with a resulting lack of quality control and consistency from place to place. The problems will not recur in 2014. Under the circumstances, ABoT can do nothing constructive in response to the rating.

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

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

Having dissolved all three, they had to apply to Industry Canada to have the combined one recognized as a new corporation under Part II of the Boards of Trade Act, with the proposed name "Annapolis Valley CoC".

It is a standard requirement that a new corporation should not have a name in substantial conflict with the name of an existing corporation, and Industry Canada has raised the question whether there is a conflict with ABoT. Annapolis Valley CoC has asked that we sign a letter stating that there is no such conflict.

It was noted that the proposed district of AVCoC excludes most of Annapolis County and of the Annapolis River's watershed and valley. But AVCoC's proposed name could give the impression to businesses in our district that it is their statutory representative under the Boards of Trade Act; and it would have the right under Part II of the Act to accept membership fees from them. Furthermore, there is an "active" (but "defaulted") society listed by the

Registrar of Joint Stocks with the name “Annapolis Valley Affiliated BoT” which is in fact an umbrella group for all boards of trade and chambers of commerce in the Annapolis Valley.

Moved by Holly Sanford, seconded by Bill Monk: that the President write a letter to the Annapolis Valley Chamber of Commerce stating that ABoT is unable to certify that there is no conflict between the two names, giving an explanation of the problems. **Carried.**

The meeting adjourned at 9:00 p.m.

Bill Monk
Vice-President

Mike Fearon
Secretary

Minutes of Council Meeting, 14 November 2013

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

Present

Council: Jane Nicholson (via Skype), Bill Monk, Mike Fearon, Paula Buxton, Craig Fancy, JoAnn MacKay, Holly Sanford, Ryan Scranton.

Regrets: Kevin Burnell.

Absent: Holger Mueller-Sparenberg.

Members: Jaye MacQuillin, Gary Mailman.

Visitors: Gay Harley, Rick Corradini (Scotian Wind).

1. Presentation by Scotian Wind

Gay Harley and Rick Corradini reviewed the current operational status of the wind turbine off Parker Mountain Road, their Community Liaison Committee (CLC), and their fund to support community activities. The turbine is expected to be operational by Christmas. The next meeting of the CLC will be at 7:00 p.m. on 20 November; **Bill Monk** will represent ABoT.

The income to the community fund is estimated to be about \$7,000 annually. The CLC is expected to continue in operation over the life-time of the turbine (20 years). The company will also be allocating annual funds toward the ultimate removal of the turbine at the end of its useful life.

2. Agenda

Moved by Bill Monk, seconded by Craig Fancy: that the circulated agenda be approved, with the addition of payments for the “Explorer” under finance and of postcards for the VIC under new business. **Carried.**

3. Approval of minutes

Moved by Mike Fearon, seconded by JoAnn MacKay: that the minutes of the council meeting of 10 October 2013 be accepted as circulated. **Carried.**

4. Follow-up

Scrapping of kiosks (Council, 10 October 2013). Mike Fearon reported that the Town does not wish to resume control of the kiosks but has stated that the one by the Post Office is clearly in use. Cindy Wilson has confirmed that she is still interested in taking over one of the kiosks. **Mike Fearon** will check whether the Post Office wishes to maintain one. Otherwise the proposals of the AGM on 21 March 2013 and the council on 10 October 2013 to scrap the unclaimed kiosks will be implemented.

Phone book listing for VIC (Council, 10 October 2013). This has now been changed to “Annapolis Visitor Information Centre”. The on-line listing for the yellow pages (under “Tourist information centres”) is now correct; the printed phone book will be corrected in the 2015 version because the 2014 one has just been issued.

Swearing-in of President and Vice-President (BoT Act S 14; ABoT by-Law 29). This was done on 16 October 2013.

Letter to Stephen McNeil (Council, 10 October 2013). The letter of congratulation has been sent.

5. Finance

There being questions concerning the financial statements, they could not be approved in the absence of the Treasurer.

Moved by Bill Monk, seconded by JoAnn MacKay: that the following expenditures be approved:

Amount	Expenditure for
\$583.62	Jim Todd: layout for Doers & Dreamers 2014
\$35	Advertisement for Christmas “Explorer” 2013
\$200	Advertisement for “Explorer” 2014
\$90	Bell Aliant, VIC phone (estimated)

Carried.

Annual plan and budget 2014. A draft budget was presented. It was deferred to the December general meeting when the Treasurer would be present.

6. Active tasks

Membership dues for 2013. This task was closed so that the Membership Committee could prepare for 2014.

Membership dues for 2014. Some concern was expressed that the dues are high relative to other Boards of Trade, and that the present definition of the number of employees in the graduation of dues is unfair to some businesses.

Moved by Bill Monk, seconded by Mike Fearon: that membership dues for 2014 be the same as for 2013, and that the Membership Committee review the rates and report back with a recommendation for 2015. **Carried.**

Ghost Town 2013. This was so successful that it may have to run for additional days next year. The task is completed.

Doers & Dreamers Guide 2014. Apart from one outstanding payment, this is now complete.

VIC annual report. The report is now available. The total number of visitors to the VIC increased 12% in 2013 to 12,346. This task is complete.

Christmas events. The Christmas parade has been organized and is scheduled for 29 November.

7. Project reports

Events calendar. The calendar was intended as a planning document to be updated annually. **Ryan Scranton** and **Holly Sanford** will revise their draft.

Communication strategy. The ABoT website is temporarily dormant, “under construction”; Heather Garner is examining its future structure. Adele MacDonald is in the process of updating the Town’s website.

Reinstatement of committees. **Moved** by Mike Fearon, seconded by Bill Monk: that an Executive Committee shall be formed, consisting of the President, Vice-President, Secretary and Treasurer; its mandate shall be to monitor execution of the council’s decisions and to make recommendations. **Carried.**

The next meeting of the Executive Committee will review the status of the other committees and recommend actions as necessary for the future.

Financial support for the VIC. **Bill Monk** will suggest to the County that the benefit from the VIC could justify a larger grant for it. **Kevin Burnell** will apply for grants for the VIC, such as Canada Summer Jobs.

Scotiabank has a programme under which the bank may match funds raised by a community event. If ABoT would propose a fund-raising event for the VIC, it could be eligible under this programme.

Policies and procedures. **Moved** by Mike Fearon, seconded by Bill Monk: that, to expedite business, expenditures may be approved by vote of the council in the course of general meetings. **Carried.**

Moved by JoAnn MacKay, seconded by Mike Fearon: that the following policy with respect to a quorum be adopted:

A meeting cannot be called to order unless a quorum is present. Thereafter a quorum is presumed to be present unless a member raises it as a point of order. If it is established that there is not a quorum, previous business stands, but remaining business cannot be addressed unless a quorum can be re-established.

Carried.

8. New business

Postcards for the VIC. Sandy Burrell believes that money could be raised by the sale of postcards at the VIC. The matter will be reviewed at the January meeting.

Moved by Ryan Scranton, seconded by JoAnnMacKay: that, communication with Jane Nicholson having been lost, Bill Monk assume the chair and sign the minutes of 10 October 2013. **Carried.**

The meeting adjourned at 9:00 p.m.

Bill Monk
Vice-President

Mike Fearon
Secretary

Minutes of Council Meeting, 10 October 2013

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

Present

Council: Bill Monk, Mike Fearon, Kevin Burnell, Paula Buxton, Craig Fancy, JoAnn MacKay, Holger Mueller-Sparenberg, Jane Nicholson, Holly Sanford, Ryan Scranton.

Members: Grace Butland.

1. Agenda

Moved by Ryan Scranton, seconded by Holger Mueller-Sparenberg: that the circulated agenda be approved, with the addition of videos of Annapolis Royal under new business. **Carried.**

2. Approval of minutes

Moved by Mike Fearon, seconded by Kevin Burnell: that the minutes of the council meeting of 8 August 2013 be accepted as circulated. **Carried.**

3. Follow-up

Scrapping of kiosks (Council, 8 August 2013). No reply has yet been received to the letter notifying the Town that ABoT intends to dispose of the kiosks. **Mike Fearon** will remind the Town. If no reply has been obtained by 1 November, ABoT will proceed to dispose of the kiosks.

