



**Quarterly General Meeting, 10 December 2014
7:00 p.m. at Ye Olde Towne Pub**

Present

Council: Jane Nicholson, Mike Fearon, Christine Beck, Craig Fancy, Sue Lane, Bouwien Luppés, Bill MacDonald, JoAnn MacKay, Julia Redgrave.

Regrets: Paula Buxton, Bill Monk.

Members: Holly Sanford, Jenn Smith, Lillian Stewart, Andrea Vandenboer.

Visitors: Grace Butland, Tracey Hatcher, Heather LeBlanc, Adèle MacDonald.

1. Agenda

Moved by Lillian Stewart, seconded by Craig Fancy: that the circulated agenda be approved, with the addition of the following:

- payment of the fee for the Christmas “Explorer”, under “Finance”;
- Annapolis Royal Regional Academy, under “New business”.

Carried.

2. Approval of minutes

Moved by Bill MacDonald, seconded by Craig Fancy: (a) that the minutes of the special general meeting of 29 September 2014 be accepted as circulated; (b) that the minutes of the quarterly general meeting of 11 September 2014 be amended as follows and that the minutes so corrected be approved:

The comment for the first two entries in the second table of expenditures for approval under “Finance” should read “Parks Canada payment for co-operative promotion in the Natal Days guide”.

Carried.

3. Follow-up

Restaurant garbage collection (Council, 13 November 2014). Bouwien Luppés presented her report. More information is required about the contracts with Valley Waste. **Moved** by Mike Fearon, seconded by Holly Sanford: that the President write a letter to the Town and to the County outlining the nature of the problem and expressing ABoT’s concern about the consequences for business of a failure to resolve the matter. **Carried.**

Survey of members on state of business (Council, 13 November 2014). Mike Fearon has examined the sources listed by www.bdc.ca, including www.surveymonkey.com, but has made no further progress.

Pro-rating of membership dues (Council, 13 November 2014). The previous meeting of the council decided that current dues for newly admitted members should be pro-rated from the month of admission to the end of the current membership year. Implementation before the start of the next membership year, i.e. before 1 March 2015, would require the issue of over 20 small refund cheques to new members admitted in 2014.

Moved by Sue Lane, seconded by JoAnn MacKay: that the pro-rating of membership dues for newly admitted members shall take effect from 1 March 2015; and that dues paid by new members admitted in December 2014 shall be credited to the 2015 membership year, in accordance with past practice. **Carried.**

Membership of Canadian CoC (Council, 14 August 2014). No reply has been received from Peggy Cunningham concerning a reduced rate for ABoT’s membership of CCoC. *Jane Nicholson* will contact Jennifer Hagen instead.

4. Absences from council

By-Law 20 requires that the next general meeting should be informed when any member of the council misses three consecutive meetings. All cases were already reported at the QGM of 11 September 2014.

5. Finance

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

Approval of expenditures. **Moved** by Sue Lane, seconded by JoAnn MacKay: that the expenditure of approximately \$200 be approved for the Christmas “Explorer”. **Carried.**

6. Election of new members

Moved by Bill MacDonald, seconded by Craig Fancy: that the following be admitted to membership of ABoT:

- The Valley House Daycare (Jenn Smith)
- Adèle MacDonald (individual membership)
- Grace Butland (individual membership)
- Hope Seeds (Andrea Berry)
- Association of the Friends of the Annapolis Royal Library (Linda Moffat)

Carried by the required two-thirds majority.

7. Active tasks

Annual financial statements. The auditor has been contacted, and compilation of the statements is in progress.

Staffing of the VIC. Sue Lane is preparing the submissions for Canada Summer Jobs. **Mike Fearon** will make the presentation to the Town. **Julia Redgrave** will make the presentation to the County, and **Mike Fearon** will provide the data needed for it.

Events planning calendar. The working group for the 2015 budget will make an initial draft of the calendar, to support the budget process.

First Fridays. The possibility of businesses offering daytime specials on first Fridays will be referred to the First Fridays committee.

Christmas events and advertising. Heather LeBlanc presented the report on ARTfelt Christmas.

Annual budget 2015. The working group will hold their first meeting early in January.

8. Project reports

Communication strategy. A revised strategy is being developed; the membership form is under revision; and the website and Facebook page are being improved.

Re-instatement of committees. It was proposed that the formal and informal committees be rationalized according to the specific tasks assigned to them, whether the work continues from year to year, and whether a budget is allocated to them. This will be discussed in detail at the January meeting.

Road to 2017. There was no activity to report. The next report will be in March 2015.

9. New business

Reversion of ARRA to the Town. The Town will assume responsibility for ARRA on 31 March 2015, and the school will move out on 2 February 2015

Conference at ARRA. Gregory Heming will address the January meeting about the Local Prosperity Conference to be held at ARRA on 9 - 12 April 2015.

The meeting adjourned at 8:55 p.m.

Jane Nicholson
President

Mike Fearon
Secretary



**Minutes of Council Meeting, 13 November 2014
7:00 p.m. at Ye Olde Towne Pub**

Present

Council: Jane Nicholson (via FaceTime), Bill Monk, Mike Fearon, Sue Lane, Christine Beck, Paula Buxton, Craig Fancy, Bill MacDonald, JoAnn MacKay, Julia Redgrave.

Regrets: Bouwien Luppens.

Members: Emily Denton, Heather Garner, Kimberly Gunn, Andrea Vandenboer.

Visitors: Grace Butland, Heather LeBlanc, Adèle MacDonald, Gail Robertson.

1. Agenda

Moved by Bill Monk, seconded by Craig Fancy: that the circulated agenda be approved, with the addition of (a) a letter for Percy Rotteveel after "Resolution for Arts Unleashed", (b) the December meeting under "Active tasks", (c) the new logo for Annapolis Royal under "New business"; and with the presentation on Baby Friendly Initiative to follow "Approval of minutes". **Carried.**

2. Approval of minutes

Moved by Mike Fearon, seconded by JoAnn MacKay: that the minutes of the council meeting of 9 October 2014 be accepted as circulated. **Carried.**

3. Presentation: Baby-Friendly Initiative (Emily Denton)

Emily Denton of Able Mechanical informed the meeting of the campaign, based on the World Health Organization's recommendation, to encourage businesses to welcome breast-feeding mothers as customers. It was suggested that a notice about the campaign should be posted at the VIC during the season.

