

Minutes of Council Meeting
November 10, 2016
7:00 p.m. at PeopleWorx

Present:

Council: Craig Fancy, Sue Lane, Julia Redgrave, Wayne Smith, Grace Butland

Regrets: Jane Nicholson, Bill Monk, Charles Stewart, Ray Tynski, Mike Fearon

Absent: Sandy MacDonald

ABoT Members: Shela Breau, Lillian Stewart, Paul Paquette, Byron Mersereau, Nathalie Sanfacon

1. In the absence of the President and Vice President, the first order of business was to elect a Council member to Chair the meeting. Grace Butland nominated Craig Fancy, Sue Lane seconded; Carried.

2. Agenda

Moved by Julia Redgrave, seconded by Sue Lane, that the agenda be approved with the addition of item (b) Lions Club request under New Business. **Carried.**

3. Approval of minutes

Moved by Sue Lane, seconded by Craig Fancy, that the minutes of the Council Meeting of October 13, 2016 be approved as circulated. **Carried.**

3. Finance

- a. Approval of current financial statements – Moved by Grace Butland, seconded by Julia Redgrave, that the financial statements be approved as circulated. **Carried.** Craig Fancy suggested that ABoT inquire about more favourable non-profit banking fees. Shela Breau will look into RBC banking policy re non-profit organizations.
 - b. Approval of non-budgeted expenditures – Sue Lane received a request from Adele MacDonald that ABoT be the recipient of the invoice Annapolis Royal's Valley Harvester ad for Christmas. The ad is shared by a number of non-profit organizations in town, including ABoT's Parade of Lights. Each organization will pay a portion but one organization is needed to handle the bookkeeping. Grace Butland moved that ABoT handle the Christmas ad invoice; Julia Redgrave seconded. **Carried.**
- 4. Active Tasks**
- a. Fall Luncheon – A report on the Fall Luncheon was sent to ABoT membership following the October 25 event. Forty-six people attended, including many of the newly elected Town and County councillors.

- b. VIC Update – At the Fall Luncheon, VIC Manager Chris Williams reported that the VIC had received more than 16,400 visitors to date.
- c. Christmas Parade of Lights – This event will occur November 25 at 7 p.m., rain or shine. Craig Fancy reported that the Valley Harvester plans to publish an article in conjunction with the event advertising.
- d. NSP Road Closures – Repair work is complete.
- e. Doers & Dreamers 2017 – Bill Monk will report at the December meeting.
- f. Bookkeeper for ABoT – Sue Lane has spoken with one potential candidate for bookkeeper and is attempting to arrange a meeting with this individual and Andrea Boulding. Andrea will continue to provide bookkeeping services through the end of the fiscal year.
- g. Succession Planning – Jane Nicholson sent a written report which was read to Council. Byron Mersereau has agreed to stand for the position as Treasurer. The Nominating Committee has identified other potential candidates for Council and Executive; these individuals will be approached in December and January.
- h. Go Media Conference – Jane Nicholson's written report was read to Council. AIRO has contacted all the journalists that Jane and Christine Igot met with at the conference in Montreal and followed up with their specific "asks." There has been a lot of interest in the Parks Canada programs for 2017, the Graveyard Tour, and the Annapolis Royal Waterfront. AIRO will continue to build on this resource through the winter and spring.

5. New Business

- a. 2017 Events Plans for Fort Anne – Lillian Stewart and Paul Paquette shared a draft of events plans for Fort Anne for the 2017 celebrations. It is going to be a busy and exciting year! Parks Canada has invested 1.5 million dollars in new exhibits for the opening of the Fort Anne Officer's Quarters opening on June 1, 2017. Admission to all Parks Canada sites will be free in 2017, but passes (free) will be needed. Parks Canada plans to capture postal code information on the pass applications and would like to have the passes available at the VIC. Lillian will find out the application process to determine how much of the VIC staff's time this would require. She will provide regular updates on the 2017 events plans to ABoT and will make a schedule available to circulate to ABoT members when it is finalized.
- b. Lions Club Request – Bill Monk received an e-mail request from Peter Sleight of the Lions Club requesting that one of the ABoT members wear ABoT's Santa Suit to the Lions' Children's movie at the Kings Theatre on December 3 in return for a donation of \$30. Moved by Sue Lane, seconded by Julia Redgrave, that ABoT provide the suit with no guarantee of the Santa with appreciation for the donation. **Carried.** (Note: Charles Stewart wore the suit last year. Bill Monk will be informed of the motion and can arrange for the Lions Club to contact Charles.)

Additional Discussion:

Last year's December meeting began with a social hour from 6 to 7. Council agreed to follow the same schedule for the December 8, 2016 Quarterly General Meeting. Julia Redgrave will bake cookies and other Council members are encouraged to provide treats also.

Meeting adjourned at 8:00 p.m.

Grace Butland, Secretary

Jane Nicholson, President

Minutes of Council Meeting
October 13, 2016
7:00 p.m. at PeopleWorx

Present:

Council: Bill Monk, Jane Nicholson, Craig Fancy, Sue Lane, Julia Redgrave, Ray Tynski, Charles Stewart, Mike Fearon, Grace Butland

Absent: Sandy MacDonald

Regrets: Bill MacDonald

ABoT Members: Shela Breau, Veronica Coldwell, Laszlo Tanczos, Jim Bickford

1. Agenda

Moved by Ray Tynski, seconded by Bill Monk, that the agenda be approved with the addition of item (i) Christmas Parade under Active Tasks. **Carried.**

2. Approval of minutes

Moved by Sue Lane, seconded by Bill Monk, that the minutes of the Council Meeting of August 11, 2016 be approved as circulated. **Carried.**

3. Finance

- a. Approval of current financial statements – Moved by Ray Tynski, seconded by Charles Stewart, that the financial statements be approved as circulated. **Carried.**
- b. Approval of non-budgeted expenditures – none

4. Active Tasks

- a. Fall Luncheon – Jane Nicholson reported that the fall luncheon, co-sponsored by the Town of Annapolis Royal and ABoT, would be held October 25 in the ARRA cafeteria. Janet Myers will cater; cost will be \$10 per person. The theme will be “Partnership” and the Mayor and members of the Town Council as well as the new County Warden and councillors will be invited. The program will focus on entrepreneurship and improving the economy of Annapolis Royal and district. There will be two speakers: Tim Tanner, who will talk about the Academy Condo development and Jane Nicholson, who will talk about AIRO (development hub and angel investor). Additionally, Chris Williams will give the final report on the VIC season. Sandi Millet-Campbell will issue invitations on behalf of the Town and ABoT, and handle the RSVPs.
- b. VIC Update – Almost 16,000 visitors have come through the VIC this season. The additional \$500 received from TIANs will allow the VIC to stay open regular hours through Oct. 16 and then be open from 10 to 5 on Fridays and Saturdays through the end of the month.

Mike Fearon explained that visitor numbers are reported in two categories: total visitors and number of visitors counselled. The total number of visitors is an indicator of the economic impact of tourism in our area; the number of visitors counselled is an indicator of staff workload.

Jim Bickford suggested that, since B&Bs derive a greater direct benefit from the VIC than other ABoT members, we consider charging a booking fee for reservations made from the VIC. He will survey other B&B owners who are ABoT members for their opinions.

