

# Lake Charlotte Area Heritage Society

## Minutes of Annual General Meeting 3:30 PM 28 May 2022 Village Clam Factory

**Board Present:** Kristy Sanders (Chair), Keiver Read (Past Chair), Darlene Meade (Treasurer), Linda Marks (Secretary), Geraldine Dooks (Director), Aaron Zinck (Director), Christine Mitchell (Director), Fraser Kennedy (Director), Darrell Boutilier (Director), Thea Wilson-Hammond (Executive Director)

**Regrets:** Shannon Taylor, Mary-Jo Monk

### **Members / Guests Present:**

Russell Swinehammer, Fraser Banfield, Ginny Mendl, Anne Watson, Lantz Siteman, Gordon Hammond, Jim Livingston, Sheila Livingston, Eve Proctor, David Hendsbee, Kay Boutilier, Ann Currie, Wayne Currie, Ian MacDonald, Lois E. Miller, Dolores Wilmshurst, Glen LeLacheur, Marlene LaLacheur, Elaine Dooks, Max Dooks, Stephen Conrod, Tim Lambert, Gail Lambert, Joanne Murray, Elizabeth Willett, Bernice Weeks, Donna Matthews, John Matthews, Mike Sanders

The meeting commenced following special announcements:

Memory Lane Heritage Village was presented with an **Award of Excellence in Museum Practices** by the Association of Nova Scotia Museums (ANSM). The ANSM award was for the 1940s Packaging Reproduction project. The Museum also received a **Designation of Accreditation** (with a 91% evaluation score).

Officials present: Maggie McIntyre (ANSM Executive Director), Christopher Shore, Jessica Peddle (Community, Culture, Tourism and Heritage), Kent Smith (MLA) and David Hendsbee (HRM Councillor)

### **1. Call Meeting to Order**

Chair, Kristy Sanders, called the meeting to order and on behalf of the Board and staff thanked members and guests for attending.

### **2. Review of minutes Annual General Meeting (AGM) of 31 May 2021**

The Chair noted that Minutes and other reports were posted on the Memory Lane website (Members and Volunteering page)

**Motion that the Minutes of 31 May 2021 be approved**

**Moved: Dolores Wilmshurst**

**Seconded: Gordon Hammond**

**All in favour: Carried**

The Chair asked Thea Wilson-Hammond (Executive Director) to present the meeting's agenda and reports.

### **3. Report from Executive Director (ED)**

Thea Wilson-Hammond presented visitor statistics for 2015-2021 and noted that recovery is half-way to that of 2019 with visitors mainly from Nova Scotia. In 2021 the Village hosted a few weddings and a high school Prom.

The ED presented a few highlights:

- The Pandemic Pivot Plan focused on out-door areas: grass, the Shirley Carol play area and canopies
- On-line ticketing used for events and pre-sales will be used at the upcoming Seafood Festival
- Hosking Store improvements and the award winning 1940s Packaging Reproduction Project
- 1940s style cardigans were produced over the winter months by 6 knitters
- Partnered with HRM recreation to host 2 summer camps (to be repeated in 2022)
- Presented a theatre production in the form of an outdoor walk around play performed by the Eastern Shore Players.
- The Thursday Spot-Light Series was very successful and presented a talk, of local interest, and a dinner
- Forest Festival and the new Fiber Fest were successfully held
- “Walk through Christmas Past” was presented and will be repeated in 2022. “A Walk through Bethlehem” will return in 2023 and alternate as our Christmas event.
- Our museum evaluation score rose from 81.5% to achieve a Designation of Accreditation with a 91.3% score.

**Motion that the ED Report be approved as presented**

**Moved: Ian MacDonald**

**Seconded: Glen LeLacheur**

**All in favour: Carried**

#### **4. Audit Committee Report**

Lois Miller presented the Audit Committee Report and noted that the Committee held one in-person and two “Zoom” meetings. The Committee consisted of LCAHS members Lois Miller and Sheila Livingston and Board members Darlene Meade, Darrell Boutilier and Kristy Sanders.

Lois reported that the Committee reviewed hundreds of pages of financial reports and noted that the Executive Director, Thea Wilson-Hammond, replied to the Committee’s questions promptly and thoroughly. The Committee thanked the Executive Director and her staff for their excellent work in managing the organization with almost a million dollars in assets and a complex budget.

**Motion that the Audit Committee Report be approved as circulated**

**Moved: Lois Miller**

**Seconded: Dolores Wilmshurst**

**All in favour: Carried**

##### **a) Financial Report**

The Treasurer, Darlene Meade, presented the 2021 Financial Statements (to the end of December 2021), acknowledged the work of Andrew MacLeod and his associates and thanked the Audit Committee for their review.

The Treasurer provided a **snap-shot of our Financial Position** as of 31 Dec 2021 and emphasized our positive position:

- Total current assets (cash, term deposits, accounts receivable, inventory with depreciation) are just over \$187K
- Long term investments, the Major Capital Expenditure Fund (rainy day fund), are \$17K
- Special Projects Fund total \$46 K
- Liabilities (accounts payable) total just over \$13K
- Net Assets are \$958K:

**Receipts and Disbursements:**

- Receipts from all sources were up considerably, principally from government, compared to 2020
- Special Project funds were up over 2020 but down from 2019
- All expenses were up including wages, insurance and licensing
- Construction costs were up as a greater repairs and maintenance issues were completed in 2021 compared to 2020, thanks to the Pivot Plan
- Operating costs show a deficiency (excess of receipts over disbursements) of close to \$34K as a result of asset depreciation and not affecting cash position.

The Treasurer emphasized that we want to keep costs affordable for families and that we need a reliable source of funds from the public sector.

The Treasurer gave special thanks to retiring Audit Committee member, Sheila Livingston.

**Motion that the Financial Statements be approved as compiled by accountant Andrew MacLeod and posted**

**Moved: Darlene Meade**

**Seconded: Darrell Boutilier**

**All in favour: Carried**

**b) Audit Committee Membership Representatives**

Kristy Sanders reported that a new Audit Committee will be appointed.

**Sheila Livingston** will not reoffer. **Lois Miller reoffered** and **Dolores Wilmshurst** volunteered to serve on the committee.

There were no other nominations from the floor.

Board Chair, **Kristy Sanders**, will also serve on the Committee.

**Motion to accept the appointment of the Audit Committee member representatives as named**

**Moved: Lois Miller**

**Seconded: Tim Lambert**

**All in favour: Carried**

**5. Nomination Committee**

The Committee consisted of Gordon Hammond (chair), Kristy Sanders, and Alison Froese-Stoddard. The Committee thanked departing members Keiver Reid, Geraldine Dooks, and Fraser Kennedy for their service. Departing members were awarded with a life-time membership.

There were no other nominations from the floor.

**The Board of Directors 2022-2023:****Executive:**

Kristy Sanders (Chair)

Darrell Boutilier (Vice Chair)

Linda Marks (Secretary)

Darlene Meade (Treasurer)

**Directors:**

Alison Froese-Stoddard

Christine Mitchell  
Nancy Russell  
Mary-Jo Monk  
Shannon Taylor  
Aaron Zinck  
Tim Lambert (**new**)  
Michael Sanders (**new**)  
Nancy Loban  
Joanne Murray

**Motion to accept the appointment of the Executive and Board as nominated.**

**Moved: Sheila Livingston**

**Seconded: Gordon Hammond**

**Motion: Carried**

The Chair congratulated the new Board.

## **6. Adjourn**

The meeting was adjourned at 4:08 PM

Respectfully submitted

Linda Marks

Secretary