4. Election of President

The election of a president to replace Beth Fairn was delegated to the Council by the general meeting of 12 September 2013, in accordance with By-Law 20. Jane Nicholson was **nominated** by Bill Monk, seconded by Holly Sanford. There being no other nominations, **Jane Nicholson** was declared **elected**.

Since Beth Fairn had resigned her membership of the council as well as her position as president, and Jane Nicholson was already a member of the council, there is now a vacancy on the council. By-Law 20 requires that the election of a new member be considered in the first instance by the general meeting in December. There are at least two possible candidates.

5. Finance

Mike Fearon will in future leave mail for the Treasurer with **Holly Sanford**.

Moved by Ryan Scranton, seconded by Craig Fancy: that the financial statements be approved. **Carried.**

Membership in the Atlantic Chamber of Commerce (formerly the Atlantic Provinces Chamber of Commerce). This is a necessary condition for ABoT to receive commissions on premiums paid by our members to the Chambers of Commerce Group Insurance Plan. **Moved** by Mike Fearon, seconded by Kevin Burnell: that the fee of \$362.25 for membership in the Atlantic Chamber of Commerce be paid. **Carried.**

Listing of VIC in phone book. The phone number of the VIC is presently listed under “Annapolis District Visitor Services Society”. **Moved** by JoAnn MacKay, seconded by Holly Sanford: that the expenditure of \$42 be approved to change the listing of the VIC in the phone book to “Annapolis Visitor Information Centre”. **Carried.** This transaction must be followed up to ensure that the change is implemented.

Doers & Dreamers Guide 2014. **Moved** by Ryan Scranton, seconded by Bill Monk: that the expenditure of \$17,020 be approved for two full-page advertisements in the Doers & Dreamers Guide 2014. **Carried.** It was noted

that Parks Canada had paid their contribution of \$1,995 plus tax directly to the publisher, and that a credit note for this amount should be received. The amount ultimately drawn from ABoT funds would therefore be about \$14,726.

First Fridays 2013. **Moved** by Bill Monk, seconded by JoAnn MacKay: that payment be approved of \$172.50 to Integrity Printing and of \$17.25 to Holly Sanford for a receipt from Hutchins Pharmacy, both being expenses for First Fridays. **Carried.**

Moved by Holger Mueller-Sparenberg, seconded by Bill Monk: that the following additional expenditures be approved:

Amount	Expenditure for
\$987	Graham Wright, VIC commission September
\$695.31	Sandra Burrell, VIC pay 15-28 September
\$80.94	Bell Aliant, VIC phone
\$88.63	Bell Aliant, VIC phone

Carried.

Annual plan and budget 2014. The draft budget must be presented at the December general meeting for discussion and approval. **Jane Nicholson** will first talk to ABoT members and then discuss the plan and budget with **Kevin Burnell**.

6. Arts Unleashed

Grace Butland provided a summary of ARCAC's plans for the "Arts Unleashed!" programme.

7. Active tasks

First Fridays 2013. The October event was successful. This task is now complete.

Ghost Town 2013. This will take place from 18 to 31 October.

Doers & Dreamers Guide 2014. All contributors to the advertisements have now paid.

February blow-out. **Moved** by Jane Nicholson, seconded by Holger Mueller-Sparenberg: that ABoT shall not organize a February blow-out event in 2014. **Carried.**

VIC annual report. **Kevin Burnell** will obtain a copy of the report from Sandy Burrell.

Christmas events. The Victorian Christmas at the O'Dell House will take place from the last week of November to the first week of December. ABoT will only be responsible for the Christmas parade.

8. Project reports

Events calendar. A draft calendar for ABoT's internal use was provided.

Locator maps. This project is now complete, but there is a very old map of towns in the area which is screwed to the outside of the VIC and obscures the view of the parking lot from inside. **Moved** by Jane Nicholson, seconded by Bill Monk: that the old map outside the VIC be taken down and stored. **Carried.**

9. New business

Community liaison committee for Parker Mountain wind project. Scotian Wind has invited ABoT to join in the formation of a community liaison committee for the Parker Mountain wind project.

Moved by Jane Nicholson, seconded by Craig Fancy: that ABoT shall become a member of the community liaison committee and shall nominate a representative. **Carried.** *Mike Fearon* will invite Scotian Wind to address the November meeting.

Videos of the Town. Four videos of the Town have been produced by Chris Cooper.

Provincial election. **Moved** by Ryan Scranton, seconded by Jane Nicholson: that ABoT send a letter of congratulations to Stephen McNeil for winning the provincial election. **Carried.**

The meeting adjourned at 9:00 p.m.

Jane Nicholson
President

Mike Fearon
Secretary

**Minutes of Quarterly General Meeting
7:00 p.m. Thursday, 12 September 2013
at Ye Olde Towne Pub, Annapolis Royal**

Present

Council: Bill Monk, Mike Fearon, Kevin Burnell, Craig Fancy, JoAnn MacKay, Jane Nicholson, Holly Sanford.

Regrets: Paula Buxton.

Absent: Holger Mueller-Sparenberg, Ryan Scranton.

Members: Alan Melanson, Lilian Stewart.

1. Quorum

The meeting was called to order at 7:10 p.m. Two of those present each represents two member businesses, as follows:

Kevin Burnell: Action Amusements and Crown Cove Cottages;
Alan Melanson: Historical Association and Trans World Companies.

A quorum of members was therefore present.

2. Agenda

Moved by Mike Fearon, seconded by Kevin Burnell: that the agenda be approved, with the addition of a presentation by Lilian Stewart on behalf of Parks Canada, and membership of the Town's Marketing and Economic Development Committee. **Carried.**

3. Minutes

Moved by Mike Fearon, seconded by JoAnn MacKay: that the minutes of the quarterly general meeting on 13 June 2013 be approved as circulated. **Carried.**

4. Follow-up

Membership of Ye Olde Towne Pub (Council, 11 July 2013): the invoice and credit note have been issued, so that the Pub is properly registered as a member in good standing.

Scrapping of small kiosks (Council, 8 August 2013): the letter has been sent to the Town to inform them of ABoT's wish to scrap the kiosks.

E-mail list of members (Council, 11 July 2013): the e-mail list has now been updated to include only members in good standing for 2013.

Donation to Arts Unleashed (Council, 8 August 2013): the donation has been sent.

Donation to First Fridays from Farmers' Market (Council, 8 August 2013): the cheque has been received.

5. Presentation: Parks Canada

The federal government has established a programme for the sesquicentennial of Confederation in 2017, and Parks Canada's programme for Fort Anne and the Habitation is linked to it. The latter programme consists of a plan of events for each year in the period 2014 to 2017; it can be co-ordinated with the "Road to 2017" for Annapolis Royal and area. An outline business plan has been prepared.

ABoT's committee will report further at the October meeting, and the "Road to 2017" will be monitored as a project.

6. Finance

Approval of expenditures. **Moved** by Kevin Burnell, seconded by Jane Nicholson: that the following expenditures be approved:

Amount	Expenditure for
\$763.25	Sandy Burrell, wages 18-31 August.
\$1,002.75	Graham Wright, commission 1-31 August.
\$172.5	Integrity Printing.
\$69	Todd Graphics, First Fridays.
\$358.8	Dieter's Graphics, First Fridays.
\$161	Integrity Printing, First Fridays.
\$125	JoAnn MacKay, Adirondack chair.
\$65	Mike Fearon: lock for P.O. box, and VIC sign permit.
\$300	Cindy Wilson: payments to Jane Seary and Cripple Creek.

Carried.

Approval of financial statements. The \$19,219 in accounts receivable consists mostly of approved grants awaiting payment, and commitments for advertisements in the Doers & Dreamers Guide. **Moved** by Jane Nicholson, seconded by JoAnn MacKay: that the financial statements be approved. **Carried.**

Approval of expenditures from budget. Although an annual budget was approved at the AGM, individual expenditures within budget are at present all separately approved. This occupies valuable time at meetings.