- c. First Fridays – October 7 was the final First Friday for the season. This completes the fifth year of the event. Julia Redgrave suggested that we approach the Pub to be a sponsor for the event, as that business probably has the greatest direct benefit. We also need to find a way to have more activities going on farther up the street.
- d. Arts Unleashed – Jane Nicholson reported that ABoT is not going forward with the application to Canadian Heritage for funding for the event in 2017 due to difficulties with the new on-line grant application process. She has written to Canadian Heritage to explain the reasons for our decision. In 2016, ABoT received \$6700 in funding from Canadian Heritage for the festival.
- e. NSP Road Closures – Repair work seems to be going smoothly. The Town and ABoT are coordinating with NSP's communications officer to post up-to-date closure information on their respective websites.
- f. Doers & Dreamers 2017 – Bill Monk has started soliciting businesses for advertising in the 2017 Doers and Dreamers and has had a positive response. He is confident that we will have sufficient participation for at least 1 ½ pages, hopefully 2. Jane Nicholson has written a letter to the Chronicle Herald (publisher of Doers & Dreamers) and Tourism Nova Scotia asking that Annapolis Royal be featured on the cover of the publication.
- g. Bookkeeper for ABoT – Several possible candidates have been approached, and one has shown interest. ABoT Treasurer Sue Lane will meet with her on October 16 to discuss the requirements of the position. **Moved** by Bill Monk, seconded by Sue Lane, that ABoT authorize Sue Lane to offer an annual fee of up to \$500 if the individual is qualified and interested, subject to the constraints of a contract. **Carried.**

Andrea Boulding has provided bookkeeping services to ABoT on a volunteer basis for the past few years and will continue to do so until the end of this fiscal year (Dec. 31). Jane N. will place an acknowledgement for Andrea's services in the December issue of the Town Crier and also send her a thank you letter.

- h. Succession Planning – ABoT's Annual General Meeting is in March, 2017 and at that time all four executive positions will need to be filled. Jane N. offered to serve on the Nominating Committee, as did Sue Lane. Jane will send out a call to the membership asking for one other volunteer.

- i. Christmas Parade of Lights – Craig Fancy reported on plans for the annual Christmas Parade of Lights on November 25. Santa is confirmed; several cookie bakers are lined up and a few more are needed. He will verify plans for the tree at the Court House, and send out an e-mail requesting volunteers as needed. There is a question as to who will handle the town decorating; Sue Lane suggested an O2 class from AWEC.

5. New Business

- a. Go Media Conference – Jane Nicholson and Christine Igot will attend the Go Media Conference in Montreal on October 18 and 19 to represent Annapolis Royal. Go Media is described as “speed dating for journalists” and Jane and Christine have scheduled 18 meetings with print, television, documentary, and freelance journalists from across Canada, the U.S., Japan, Germany, France and the U.K. Each journalist will be given a bag including a copy of *The Explorer* and a USB stick containing hundreds of pages of pertinent information about Annapolis Royal.
- b. Reports: ARWA Causeway Project and Gussied Up Project –
 - 1. ARWA Causeway Project – Currently waiting on results of a funding request to ACOA for \$89,000. The group has already dedicated \$30,000 in pro bono work to the project.
 - 2. Gussied Up Project – This project is funded by \$25,000 from the Town and \$25,000 from AIRO and offers up to \$2500 (limited to 50% of cost) per applicant for painting the exteriors of buildings in town.

- c. General comments:

Shela Breau suggested that guests at the Fall Luncheon be provided with a one-page handout about ABoT and that it should include information on the responsibilities of the president, vice president, secretary and treasurer. Jane N. will prepare a handout.

Meeting adjourned at 8:50 p.m.

Grace Butland, Secretary

Jane Nicholson, President

Minutes of Quarterly General Meeting
September 8, 2016
7:00 p.m. at PeopleWorx

Present:

Council: Bill Monk, Jane Nicholson, Sandy MacDonald, Craig Fancy, Bill MacDonald, Sue Lane, Julia Redgrave, Ray Tynski, Grace Butland

Absent: Charles Stewart

Regrets: Mike Fearon

ABoT Members: Nathalie Sanfacon, Martin-Henri Villeneuve, Owen Elliot, Shela Breau, Adele MacDonald, Wyllow Vickery, Ashley Viola

1. Agenda

Moved by Bill Monk, seconded by Ray Tynski, that the agenda be approved with the addition of: Under Active Tasks – (a) Executive Meeting of August 26; (j) Christmas Parade of Lights; (k) Fall Luncheon. **Carried.**

2. Approval of minutes

Moved by Bill MacDonald, seconded by Bill Monk, that the minutes of the Quarterly General Meeting of June 9, 2016 be approved as circulated. **Carried.**

3. Finance

(a) Approval of current financial statements – Moved by Bill MacDonald, seconded by Ray Tynski, that the financial statements be approved as circulated. **Carried.**

(b) Approval of non-budgeted expenditures – none

4. Election of New Members

Moved by Ray Tynski, seconded by Bill Monk, that Grand Oak Manor be accepted as a new member of ABoT. **Carried unanimously.**

5. Absences from Council

None to report

6. Active Tasks

a. Executive Meeting of August 26 – President Jane Nicholson reported that the Executive had met on August 26 to discuss a variety of issues regarding ABoT and that she would share comments from the meeting as the items arise.

- b. VIC Update – Bill Monk reported that there had been 12,140 visitors through the VIC as of September 4. TIANs has offered funding of an additional \$500 in order to keep the VIC open later in the season. The additional funds will allow us to remain open weekends, from 11 a.m. to 3 p.m., through October 20 rather than closing October 9 as planned.

Jane reported that the Executive Committee directed her to approach NSP to ask for a donation to help fund the VIC for 2017. She spoke with the individual in charge of corporate donations and was told that this request “does not align with NSP’s values.” NSP already provides space for the VIC and plans to upgrade the site for next summer.

It costs us about \$30,000 to run the VIC for the season; \$20,000 of that is funded from government sources and the remaining \$10,000 comes from ABoT’s membership fees. Half our members come from the County, which provided only \$2,000 in funding for the year. Our manager is paid minimum wage, which is not competitive.

- c. First Fridays – Our First Friday budget this year was \$2050, with \$550 of that a carryover from 2015. This event does not benefit all ABoT members, only those in town who choose to stay open. It is also difficult to get volunteers. Craig Fancy noted that he would like to see full participation and a set time to close, either 8 p.m. or 9 p.m. Adele MacDonald suggested rethinking the format, closing at 8 and having the music at the end of the event. She also suggested going to Awesome Annapolis for funding. Craig suggested a meeting of all merchants to see how many would be willing to participate. Shela Breau suggested rebranding the event to make it more compelling, and Bill Monk noted that there needs to be an incentive for merchants to open.
- d. Arts Unleashed – Julia Redgrave circulated a written report of the event. Total funding this year was \$8400, with \$1,000 from the Town, \$700 from NS Tourism, and \$6700 from Canadian Heritage. In previous years, full-page ads promoting the event and the Town have been run in the Chronicle Herald in June, July and August. However, due to reduced funding from the Town this year (\$1,000 vs. \$2,000 in 2-15), it was not possible to run the ads in June and July.

