

# Lake Charlotte Area Heritage Society

## Minutes of Annual General Meeting 6 PM 15 May 2023 Memory Lane Village Cook House

**Board Present:** Kristy Sanders (Chair), Darlene Meade (Treasurer), Linda Marks (Secretary), Aaron Zinck (Director), Alison Froese-Stoddard (Director), Christine Mitchell (Director), JoAnne Murray (Director), Mary-Jo Monk (Director), Mike Sanders (Director), Nancy Loban (Director), Nancy Russell (Director), Tim Lambert (Director), Shannon Taylor (Director), Thea Wilson-Hammond (Executive Director)

**Regrets:** Darrell Boutilier (Vice-Chair), Lois Miller (Audit Committee)

**Members / Guests Present:**

Norman Balcom, Dolores Wilmshurst, Glen LeLacheur, Marlene LaLacheur, Geraldine Dooks, Karen Traversy, Gail Lambert, Shelia Livingston, Betty Willett, Bernice Weeks, Donna Matthews, John Matthews, Phyllis Karsten, Gordon Hammond

Agenda, Financial Statements, and Reports were available prior to the meeting on the Memory Lane website.

### 1. Call Meeting to Order

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

### 2. Review of Minutes Annual General Meeting (AGM) of 28 May 2022

**Motion that the Minutes of 28 May 2022 be approved**

**Moved: Darlene Meade**

**Seconded: Sheila Livingston**

**All in favour: Carried**

The Chair gave the meeting over to Thea Wilson-Hammond (Executive Director).

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

Thea Wilson-Hammond presented a brief summary of 2022

**Attendance:**

- We are still in recovery mode. Visitor attendance has not returned to 2019 levels, which generally corresponds to 2022 tourism levels throughout the province.
- Hurricane Fiona caused the cancellation of some bus tours.
- We are back to regular events with attendance close to 2019 levels for events and festivals
- Rentals (weddings and meetings) are close to 2019 levels.
- Special Programming included the Pride, Eastern Shore Players, and Bluegrass events were very successful and well attended

The ED noted that attendance looks positive for 2023 with bookings coming in from outside Canada and from within the Province.

General Partnerships and Activities:

- Nova Scotia Tourism filming occurred in the Village
- Partnered with HRM recreation to host youth summer camps
- The Village hosted a meeting of Social Studies Teachers last fall
- Hosted an installation by Métis artist Tracey-Mae Chambers. Memory Lane was the only location in Nova Scotia to host her art promoting Truth and Reconciliation.
- A Hooked Rug Raffle took place thanks to Sheila Livingston

Hurricane Fiona:

The storm brought down many large trees and as a risk deduction measure potentially dangerous trees were also removed. Most of the felled trees will be milled in the fall for projects. With fewer trees the area will not be as damp and hopefully there will be fewer ants.

**Motion that the Executive Director Report be approved as presented**

**Moved: Glen LeLacheur**

**Seconded: Mary-Jo Monk**

**All in favour: Carried**

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

Dolores Wilmshurst expressed regrets from Lois Miller and presented the Audit Committee Report.

The report noted that the Committee held one in-person and two “Zoom” meetings. The Committee consisted of LCAHS members Lois Miller and Dolores Wilmshurst and Board members Darlene Meade, Darrell Boutillier, Nancy Loban and Kristy Sanders.

Dolores reported that the Committee had access to all accounts and statements including expense claims and credit card receipts. The many documents were divided among the committee members to review.

Dolores noted that the Executive Director, Thea Wilson-Hammond, was available to answer any questions and was also present at part of the meetings.

The Committee made several recommendations.

The Committee is satisfied with the financial statements and commended the Executive Director for her management and cooperation.

Dolores noted that she enjoyed her first year on the Audit Committee and she now understands the dynamics and logistics behind the Society.

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

**Moved: Betty Willett**

**Seconded: Mike Saunders**

**All in favour: Carried**

Kristy Saunders announced that this was Lois’s last year on the Audit Committee and another member is being sought for the next year’s Committee. Kristy thanked Lois and other committee members for their work.

**Motion to accept the current slate of Audit Committee members plus one vacancy for 2023**

**Moved: Gail Lambert**

**Seconded: Marlene LaLacheur**

**All in favour: Carried**

## 5. Financial Report

The Treasurer, Darlene Meade, presented the 2023 Financial Statements as prepared by accountant Andrew MacLeod and reviewed by the Audit Committee and the Board.

Darlene provided a snap-shot of our Financial Position as of 31 Dec 2022 and noted that statements of Receipts and Disbursements are available on the Memory Lane website.

- It was reported that a “Restricted Funds Method of Accounting” is used and the Operating (day to day), Special Project and Capital (land and buildings plus long-term investments) Funds were explained.
- Government funding was less in 2022 than the previous year
- Revenue from regular activities and events were twice that from the previous year but associated costs also increased proportionally (advertising, insurance etc).
- Wages received a cost of living increase in 2022.
- A small surplus of approximately \$27K was attained by end of year.

The Treasurer noted that the many volunteer hours are not included in the statements. She also emphasized the importance of a consistent and reliable source of government funding.

**Motion that the Financial Statements be approved as posted and Andrew MacLeod be reappointed as Accountant**  
**Moved: Darlene Meade**  
**Seconded: Tim Lambert**  
**All in favour: Carried**

Darlene encouraged all members to participate in the Audit Committee.

Thea noted that we have chosen to self-audit as opposed to a very expensive professional audit and that self-audits are recognized by government.

## 6. Nomination Committee

Kristy announced that a Nomination Committee had not been struck this year as the Board numbered 14 members at last sitting.

On behalf of the Board and members Kristy bid a fond farewell to Christine Mitchell who will depart from the Board after 3 terms and 9 years of service. Christine was presented with a Life Time Membership.

There were no other nominations from the floor and no new members. Nancy Loban will take on the position as Treasurer.

### **The Board of Directors 2023-2024:**

#### **Executive:**

Kristy Sanders (Chair)  
Darrell Boutilier (Vice Chair)  
Linda Marks (Secretary)  
Nancy Loban (Treasurer)

#### **Directors:**

Aaron Zinck  
Alison Froese-Stoddard  
Darlene Meade

Joanne Murray  
Mary-Jo Monk  
Michael Sanders  
Nancy Russell  
Shannon Taylor  
Tim Lambert

**Motion to accept the 2023 Board as nominated.**  
**Moved: Dolores Wilmshurst**  
**Seconded: Gordon Hammond**  
**Motion: Carried**

**Question from the floor on the Community Museum Assistance Program (CMAP):**

A question was asked about the status of CMAP funding. Gordon Hammond responded that there is no news to date. We generally receive a “top-up” every year but it is an on-going struggle to have funding increased. The ED noted that Gordon has been doing a lot of advocacy work, as in individual, on our behalf.

Tim Lambert gave a heartfelt thanks to the Thea for all her hard work as ED, especially following Hurricane Fiona.

**7. Adjourn**

**Motion to Adjourn**  
**Moved: Gail Lambert at 6:45 PM**

Respectfully submitted

Linda Marks  
Secretary