Moved by JoAnn MacKay, seconded by Holly Sanford: that, following the adoption of an annual budget, the council shall consider a motion to approve in advance future expenditures contemplated within that budget as amended from time to time. **Carried.**

7. Admission of new members

Moved by Jane Nicholson, seconded by Alan Melanson: that the Annapolis Royal Haul-Up Association be admitted to membership of ABoT. **Carried** by the required two-thirds majority.

8. Election of President

Beth Fairn's resignation, graciously extended at ABoT's request, took effect on 31 August 2013. There was an extended discussion of possible candidates. Under By-law 20, a general meeting may authorize the council to elect a member to replace a President who has resigned.

Moved by Jane Nicholson, seconded by JoAnn MacKay: that, in accordance with By-law 20, the meeting authorize the council to elect a President to replace Beth Fairn. **Carried.** The Nominating Committee will consist of **Bill Monk**, **Holly Sanford** and **Jane Nicholson**. The committee will report to the next meeting.

9. Active tasks

Membership drive. There are at present 64 current members, with total fees of \$5,625 received to date.

First Fridays. The September event was successful. The October one will be the last.

Doers & Dreamers' Guide. Two pages have now been booked for advertisements. The revenue expected is \$15,715 so far; the expenses are estimated to be \$14,800.

Ghost Town. This event has not yet been confirmed by the Historic Gardens and the Heritage Association. It will be reviewed again at the October meeting.

Christmas events. The committee to oversee these activities will consist of **Holly Sanford, Craig Fancy** and **Jane Nicholson**.

10. Project reports

Locator maps. The map at the VIC will be up next week, at which point the project will be complete. **Jane Nicholson** will enquire about the choice of location for the map at the Gardens.

Re-instatement of committees. This will be considered again at the October meeting.

Communication strategy. A working group of **Jane Nicholson, Heather Garner** and **JoAnn MacKay** was formed to recommend action.

Registration under Part II of the Boards of Trade Act. The Department of Industry has assured us that ABoT has been operating under Part II of the Act since incorporation in 1946 and that the statement to the contrary on their website was an error which has now been corrected. The project is therefore complete.

11. Town's Marketing and Economic development Committee

The Town has called for volunteers to fill vacancies on this committee. **Bill Monk** will offer to participate.

The meeting adjourned at 9:10 p.m.

Bill Monk

Mike Fearon

Vice-President

Secretary

Minutes of Council Meeting, 8 August 2013

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

Present

Council: Beth Fairn, Bill Monk, Mike Fearon, Paula Buxton, JoAnn MacKay, Jane Nicholson, Holly Sanford, Ryan Scranton.

Regrets: Kevin Burnell, Craig Fancy, Holger Mueller-Sparenberg.

1. Agenda

Moved by Jane Nicholson, seconded by Bill Monk: that the circulated agenda be approved, with the addition of requested notices to all members. **Carried.**

2. Approval of minutes

Moved by Bill Monk, seconded by JoAnn MacKay: that the minutes of the council meeting of 11 July 2013 be accepted as circulated. **Carried.**

3. Follow-up

Future vacancy on council (Council, 11 July 2013). Jaye McQuillin is willing to be nominated as a member at large to fill the vacancy when Beth Fairn's resignation takes effect.

Scrapping of kiosks (Council, 9 May 2013). The letter to the Town notifying them that ABoT intends to dispose of the kiosks was signed.

Funding for VIC from Farmers' Market (Council, 11 July 2013). The cheque for \$125 toward the locator map from the Farmers' Market has now been signed; a further donation will be made toward First Fridays when an invoice is received.

4. Matters arising

Pilgrimage to the Charter. **Holly Sanford** is no longer a member of the committee for this event.

5. Finance

Moved by Jane Nicholson, seconded by Ryan Scranton: that a donation of \$50 to ARCAC in support of Arts Unleashed be approved. **Carried.**

Moved by Mike Fearon, seconded by Bill Monk: that the following additional expenditures be approved:

Amount	Expenditure for
\$924	Graham Wright, VIC pay July
\$763.25	Sandra Burrell, VIC pay 7-20 July
\$763.25	Sandra Burrell, VIC pay 21 July - 3 August
\$553.87	Canada Revenue Agency, July

Amount	Expenditure for
\$15.07	Workmen's Compensation Board, 1 Apr - 30 June
\$119.92	Bell Aliant, VIC phone May-June

Carried.

6. Active tasks

First Fridays 2013. The August event was well attended. The September one will have the theme "Fishermen's Appreciation". The permit for sandwich boards was obtained; the Town did not require a fee of \$50 (Council, 11 July 2013), but ABoT must re-apply for it each year in May.

Membership dues for 2013. There are now 61 members in good standing, with a total of \$5,400 received in dues.

Doers & Dreamers Guide 2014. The rates for advertisements are the same as for 2013. The deadline for booking the number of pages required is 15 August.

Moved by Bill Monk, seconded by Holly Sanford: that ABoT shall book one and a half pages in the Doers & Dreamers Guide for 2014. **Carried.**

The Town will also be asked whether it would book one half-page.

7. Project reports

Registration under Part II of BoT Act. The Minister of Industry has formally approved our amended by-laws, but has forgotten that it arose from our request for continuance under Part II of the Act. Industry Canada will be reminded.

Events calendar. This next report will be at the October meeting.

Locator maps. Ryan Scranton reported that the map is now up at the Gardens. Mike Fearon has not yet submitted the development application for the map at the VIC.

8. New business

Forwarding of messages to members. **Moved** by Mike Fearon, seconded by Jane Nicholson: that the request from ARCAC to forward the schedule of events for Arts Unleashed to our members be approved. **Carried.** It was noted that many of the businesses receiving the message will themselves benefit from it.

The meeting adjourned at 8:15 p.m.

Beth Fairn
President

Mike Fearon
Secretary

Minutes of Council Meeting, 11 July 2013

7:00 p.m. at 652 St. George St.

Present

Council: Beth Fairn, Bill Monk, Kevin Burnell, Mike Fearon, JoAnn MacKay, Holger Mueller-Sparenberg, Jane Nicholson, Holly Sanford.

Regrets: Paula Buxton, Craig Fancy, Ryan Scranton.

Members: Grace Butland.

Visitors: Peter Davies.

1. Agenda

Moved by Bill Monk, seconded by Kevin Burnell: that the circulated agenda be approved, with the addition of short presentations by Grace Butland and Peter Davies. **Carried.**

2. Presentations

Grace Butland provided an update on ARCAC's revival of the old arts festival, which will be called "Arts Unleashed". A marketing grant of \$650 has been obtained.

Peter Davies informed the meeting of some initiatives by the Town's Marketing and Economic Development Committee. A suggestion that overalls patterned on photographs from around 1900 might be worn to give the town a period "feel" could not be adopted by some businesses because of their own dress code or the nature of their business.

3. Approval of minutes

Moved by Bill Monk, seconded by JoAnn MacKay: that the minutes of the council meeting of 9 May 2013 be accepted as circulated. **Carried.**

4. Follow-up

Doers & Dreamers Guide 2013 (Council, 11 April 2013). One account has been paid. The other will be handled in connection with the 2014 Guide.

Funding for VIC: meeting with Greg Kerr MP (Council, 11 April 2013). A long meeting took place. No source of funds was identified, but Mr. Kerr suggested a project based on the NS Charter of 1621, a rare copy of which is at Fort Anne.

Moved by Jane Nicholson, seconded by Holger Mueller-Sparenberg: that ABoT plan and execute a "pilgrimage to the Charter" to take place in 2017, the 150th. anniversary of Confederation. **Carried.** The committee for the project will consist of **Kevin Burnell, Beth Fairn, JoAnn MacKay, Jane Nicholson and Holly Sanford.** Funding and assistance for the project may be available.

A meeting was also held with the Mayor of the Town at the VIC, to brief him on the activities there.

Scrapping of kiosks (Council, 11 April 2013). The letter to the Town notifying them that ABoT intends to dispose of the kiosks has not yet been sent.