Finding a volunteer coordinator for the event is difficult due to the large amount of time required. Ashley Viola suggested that there should be fewer events, and Adele MacDonald suggested limiting the programming to Tuesday through Friday in the daytime. This would still leave the bookend events of Paint the Town on the opening weekend and FODAR on the closing weekend.

Jane reported that the Executive Committee recommends that we apply for the Canadian Heritage Grant for 2017 (due date September 30) with the understanding that, if we do not have a volunteer coordinator in place by an established date, we drop the project and return the funding.

Moved by Bill MacDonald, seconded by Bill Monk, to proceed with the Canadian Heritage grant application with the understanding that we can cancel the project if necessary. **Carried.**

Council expressed thanks to Julia Redgrave, who coordinated Arts Unleashed this year, along with volunteers Adele MacDonald and Kim Gunn and summer student Teague Foxton.

- e. NSP Road Closures – Jane N. reported that the repair work is supposed to be finished by the end of October. She receives a weekly update, which is posted on the ABoT website and Facebook page and also on the Town website.
- f. Doers & Dreamers 2017 – Bill Monk reported that the Chronicle Herald still does not have the contract for the publication from the Province but expects it shortly. 2017 is a crucial year for Annapolis Royal to be included in the publication. Bill will have Jim Todd design a banner for the top of the page. Craig noted that Annapolis Royal should be featured on the cover of Doers & Dreamers 2017; Bill Monk will raise that point with the publisher.
- g. Membership renewals/letters to non-renewing members – AboT budgeted \$10,000 in membership dues for 2016 and to date has received \$9525. There have been some closures and retirements. A letter has gone out to the businesses that have not renewed, and they have until September 30 to renew or be removed from the website.
- h. Bookkeeper for ABoT – It was suggested that ABoT budget a small honorarium, maybe \$500, for a volunteer bookkeeper for 2017. Craig and Jane both have names of potential candidates; they will refer to individuals to Sue Lane to discuss the requirements of the position.
- i. Succession Planning – Jane noted that all four members of the Executive are retiring at the end of this fiscal year. She and Sue Lane are willing to sit on Council for another year to provide continuity; Bill Monk and Grace Butland will be leaving the Council. Therefore ABoT will need a new President, Vice President, Secretary and Treasurer next year. Jane urged all members to think about the future of ABoT – should it be abolished and be replaced by a Merchants Association? Should members join the Atlantic Chamber of Commerce? Jane is writing a letter for the membership to explain the situation. The Annual General Meeting is in March, and all members are urged to think about standing for the Executive or for Council. Craig noted that the VIC used to be run by a VIC Society and maybe ABoT should rethink that arrangement.
- j. Christmas Parade of Lights – Craig reported that the Parade of Lights will be November 25 this year, which coincides with the first night of the O'Dell House Museum's Victorian Christmas.
- k. Fall Luncheon – This event is co-sponsored by the Town and ABoT. The preferred date is Tuesday, October 25, with a back-up date of October 26. The event will be held at St. Luke's if the space is available. A number of possible topics were discussed before deciding on a "Meet and Greet" with the new Town and County Councillors. This will provide an opportunity to tell the ABoT story and introduce our members, who are their constituents, and work toward a partnership of ABoT and Council.

New Business

- a. Mural Project – Bainton’s owner Holly Sanford would like to paint a mural on the side of her building. PHAC and MEAC are looking at whether signage by-laws should apply or if by-laws should be changed to treat murals separately from signs. Jane is looking at the signage by-laws from other towns. Shela noted that there should be some consideration of maintenance and vandalism.
- b. By-law Revision: Members Vote at all Meetings – ABoT’s current by-laws allow members to vote at Quarterly General Meetings but not at regular Council meetings. The pros and cons of allowing members to vote at all meetings were discussed. Several general members in attendance noted that they would attend more Council meetings if they were allowed to vote. Board of Trade procedures require that a change of this type be put forth in a motion at a Quarterly General Meeting and then voted on at the next QGM. Moved by Adele MacDonald, seconded by Wyllow Vickery, that ABoT by-laws be changed to allow all ABoT members to vote at all meetings. **Carried** with Craig Fancy opposed. This motion will be put on the agenda for the December Quarterly General Meeting.

Meeting adjourned at 9:02 p.m.

Grace Butland, Secretary

Jane Nicholson, President

Minutes of Council Meeting, August 11, 2016
7:00 p.m. at PeopleWorx

Present:

Council: Bill Monk, Mike Fearon, Jane Nicholson, Sandy MacDonald, Craig Fancy, Bill MacDonald, Sue Lane, Charles Stewart, Grace Butland, Julia Redgrave

Absent: Ray Tynski

ABoT Members: Nathalie Sanfacon, Veronica Caldwell, Clyde Barteaux

1. Agenda

Moved by Bill MacDonald, seconded by Craig Fancy, that the agenda be approved with the addition of: Under Active Tasks – (h) Doers & Dreamers 2017; Under New Business – (f) ABoT computer; (g) the Go Media Update; (h) Business Awards; and (i) Fire Situation Update. **Carried.**

2. Approval of minutes

Moved by Mike Fearon, seconded by Craig Fancy, that the minutes of the Council Meeting of July 14, 2016 be approved as circulated. **Carried.**

4. Finance

(a) Approval of current financial statements – Treasurer Sue Lane reported that the bookkeeper had not had time to prepare a financial statement for July. She circulated copies of the most recent bank statement along with a statement of income and expense for the month.

(b) Approval of non-budgeted expenditures – none

5. Active Tasks

a. VIC Update – Bill Monk reported that the summer student employees have to return to school at the end of August and that their positions need to be filled. The jobs have been posted and five resumes received. VIC Manager Chris Williams and Bill Monk will interview candidates on Monday. Funding for the position is already in the budget so there is no need for a Council vote on the matter. The Executive is authorized to make a hiring decision. Visitors to the VIC currently number around 160 per day. Council recognizes the need to increase the wages for the VIC Manager's position to a minimum of \$15-\$16 per hour. The current pay is \$12 per hour; managers in Provincial VIC's are receiving \$30 an hour.

b. First Fridays – Jane Nicholson reported that the committee will meet on August 12 to plan the September event. This is the 5th year for the First Friday events and organizer Holly Sanford is doing an excellent job.

- c. Arts Unleashed – Julia Redgrave provided an update and financial report. The event schedules will be out shortly. A two-page ad ran in the August 11 edition of *The Valley Harvester*.
- d. Canada Summer Jobs paperwork – Sue Lane reported that paperwork has been filed with Revenue Canada and the money is expected shortly.
- e. Communications: Grant Thornton & BBB/Community Partner Program – Jane Nicholson wrote letters regarding each of these (see minutes of June 9, 2016) and has had no response. This item can be struck from future agendas.
- f. NSP Road Closures – Jane N. reported that no start date has been set for the road closure. As soon as she has additional information, she will send it to the ABoT membership.
- g. Natal Day Float – Thanks to Charlie Stewart, Julia Redgrave, Addie MacDonald and Bill MacDonald for the work on the Natal Day Float. The float commemorated the 70th birthday of ABoT and contained the names of all current ABoT members. Jane reported that the Natal Day Committee hopes to get the Snow Birds for Natal Day 2017.
- h. Doers & Dreamers 2017 – No information has come from the Province on Doers & Dreamers 2017 as yet. Last year Bill Monk began ad sales the first week of September. Council agreed that it is very important to Annapolis Royal to have a presence in the publication in 2017. Craig Fancy suggested that we require payment in full when ads are placed. Mike Fearon suggested that we hold a reception toward the end of Sept., prior to closing the VIC for the year, and make a pitch for sales there. There is no funding from the Town for Doers & Dreamers for 2017; last year they provided \$1,000 which covered the cost of the town banner at the top of the ad. The current budget includes \$9,000 in Doers & Dreamers sales and \$8500 in expenses. Bill Monk voiced concerns about the ability to sell that amount but will proceed.

