



Landscape of Grand Pré Inc. – le Paysage de Grand-Pré inc.

Meeting of the Board of Directors

April 11, 2019 from 9:00 AM to 12:29 PM

Landscape of Grand Pré Inc. office, Suite 8, 189 Dykeland Street, Wolfville, NS

In attendance:

Allister Surette, Chair
Beverly Palmeter
Gérald Boudreau
Claude DeGrâce
Anne Curry
Géraldine Arsenault
Emily Lutz
Yvon Fontaine
Mark Bannerman

Other attendees:

Steven Gaudet, Executive Director
Tami McEvoy, Administrative Support Contractor
Helen Woodward, Financial Support Contractor

Regrets:

Marilyn Perkins

1. Welcome, and call to order

The chair welcomed the attendees and called the meeting to order at 9:04 a.m. having a quorum of directors in attendance.

2. Review and approve the agenda

The agenda was reviewed. The amended agenda was set as the following (with the updates noted in italics):

1. Welcome, call to order,
2. Review and approve the agenda
3. Minutes of meetings held on January 17 and February 28
4. Business arising from the minutes
5. Financial reporting as at March 31, 2019
6. Executive Directors report for period January 11 to April 4, 2019
7. Work planning and priority setting up to August 31, 2019
8. World Heritage Site's management plan
9. Annual meeting of members, and the Governance & Nominating Committee
10. Executive Director search
11. Coastal erosion conference
12. In camera session for a land use topic
13. Adjournment

RESOLUTION 19BOD.APR11001: Through a motion by GÉRALD BOUDREAU duly made, seconded by CLAUDE DEGRÂCE and carried, that the amended agenda be accepted.

3. Approve minutes of meetings held on January 17 and February 28, 2019

It was agreed that the Meeting Actions decided within the meetings will remain within the minutes under the appropriate section of the minutes, and repeated within the actions log sheet. The completed actions will be updated in the appropriate minutes before being removed from the action log.

ACTION 1: Remove item 9 from January minutes.

RESOLUTION 19BOD.APR11002: Through a motion by CLAUDE DEGRÂCE duly made, seconded by ANNE CURRY and carried, that the minutes for January 17 meeting be accepted as amended.

ACTION 2: Item 7 of February 28 Minutes to be changed to: It was mentioned that a policy is warranted for handling funding requests from members of the community.

ACTION 3: Item 12 of February 28 Minutes to be changed to: any applicable legislation for procurement is followed for the corporation to obtain the services of Gerald Walsh & Associates.

RESOLUTION 19BOD.APR11003: Through a motion by BEVERLY PALMETER duly made, seconded by EMILY LUTZ and carried, that the minutes for February 28 meeting be accepted as amended.

4. Business arising from the minutes

It was agreed the AGM should take place on Friday the 19th of July (first day of the planned Festival of Cultures at the National Historic Site in Grand Pré).

ACTION 4: Helen Woodward to contact the auditor to push for the audit to be completed prior to the end of June.

It was agreed that a TAC meeting should be held in July before the current Executive Director leaves.

It was also agreed that procurement and financial policies need to be drafted prior to the end of August.

ACTION 5: Executive Director to draft initial procurement and financial policies.

ACTION 6: Tami McEvoy Admin to add a link to the Strategic plan on the web site home pages.

5. Financial reporting as at March 31, 2019

Helen Woodward presented the financials and balance sheets, a discussion regarding the depreciation value of the signs to find a solution to present the financials in a way that would not show a deficit due to depreciation, it was suggested that a column might be added in the budget line.

ACTION 7: Helen Woodward to add a budget line item for capital asset depreciation.

It was discussed that some expenses paid by contractors should be paid by the Corporation. It was agreed that the Corporation would apply for a credit card as soon as possible to avoid the practice of contractors paying with personal credit cards and then invoicing the expense.

ACTION 8: Helen Woodward and Beverly Palmeter to contact the bank to see if a company credit card can be obtained now.

RESOLUTION 19BOD.APR11004: Through a motion by GÉRALD BOUDREAU duly made, seconded by ANNE CURRY and carried, to receive the financials as presented.

(Short break taken 10:40 to 10:48 AM)

6. Executive Directors report for period January 11 to April 4, 2019

The Executive Director presented the report and discussed Novascotia.com and the partnership opportunities, mail distribution of the Newsletter through member organizations and using bulk mail services provided by the post office for insertion to the weekly flyer pack as well as taking ads in the local papers.