4. Resolution for Arts Unleashed

ABoT has applied for funding for Arts Unleashed from Heritage Canada (SGM, 29 September 2014). Heritage Canada has stated that ABoT is not a qualified applicant unless its by-laws include the explicit objective of "encouraging local community engagement through activities that promote, celebrate, and preserve local performing and visual arts or local heritage". The very broad objective given in ABoT's by-laws is "to promote and improve trade and commerce and the economic, civic and social welfare of the district", as required by S 44 of the Boards of Trade Act. This objective obviously includes as a subordinate objective the one required by Heritage Canada. It seems that Heritage Canada requires this to be stated explicitly.

Moved by Mike Fearon, seconded by Bill Monk:

WHEREAS the mandate of the Annapolis Board of Trade is "to promote and improve trade and commerce and the economic, civic and social welfare of the district"; and

WHEREAS the promotion and celebration of local culture and heritage are fundamental to the economic, civic and social welfare of our community, the oldest in Canada;

BE IT RESOLVED THAT the mandate of the Annapolis Board of Trade includes the celebration and preservation of local performing and visual arts, as well as local heritage.

Carried *nem. con.*

5. Letter of appreciation to Percy Rotteveel

Percy Rotteveel donated to ABoT the computer now being used by the Treasurer and Secretary for administrative records, and also upgraded software at his own expense. **Moved** by Bill Monk, seconded by JoAnn MacKay: that the President send a letter of appreciation to Mr. Rotteveel for these gifts, which will reduce the workload of this entirely volunteer organization. **Carried.**

6. Follow-up

Revision of membership forms (Council, 9 October 2014). It is now clear that these forms will require several cross-references to the accounts and other new fields related to the website and Canada's Anti-Spam Legislation. The group working on the budget for 2015 will draft a list of all the fields to be included on the form.

VIC phone bill (Council, 9 October 2014). The latest bill from Bell Aliant shows a credit balance, as expected.

Purchase of accounting software (Council, 9 October 2014). The software, QuickBooks, has been purchased at a cost of \$229.99 (see below).

Transfer of accounts to ABoT (Council, 9 October 2014). This is now completed.

Restaurant garbage collection (Council, 9 October 2014). **Bowien Luppés** is investigating this matter, but was unable to attend the meeting.

Letter in support of project for old Post Office building (Council, 9 October 2014). The letter has been sent.

Survey of members on state of business (Council, 9 October 2014). **Mike Fearon** will investigate www.surveymonkey.com as a basis for the survey.

7. Finance

Increase of emergency fund. A proposal was made at the council meeting of 14 August 2014 that the emergency fund should be increased from \$500 to \$1,000. The proposal will be examined by the group working on the budget for 2015.

Dues for newly admitted members. New members admitted in December receive little benefit for their dues in the current year. In the past these dues have simply been credited toward the following year.

Moved by Sue Lane, seconded by JoAnn MacKay: that dues for newly admitted members in the current year be pro-rated according to the number of months remaining from, and including, the month of admission to the end of the membership year, i.e. to the end of the following February. **Carried.**

Current financial statements. **Moved** by Sue Lane, seconded by Bill Monk: that the financial statements for October 2014 be approved. **Carried.** The accounts receivable are shown as \$1,215.68; they are being investigated by the Treasurer, and seem to be mostly based on invoices for membership dues that were not paid.

Approval of non-budgeted expenditures. **Moved** by JoAnn MacKay, seconded by Bill Monk: that the following expenditures be approved:

- \$229.99 payable to Sue Lane for the purchase of Quick Books software for the accounts;
- \$100 for a gift to Jack Slater in recognition of his services to the VIC in 2014;
- up to \$25 for a gift to Graham Wright in recognition of his services to the VIC.

8. Active tasks

First Fridays. The final report has been sent to NSTA; **Sue Lane** will send a copy to the Town. The task is now complete.

Visitor Information centre. The final report for the VIC has been received by NSTA. The recommendations will be considered by the group working on the budget for 2015. The task is now complete.

Doers & Dreamers Guide 2015. The task is now complete.

Ghost Town. This event was successful.

Christmas programme. The plans for the ARTfelt Christmas were presented.

Annual plan and budget for 2015. A working group consisting of **Sue Lane**, **Mike Fearon**, **Grace Butland** and **Christine Beck** will produce a draft budget for consideration by the council. Members were asked for suggestions, but no responses were received.

December QGM. A general social meeting, with guest speaker Glenn Squires of TIANS, will be held at Leo's Cafe at 6:30 p.m. on Thursday, 11 December 2014. The regular December QGM will take place at 7:00 p.m. on the day before, WEDNESDAY, 10 December at Ye Olde Towne Pub.

9. Projects

Financial support for the VIC. A presentation will be made to the County in January, requesting an increase in the current funding of \$1,500.

Road to 2017. There has been nothing to report since the last one in September.

Events planning calendar. The working group for the 2015 budget will draft a calendar.

Communication strategy. A working group consisting of Jane Nicholson, Adèle MacDonald, Kim Gunn, Heather LeBlanc and JoAnn MacKay will draft a communication strategy. The "Spectator" will now include a regular article from ABoT.

10. New business

New logo for the Town. The proposed new logo for the Town has been referred back to their Marketing and Economic Development Committee for review.

The meeting adjourned at 9:05 p.m.

Jane Nicholson
President

Mike Fearon
Secretary



**Minutes of Council Meeting, 9 October 2014
7:00 p.m. at Ye Olde Towne Pub**

Present

Council: Jane Nicholson, Bill Monk, Mike Fearon, Sue Lane, Craig Fancy, Bill MacDonald, JoAnn MacKay.

Regrets: Paula Buxton, Julia Redgrave.

Absent: Christine Beck.

Members: Sherry Caldwell, Sandi Millett-Campbell, Bowien Luppess, Alan Melanson, Lillian Stewart, Andrea Vandenboer.

Visitors: Grace Butland, Heather LeBlanc, Adele MacDonald.

1. Agenda

Moved by Sue Lane, seconded by Bill Monk: that the circulated agenda be approved, with the addition under “new business” of (a) keeping Jack Slater on the payroll, (b) the Irving garage, and (c) danger signs at the tidal power plant. **Carried.**

2. Proposal for assistance to ABoT

A proposal to assist ABoT with economic development was presented by Grace Butland on behalf of a group which also includes Kimberly Gunn, Heather LeBlanc, Adele MacDonald, Gail Robertson and Andrea Vandenboer. Details of the exact relationship between ABoT and the group remain to be defined, but they could be of assistance in developing the plan and budget for 2015, which is due to start now (see below).