6. New Business

- a. Mural Project – The Town was approached by an artist entrepreneur who proposed to paint murals on the walls of buildings in town as an economic development idea. The Town referred the issue to the Board of Trade. One concern is that murals don't last very long, especially in Maritime weather. Jane will provide full information for a Council discussion at the September meeting. Bill MacDonald suggested that it might be feasible to do one wall in a historically significant design for 2017.
- b. Website Update – Jane N. reported that Adele MacDonald has updated the ABoT website with all the current membership information as of last Friday.

- c. Membership Renewals – ABoT will inform non-paying members that they are being removed from the website and will remind all members to check the website to make sure their information is correct and let Adele know of any errors.
- d. Bookkeeper for ABoT – Andrea Boulding will continue as ABoT’s volunteer bookkeeper through the end of the fiscal year (Dec. 31) but will need to be replaced at that time. Sue Lane estimates that a good bookkeeper can handle the job in about 5 hours/month. Bill Monk suggested that we meet with Andrea and thank her for her work and ask for her suggestions for a replacement. Member Clyde Barteaux suggested that we include an annual stipend for a bookkeeper in the 2017 budget.
- e. Succession Planning – Jane N. reminded Council that none of the current executive – President, Vice-President, Secretary and Treasurer – plans to reoffer in March. Council has to think about succession planning. Bill Monk suggested that the Executive meet to go through the membership rolls and attempt to identify potential candidates.
- f. ABoT Computer – The old ABoT laptop computer is not operational and needs to have the hard drive erased before being disposed of. Sandy MacDonald offered to have RBC’s technician take care of the erasure.
- g. Go Media – Jane Nicholson reported that Go Media is an annual event produced by Destinations Canada. It is described as “speed dating” for destinations with travel media. The 2016 event will take place in Montreal Oct. 16 – 19. ABoT has been invited. Cost excluding travel is \$4250.80 for up to 32 interviews. AIRO is covering the cost and, with the blessings from the Town, Jane and Christine Igot, who is fluent in French, are going to represent Annapolis Royal. ABoT’s application was submitted in both English and French; thanks to Pierre Igot for providing the French translation as a donation to ABoT.
- h. Business Awards – Two awards are available to members: The Now Nova Scotia Good News Business Award and the Bright Business Award from Efficiency Nova Scotia. Jane N. will send out information to the membership tomorrow on nominations for these awards.
- i. Fire Situation Update – Member Nathalie Sanfacon alerted Council to the situation concerning lodgings and attractions and the current forest fires. Guests are cancelling because they are under the impression that Annapolis Royal is being affected by the fires or they don’t know the best way to travel to A.R. from the South Shore with the closure of Route 8. It was suggested that we could have our VIC connect with other VICs to provide up-to-date information. ABoT will also post information on its Facebook page and ask the Town to post on their website. Individual businesses can post on Social Media, and Council members are encouraged to post on personal Facebook pages.

- j. Other – Jane will write a letter to the Annapolis Royal Fire Department thanking them for all their efforts with the current forest fire situation. Mike Fearon moved and Julia Redgrave seconded a motion to rent the Fire Department sign for 2 days at a cost of \$40 and post a public sign thanking the Fire Department. **Carried.**

Meeting adjourned at 8:45.

Grace Butland, Secretary

Jane Nicholson, President

Minutes of Council Meeting, July 14, 2016
7:00 p.m. at PeopleWorx

Present:

Council: Bill MacDonald, Sue Lane, Ray Tynski, Mike Fearon, Grace Butland, Julia Redgrave

Regrets: Jane Nicholson, Bill Monk, Sandy MacDonald, Craig Fancy

Absent: Charles Stewart

ABoT Members: Shela Breau, Nathalie Sanfacon, Veronica Caldwell

1. In the absence of the President, the first order of business was to elect a Council Member to Chair the meeting. Mike Fearon nominated Bill MacDonald; Sue Lane seconded; Carried.

2. Agenda

Moved by Sue Lane, seconded by Mike Fearon, that the agenda be approved. **Carried.**

3. Approval of minutes

Moved by Sue Lane, seconded by Mike Fearon, that the minutes of the Council Meeting of May 12, 2016 be approved with two corrections: Ray Tynski was present at the meeting, and the Spring Luncheon report was given by Bill Monk. **Carried.**

4. Finance

- (a) Approval of current financial statements – **Moved** by Mike Fearon, seconded by Ray Tynski, that the financial statements be accepted as presented. **Carried.**

- (b) Approval of non-budgeted expenditures – none

5. Active Tasks

- a. VIC Update – No report
- b. First Fridays – No report
- c. Arts Unleashed – Julia Redgrave reported that the event schedule is being finalized; no word yet on the Tourism grant.
- d. Invoices to members – These have been sent.
- e. Canada Summer Jobs paperwork – Sue Lane will follow up.
- f. Communications: Grant Thornton & BBB/Community Partner Program – no report

- g. NSP Road Closures -- The Town recently sent a mailing to residents with information about the planned closing of Route 1 at the Causeway. Work is to begin in August.
- h. Natal Day Float – Julia Redgrave reported that the Natal Day Float will celebrate the 70th anniversary of ABoT. Charlie Stewart has donated a trailer for use with the float and provided a place for painting.

6. New Business -- None

Meeting adjourned at 7:23 p.m.

Grace Butland, Secretary

Jane Nicholson, President



Minutes of Quarterly General Meeting, June 9, 2016
7:00 p.m. at PeopleWorx

Present:

Council: Jane Nicholson, Bill Monk, Craig Fancy, Sandy MacDonald, Bill MacDonald, Charles Stewart, Sue Lane, Ray Tynski, Mike Fearon, Grace Butland

Regrets: Julia Redgrave

ABoT Members: Shela Breau, Paul Wear, Helen Able; Adele MacDonald

1. Agenda

Moved by Bill MacDonald, seconded by Mike Fearon, that the agenda be approved with the addition of the following items: Under Finance, item (c) Annual Review; Under New Business, items (c) NSP proposed road closure, (d) Letter of congratulations to new president of the Atlantic Chamber of Commerce, (e) Offer from AIRO and (f) Proposal for Shared Student. **Carried.**

2. Approval of minutes

Moved by Bill MacDonald, seconded by Mike Fearon, that the minutes of the Annual General Meeting of March 17, 2016 be approved as circulated. **Carried.**

3. Finance

(a) Approval of current financial statements – **Moved** by Bill Monk, seconded Ray Tynski, that the financial statements be accepted as presented. **Carried.**

(b) Approval of non-budgeted expenditures – none

(c) Annual Review – Ray Tynski has completed his annual review of ABoT's books and reports that the records are in excellent shape. **Moved** by Bill MacDonald, seconded by Craig Fancy to accept the review. **Carried.**

4. Follow-Up

(a) Paid Membership Update -- \$5,068 in membership dues has been collected to date. Invoices will be sent to members who have not yet paid. Ray Tynski suggested that a call be made to members prior to invoicing.