Funding for VIC from Farmers' Market (Council, 11 April 2013). A cheque for \$125 from the Farmers' Market was received for beautification (i.e the locator map) -- but was unsigned. A signature will be obtained.

5. Matters arising

Resignations. Beth Fairn acceded to the request of the June QGM, and will continue as President until the end of August. Holger-Mueller-Sparenberg likewise agreed to continue as a member at large of the council.

Updating of Town's website. Since the Town has the website now under review, this will become a project to be undertaken when the review is completed.

E-mail list of members. The e-mail list will be changed to include only members who have paid dues for 2013. Other members will be dropped from the list and notified that this will occur.

6. Finance

Moved by JoAnn MacKay, seconded by Jane Nicholson: that the following expenditures be approved.

Amount	Expenditure for
\$792.5	Graham Wright, VIC wages May/June
\$831.19	Sandy Burrell, VIC wages June/July
\$483.88	Canada Revenue Agency
\$92	Integrity Printing
\$100	Duncan Draper, payable to Holly Sanford
\$50	Eugene Seguin, payable to Holly Sanford
\$37.14	Clare Shopper
\$49.59	Aurora Greenwood, payable to Holly Sanford

Carried.

Moved by Holger-Mueller-Sparenberg, seconded by Holly Sanford: that the financial statements be approved.
Carried.

7. Vacancy on council

A member at large on the council will be vacant when Beth Fairn's agreed term as President expires at the end of August. **Bill Monk** will ask Jaye McQuillin whether she would be willing to fill the vacancy.

8. Active tasks

First Fridays 2013. The July event was successful. The August one will be co-ordinated with Natal Day. Jane Nicholson proposed the use of sandwich boards to advertise the event, which will require a permit from the Town, at a cost of \$50.

Membership dues for 2013. The Olde Towne Pub will be sent an invoice for membership dues together with a credit note for the same amount, in return for our use of the Pub's premises for meetings.

Membership rolls. **Moved** by Mike Fearon, seconded by Kevin Burnell: that the businesses in the attached list be removed from the membership rolls as being no longer interested in the activities of ABoT. **Carried.**

Annual ABoT bursary for graduating HS student. This is now complete.

Doers & Dreamers Guide 2014. The material from the publisher is in the mail. Work will start when it is received.

9. Project reports

Communication strategy. This will be considered at the September QGM.

Financial support for the VIC. This will be considered at the October meeting. The meeting with Greg Kerr, MP, has been held (see above). A meeting should also be requested with the County.

Forwarding of messages to members. Messages will not be forwarded to our members unless authorized by the council.

The meeting adjourned at 9:35 p.m.

Beth Fairn
President

Mike Fearon
Secretary

**Minutes of Quarterly General Meeting
7:00 p.m. Thursday, 13 June 2013
at Ye Olde Towne Pub, Annapolis Royal**

Present

Council: Mike Fearon, Kevin Burnell, Craig Fancy, JoAnn MacKay, Bill Monk, Holly Sanford.

Regrets: Beth Fairn, Holger Mueller-Sparenberg, Paula Buxton, Jane Nicholson, Ryan Scranton.

Members: Sue Ashdown, Grace Butland, Jaye McQuillin, Cindy Wilson.

1. Election of chair

In the absence of the President and Vice President, a member of the council must be chosen to preside (By-Law 32). **Moved** by Bill Monk, seconded by Holly Sanford: that Kevin Burnell shall chair this meeting. **Carried.**

2. Agenda

The following items were added to the agenda:

- (a) After approval of minutes: the Annapolis Royal Arts Festival, and a meeting with Greg Kerr, MP.
- (b) Under finance: funding from Provincial Employment Programme (PEP).
- (c) Under election of new members: Searidge Foundation was included

Moved by Craig Fancy, seconded by JoAnn MacKay: that the agenda, as amended, be approved. **Carried.**

3. Minutes

Moved by Mike Fearon, seconded by Holly Sanford: that the minutes of the annual general meeting on 21 March 2013 be approved as circulated. **Carried.**

4. Arts Festival

Grace Butland said that ARCAC proposes the revival of the Arts Festival which used to be held annually some years ago. It would be a joint enterprise of the non-profit organizations in the area, and will involve joint advertising. In the present year it will be held on the two weekends starting 17 August, co-ordinated by Grace herself. When the festival has been held two years running, it will qualify for significant funding. The immediate request to ABoT is that material about the festival be sent to all members.

5. Meeting with Greg Kerr, MP

This meeting, to discuss possible funding of the VIC and/or ABoT, will take place at 1:00 p.m. on Tuesday at the VIC. ABoT will be represented by Beth Fairn, Bill Monk and Holger Mueller-Sparenberg.

6. Finance

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

Amount	Expenditure for
\$491.5	Sandy Burrell, wages.

Amount	Expenditure for
\$763.25	Sandy Burrell, wages.
\$33.17	Bell Aliant: VIC telephone.
\$2262.92	Scenario 3: locator maps.
\$100	Dan Froese: for June First Friday.
\$44.16	Integrity Printing: for June First Friday.
\$258.45	TODD Graphics: for June First Friday.

Carried.

Approval of financial statements. **Moved** by Bill Monk, seconded by Holly Sanford: that the financial statements be approved. **Carried.**

PEP funding for VIC. ABoT has been notified that this funding will increase from \$3,200 last year to \$5,825 for 2013. The documentation requested to support this grant has been forwarded. Payment of this grant is often delayed until the next Spring; Jane Nicholson is willing to find funds, if necessary, to bridge the gap until this payment is received.

ABoT will now hire Graham Wright to man the VIC during Sandy Burrell's days off. A previous call for volunteers to do so had failed to produce any results, and the alternative was to close the VIC for two days a week.

7. Admission of new members

Moved by Bill Monk, seconded by Holly Sanford: that the following be admitted to membership of ABoT:

- Foamworx,
- Annapolis Digby Economic Development Agency,
- Searidge Foundation,
- Trans World Companies,
- Orde's Trucking & Excavating.

Carried by the required two-thirds majority.

8. Resignations of President and Vice-President

Resignation of President. The resignation of Beth Fairn with effect from 11 April was received on 2 April 2013 (Council, 11 April 2013). Under By-Law 20, the matter must be considered in the first instance by the next following general meeting.

In the meantime, however, important meetings concerning the future of the VIC have been scheduled, and Beth has expressed willingness in these circumstances to continue as President until August.

Moved by Bill Monk, seconded by Mike Fearon: that Beth Fairn be asked to postpone the effective date of her resignation until the end of August. **Carried.**

Resignation of Vice-President. The resignation of Holger Mueller-Sparenberg as Vice-President was received on 10 June 2013.

Moved by Holly Sandford, seconded by JoAnn MacKay: that the meeting move *in camera*. **Carried** at 7:46 p.m. **Moved** at 8:12 p.m. by Bill Monk, seconded by Holly Sanford: that the meeting move *ex camera*. **Carried.**

Moved by Mike Fearon, seconded by JoAnn MacKay: that the resignation of Holger Mueller-Sparenberg as Vice-President be regretfully accepted, but that he be requested to continue as a member of the council at large, in order to lend it the benefit of his advice and experience. **Carried**, with two abstentions.

It had previously been understood that Bill Monk would accept nomination as Vice-President in the event that an expected vacancy arose (Council, 11 April 2013). **Moved** by Holly Sanford, seconded by Craig Fancy: that Bill Monk be elected as Vice-President to replace Holger Mueller-Sparenberg. **Carried**.

Recognition of former members of the council. A pot luck reception will be held on Thursday, 20 June, at 6:00 p.m. at Great Expectations for members of the council who retired at the 2013 AGM.

9. Active tasks

Staffing of VIC. This is now complete.

First Fridays. Considering the weather forecast at the time, the June event was reasonably successful. Planning for the July one is in progress, with a meeting to be held on Monday, 17 June. The effort of Holly Sanford's working group was praised.

Updating of signing authority. This is now complete.

Membership drive. Solicitation of memberships continues. There are at present 57 current members, with total fees of \$5,000 received to date.

Updating of members' e-mail list. Members who paid dues for 2012 but not so far for 2013 are still on the e-mail list. The question of whether to delete them from the list will be considered at the July meeting.