Moved by JoAnn MacKay, seconded by Bill Monk: that this group be established as a sub-committee of the Marketing and Economic Development Committee. **Carried.** [Secretary’s note: there is no such committee. There is a Marketing Committee, but its chair and membership are vacant. The project to re-instate committees, which was started in October 2012, has been continually postponed ever since.]

3. Approval of minutes

Moved by Mike Fearon, seconded by Bill MacDonald: that the minutes of the council meeting of 14 August 2014 be accepted as circulated. **Carried.**

4. Follow-up

Revision of membership forms (QGM, 11 September 2014). **Jane Nicholson** and **Mike Fearon** will produce draft revisions, starting in November.

VIC phone bill (QGM, 11 September 2014). Bell Aliant has granted revised rates for the phone, and a credit should be shown on the next bill.

Purchase of accounting software (QGM, 11 September 2014). **Moved** by Sue Lane, seconded by Bill Monk: that ABoT shall buy the software necessary to continue the accounts on a computer held by ABoT. **Carried.**

Hiring of book-keeper (QGM, 11 September 2014). **Andrea Boulding** has volunteered to act as book-keeper for ABoT.

Transfer of accounts to ABoT (QGM, 11 September 2014). This is in progress. Completion will require the software to be purchased (see above).

Authorization of signing officers (QGM, 11 September 2014). This has been completed.

On-line access to ABoT's bank account (QGM, 11 September 2014). **Mike Fearon** now has access to view the bank statements. No other on-line access is permitted.

Re-payment of bridge loan (QGM, 11 September 2014). The loan to cover the late payment of PEP funding for 2013 has been repaid (cheque no. 369).

5. Changes and vacancies on council

The Annapolis Heritage Society has nominated Bill MacDonald to be its representative on the council, replacing Ryan Scranton who was too busy to carry out the duties.

In accordance with By-law 20, the QGM of 11 September 2014 delegated to the council the power to elect a replacement for Crown Cove Cottages (Kevin Burnell), who had resigned. Mike Fearon, seconded by Bill Monk, **nominated** the Royal Bank of Canada (Bouwien Luppés) to fill the vacant position on the council. There being no other nominations, the Royal Bank of Canada was declared **elected**.

6. Finance

Revision of 2014 budget. The budget for First Fridays was revised at the QGM of 11 September 2014; no further revisions are required at this time.

Current financial statements. A reconciliation to the bank statement was provided; the cash balance at 8 October was \$17,445.73. Other financial statements cannot be produced until the software has been installed on a computer held by ABoT (see above).

7. Active tasks

First Fridays. **Jane Nicholson** and **Holly Sanford** will prepare the final reports for NSTA and the Town.

Visitor Information centre. **Jack Slater** is preparing the final reports for the VIC.

Doers & Dreamers Guide 2015. This is very nearly complete, with just a few payments from members outstanding.

Yarmouth ferry on-board magazine 2015. There is no need for ABoT to co-ordinate this: businesses can contact Shelley Phillips of the "Chronicle Herald" directly.

Ghost Town. Businesses are asked to have displays, decorations, promotions, etc., in conjunction with Ghost Town.

Christmas programme. The tree lighting will take place on 28 November. Funding of \$500 has been received from the Town toward advertising.

Annual plan and budget for 2015. The Executive and the group which proposed assistance (see above) will meet to begin work on the plan. **Mike Fearon** will ask members for suggestions.

8. Projects

Financial support for the VIC. A presentation must be made to the County in January.

Road to 2017. The next report will be in November.

Communication strategy. The next report will be in November.

9. New business

Baby Friendly Initiative for business. This had been proposed by Emily Denton, who was not present.

Restaurant garbage collection. **Bo Lupp** volunteered to investigate this further.

Heritage Society project for the old Post Office building. **Moved** by Bill monk, seconded by Mike Fearon: that the President write a letter of support for this project. **Carried.**

Survey of members on the state of business in 2014. **Moved** by Bill MacDonald, seconded by Sue Lane: that **Mike Fearon** examine how best to survey the members. **Carried.** The survey will include a question whether ABoT's activities improve the state of business.

Plaque for ABoT members. It had been suggested that members be given a plaque to display, at a cost of \$20 per plaque. This was felt to be too expensive. Members renewing in 2015 will be given a decal instead.

The meeting adjourned at 9:20 p.m.

Jane Nicholson
President

Mike Fearon
Secretary



**Quarterly General Meeting, 11 September 2014
7:00 p.m. at Ye Olde Towne Pub**

Present

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

Regrets: Kevin Burnell, Christine Beck, Julia Redgrave.

Absent: Ryan Scranton.

Members: Bouwien Luppés, Alan Melanson.

Regrets: Beth Earle, Lillian Stewart.

1. Quorum

Jane Nicholson represents two members, Mrs. Nicholson Inc. and Annapolis Royal Haul-Up Association; Alan Melanson also represents two members, Historical Association of AR and Trans World Cos. A quorum of members was therefore present (see "Policies and Procedures").

2. Agenda

Moved by Bill Monk, seconded by Mike Fearon: that the circulated agenda be approved, with the addition of the following:

- The Town fire alarm, under "Follow-up"
- Sue & Sons Fisheries, under "Admission of new members"
- (a) Networking, etc., (b) The Florets, (c) project for the old Post Office building in the Town, (d) complaints about garbage in the Town, (e) Tourism Industry Association of NS -- all under "New business"

Carried.

3. Approval of minutes

Moved by Mike Fearon, seconded by JoAnn MacKay: that the minutes of the quarterly general meeting of 12 June 2014 be accepted as circulated. **Carried.**

4. Follow-up

Revision of membership forms (QGM, 12 June 2014). This item was deferred from the June meeting. **Jane Nicholson** and **Mike Fearon** will draft revised forms.

PEP funding for 2013 (Council, 14 August 2014). The full amount of \$2,912.52 owed to ABoT by DSWNA from the Provincial Employment Programme for the VIC in 2013 was received on 20 August 2014 from Grant Thornton LLP.

A member had loaned \$2,300.00 to ABoT to bridge the long gap between the necessary expenditure at the VIC and receipt of the final amount (minutes of QGM on 13 June 2013). **Moved** by Mike Fearon, seconded by Bill Monk: that ABoT shall repay the bridge loan of \$2,300.00 to the donor. **Carried.**

Town fire alarm (Council, 14 August 2014). This was discussed at the last meeting of the Town's Committee of the Whole. The present procedure for fire alarms will continue. No further action is required by ABoT.