(b) Swearing in of President – Jane Nicholson was sworn in by the Mayor in early June.

(c) Meeting with Mayor and CAO re VIC funding – Jane Nicholson, Bill Monk and Bill MacDonald met with the Mayor and COA to ask for additional funding for the VIC. ABoT needs to do a better job of selling the Council on the importance of the VIC to the local economy. The Mayor did leave the door open to come back to Council if there is a shortfall in operating funds. Shela Breau suggested that ABoT needs to get the story of the VIC out to town

residents, and Mike Fearon suggested that ABoT invite a reporter for one of the local papers to spend a day at the VIC and write about the experience.

Election of New Members

Moved by Bill MacDonald, seconded by Charles Stewart, that the following be admitted to membership:

Widdersins Inspirations – Wyllow Vickery

Shela Breau, Visual Artist

Tom's Pizzeria/Helen's Cabins – Deborah L. MacKenzie

Art with MoJo – Jon & Morgan Corston

Annapolis Investments in Rural Opportunity (AIRO) – Jane Nicholson

Annapolis Leather Barn – Veronica Coldwell

Carried Unanimously.

Note:

- Fraser's Pro Home Centre was removed from the new member list because their cheque, which was being sent from their home office, had not yet arrived.
- Grand Oak Manor's application was turned back because their cheque was not dated and their application not received in time for advance notice to the membership. They will be voted in in September but their information will be listed on the ABoT website as soon as their dated cheque is received.

Absences from Council – None to report

Active Tasks

(a) First Fridays – Jane Nicholson reported that the June 3 First Friday was very successful and that the dog show was very popular. Grace Butland reported that SOFAAR had approximately 150 people attend the fibre event at St. Luke's on First Friday.

(b) Arts Unleashed – Grace Butland reported that the Committee has met several times under Julia Redgrave's leadership and that plans are progressing. There is still no word on funding from the Tourism Dept, and the Town reduced the Arts Unleashed funding from \$2,000 to \$1,000 this year, which means the monthly (June, July & August) ads for the Town will not run.

(c) VIC Update – Bill Monk reported that ABoT has received notification from TIANS of \$6,000 in funding, the same as last year. The paperwork on the Canada Summer Jobs student has not yet been received. Bill MacDonald will follow up.

Other items – Charles Steward suggested will put a float in the Natal Day parade with ABoT's logo, and Bill Monk reported that raffle ticket sales on the table and chair are going well. The draw will be July 7th.

5. New Business

(a) Private Business Growth Award – CCC and Grant Thornton – Jane Nicholson read the letter from Grant Thornton soliciting nominations for the Private Business Growth Award. Info was distributed to interested members. Jane will write Grant Thornton noting that Council supports the award but finds the \$5,000,000 in qualifying revenue not realistic for most rural businesses.

(b) Better Business Bureau Community Partner Ask – Jane read a letter from the BBB requesting a reciprocal membership with ABoT. Council agreed that the letter was not very informative and Jane will follow up to see what benefits there would be to ABoT.

The order of the remaining new business items was changed so that the less complicated items could be discussed first.

(c) Letter of congratulations to the new President of the Atlantic Chamber of Commerce – Jane Nicholson has written a letter of congratulations to new ACC President Terry Malley on behalf of ABoT.

(d) Proposal for Shared Student – Grace Butland reported that the SOCOA, presenters of Festival of Dance Annapolis Royal (FODAR), received funding for one summer student under the Canada Summer Jobs program and does not have enough work to keep the student busy full time. SOCOA offered to share the student with Arts Unleashed if Council approves. Canada Summer Jobs would have to approve the proposal. **Moved** by Craig Fancy, seconded by Mike Fearon, that ABoT approve SOCOA's offer to rewrite the student position description to include Arts Unleashed. **Carried.**

(e) Offer from AIRO – Jane Nicholson gave a brief explanation of AIRO and introduced Adele MacDonald as AIRO's new Executive Director. AIRO's business activity is "the promotion of economic development in Annapolis Royal and district through action as an incubator, angel investor and community development hub." The business is headquartered at the old Train Station on Victoria Street. AIRO is offering to provide secure, permanent office space to ABoT and to provide 5 hours/week of administrative support. **Moved** by Sue Lane, seconded by Shela Breau, that ABoT accept AIRO's offer of office space and administrative support. **Carried**, with Jane Nicholson, Adele MacDonald and Bill MacDonald abstaining.

(f) NSP's proposed road closure – Jane Nicholson reported that NSP is planning replacement of the sluice gate mechanism at the power plant for safety reasons. This repair will necessitate closing of one lane of Highway 1 across the Causeway from August 5 to sometime in October. At some times, both lanes will be closed for 20 minutes at a time. These closures will have a negative economic impact on Annapolis Royal and area. There will be a meeting on June 10 at County Council offices with the sub-contractor and interested parties from the Town and County. Jane will attend the meeting and report back to Council.

Other items:

- Bill Monk reported that all Doers & Dreamers payments have been made.
- Mike Fearon suggested that “Today’s Headline” be dropped from the agenda.

Meeting adjourned at 8:34 p.m.

Grace Butland, Secretary

Jane Nicholson, President



Minutes of Council Meeting, May 12, 2016
5:00 p.m. at PeopleWorx

Present:

Council: Jane Nicholson, Bill Monk, Bill MacDonald, Sue Lane, Julia Redgrave, Charlie Stewart,
Mike Fearon, Ray Tynski

Regrets: Grace Butland, Craig Fancy, Sandy MacDonald

Guests: Sheila Breau, Chris Williams (new VIC Manager), Andrea Vandenkoer

Meeting started at 5pm, as there were several other events planned for Thursday evening. Jane welcomed everyone and we welcomed Jane back!

Jane invited Chris Williams to say a few words about himself and the opening of the VIC, May 19th 5-7pm. Chris shared his interests particularly in the hospitality industry. He is pleased to be in our region and we heard the names of the 2 travel counsellors that will be working with him this summer. They are; Michelle Courtney and Laura Low.

1. Agenda

Moved by Bill Monk, seconded by Bill MacDonald, that the agenda be approved. **Carried.**

2. Approval of Minutes

Moved by Sue Lane, seconded by Charlie Stewart, that the minutes of the April 14, 2016 meeting be approved as circulated. **Carried.**

3. Finance

(a) Approval of current financial statements – **Moved** by Bill MacDonald, seconded by Bill Monk that the financial statements be accepted as presented. **Carried.**

(b) Approval of non-budgeted expenditures – none

(c) Change of signing officers for Royal Bank – Done. Signing officers are Sue Lane, Grace Butland and Bill Monk.

Paid membership to date: \$3,800.00. We have 122 members. Jane will re-send a reminder to ABoT members who have not paid. She will check with Grace to see if it's possible to extrapolate only unpaid members from our data base. Sue Lane will send a membership list to Mike. Follow-up phone calls have to be made.