Updating of Town's website. The ability of ABoT to arrange updates to business links on the Town's website now depends on the completion of the Town's plans for a general update. The question of whether this matter should be considered a project rather than a recurrent task will be dealt with at the July meeting.

Report to Industry Canada. Industry Canada's website is now up to date. The task is now complete.

10. Project reports

Locator maps. The three maps have now arrived, and the one at Petit Park is now up. A position has been chosen for the map at the VIC, but a permit must be obtained from the Town before it can be erected; a letter of approval must also be obtained from NS Power. The Town is responsible for erecting the third one at the Historic Gardens.

Financial support for VIC. Meetings have been arranged next week with Greg Kerr, MP, and the Mayor of Annapolis Royal.

The remaining agenda under this heading was deferred to the next meeting.

11. Amendment of by-laws

Industry Canada recommended that ABoT review the notice required for general meetings in the by-laws. The council meeting of 21 February 2013 concluded that the notice for quarterly general meetings should be increased from three to ten days. Kevin Burnell, seconded by Bill Monk, **moved** at the AGM that By-law 40 be amended to read:

Section 40. Notice of all quarterly general meetings, naming the time and place of assembly, shall be given by the secretary. Notice at least ten days prior to the meetings through one newspaper or otherwise, as is thought necessary by the council, shall constitute sufficient notice.

By-law 50 requires that this motion could not be put to the vote until the subsequent general meeting. On being put to the vote, it was **carried**.

The meeting adjourned at 8:30 p.m.

Beth Fairn

President

Mike Fearon

Secretary

Minutes of Council Meeting, 9 May 2013

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

Present

Council: Holger Mueller-Sparenberg, Kevin Burnell, Paula Buxton, Craig Fancy, Jo Ann MacKay, Bill Monk, Holly Sanford, Ryan Scranton.

Regrets: Mike Fearon, Jane Nicholson.

Members: Jaye McQuillin.

1. Agenda

Moved by Ryan Scranton, seconded by Jo Ann MacKay: that the circulated agenda be approved. **Carried.**

2. Approval of minutes

Moved by Bill Monk, seconded by Holly Sanford: that the minutes of the council meeting of 11 April 2013 be accepted as circulated. **Carried.**

3. Follow-up

Doers & Dreamers Guide 2013 (Council, 11 April 2013). The two remaining accounts payable for the Guide are still unpaid. **Bill Monk** will see the owners.

Funding for VIC: meeting with Greg Kerr MP (Council, 11 April 2013). **Holger Mueller-Sparenberg** will request a meeting.

Scrapping of kiosks (Council, 11 April 2013). The letter to the Town notifying them that ABoT intends to dispose of the kiosks has not yet been sent.

Funding for VIC from Farmers' Market (Council, 11 April 2013). The Farmers' Market is willing to support ABoT activities, but requires invoices for specific purposes. **Jo Anne MacKay** will prepare an invoice of \$125 for beautification, and **Holly Sanford** will prepare one of \$100 for First Fridays.

Locator map at VIC (Council, 11 April 2013). The proposed location for the map is to the right of the doorway to VIC. A letter of approval by Nova Scotia Power is required.

4. Finance

Membership dues. Weasy's Hair Salon has paid dues of \$75 for 2013; this is the correct amount.

6. Active tasks

Staffing of the VIC. No volunteers have come forward to staff the VIC during Sandi Burrell's days off. The VIC will have to be closed two days a week.

Easter Eggstravaganza. The receipts for expenditures are now in, and the activity is complete.

First Fridays 2013. Planning is proceeding well.

Membership dues for 2013. Memberships not yet renewed were assigned to members of the council for follow-up.

Review of membership roll. The following businesses have closed: The Carriage House B&B, and 4 Paws on Earth Pet Spa & Boutique. These businesses will not be renewing membership: Therapeutic Massage & Acupuncture, and Just B Lodging.

Transition to new ABoT council. This is now complete.

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

Annual ABoT bursary for graduating HS student. Jaye McQuillin proposed that Scotiabank should fund the bursary, which would be sponsored jointly by ABoT and Scotiabank. **Holger Mueller-Sparenberg** and Jaye McQuillin will be at AWEC to present it.

7. Project reports

Events calendar. Holly Sanford and Ryan Scranton are preparing a draft calendar.

8. New business

Digital display at VIC. The surplus monitor and DVD player received from ADEDA have been installed in the VIC.

Beth Fairn
President

Mike Fearon
Secretary

Minutes of Council Meeting, 11 April 2013

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

Present

Council: Holger Mueller-Sparenberg, Mike Fearon, Kevin Burnell, Paula Buxton, Craig Fancy, Jo Ann MacKay, Bill Monk, Jane Nicholson (via Skype), Holly Sanford, Ryan Scranton.

Regrets: Beth Fairm.

Visitors: Peter Wyman.

1. Agenda

Moved by Bill Monk, seconded by Jo Ann MacKay: that the circulated agenda be approved after the addition under new business of the wind turbine on Parker Mountain and the proposed changes to traffic flow in Annapolis Royal. **Carried.**

2. Approval of minutes

Moved by Mike Fearon, seconded by Bill Monk: that the minutes of the council meeting of 14 March 2013 be accepted as circulated. **Carried.**

3. Follow-up

Doers & Dreamers Guide 2013 (Council, 14 March 2013). There are two remaining accounts payable for the Guide. **Bill Monk** will see the owners.

Funding for VIC: meeting with Greg Kerr MP (Council, 21 February 2013). Greg Kerr has been ill, but is now recovering. **Holger Mueller-Sparenberg** will request a meeting.

Scrapping of kiosks (AGM, 21 March 2013). **Moved** by Bill monk, seconded by Jo Ann MacKay: that, the Town having given the kiosks to ABoT, a letter be sent to the Town notifying them that ABoT intends to dispose of them. **Carried.**

Locator map at VIC (Council, 14 March 2013). **Bill Monk** and **Kevin Burnell** will investigate the best location for the map to be mounted outside the VIC. The Pixie Dust Fund will pay the cost of mounting it.

4. Finance

Signing officers. **Moved** by Craig Fancy, seconded by Ryan Scranton: that Kevin Burnell, Bill Monk and Mike Fearon now be the three members of the council authorized under By-law 35 (d) and (e) to sign cheques and approve disbursements, etc. **Carried.**

Surplus from Christmas grant. The Town has agreed that the surplus of \$283 from this grant may be retained.

Membership dues for Annapolis and District Fire Society. **Moved** by Bill Monk, seconded by Jo Ann MacKay: that the membership dues for the Fire Society, a non-profit organization, shall be \$25 for 2013 and henceforth. **Carried.**

Approval of financial statements. **Moved** by Kevin Burnell, seconded by Jane Nicholson: that the financial statements be approved. **Carried.**

Approval of expenditures. **Moved** by Mike Fearon, seconded by Jo Ann MacKay: that the following expenditures be approved:

Amount	Expenditure for
\$1920.5	TODD Graphics: design of locator map.
\$125	Fire Society: refund of over-paid dues.
\$15 + HST	Renew domain name for website (see below).
\$500	Annual ABoT bursary (see below).

Carried.

5. Resignation of President

Beth Fairn resigned on 2 April 2013 because of a significant increase in her responsibilities with Royal Bank. It had previously been arranged that Holger Mueller-Sparenberg would accept nomination in her place and that Bill Monk would accept nomination as Vice-President. A nomination will also be required for a member at large, and a new Chair must be appointed for the Tourism Committee.

Bill Monk suggested that all last year's members who have retired from the council (Grace Butland, Caroline Bosley, Angela Amero and Cathy Millner), as well as Beth Fairn, should be recognized at the QGM on 13 June. **Jo Ann MacKay** volunteered to co-ordinate it.

6. Active tasks

Report to Industry Canada. The report was mailed on 14 April 2013.

Updating of Town's website. The Town's website will be audited to estimate the extent of the necessary corrections. In the meantime ABoT will collate corrections requested by the members.