5. Absences from council

By-Law 20 requires that the next general meeting should be informed when any member of the council misses three consecutive meetings. Paula Buxton missed the meetings from June to August 2014. Ryan Scranton missed the meetings from May to August 2014; he had asked to be replaced, if possible, some time ago. Vacancies on the council were discussed further under item 8 below.

6. Finance

Financial statements. Due to the resignation of the Treasurer (see below), no financial statements were available.

Approval of expenditures. The following expenditures for First Fridays total \$1,674.50. The amount budgeted at the AGM was \$1,715 and has not been changed. However, the non-ABoT revenue has increased from the budgeted amount of \$300 to over \$1,000, from various sources. **Moved** by JoAnn MacKay, seconded by Paula Buxton: that these expenditures be approved and that the budgeted amount be increased from \$1,715 to \$2,500. **Carried.**

Cheque no.	Amount	Date	Recipient	Comment
326	115.00	2 Jun 2014	Integrity Printing	Poster
341	143.75	11 Jul 2014	Integrity Printing	Poster
352	300.00	8 Aug 2014	Bob Deveau	Music: no invoice
353	300.00	8 Aug 2014	Jane Seary	Music: no invoice
359	143.75	29 Aug 2014	Integrity Printing	Poster
363	300.00	8 Sep 2014	Jane Seary	Music: no invoice
364	300.00	8 Sep 2014	Noah Scanlan	Music: no invoice
---	72.00	5 Sep 2014	Kings Theatre	Sound, outdoor movie

The following additional expenditures require approval. **Moved** by JoAnn MacKay, seconded by Alan Melanson: that these expenditures be approved. **Carried.**

Cheque no.	Amount	Recipient	Comment
---	150.00	Annapolis Natal Days	Parks Canada grant 2014 for transmission (no invoice).
314	150.00	Annapolis Natal Days	Parks Canada grant 2013 for transmission (no invoice).
317	375.00	Paula Buxton	Easter donations (no invoice)
318	825.00	Paula Buxton	Easter donations (no invoice)
335	1,000.00	Laura Olsen	Bursary (no invoice)
350	115.00	Dieters Graphics	ABoT decals (off budget)

The total payment to Bell Aliant for the VIC phone this year is \$979.70 to date (cheques 315, 320, 325, 340, 351, 356). The budgeted amount was \$550 for the whole year. **Bill Monk** will investigate whether the bill can be adjusted.

7. Election of new members

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

- Dan Froese Photography & Design
- Lequille Country Store
- Red Shed Graphic Design
- Sue & Sons Fisheries

Carried by the required two-thirds majority.

8. Resignation of Treasurer

The resignation of Kevin Burnell from the council and as Treasurer has been received. With three businesses to run, he feels that he does not have the time to perform the duties. He has been on the council for the last ten years, four as President and three as Treasurer, during which he carried ABoT successfully through a crisis. **Moved** by Bill Monk, seconded by Mike Fearon: that ABoT thank Kevin for his long contribution to ABoT, especially during difficult times, and that his resignation be regretfully accepted. **Carried**.

Bill Monk will arrange a tribute of appreciation.

Sue Lane agreed to act as interim Treasurer, and recommended that ABoT obtain the services of a book-keeper to maintain the accounts; she estimated that it would require about 4 or 5 hours per month. A donor is willing to provide funds for the purchase of software for this purpose.

Moved by Alan Melanson, second by Bill monk: that **Sue Lane**, **Mike Fearon** and **Bo Luppess** form a working group to supervise the transfer of the accounts and to report to the next meeting. **Carried**.

Moved by JoAnn MacKay, seconded by Craig Fancy: that the signing officers under By-laws 35 (d) and (e) shall be **Sue Lane**, **Bill Monk** and **Mike Fearon**. **Carried**.

Moved by Sue Lane, seconded by Bill Monk: that **Mike Fearon** shall have on-line access to the bank account to view the statements, but that no-one shall have on-line access to carry out any financial transactions. **Carried**.

9. Vacancies on council

By-Law 19 requires that the council have eleven members. There is therefore one vacancy. **Moved** by Craig Fancy, seconded by Alan Melanson: that the council be given the power to appoint a member to fill the position vacated by Kevin Burnell, and to fill Ryan Scranton's position provided that he confirm his request to be replaced. **Carried**.

10. Active tasks

Doers & Dreamers Guide. Several of the larger advertisements will not be renewed. The total amount of advertisement committed to date is about \$11,000; this is insufficient for the two full pages previously authorized (Council, 14 August 2014). **Moved** by Alan Melanson, seconded by JoAnn MacKay: that ABoT negotiate with the publisher to purchase one and a half pages in the *Doers & Dreamers Guide* instead of two full pages. **Carried**.

Yarmouth ferry magazine. There has been no time to solicit advertisements yet.

First Fridays. The theme for 3 October is "Harvest". There were some complaints about the volume of Jane Seary's music on 5 September.

Ghost Town. The main activity for this event will be on the three days of each of the two weekends, 17-19 and 24-26 October. The banners are already up.

Christmas events and advertising. A person to play Santa is being sought. The Town has granted \$500 toward advertising the Parade of Lights. It was suggested that advertising might be placed in the "Clare Shopper" and "The Reader" as well as in the usual publications. The tree-lighting ceremony might be moved from 28 November to 5 December (see Council minutes of 10 July 2014).

11. Project reports

Events planning calendar. Work on this has been overtaken by events. It will be considered again at the November meeting.

Business tours. This idea was proposed by Paula Buxton and Dan Froese, and was deferred to this meeting (Council, 10 July 2014). It was further deferred to the February meeting.

Road to 2017. The Bay of Fundy regional group has proposed that changing Fort Anne to an “active” national historic site should be a regional “legacy project” for the sesquicentennial of Confederation in 2017. **Moved** by Bill Monk, seconded by Sue Lane: that ABoT supports the proposal to make Fort Anne an active historic site as a regional legacy project for 2017. **Carried.**

12. New business

Networking, etc., for business sectors (Council, 14 August 2014). Discussion at the last meeting had found general support for this idea and produced several suggestions, one of which was a booklet called “At your Service” for general circulation that would list the member businesses in the service sector, particularly trades. The proposals will be considered again at the January meeting.

The Florets. This local company proposes to undertake projects for ABoT, including finding sources of funds, preparing grant proposals on behalf of ABoT, and carrying out the work in accordance with a budget. They will present their proposal at the October meeting.

AR Heritage Society’s project for the old Post Office building. ARHS is seeking support from ABoT for a project to rehabilitate the old Post Office on St. George St. It will be examined at the October meeting when there has been time to read the proposal.