4. Active Tasks

- (a) Doers & Dreamers Guide 2016 – Bill Monk explained that D&D is available at VIC. It's a smaller version but easier to handle for travellers. We were lucky enough to have a really good facing page .
- (b) VIC Update – We need \$28,985.00 to run the VIC...so far we have : \$3000.00 from the County, \$3,300.00 from Canada Summer Job program, (no word yet from Feds....Bill Monk will follow up) and \$5000.00 from the Town, although their support for Doer's and Dreamers has been withdrawn and that \$1,000 could go to the VIC.
- (c) Directors and Officers Liability –in place; thanks to Craig Fancy for his work on this.
- (d) Swearing in of President & Vice President – Bill Monk has already been sworn in and Jane will be sworn in this week. Jane noted that we need to have some viable candidates for both positions in the near future and we need to have a discussion about succession planning.
- (e) Letter of Support for Town's Waterfront Development Plan – Jane sent a letter of support for the Town's waterfront Development Plan Petit Park Site on April 19th.
- (f) Cluster Model survey update – Bill MacDonald reported that there were only 14 responses, not enough to move forward.
- (g) VIC Contract with NSP – We have a 5-year contract with NSP which is good until October, 2016. Our present contact, Ruth Thorbourne, is retiring but has initiated the process for a renewal of the contract.
- (h) Business Expo Update – Bill MacDonald reported that the Business Expo is stalled; Bear River has withdrawn.
- (i) Spring Luncheon update – Bill Monk reported that the luncheon sponsored by TIANs was a great success with 41 paid guests. Paula Buxton catered, our new VIC manager Chris Williams and his wife were introduced, and Dan Froese gave an interesting business opportunity talk. Dan has bought the rights from Google to video places of business and link them to various sites. He kindly offered all ABoT members a 15% discount which works out to \$60. a scan.

5. New Business

- Council expressed concern over the amount of Town funding for the VIC. At the Mayor's request, Jane Nicholson, Bill Monk and Bill MacDonald will meet with him and the Town CAO next week to discuss ongoing funding needs for the Visitor Information Centre.
- The Adirondack chair and table set will be at Scotia Bank this week and tickets are for sale there. Bill Monk got the license and the tickets sell for \$2.00 each or 3 for \$5.00.

TODAY'S HEADLINE:

Get your tickets!!

Meeting adjourned at 6:25

Minutes taken by Julia Redgrave

As corrected at July 2016 meeting

Grace Butland, Secretary

Jane Nicholson, President



Representing the Annapolis district area since 1946

Minutes of Council Meeting, April 14, 2016

7:00 p.m. at PeopleWorx

Present:

Council: Bill Monk, Craig Fancy, Sandy MacDonald, Bill MacDonald, Charles Stewart, Julia Redgrave, Sue Lane, Ray Tynski, Grace Butland, Jane Nicholson (by speakerphone)

Regrets: Mike Fearon

Guests: Willow Vickery

1. Agenda

Moved by Bill Monk, seconded by Craig Fancy, that the agenda be approved with the addition of the following items: Under Finance, item (d) Directors & Officers Insurance; Under Active Tasks, Item (g) ARRA Update; and under New Business, item (c) Annapolis Royal Now.com. **Carried.**

2. Approval of minutes

Moved by Craig Fancy, seconded by Bill Monk, that the minutes of the Council meeting of March 10, 2016 be approved as circulated. **Carried.**

3. Finance

- (a) Approval of current financial statements – **Moved** by Sue Lane, seconded by Bill MacDonald, that the financial statements be accepted as presented. **Carried.**
- (b) Approval of non-budgeted expenditures – none
- (c) Change of signing officers for Royal Bank – **Moved** by Sue Lane, seconded by Charlie Stewart, that new signing authorities for ABoT's bank account be appointed as follows: Vice President Bill Monk, Secretary Grace Butland, and Treasurer Sue Lane. (Monk and Butland will replace Bill MacDonald and Mike Fearon as signing authorities). **Carried.**
- (d) Directors & Officers Liability – Treasurer Sue Lane reported that ABoT had received a letter from MacDonald Chisholm Trask stating that our policy for Directors & Officers Liability Insurance had lapsed due to nonpayment. ABoT received no invoice or notice of any kind that the bill was due. Cost of the insurance is \$550. Council agreed that the coverage is needed. Sue Lane will check to see if ABoT can get a better price elsewhere. Craig Fancy will pursue the issue with MacDonald Trask. **Moved** by Sue Lane, seconded by Ray Tynski, that ABoT purchase Directors & Officers Liability Insurance at the lowest price. **Carried** with one nay vote (Craig Fancy, who wanted additional information).

Active Tasks

(a) Doers & Dreamers Guide 2016 – Sue Lane has given Bill Monk a list of outstanding payments and he is following up.

(b) VIC Update – Sue Lane, Bill Monk and Beth Fairn met and reviewed applications for the position of manager of the VIC. Interviews were conducted with four candidates. **Moved** by Bill Monk, seconded by Craig Fancy, that Bill Monk be authorized to offer the position to Chris Williams, contingent on a reference check and a criminal and child abuse record check. **Carried.**

As of yet, there is no word on VIC funding from the Canada Summer Jobs program, the Province, the County or the Town. Bill Monk will apply for a lottery license to sell raffle tickets for the table and chair donated by Paul MacDonald and painted by Julia Redgrave.

(c) Cluster Model survey update – Bill MacDonald reported that there were 18 responses to the Cluster Model Survey with 61% of respondents indicating an interest in training in marketing & communications for business owners. Bill will share the results of the survey with PeopleWorx and report back to Council on their recommendations.

(d) VIC Contract with NSP –Ruth Thorbourne at NSP has sent the information to head office for a new contract. The current contract runs through October, 2016.

(e) Business Expo Update – Bill MacDonald reported that the Digby, Bear River, Bridgetown and Annapolis Boards of Trade continue to pursue the idea of a Business Expo in the fall. The Town of Digby and Annapolis Ventures have declined to provide funding for the event. Karen Enright of the Digby Board of Trade is approaching Digby County for funding, and Jennifer D'Aubin of Bridgetown is approaching the County of Annapolis. \$4500 is being requested from each. Bill MacDonald will keep Council informed of progress.

(f) Spring Luncheon Update – The Spring Luncheon is set for May 5 at ARRA. Sandi Millet-Campbell and Bill Monk will draft a letter of invitation. TIANS will contribute \$250 to sponsor the event and will provide a guest speaker. Cost to attend the luncheon this year will be \$10.

(g) ARRA Update – Bill MacDonald reported that the project was delayed due to unforeseen difficulties with the developers' current project in Pictou but that everything is now back on track and the marketing materials will be available shortly.

4. New Business

(a) Letter of Support for the Town's Waterfront Development Plan – The Town Waterfront Development Committee has requested a letter of support for proposed projects of an amphitheatre at Petit Park and a Boat Building site behind King's Theatre. Draft plans for the projects were circulated to Council. **Moved** by Craig Fancy, seconded by Bill MacDonald, that ABoT provide a letter of support in principle for the Waterfront Development Committee project. **Carried.**

(b) Swearing in of new President and Vice President – The Board of Trade Act requires that the President and Vice President of ABoT be sworn in in the presence of the Mayor. Bill Monk will be sworn in tomorrow; Jane will be sworn in when she returns to Annapolis Royal after May 9.