Staffing of the VIC. Sandi Burrell has already been hired as the manager. **Holger Mueller-Sparenberg** will co-ordinate finding the volunteers needed to cover for Sandi's breaks, who must be trained by Sandi and Nova Scotia Power. **Jane Nicholson** will have a call for volunteers inserted in the "Town Crier".

Bill Monk will approach the Farmers' Market for assistance in funding the VIC.

Easter Eggstravaganza. Over 800 people attended the event. It needs more participation by the local merchants.

First Fridays 2013. Planning is proceeding well.

Membership dues for 2013. Membership dues have been received from 39 members for a total of \$3,550. A membership drive is needed. **Mike Fearon** will send Jane Nicholson the material previously sent to prospective members so that it may be updated.

Transition to new ABoT council. New members of the council have received copies of the by-laws, policies and procedures, and the minutes for 2013. **Mike Fearon** will also send them the list of projects and tasks. There will be a meeting to brief the new members preceding the next meeting on 9 May.

Renewal of domain name for website. **Moved** by Ryan Scranton, seconded by Jo Ann MacKay: that the expenditure of \$15 + HST be approved for the renewal of the domain name. **Carried.**

Annual ABoT bursary for graduating HS student. **Moved** by Bill Monk, seconded by Jane Nicholson: that the expenditure of \$500 be approved for the annual bursary for a student graduating from AWEC who will undertake business studies. **Carried.**

7. Project reports

Re-instatement of committees. **Holger Mueller-Sparenberg** will be the Chair *pro tem.* of the Marketing Committee. The next report will be in September.

Registration under Part II of BoT Act. When the proposed amendment to By-law 40 has been passed at the QGM in June, the amended by-laws can be forwarded to Industry Canada for approval. That should complete the project.

Events calendar. This project will be reviewed at the May meeting.

8. Locator map

Ryan Scranton will ask the Historic Gardens for a statement in writing whether they agree to the siting of an additional locator map on their property. **Moved** by Kevin Burnell, seconded by Jo Ann MacKay: that an order be placed for the production of three locator maps, two to be sited at Petit Parc and the VIC; the third will have the “You are here” indicator at the Gardens if agreement is obtained, and otherwise the indicator will be erased before production so that a proper one can be superimposed later. **Carried.**

9. New business

Joint festival with Bear River (Council, 8 November 2012). This proposal was tabled.

Digital display at VIC. ADEDA has been asked to provide a surplus monitor and DVD player, if they are available.

Wind turbine on Parker Mountain. Holger Mueller-Sparenberg will attend the meeting on 24 April 2013.

Proposed changes to traffic flow in Annapolis Royal. **Moved** by Jane Nicholson, seconded by Holly Sanford: that the Vice-President write a letter to Town Council stating that ABoT is opposed to these changes, and that the letter be handed over at the public meeting on 18 April 2013 if circumstances warrant. **Carried.**

The meeting adjourned at 9:05 p.m.

Holger Mueller-Sparenberg
Vice-President

Mike Fearon
Secretary

**Minutes of Annual General Meeting
7:00 p.m. Thursday, 21 March 2013
at Ye Olde Towne Pub, Annapolis Royal**

Present

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

Absent: Cathy Millner, Brenda Thompson.

Members: Jo Ann MacKay, Holger Mueller-Sparenberg, Jane Nicholson (present via Skype).

1. Agenda

The following items were added to the agenda after the President's annual report: (a) release of the small kiosks, (b) updating of the Town's website, (c) First Fridays, (d) locator map. **Moved** by Bill Monk, seconded by Grace Butland: that the agenda, as amended, be approved. **Carried.**

2. Minutes

Moved by Mike Fearon, seconded by Holly Sanford: that the minutes of the quarterly general meeting on 13 September 2012 be approved as circulated. **Carried.**

Moved by Mike Fearon, seconded by Grace Butland: that the minutes of the quarterly general meeting on 13 December 2012 be approved as circulated. **Carried.**

3. Follow-up

Letter about funding for ADEDA (QGM 13 September). The letter to the minister for ACOA was sent in October.

Stale accounts receivable (QGM 13 September). Accounts receivable related to the old "Retailer" in the amount of \$386.74 have been written off as a bad debt in 2012.

Registration under Part II of the Boards of Trade Act (QGM 13 September). Application was made for registration, and the Department of Industry has ruled that in fact ABoT has always been under Part II of the Act since 1946.

4. President's annual report

Moved by Bill Monk, seconded by Kevin Burnell: that the President's report be approved. **Carried.**

5. Release of small kiosks

These kiosks were transferred to ABoT by the Town some time ago. The ABoT council is of the opinion that the kiosks should be discarded, because the effort required to maintain them is not justified by the commercial results. **Moved** by Jane Nicholson, seconded by Angela Amero: that a letter be sent to Town Council relinquishing responsibility for these kiosks, and that a notice be inserted in the "Town Crier" asking whether anyone wishes to take over responsibility for one or more of them. **Carried.**

6. Updating of Town's website

The Town is aware that the website is out of date, and is taking steps to correct it. ABoT can assist by collating requests from businesses for corrections.

7. First Fridays

Holly Sanford has held an initial planning meeting with local businesses. A budget has been developed.

8. Locator map

A letter was received from the CAO of the Town, citing a motion passed by Town Council on 18 March 2013 which strongly recommended that the map intended for the large kiosk in Petit Park be placed elsewhere. Mike Fearon had replied by e-mail on 21 March, providing background information and pointing out the practical difficulties of following the recommendation.¹

Moved by Kevin Burnell, seconded by Caroline Bosley: that a letter be sent to Town Council: (a) thanking them for their recommendation and saying that, in view of the advanced state of planning for the map and the requirement to have it mounted before the start of the season in 2013, ABoT must proceed with its existing plan; and (b) inviting the Town to discuss the matter further in the Fall. **Carried.**

Moved by Caroline Bosley, seconded by Holger Mueller-Sparenberg: that the order for the maps at Petit Park and the VIC be sent in now. Ayes: 10; nays: 2. **Carried.**

Moved by Caroline Bosley, seconded by Craig Fancy: that the expenditure of \$1,400.71 be approved as the down-payment for production of the two locator maps. **Carried.**

9. Attendance at the council

By-law 20 requires a report to the next general meeting when a member of the council has been absent from three consecutive meetings, so that the members may choose to elect a replacement. Due to sickness, Brenda Thompson has been unable to attend any meeting since April 2012; Craig Fancy was unable to attend the meetings between July and September 2012; and Cathy Millner missed the meetings between December 2012 and March 2013. Since a new council would be elected at the present meeting, no action was required.

10. Finance

Audited financial statements. **Moved** by Holger Mueller-Sparenberg, seconded by Holly Sanford: that the audited statements for 2012 and 2013 be approved. **Carried.**

Budget for 2013. **Moved** by Bill Monk, seconded by Caroline Bosley: that the budget for 2013 be approved. **Carried.**

Auditor for 2013. **Moved** by Kevin Burnell, seconded by Angela Amero: that Chris Tibbs be appointed the auditor for 2013, in accordance with By-law 54. **Carried.**

11. Election of officers and council

By-law 19 requires the election of a president, vice-president, secretary and treasurer, and exactly seven other members of the council. Bill Monk and Paula Buxton, as the Nominating Committee, moved and seconded respectively the following nominations for the council:

Position	Member nominated	Representative
President	Royal Bank of Canada	Beth Fairn
Vice-President	Royal LePage Coast & Country Realty	Holger Mueller-Sparenberg
Secretary	J.M. Fearon	Mike Fearon

¹ This reply stated that the location of the kiosk had not been approved by PHAC. It emerged later that PHAC had in fact approved a location in Petit Park, but that the actual location within the Park was slightly different because of a recommendation by Public Works.

Position	Member nominated	Representative
Treasurer	Crown Cove Cottages Inc.	Kevin Burnell
Members at large	Leo's Café	Paula Buxton
	H.E. Fancy Jewellery Ltd.	Craig Fancy
	Great Expectations and the Chocolate Shop	Jo Ann MacKay
	A Seafaring Maiden	Bill Monk
	Mrs. Nicholson Inc.	Jane Nicholson
	Bainton's Tannery Outlet	Holly Sanford
	Annapolis Heritage Society	Ryan Scranton

After three calls by the chair, no further nominations were forthcoming.