Restaurant garbage. There is some concern that the insufficiently frequent collection of garbage from restaurants is causing odours and problems with rodents. It will be considered further at the October meeting.

Tourism Industry Assn. of NS (TIANS). The new President of TIANS wishes to speak with ABoT at the December general meeting, which will be hosted by **Julia Redgrave**.

The meeting adjourned at 9:20 p.m.

Jane Nicholson
President

Mike Fearon
Secretary



**Minutes of Special General Meeting, 29 September 2014
7:00 p.m. at Ye Olde Towne Pub**

Present

Council: Jane Nicholson, Bill Monk, Mike Fearon, Christine Beck, Paula Buxton, Craig Fancy, Sue Lane, Bill MacDonald, Julia Redgrave.

Regrets: JoAnn MacKay.

Members: Jan Albright, Ted Ashdown, Andrea Boulding, Sherry Caldwell, Keith Crysler, Everett Lavender, Bouwien Luppés, Alan Melanson, Holly Sanford.

Regrets: Amery Boyer, Heather Garner, Suzan Hebditch, Christine Igot, Dieter Jilge, Pat Redgrave, Lillian Stewart, Andrea Vandenboer.

Visitors: Grace Butland, Tracey Hatcher, Rion Microys.

1. Agenda

This meeting was called to consider a single question: whether ABoT should apply to Heritage Canada for funding related to Arts UnLeashed in 2015. A special general meeting was called because the deadline for the application was 30 September 2014.

2. Presentation by Grace Butland

Grace Butland explained the programme, assured the meeting that the work of Arts UnLeashed would be undertaken by a group which she has already assembled, and gave reasons why ABoT would be the most appropriate umbrella group for the programme. The anticipated total budget for the work is about \$19,000, assuming that the various grants can be obtained. If the income is less than planned, the budget will be reduced accordingly.

A letter received from the Chair of the Board of ARCAC explained why ARCAC itself was unable to undertake the programme in 2015.

3. Decision

An extensive discussion of the proposal ensued. All members from whom regrets were received were in favour of the proposal, except one who needed more information.

Moved by Bill Monk, seconded by Bill MacDonald: that ABoT shall apply for a grant from Heritage Canada in support of the continuation of the Arts UnLeashed programme into 2015. **Carried** *nem. con.*

Grace Butland was thanked for her presentation and for her patience in answering subsequent questions.

The meeting adjourned at 7:55 p.m.

Jane Nicholson
President

Mike Fearon
Secretary



**Minutes of Council Meeting, 14 August 2014
7:00 p.m. at Ye Olde Towne Pub**

Present

Council: Jane Nicholson, Bill Monk, Mike Fearon, Kevin Burnell, Christine Beck, Craig Fancy, Sue Lane, JoAnn MacKay, Julia Redgrave.

Regrets: Paula Buxton.

Absent: Ryan Scranton.

Members: Bo Luppes, Charles Stewart.

1. Agenda

Moved by Bill Monk, seconded by Kevin Burnell: that the circulated agenda be approved, with the addition under “new business” of (a) Natal Days, (b) the fire alarm siren, and (c) networking meetings. **Carried.**

2. Approval of minutes

Moved by Mike Fearon, seconded by JoAnn MacKay: that the minutes of the council meeting of 10 July 2014 be amended to replace the words “uncertain funding” in the report on First Fridays by “uncertain weather”, and that the minutes so amended be accepted. **Carried.**

3. Follow-up

PEP funding for 2013 (Council, 10 July 2014). The registered letter to DSWNA at the place specified by the Registry of Joint Stock Companies was returned on 7 August by the Post Office as “unclaimed”. The documents to substantiate a case in small claims court are being assembled.

Membership of the Canadian Chamber of Commerce (QGM, 12 June 2014). The proposal that ABoT’s membership fee should be one dollar per member will be discussed with Peggy Cunningham.

4. Finance

Current financial statements. The accounts receivable of \$4,328.68 include about \$3,000 owed from PEP 2013, and memberships billed but unpaid. However, only three members in 2013 did not renew in 2014, and they were removed from the roll at the meeting on 10 July. **Kevin Burnell** and **Mike Fearon** will check the amount shown and also the accounts payable of \$171.20.

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

An increase of the emergency fund from \$500 to \$1,000 will be considered when the budget for 2015 is prepared at the November meeting.

5. Active tasks

First Fridays. The total income for First Fridays to date is \$2,515. An outdoor movie may be sponsored at the Farmers’ Market in September.

Doers & Dreamers Guide 2015. There is a deadline in the next few days for ABoT to make a commitment about the number of pages to be purchased. **Moved** by Christine Beck, seconded by JoAnn MacKay: that ABoT tell the publisher that we will purchase two full pages in the Doers & Dreamers Guide. **Carried.**

Yarmouth ferry on-board magazine 2015. The 2014 edition was co-ordinated by Shelly Phillips of the “Chronicle Herald”, not by the Town. She has said that the prices for ABoT will be the same as last year. After giving their requirements for Doers & Dreamers, businesses will be asked whether they would like an advertisement in the ferry magazine.

Events calendar. This will be treated as a project, the product to be called the “events planning calendar”.

Ghost Town. **Mike Fearon** will ask Ryan Scranton for details of this.

6. Projects

Road to 2017. The next report will be in September.

Communication strategy. The next report will be in October.

7. New business

Membership rates for 2015. **Moved** by Bill Monk, seconded by Sue Lane: that the schedule of rates for membership in 2015 shall be the same as in 2014. **Carried.**

Paid entertainment for first Fridays. The use of ABoT funds to pay for entertainment on the premises of a private business will be considered on a case-by-case basis.

President’s letter to NS Power. **Moved** by Kevin Burnell, seconded by Julia Redgrave: that the council approve the President’s letter dated 5 August to NS Power thanking them for painting the building opposite the tidal power plant. **Carried.**

Natal Days. It was suggested that businesses might benefit from a wider distribution of the Natal Days booklet. At present ABoT’s involvement is limited to the re-distribution of some funds that must go to a non-profit organization.

Fire alarm siren. There is a petition in circulation to cease using the siren when there is a fire alarm. ABoT may be asked to endorse it.

Networking sessions. It was suggested that ABoT might arrange networking sessions by business sector.

The meeting adjourned at 9:00 p.m.