(c) Annapolis Royal Now – Bill MacDonald reported that a new Facebook/Twitter site has been launched by Lisa Larter and Paul St. Laurent. *Annapolis Royal Now* will promote businesses and property in the Annapolis Royal area.

5. Today's Headline – Spring Luncheon.

Meeting Adjourned at 8:25 p.m.

Grace Butland, Secretary

Jane Nicholson, President



Minutes of Annual General Meeting, March 17, 2016
7:00 p.m. PeopleWorx, 253 St. George Street

Present:

Council: Bill MacDonald,, Sue Lane, Julia Redgrave, Bill Monk, Mike Fearon, Raymond Tynski, Craig Fancy, Grace Butland, Jane Nicholson (by speakerphone)

Absent: Sandy MacDonald; Charles Stewart

Members: Holly Sanford; Paul Wear; Gregory Barr

1. Approval of Minutes

Moved by Bill Monk, seconded by Mike Fearon, that the minutes of the Quarterly General Meeting of December 10, 2015 be approved. **Carried.**

2. Updates

- (a) *Staffing of VIC* – Sue Lane has completed the job descriptions for the VIC staff and they will be posted shortly. ABoT has made application to the Canada Summer Jobs program for 3 full-time positions. There is no information yet on funding from the Province, Federal government, Annapolis County, or Town of Annapolis. Bill MacDonald met with Premier McNeil on March 14 to discuss the VIC and will attend the MEDC meeting on March 22 to discuss the funding request.
- (b) *VIC Open House* - The VIC Open House will be May 19, 5 – 7 p.m. Paul MacDonald has again donated a table and chair for raffle, which Julia Redgrave will paint. Scotia Bank will sell raffle tickets and match the funds for the ticket sales.

3. Matters Arising

- The survey regarding training has been sent to ABoT members and 16 responses have been received to date.
- In Bill MacDonald's meeting with the Premier, the subject of Internet and Cellphone service was also discussed.
- The ABoT/MEDC Spring Luncheon will be held at ARRA on May 5 from 11 a.m. to 1 p.m. The topic, a call to action in anticipation of the increased numbers of tourists expected this summer, will be *2016 – Are You Ready?* TIANs has been contacted re providing a guest speaker and sponsorship of the luncheon.

4. Election of New Members

Moved by Mike Fearon, seconded by Craig Fancy, that the following be admitted to membership:

- Wear Brothers Roofing Ltd., retroactive to December 10, 2015
- The Age Advantage Association, retroactive to December 10, 2015
- The Society of Fibre Artists of the Annapolis River (SOFAAR)

Carried unanimously.

5. President's Annual Report

President Bill MacDonald highlighted some of the main points from his annual report, which was previously circulated to the membership. **Moved** by Bill Monk, seconded by Mike Fearon, that the President's Report be accepted. **Carried.**

6. Absences from Council

In keeping with By-Law 20, it was reported that Sandy MacDonald did not attend Council meetings in December, January and February due to family emergencies.

7. Finance

(a) Approval of Annual Financial Statement – A draft of the unreviewed annual financial statement was circulated. **Moved** by Sue Lane, seconded by Grace Butland, that Ray Tynski be appointed to review the financial statements for 2015, replacing Christine Beck, the previously appointed reviewer who has since moved away. **Carried.** Following the review, the statement will be submitted to a General Meeting for acceptance.

(b) Approval of budget for 2016 – **Moved** by Mike Fearon, seconded by Bill Monk, that the 2016 Budget previously approved by Council, be approved. **Carried.**

(c) Appointment of Reviewer/auditor for 2016 – Moved by Sue Lane, seconded by Jane Nicholson, that Ray Tynski be appointed to review ABoT's 2016 financial statement. **Carried.**

8. Election of Council

Bill Monk presented the following slate from the Nominating Committee:

President: Jane Nicholson

Secretary: Grace Butland

Vice President: Bill Monk

Treasurer: Sue Lane

Council:

Craig Fancy

Julia Redgrave

Mike Fearon

Charles Stewart

Bill MacDonald

Ray Tynski

Sandy MacDonald

There being no nominations from the floor for any of the positions, it was **Moved** by Bill Monk, seconded by Craig Fancy, that the slate of officers and Councillors be elected by acclamation. **Carried.** Bill Monk expressed Council's thanks to Bill MacDonald for stepping in as President in October and taking such an extremely active role in ABoT's activities and interests. Jane Nicholson added her thanks and also expressed thanks to all Council and General Members. She noted that ABoT must strengthen committee structure and succession planning during the coming year.

Meeting adjourned at 7:58 p.m.

Thanks to Julia Redgrave and PeopleWorx for the delicious refreshments!

Bill MacDonald
Outgoing President

Grace Butland
Secretary

Minutes of Council Meeting, March 10, 2016
7:00 p.m. at PeopleWorx

Present:

Council: Bill MacDonald, Sue Lane, Bill Monk, Julia Redgrave, Ray Tynski, Mike Fearon, Craig Fancy, Sandy MacDonald, Grace Butland, Jane Nicholson (by speakerphone)

Absent: Charlie Stewart

1. Agenda

Moved by Sue Lane, seconded by Craig Fancy, that the Agenda be approved with the addition of Active Task (g) Arts Unleashed; and New Business items (b) TransCanada Energy East Pipeline, (c) Annapolis Basin Business Expo, and (c) Spring Luncheon. **Carried.**

2. Approval of Minutes

Moved by Bill Monk, seconded by Mike Fearon, that the minutes of the Council Meeting of February 11, 2016 be approved as circulated. **Carried.**

3. Finance

(a) Approval of current financial statements – **Moved** by Ray Tynski, seconded by Sandy MacDonald to accept financial statements as presented. **Carried.**

(b) Approval of non-budgeted expenditures – None

The Annual Financial Statement for fiscal year 2015 is available in draft form (not yet reviewed); Council agreed that it should be distributed to all ABoT members for review prior to the AGM.

4. Active Tasks

(a) Doers & Dreamers Guide 2016 – Bill Monk brought a copy of the publication; the Annapolis Royal page looks good. Bill is following up with those advertisers who have not yet paid.

(b) First Fridays Report to Town – Bill MacDonald received the report from Holly Sanford and presented it to the Town along with the request for 2016 funding.

(c) VIC Committee – The Committee met and reviewed the report from the 2015 VIC Manager. The VIC was understaffed in 2015 and more tourists are expected in 2016. We need three full-time staff members, one to focus on communications. ABoT has applied to Canada Summer Jobs for 3 full-time positions for the summer.

(d) VIC funding update – ABoT has requested \$6,000 in VIC funding from the Town of Annapolis Royal for 2016. Bill MacDonald will appear at the Town MEDC meeting on March 22 to speak on the request. (ABoT's request also includes funding for First Fridays, Arts Unleashed, and Christmas). A funding request for \$3,000 was previously submitted to the County of Annapolis; and a submission has been made to Canada Summer Jobs to fund 3 full-time positions for the VIC. There is no word on Provincial funding for VICs as yet. ABoT sent a letter regarding the importance of the local VICs to NS Minister of Business Mark Furey and received a follow-up call from Stephen McNeil's office. Bill MacDonald will meet with Premier McNeil on March 14.