Moved by Angela Amero, seconded by Holly Sanford: that, there being no other nominations, the nominees of the Nominating Committee be declared elected. **Carried.**

12. Amendment of by-laws

Industry Canada recommended that ABoT review the notice required for general meetings in the by-laws. The council meeting of 21 February 2013 concluded that the notice for quarterly general meetings should be increased from three to ten days. **Moved** by Kevin Burnell, seconded by Bill Monk: that By-law 40 be amended to read as follows:

Section 40. Notice of all quarterly general meetings, naming the time and place of assembly, shall be given by the secretary. Notice at least ten days prior to the meetings through one newspaper or otherwise, as is thought necessary by the council, shall constitute sufficient notice.

By-law 50 requires that this motion cannot be put to the vote until the next general meeting in June.

13. Re-instatement of committees

Mike Fearon will remind the chairs of re-instated committees to find other members to complete them. Caroline Bosley offered to be a member of the Marketing Committee, but not as the chair.

14. Doers & Dreamers Guide 2014

Bill Monk said that the target would be to have two full pages of advertisements in the Guide for 2014. Caroline Bosley suggested that co-operation with Digby and Bear River would be productive.

The meeting adjourned at 8:15 p.m.

Beth Fairn

Mike Fearon

President

Secretary

Minutes of Council Meeting, 14 March 2013

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

Present

Council: Beth Fairn, Grace Butland, Mike Fearon, Paula Buxton, Craig Fancy, Bill Monk, Holly Sanford.

Regrets: Kevin Burnell, Caroline Bosley.

Absent: Angela Amero, Cathy Millner, Brenda Thompson.

Members: Holger Mueller-Sparenberg.

Visitors: Daniel Froese, Jim Todd.

1. Approval of minutes

Moved by Mike Fearon, seconded by Bill Monk: that the minutes of the council meeting of 21 February 2013 be accepted as circulated. **Carried.**

2. Follow-up

VIC: final report (Council, 10 January 2013). The report has been distributed to the Town, the “Spectator” and the Facebook site “Revitalize Annapolis”. The posting on Facebook produced some comments about the usefulness of the “?” symbol for the VIC and other matters.

Doers & Dreamers Guide 2013 (Council, 21 February 2013). The new Guide is now available. Invoices for the accounts receivable of \$379 have been sent out, and one has since been paid.

3. Locator map

Moved by Mike Fearon, seconded by Bill Monk: that the map as presented at the meeting be given final approval, subject to some minor corrections mentioned by Jim Todd. **Carried.**

Beth Fairn and *Bill Monk* will investigate the best arrangement for displaying the map at the VIC. Two vertical supports and a cross-brace should suffice to hold it. *Mike Fearon* will check with Jane Nicholson about the cost.

4. Finance

Audit of 2012 financial statements. The audit has been completed.

Approval of financial statements. No statements were provided.

Auditor for 2013. Chris Tibbs has agreed to be nominated as the auditor.

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

Amount	Expenditure for
\$550	Directors’ and officers’ liability insurance.
\$39.18	Telephone: February 2013.

Amount	Expenditure for
\$100	Bank cheques (estimate).

Carried.

5. Active tasks

Easter Eggstravaganza. Everything is going according to plan.

First Fridays 2013. A meeting with businesses was held with a large turn-out. The first occasion will be on 7 June.

Staffing of VIC. **Moved** by Bill Monk, seconded by Holly Sanford: that Sandi Burrell be hired again as manager of the VIC. **Carried.** *Mike Fearon* will inform her of the decision.

Janice Slaunwhite has agreed to co-ordinate the volunteers needed to man the VIC during Sandi Burrell's time off.

Repair and maintenance of kiosks. The council was of the opinion that the kiosks should be discarded, because the effort required to maintain them is not justified by the commercial results. The motion to do so will be presented at the AGM. *Mike Fearon* will give members advance notice of the motion.

Updating of Town's website. The Town is aware that its website needs to be updated, and is taking steps to do so. ABoT could assist by collating requests for updates from businesses in the district. *Mike Fearon* will put this on the AGM agenda and collate any resulting corrections.

AGM. The Nominations Committee has nominations for all positions except one member of the council. The AGM will take place on Thursday 21 March 2013 at 7:00 p.m. at Ye Olde Towne Pub.

Moved by Holly Sanford, seconded by Mike Fearon: that the President's report to the AGM be approved as circulated. **Carried.**

Annual reception for members. The best time for the reception would be after people come back to town for the season, perhaps immediately before the AGM. This will be re-considered in January 2014.

Membership dues for 2013. Dues have been received from 26 members, to the value of \$2,350. Since many members are still away from town, follow-up on unpaid dues will be postponed until the April meeting.

Review of membership roll. The Membership Committee (chaired by *Bill Monk*) will examine the data from the membership database with a view to separating actual members from prospective ones and to propose names to be removed from the rolls under By-law 14.

Transition to new council. New members of the council will be provided with copies of the by-laws, policies and procedures, and recent minutes. Further action will be considered in April.

6. Project reports

Amendment of by-laws. An amendment to By-law 40 so that the notice for quarterly general meetings will be ten days has been included on the circulated agenda for the AGM, where it must be proposed and seconded. It can then be passed at the quarterly general meeting in June.

7. New business

Joint festival with Bear River (Council, 8 November 2012). In the absence of *Caroline Bosley*, the matter was deferred to the April meeting.

Digital display at VIC. This display would require photographs, narration, editing, etc. **Beth Fairn** will contact Chris Cooper about the possibility of using his videos.

Events calendar. It was agreed that a project to create an annual events calendar should be started. **Holly Sanford** volunteered to help.

The meeting adjourned at 8:55 p.m.

Beth Fairn
President

Mike Fearon
Secretary

Minutes of Council Meeting, 21 February 2013

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

Present

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

Regrets: Beth Fairn, Caroline Bosley, Paula Buxton.

Absent: Cathy Millner, Brenda Thompson.

Members: Suzan Hebditch, Rob Lawrie, Jaye McQuillin, Holger Mueller-Sparenberg.

Visitors: Daniel Froese, Paul Paquette.

1. Locator map

Moved by Kevin Burnell, seconded by Bill Monk: that the expansion of the map to include the Fundy shore and Mickey Hill be approved. **Carried.**

Moved by Bill Monk, seconded by Holly Sanford: that inclusion of the Historical Association of Annapolis Royal among the display panels below the map proper be approved. **Carried.**

Holger Mueller-Sparenberg requested that the location of the Masonic Lodges be shown in the lower inset map of the town.

Councillor Paul Paquette outlined the Town's initiative for a "layered" geographic database which would permit users to superimpose the data from a "layer" (e.g. restaurants) onto a map of the town.

2. Approval of minutes

Moved by Bill Monk, seconded by Kevin Burnell: that the minutes of 10 January 2013 (item 5, *AGM*) be amended to show that Holly Sanford is also on the Nominations Committee. **Carried.**

Moved by Bill Monk, seconded by Mike Fearon: that the minutes, so amended, of the council meeting of 10 January 2013 be accepted. **Carried.**

3. Follow-up

VIC: final report (Council, 10 January 2013). In the absence of **Beth Fairn**, it was not known whether the publicity for the VIC data had been arranged.

Councillor Paul Paquette said that he would advocate a grant to ABoT of up to \$5,000 toward operation of the VIC.

Meeting with Greg Kerr, MP (Council, 10 January 2013). Greg Kerr has been ill, and the meeting to discuss funding for the VIC could not take place.

Printer for the VIC (Council, 10 January 2013). The printer and cartridge have been bought.

Stale accounts receivable (Council, 10 January 2013). The bad debt of \$386.74 for 2011 or earlier has been written off in the accounts for 2012.

4. Finance

Approval of financial statements. **Moved** by Bill Monk, seconded by Holly Sanford: that the financial statements be approved. **Carried.**

Christmas expenditures (Council, 10 January 2013). Because of a delayed invoice, the surplus of \$283 from the Town's grant will be reviewed at the March meeting.