Jane Nicholson
President

Mike Fearon
Secretary

Minutes of Council Meeting, 10 July 2014
7:00 p.m. at Ye Olde Towne Pub

Present

Council: Jane Nicholson, Bill Monk, Mike Fearon, Christine Beck, Craig Fancy, Julia Redgrave.

Regrets: Kevin Burnell, Paula Buxton, Sue Lane, JoAnn MacKay.

Absent: Ryan Scranton.

1. Agenda

Moved by Craig Fancy, seconded by Bill Monk: that the circulated agenda be approved, with the addition under “new business” of (a) the Christmas programme and (b) paid bands performing at members’ businesses. **Carried.**

2. Approval of minutes

Moved by Mike Fearon, seconded by Julia Redgrave: that the minutes of the council meeting of 8 May 2014 be accepted as circulated. **Carried.**

3. Follow-up

PEP funding for 2013 (Council, 8 May 2014). The letters making a claim for the money owed to ABoT have been sent by registered mail. It appears that a trustee has not yet been assigned to wind up the affairs of the bankrupt DSWNA, and that there may be no intention of doing so. **Moved** by Bill Monk, seconded by Christine Beck: that ABoT start proceedings in small claims court to recover the debt. **Carried.**

Funding of VIC 2014 (Council, 8 May 2014). ABoT has received \$3,000 from the Town for the VIC, with an additional \$1,500 approved, a further \$1,500 will be available from the County, and the paid memberships are more than last year. Thus there are enough funds to operate the VIC until October.

Membership of the Canadian Chamber of Commerce (QGM, 12 June 2014). Jane Nicholson has not yet had a chance to discuss with Peggy Cunningham the proposal that ABoT’s membership fee should be one dollar per member.

Road to 2017 (QGM, 12 June 2014). A proposal has been made to Historica Canada that three segments of “heritage minutes” based on our area be produced for 2016. A regional plan for the Road to 2017 is being developed. Some funding may be available for this from Scotiabank.

Business tours (Council, 10 April 2014). The membership was asked to indicate interest and provide suggestions for the business tours, but no replies have been received. The proposal will be considered again in September.

Updating of website (QGM, 12 June 2014). The website has been updated to reflect the current membership.

4. Active tasks

ABoT / Scotiabank bursary. This was completed successfully. In future the task should be initiated in March, so that the details can be submitted for the graduation booklet.

First Fridays. The July event was successful. An expenditure of \$250 for a band was not made because of uncertain funding. The band will instead play in August.

Updating events calendar. Work has begun on compiling the calendar.

Membership dues. Dues have been received from 80 members, for a total of \$7,200. There are only 2 members from last year who will not renew; one other is now out of business.

Review of membership roll. **Moved** by Bill Monk, seconded by Craig Fancy: that Royale Decor Flowers & Gifts, Far-Fetched Antiques & Art Gallery, and Westside Studio be removed from the membership roll. **Carried.**

Doers & Dreamers Guide 2015. **Julia Redgrave** will help **Bill Monk** with this.

Yarmouth ferry on-board magazine 2015. Because of the short notice, the Town co-ordinated this last year. It would be more efficient if advertisements for the ferry magazine are solicited at the same time as for the Doers & Dreamers Guide. **Mike Fearon** will contact the Town to find out the process for next year's magazine.

5. Projects

Communication strategy. The binders about businesses at the VIC should have the ABoT logo on the data for our members.

ABoT website. This project is now complete.

Financial support for VIC. ABoT needs to make a proper presentation to the County for increased funding. The matter will be considered at the October meeting.

Re-instatement of committees. This will be considered at the September general meeting.

6. New business

Electric charging station. The President sent a letter on 19 June to the Town in support of an electric charging station there. It had been requested at short notice, with no time to consult the council. **Moved** by Bill Monk, seconded by Julia Redgrave: that the council approve the President's letter. **Carried.**

Moved by Bill Monk, seconded by Mike Fearon: when the President judges that a matter requires resolution before the next meeting, a vote may be called by e-mail; the motion will be carried when approved by at least 51% of the whole council, i.e. by at least six members. **Carried**, with one abstention.

Christmas parade. The parade this year will be on 28 November.

Paid entertainment for first Fridays. A question arose as to whether ABoT funds could be used for pay for entertainment on the premises of a private business. It was not resolved at this meeting.

?. Finance

Current financial statements. Financial statements were not available for review. **Moved** by Bill Monk, seconded by Julia Redgrave: that the meeting go *in camera*. **Carried** at 8:40 p.m..

Moved by Bill Monk, seconded by Christine Beck: that the meeting go out of the *in camera* session. **Carried** at 9:05 p.m.

The meeting adjourned at 9:10 p.m.

Jane Nicholson
President

Mike Fearon
Secretary



**Quarterly General Meeting, 12 June 2014
7:00 p.m. at 485 St. George St.**

Present

Council: Jane Nicholson, Bill Monk, Mike Fearon, Kevin Burnell, Sue Lane, JoAnn MacKay, Julia Redgrave.

Regrets: Paula Buxton, Craig Fancy, Ryan Scranton.

Members: Christine Beck, Holly Sanford.

1. Quorum

Jane Nicholson represents two members, Mrs. Nicholson Inc. and Annapolis Royal Haul-Up Association; Kevin Burnell also represents two members, Crown Cove Cottages and Action Amusements Inc. A quorum of members was therefore present.

2. Agenda

Moved by Mike Fearon, seconded by Bill Monk: that the circulated agenda be approved, with the addition of donations at the VIC under "Finances". **Carried.**

3. Approval of minutes

Moved by Mike Fearon, seconded by JoAnn MacKay: that the minutes of the annual general meeting of 20 March 2014 be accepted as circulated. **Carried.**

4. Follow-up

Number of employees for membership (Council, 8 May 2014). The "number of employees" used to calculate membership dues was understood to be the number of "full-time equivalents" (FTEs); but this has not been formally recorded. **Moved** by Mike Fearon, seconded by JoAnn MacKay: that, for the purpose of calculating membership dues, 1760 hours of work per year is equivalent to one "employee". **Carried.**

The membership form should be changed to make this interpretation clear. The form will also require other amendments, such as data for the website. The form will be revised at the QGM of 11 September 2014.

Membership of Canadian CoC (Council, 8 May 2014). The published fee for our membership of the Canadian CoC is \$188.51. When informed of the council's decision not to seek membership at this time, Angela Roy had asked whether a reduced fee could be negotiated. **Moved** by Kevin Burnell, seconded by Sue Lane: that ABoT propose a fee of \$1 per member of ABoT for our membership of CCoC, *i.e.* a total of \$67 based on 2013 and about \$80 based on 2014. **Carried.**

Jane Nicholson will talk to Peggy Cunningham of CCoC about this, and report back to the meeting on 10 July 2014.