The VIC Open House will be held Thursday, May 19th. Staffing of the VIC will start on May 16 and the centre will open to the public on Friday, May 20. Paul MacDonald has again donated a table and chair for a raffle, which Julia Redgrave will paint. Scotia Bank will again sell raffle tickets.

(e) Nominating Committee – Committee members Bill MacDonald and Bill Monk reported that a full slate will be presented at the AGM next week. A call for nominations has been sent out to the membership, and nominations will also be accepted from the floor. The proposed slate of officers for 2016 is: Jane Nicholson, President; Bill Monk, Vice President; Grace Butland, Secretary; and Susan Lane, Treasurer.

(f) Cluster Model Survey – Bill MacDonald has discussed the Cluster Model training possibilities with PeopleWorx, Annapolis Ventures, and Karen Enright of the Digby Board of Trade. He is developing a survey for the membership and will distribute it to ABoT members prior to the AGM.

(g) Arts Unleashed – Grace Butland reported that ABoT has received confirmation of a \$6700 grant for Arts Unleashed from the Department of Canadian Heritage. (This is an increase of \$300 over last year.) NS Tourism provided a grant of \$1,000 last year through their Festivals and Events program, but that grant has not yet opened this year. A request has gone into the Town for \$2,000, the same amount as last year.

6. New Business

(a) VIC Contract with NSP – ABoT's 5-year contract with NSP for locating the VIC within the power station expires this year. Jane Nicholson has spoken with Ruth Thorborne, who has started with process of lease renewal with NSP. **Moved** by Mike Fearon, seconded by Bill Monk, that the ABoT Executive be authorized to enter into a new contract with NSP for the VIC provided there are no significant changes to the current contract. **Carried.**

(b) TransCanada Energy East Pipeline – Bill MacDonald represented ABoT at a recent “presentation to stakeholders” re the pipeline. He will arrange to have a link to the pipeline website added to the ABoT Facebook page so that interested members can review the information and form their own opinions.

(c) Annapolis Basin Business Expo –Digby Board of Trade president Karen Enright contacted Bill MacDonald to discuss the possibility of an Annapolis Basin Business Expo, to be held in Cornwallis. The Bridgetown and Bear River Boards of Trade would also be invited to participate. Proposed dates are October 29th and 30th. **Moved** by Mike Fearon, seconded by Sue Lane, that ABoT pursue the idea until details are worked out and then come back to the Council with details. **Carried.**

(d) Spring Luncheon – A tentative date of May 5 was set for the ABoT/MEDC spring luncheon. Bill MacDonald will check with Sandi Millet-Campbell re the date. The topic will be *2016 – Are You Ready?* and will deal with the expected influx of tourists this summer. Bill Monk offered to talk to TIANs about a speaker.

(e) (non-agenda item) Ray Tynski reported that Scotia Bank had again approved a \$1,000 bursary for a graduating AWEC student pursuing a secondary education in business. This award will be made in conjunction with ABoT

7. Today’s Headline – The Tourists Are Coming! The Tourists are Coming!

Meeting adjourned at 9:07 p.m.

Bill MacDonald, President

Grace Butland, Secretary

Minutes of Council Meeting, February 11, 2016
7:00 p.m. at PeopleWorx

Present:

Council: Bill MacDonald, Sue Lane, Bill Monk, Julia Redgrave, Ray Tynski, Mike Fearon,
Charles Stewart, Grace Butland, Jane Nicholson (by speakerphone)

Regrets: Sandy MacDonald, Craig Fancy

Members: Helen Abel, Kevin Burnell

Visitor: Renette Muise

1. Agenda

Moved by Bill Monk, seconded by Mike Fearon, that the Agenda be approved with the addition of New Business item (d) ARRA Update. **Carried.**

2. Approval of Minutes

Moved by Jane Nicholson, seconded by Ray Tynski, that the minutes of the Council Meeting of January 14, 2016 be approved as circulated. **Carried.**

3. Presentation

Renette Muise of the N.S. Department of Labour and Advanced Education gave a brief presentation on the Nova Scotia Workplace Education Initiative. **Moved** by Mike Fearon, seconded by Charlie Stewart, that the Annapolis Board of Trade pursue the possibility of a Cluster Model and see if it is possible to form a Project Team without involvement of too many members of Council. **Carried.**

4. Finance

(a) Approval of current financial statements – **Moved** by Bill Monk, seconded by Mike Fearon, to accept financial statements as presented. **Carried.**

(b) Approval of non-budgeted expenditures – There were no non-budgeted expenditures during the previous month.

5. Active Tasks

(a) Doers & Dreamers Guide 2016 – There are still 7 ads totalling about \$1400 that have not been paid for. Bill Monk will follow up.

(b) First Fridays Report to Town – Bill MacDonald will follow-up with Holly Sanford.

(c) VIC Committee – Bill Monk agreed to join the VIC Committee to consider the report filed by the 2015 VIC Manager. The Committee will meet and provide a report at the next ABoT meeting.

(d) VIC funding update – Bill MacDonald has presented ABoT's funding request of \$3,000 for the VIC to the County of Annapolis Committee of the Whole. Mike Fearon's statistical information re the VIC was very helpful in making the presentation. Annapolis VIC numbers have increased an average of 11% per year since 2011. According to news reports, the Province is considering closing the provincial VICs. It was suggested that ABoT Council should send a letter and Mike's information to NS Minister of Business Mark Furey. Bill MacDonald and Sue Lane have applied for grants for two summer students to assist with the VIC.

(e) Membership Renewal mailing – The membership renewal mailing went to all current ABoT members via Mail Chimp last week and renewals are coming in. Paper copies of the letter and form will be delivered to those who do not respond to the e-mail mailing.

(f) Annual Budget – Treasurer Sue Lane presented and explained the proposed annual budget for 2016. **Moved** by Mike Fearon, second by Ray Tynski, that the budget be approved. **Carried**.

(g) Nominating Committee – Bill MacDonald and Bill Monk will comprise the Nominating Committee for ABoT Council. A mailing will go to the membership giving members the opportunity to nominate potential Council members.

6. New Business

(a) MEAC report – AboT Vice-President Jane Nicholson, who is chairing the Town's Municipal Effectiveness Advisory Committee, gave a brief report of the Committee's activity to date. The Committee anticipates completion of its work in late 2017.

(b) ARWA report – Jane Nicholson, Secretary of the Annapolis Royal Wharf Association, reported that the County of Annapolis passed all four motions related to the ARWA Causeway Project on January 19. The project is slated for completion in June of 2017.

(c) Start-Up 100 Project – Information on the Start-Up 100 Project was recently circulated by the Town of Annapolis Royal. The purpose of the project is to encourage entrepreneurship among youth. ABoT President Bill MacDonald recently met with Helen Abel from PeopleWorx and Annapolis Royal CAO Greg Barr to discuss ways to encouraging youth to participate in the project. It was proposed that ABoT make Entrepreneurship the topic of the Spring luncheon this year.

7. Today's Headline – Renew Your Membership & Annual General Meeting Coming Up

Meeting adjourned at 8:55 p.m.

Bill MacDonald, President

Grace Butland, Secretary