Doers & Dreamers Guide 2012 (Council, 10 January 2013). The accounts still receivable of \$379 will be reviewed at the March meeting.

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

Amount	Expenditure for
\$72	Sarah Snider: art work for Christmas advertising.
\$58.87	Telephone: January 2013.
\$182.86	Kevin Burnell (purchase of printer).

Carried.

5. Active tasks

Doers & Dreamers Guide. This task is now completed for 2012.

Annual plan and budget for 2012. This task is complete except for approval at the AGM.

Updating of Town's website. In the absence of **Beth Fairn**, the status of this task was unknown.

Annual financial statements and audit for 2012. Audited financial statements will be available for the AGM.

February blow-out. This is cancelled for 2013, because of lack of demand. It needs a longer lead time for planning, which should start in October, not December.

Staffing of VIC. A new project was established to seek additional financial support for the VIC in future. It will be undertaken by the Tourism Committee whose members are **Beth Fairn** (chair), **Kevin Burnell**, **Craig Fancy**, **Bill Monk** and **Holly Sanford**.

AGM. The Nominations Committee has nominations for 8 positions, and 3 potential nominations for the remainder. The AGM will take place on Thursday 21 March 2013 at 7:00 p.m. at Ye Olde Towne Pub.

Kevin Burnell will ask Chris Tibbs if he is willing to be nominated as the auditor for 2013.

Billing of 2013 dues for membership. The invoices have been sent out. Dues have been received from 15 members to date.

Easter Eggstravaganza. Everything is going according to plan.

7. Project reports

Registration under Part II of the Boards of Trade Act. Industry Canada has recommended that we review the notice required for general meetings. It was agreed that the notice for the AGM should remain at two weeks, and

that the notice for special general meetings should remain at one day because of their possible urgency. **Mike Fearon** will prepare an amendment to By-law 40 so that the notice for quarterly general meetings will be ten days.

Communication strategy. The draft strategy provided by Jane Nicholson will be considered at the meeting in June 2013.

Policies and procedures. **Moved** by Craig Fancy, seconded by Kevin Burnell: that the following privacy policy be adopted:

Information pertaining to an individual member of the board shall not be released by the council without that member's prior consent. The council may instead permit a request for information to be forwarded to members for reply at their own discretion.

Carried.

The draft document on policies and procedures will be reviewed at the June meeting.

8. New business

Joint festival with Bear River (Council, 8 November 2012). In the absence of **Caroline Bosley**, the matter was deferred to the March meeting.

Wharf and Antique Car projects. A report on these was received from Jane Nicholson.

Hand-held map of the town. This was to be a follow-up project after completion of the locator map. The Town's Marketing and Economic Development Committee has now been taken the lead. **Beth Fairn**, as President, will coordinate ABoT's attendance at meetings of that Committee.

Convocation of Masonic Lodges. A convocation will be held during the May-June period in Annapolis Royal, whose Lodge is 275 years old and is the oldest in Canada. About 1,000 masons are expected to participate. Holger Mueller-Sparenberg asked for support from ABoT in soliciting donations to a fund to improve the equipment of the lodges and to repair them.

The meeting adjourned at 8:40 p.m.

Beth Fairn
President

Mike Fearon
Secretary

Minutes of Council Meeting, 10 January 2013

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

Present

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

Regrets: Cathy Millner.

Absent: Angela Amero, Brenda Thompson.

1. Approval of minutes

Moved by Grace Butland, seconded by Kevin Burnell: that the minutes of the council meeting of 13 December 2012 be accepted as circulated. **Carried.**

2. Follow-up

Hours at Fort Anne (Council, 8 November 2012). The letter to the Minister was sent.

Easter fund (Council, 13 December 2012). The receipts for previous expenditures from this fund have been received.

VIC: final report (Council, 8 November 2012). A summary of the season's activities was provided. **Beth Fairn** will send the information for coverage in the *Spectator*, *Town Crier*, and "Revitalize Annapolis" website; it will also be sent to Town Hall for the relevant committee and will be included in the President's report to the AGM.

3. Matters arising

The hours at the VIC will be 9:00 a.m. to 5:00 p.m. in the last two weeks of the coming season. **Beth Fairn** and **Bill Monk** will meet with Greg Kerr, MP, to seek funding for the VIC.

Moved by Kevin Burnell, seconded by Bill Monk: that up to \$150 be approved for the purchase of a LaserJet printer for the VIC. **Carried.**

4. Finance

Christmas expenditures. The expenditures were \$283 less than the grant received from the Town. **Kevin Burnell** will inform the Town of this surplus and request that ABoT be permitted to put it toward future advertising.

Approval of financial statements. **Moved** by Bill Monk, seconded by Paula Buxton: that the financial statements be approved. **Carried.**

Stale accounts receivable. **Moved** by Mike Fearon, seconded by Bill Monk: that accounts still receivable in the amount of \$386.74 for 2011 or earlier be written off as a bad debt. **Carried.**

Annual statements for 2012. The statements will be completed by February and will then be audited prior to the AGM.

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

Amount	Expenditure for
\$872.38	NS Media: Christmas advertising.
\$62.03	Telephone: December 2012.
\$500	Portage LaPrairie (insurance).

Carried.

5. Active tasks

Doers & Dreamers Guide. **Bill Monk** will follow up on accounts still receivable of \$379.

Annual plan and budget for 2012. **Moved** by Mike Fearon, seconded by Bill Monk: that the budget for 2013 be accepted as circulated. **Carried.**

Updating of Town's website. **Beth Fairn** has not yet had a chance to discuss this with the Town CAO.

February blow-out. **Holly Sanford** will co-ordinate this. The tentative date is Saturday 13 April 2013.

Staffing of VIC. DSWNS will submit requests for staffing grants on our behalf.

AGM. The Nominations Committee will consist of **Bill Monk** and **Paula Buxton**. The AGM will take place on Thursday 21 March 2013. **[Corrected by council, 21 February 2013, to include Holly Sanford on the committee.]**

Billing of 2013 dues for membership. **Kevin Burnell** will send the invoices out in February with a letter, after he returns from abroad.

Review of membership roll. **Moved** by Grace Butland, seconded by Craig Fancy: that the following be removed from the roll of members, having paid no dues for 2012:

ID	Business name	Contact	Comment
7	Annapolis Appliance The Source	Jim Gushue	Business closed.
16	PMS Art Studio	Rion Microys	Now under Just B Lodging.
28	Bill Wambolt		Not interested in membership.
47	Crystal Cove	Kelly Brown	Business closed.
50	Dawn Oman Art Gallery		Moved out of district.
52	Dee Wee's		Business closed.
84	Kimmy's Dairy delight	Kim Longmire	Business closed.
103	Powerdyne Power Products Inc.	Jack Leslie	Business closed.
118	The Shoe Box	Laura Lockhart	Business in AR closed.

Carried.

7. Project reports

Locator map. **Moved** by Holly Sanford, seconded by Bill Monk: that the attached list of possible inclusions in the map be expanded to include the churches (St. Luke's, Saint Louis, United Church, Baptist Church, The Vineyard and the Shambhala Centre), and that this list be considered complete. **Carried.**

Re-instatement of committees. The composition of the five committees re-instated at the council meeting on 8 November 2012 (membership, tourism, finance, marketing and events) will be reviewed at the council meeting in April 2013.

Communication strategy. The draft strategy provided by Jane Nicholson will be considered at the meeting in February 2013.

Registration under Part II of the Boards of Trade Act. Industry Canada has notified us by e-mail that they require some amendments to our new by-laws, even though the current by-laws received formal Ministerial approval in July 2012. Mike Fearon has replied, pointing out that the by-laws adhere to the Boards of Trade Act and asking for clarification.

8. New business

Council minutes. **Moved** by Bill Monk, seconded by Holly Sanford: that the notice of council meetings, the agenda, and the resulting minutes be circulated to all members in good standing. **Carried.**

The meeting adjourned at 8:45 p.m.

Beth Fairn
President

Mike Fearon
Secretary