5. Absences from council

By-Law 20 requires that the next general meeting should be informed when any member of the council misses three consecutive meetings. Kevin Burnell did not attend any of the four meetings from February to May 2014.

6. Finance

Membership dues received. The accounts show \$7,100 received from membership dues, but the database only shows a total of \$6,175 from 70 members. **Kevin Burnell** will send Mike Fearon his data on memberships for comparison with the database.

Eggstravaganza. The accounts show a surplus of \$315 for this event. **Moved** by Mike Fearon, seconded by Julia Redgrave: that the surplus of income over expenditure for Eggstravaganza be carried forward as a credit for 2015. **Carried.**

Petty cash fund. The VIC has need of petty cash, to deal with donations, the sale of postcards, etc. The Treasurer is already authorized to maintain a petty cash fund of \$250 (see Policies and Procedures). **Moved** by Kevin Burnell, seconded by JoAnn MacKay: that the Treasurer delegate the administration of the petty cash fund to the manager of the VIC while it is open. **Carried.**

Financial statements. **Moved** by Bill Monk, seconded by JoAnn MacKay: that the financial statements be approved. **Carried.**

7. Election of new members

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

- Drew Johnston Photography
- Annapolis Royal Wharf Association
- Bay Ferries Ltd.
- Atlantic Canada Opportunities Agency
- Friends of Annapolis Pool Society
- The Visual Blueprint Productions
- Able Mechanical
- Pierre Igot Technical Services
- The Wilder Restaurant & General Store
- Thexton's Greenhouses
- Kejimikujik National Park
- Nupace Cycle Rentals

Carried by the required two-thirds majority.

8. Election of member at large of council

The AGM of 20 March 2014 only elected 10 members of the council, leaving one vacant position. Sue Lane, seconded by Bill Monk, **nominated** Scotiabank (Christine Beck) to fill the vacancy. There being no further nominations, Scotiabank was declared **elected**.

9. Active tasks

VIC open house. This event on 15 May 2014 was very well attended, far more so than the annual reception held at a different time in previous years. **Moved** by Bill Monk, seconded by JoAnn MacKay: that the annual reception for members shall not be held in future, and shall be replaced by an open house at the VIC on the day before it opens for the season. **Carried.**

Billing of membership dues. Dues have been received from 70 members, for a total of \$6,175.

Review of membership roll. **Moved** by Mike Fearon, seconded by Kevin Burnell: that Brad Hall be removed from the roll, having moved away from the district. **Carried.**

Updating events calendar. **Mike Fearon** and **Jane Nicholson** will work on this.

First Fridays. Attendance at the first event on 6 June was affected by storms.

ABoT / Scotiabank bursary. The recipient will be named by AWEC on 24 June and the award will be presented on 26 June 2014 at AWEC. Scotiabank has received approval to increase the amount of their sponsorship to \$1,000. **Moved** by Bill Monk, seconded by JoAnn MacKay: that the ABoT annual bursary for a graduating student studying business be increased to \$1,000. **Carried.**

10. Project reports

ABoT website. **Mike Fearon** will provide the data to change the website to reflect the current membership (AGM, 20 March 2014).

Policies and procedures. **Moved** by Bill Monk, seconded by Kevin Burnell: that the “Policies and Procedures” document be adopted by ABoT. **Carried.**

Road to 2017. The local boards of trade have presented their proposals to the umbrella group.

The meeting adjourned at 9:00 p.m.

Jane Nicholson
President

Mike Fearon
Secretary



**Minutes of Council Meeting, 8 May 2014
7:00 p.m. at Ye Olde Towne Pub**

Present

Council: Bill Monk, Mike Fearon, Paula Buxton, Craig Fancy, Sue Lane, JoAnn MacKay.

Regrets: Jane Nicholson, Kevin Burnell, Julia Redgrave.

Absent: Ryan Scranton.

Members: Jim Bickford.

1. Agenda

Moved by Craig Fancy, seconded by JoAnn MacKay: that the circulated agenda be approved, with the addition of Canada's Anti-spam Legislation under "new business". **Carried.**

2. Approval of minutes

Moved by Mike Fearon, seconded by Paula Buxton: that the minutes of the council meeting of 10 April 2014 be accepted as circulated. **Carried.**

3. Follow-up

PEP funding for 2013 (Council, 10 April 2014). A trustee has been assigned to wind up the affairs of the bankrupt DSWNA. **Moved** by Paula Buxton, seconded by Sue Lane: that the President write to the trustee and to the President of DSWNA, making a claim for the money owed to ABoT for the final payment of PEP funds, and pointing out that the directors were acting in a fiduciary capacity in the transfer of these funds from the provincial government to ABoT. **Carried.**

Funding of VIC 2014 (Council, 10 April 2014). Funding of approximately \$3,000 for a student position under Canada Summer Jobs has been approved. PEP funding of about \$5,800 through NSTA has also been approved; all of this amount will be paid to ABoT as soon as the initial inspection at the start of the season has been completed. Requests for funding from the Town and the County are pending.

Membership of the Canadian Chamber of Commerce (Council, 10 April 2014). The members of ABoT had been asked to let the Secretary know if they would take advantage of any of the benefits available from membership of CCoC. No-one wished to do so. **Moved** by Craig Fancy, seconded by JoAnn MacKay: that ABoT shall not seek membership of CCoC at this time. **Carried.**

Road to 2017 (Council, 10 April 2014). Compilation of the plan by the umbrella group is continuing. No action is required by ABoT at this time.

Business tours (Council, 10 April 2014). It is too late to start this programme in 2014. But **Mike Fearon** will poll members for suggestions and reactions to the idea, so that plans for 2015 can be worked out.

4. Matters arising

Vacant position on the council. The AGM of 20 March 2014 only elected 10 members of the council, and authorized the elected council to appoint a member to the vacant position. Some possible candidates have been approached, but they were unable to accept nomination because of unexpected changes in circumstances. Some other candidates will be approached.

5. Finance

Current financial statements. Financial statements were not available for review, and the Treasurer was unable to attend the meeting.

6. Active tasks

Billing of membership dues. Dues have been received from 40 members, for a total of \$3,550. There are 29 members from last year who have not renewed so far, many being away until May. **Jane Nicholson** and **Bill Monk** will solicit renewals from these members. Three of these members will lose their insurance coverage under the Chambers plan if they do not renew this month; **Mike Fearon** will phone them.

Eggstravaganza. This event was a considerable success, and is now complete.

Staffing of VIC. Jack Slater has been hired as the manager of the VIC. Laura Lowe has been hired into the position funded by Canada Summer Jobs. Graham Wright has been hired part-time for two days a week on flexible hours, to allow for continuous coverage at the VIC during its open hours.

VIC open house on 15 May 2014. Everything has been prepared.

First Fridays. Application has been made to the Town for the use of sandwich boards. The first event on 6 June is going according to plan.

Report to Industry Canada. Industry Canada has not yet updated their website, but have confirmed receipt of the report.

Updating events calendar. This has not been done yet.

Renewal of website domain name. The name has been renewed by Andy Kerr.

7. New business

Membership rates for 2015. This matter was brought forward from the council meeting of 14 November 2013, for extended discussion before the rates must be decided next November. It was understood that when the present schedule was implemented, the “number of employees” was to be counted as full-time equivalents (FTEs).

Canada's anti-spam legislation. This act of Parliament comes into force on 17 July 2014, and the Canadian Chamber of Commerce has expressed concern about its content. It requires that commercial electronic messages cannot be sent to anyone without their prior consent, express or implied. ABoT members were advised of this by e-mail on 6 May, and only two replied. No further action was required at present.

The meeting adjourned at 8:45 p.m.

Bill Monk
Vice-President

Mike Fearon
Secretary



**Minutes of Council Meeting, 10 April 2014
7:00 p.m. at Ye Olde Towne Pub**

Present

Council: Bill Monk, Mike Fearon, Paula Buxton, Craig Fancy, Sue Lane, Julia Redgrave, Ryan Scranton.

Regrets: Jane Nicholson, Kevin Burnell, JoAnn MacKay.

1. Agenda

Moved by Craig Fancy, seconded by Ryan Scranton: that the circulated agenda be approved, with the addition of a business tour and postcards at the VIC under “new business”. **Carried.**

2. Approval of minutes

Moved by Mike Fearon, seconded by Julia Redgrave: that the minutes of the council meeting of 13 February 2014 be accepted as circulated. **Carried.**

3. Follow-up

PEP funding for 2013 (Council, 9 January 2014). The Executive Committee is in contact with various organizations, including TIANS, to obtain more information about the status of the money owed by the bankrupt DSWNA for the PEP programme in 2013.

Funding of VIC 2014 (Council, 9 January 2014). Approval has been received from Canada Summer Jobs for a student position. PEP funding for the present year will be provided 75% at the start of the season and 25% at the end.

4. Finance

Membership of Canadian Chamber of Commerce. **Moved** by Julia Redgrave, seconded by Paula Buxton: that the members of ABoT be notified that membership dues for CCoC will not be paid unless enough of our members will take advantage of its benefits to justify the cost. **Carried.**

Audited financial statements for 2013. **Moved** by Sue Lane, seconded by Mike Fearon: that the audited statements be approved. **Carried.**

Current financial statements. **Moved** by Ryan Scranton, seconded by Paula Buxton: that the current financial statements be approved. **Carried.**

Pre-approval of budgeted expenditures. **Moved** by Mike Fearon, seconded by Julia Redgrave: that normal expenses envisaged in the 2014 budget, as amended from time to time by the council, be deemed to have been approved by the council; and that the council be informed of any event that could lead to a departure from the budget. **Carried.**

Ratification of expenses approved by Executive Committee. Because the council meeting of 13 March was cancelled due to the weather, the Executive Committee approved the following expenditures, subject to ratification by the council: \$150 to Natal Days, being the amount received for that purpose from Parks Canada; and \$74.41 to Bell Aliant for the VIC telephone. **Moved** by Craig Fancy, seconded by Julia Redgrave: that the council approve these expenditures. **Carried.**

Approval of other expenditures. Moved by Mike Fearon, seconded by Julia Redgrave: that the council approve the payment of \$500 to MacDonald Chisholm & Trask for liability insurance, and a further \$34.41 to Bell Aliant for the VIC telephone.

5. Active tasks

Transition to the new council. This is now complete.

Updating of signing authority. The authority given at the council meeting of 11 April 2013 will continue.

Billing of membership dues. Dues have been received from 38 members, for a total of \$3,375. Reminders will be sent by mail in early May.

Review of membership roll. **Moved** by Ryan Scranton, seconded by Paula Buxton: that Charade Gifts and Royal LePage Coast & Country Realty, being no longer in business, be removed from the rolls. **Carried.**

Eggstravaganza. This event is going according to plan. In future, the event should be considered at the January meeting so that ABoT can advance funds to be recovered later from donations.

Staffing of VIC. Beth Fairn and Sue Lane will interview the candidates.

VIC open house on 15 May 2014. **Mike Fearon** will send out a reminder to all members on 8 May.

Report to Industry Canada. The report has been sent in.

First Fridays. The first meeting will be on 21 April. The Farmers' Market will contribute \$100 on receipt of an invoice.

ABoT bursary. **Bill Monk** will find out whether Scotiabank's sponsorship will continue.

Renewal of website domain name. **Mike Fearon** will ensure that this has been done.

Updating events calendar. **Ryan Scranton** will do this.

6. Project reports

Membership database. Slow progress is being made.

Revision of website. The new website should be operational by the VIC open house.

Road to 2017. Greg Kerr, MP, would like to have a proposal by the end of June. ABoT is represented at the meetings. ABoT should call a meeting of all stakeholders within its area for input to these meetings. **Ryan Scranton** will discuss this with Jane Nicholson.

7. New business

Chairs of committees. The present composition of committees is:

- Membership: chaired by Bill Monk; Jane Nicholson is a member.
- Tourism: jointly chaired by Ryan Scranton and Sue Lane; Julia Redgrave will be a member.
- Finance: chaired by Kevin Burnell.
- Marketing: vacant.
- Events: chaired by Holly Sanford, if she is willing to continue.

Accreditation with Chamber Accreditation Council of Canada: we do not have the resources to pursue accreditation in the foreseeable future.

Business tours. It was suggested ABoT should arrange for our members to tour other businesses in the district, to familiarize themselves with what is available to their clients. **Mike Fearon** will e-mail members for reactions and suggestions as to how the tours might be organized.

Sale of postcards at the VIC. Postcards have been ordered on consignment from Brian Power-Grimm. The price for which they will be soled is to be determined.

The meeting adjourned at 9:15 p.m.

Bill Monk
Vice-President

Mike Fearon
Secretary