ACTION 9: Géraldine Arsenault offered to assist the Executive Director locate the 27 map files as mentioned on page 3 of the report.

RESOLUTION 19BOD.APR11005: Through a motion by BEVERLY PALMETER duly made, seconded by YVON FONTAINE and carried, to receive the Executive Director Report as presented.

7. Work planning and priority setting up to August 31, 2019

The Executive Director provided a summary of work priorities for the next four months.

It was agreed that the Education & Marketing Committee will wait until September before having their first meeting and will not be a priority for the Executive Director.

There was a discussion regarding the new Executive Director and it was suggested that the Board set out the priorities for the orientation of the new Executive Director.

ACTION 10: It was agreed that the entire Management Plan is to be published on the English site immediately upon completion, the Executive Summary is to be translated and published on the French Site with a note that the full French version of the document would be available shortly.

8. World Heritage Site Management Plan

The Executive Director mentioned that maps of the site and buffer boundaries of the UNESCO site were available but there was not a detailed listing of the coordinates of the buffer zone boundary as inscribed.

ACTION 11: Coordinates for the World Heritage Site buffer zone need to be generated / recovered to match the buffer zone area and points as inscribed.

9. Annual meeting of members and the Governance & Nominating Committee

The venue and date for the 2019 annual meeting of members was discussed. It was agreed it would be held at 2:00 p.m. on the July 19 within the Grand Pré area.

RESOLUTION 19BOD.APR11006: Through a motion by GÉRALD BOUDREAU duly made, seconded by CLAUDE DEGRÂCE and carried, that the 2019 annual meeting of members is to be held at 2:00 p.m. on Friday July 19 in the Grand Pré area.

It was agreed that the Governance & Nominating Committee will meet to nominate candidate(s) for election as a new Chair for the Board of Directors (once the full slate of 2019/2020 directors is known. Last year the committee was Allister Surette, Anne Curry and Gerald Boudreau.

The Executive Director plans to contact the Chairs of the member organizations to request nominations for new director nominees for those Director positions that are ending.

RESOLUTION 19BOD.APR11007: Through a motion by YVON FONTAINE duly made, seconded by GÉRALDINE ARSENAULT and carried, that the Governance and Nominating Committee be: Allister Surette, Anne Curry and Gerald Boudreau.

10. Executive Director search

It was confirmed that Gerald Walsh & Associates will start the search for the Executive Director on the 15th of April with an estimated start date of August 1st 2019 for the new incumbent.

11. Coastal erosion conference

Anne Curry informed the Board of the five day coastal erosion Conference in Halifax and volunteered to attend the day time conference on behalf of the incorporation and confirmed the registration costs of \$170 plus tax.

RESOLUTION 19BOD.APR11008: Through a motion by GÉRALD BOUDREAU duly made, seconded by CLAUDE DEGRÂCE and carried, that Anne Curry attend the coastal erosion conference.

12. Land use topic (*in camera*)

RESOLUTION 19BOD.APR11009: Through a motion by GÉRALD BOUDREAU duly made, seconded by CLAUDE DeGrâce and carried, that the meeting continue in camera.

RESOLUTION 19BOD.APR110010: Through a motion by YVON FONTRINE duly made, seconded by GERALDINE ARSENAULT and carried, that the Board meeting exit the in camera session.

13. Adjournment

ACTION 12: Allister Surette to invite Gerald Walsh to present at the next Board meeting.

Date of next Board meeting was set for June 21 at 9 AM, and the next annual meeting of members was set for July 19.

Through a motion by GÉRALD BOUDREAU duly made, the meeting was adjourned.

ACTION LOG

BOD Meeting Date	#	ACTION	Initials	Status
11 Apr 19	12	Invite Gerald Walsh to present at the next Board meeting	AS	done
11 Apr 19	11	Coordinates for the World Heritage Site buffer zone need to be generated / recovered to match the buffer zone area and points as inscribed	SG	
11 Apr 19	10	Have the Executive Summary of the Management Plan translated in to French for immediate publication on the French site with note explaining that the full document will be available soon.	SG/TM	
11 Apr 19	9	Assist in helping the Executive Director source the map files as mentioned on page 3 of the report	GA	done
11 Apr 19	8	Contact the bank to see if a company credit card can be obtained	HW/BP	
11 Apr 19	7	Helen Woodward to add a budget line item for capital asset depreciation	HW	done
11 Apr 19	6	Add a link to the Strategic plan on the homepage of the sites	TM	
11 Apr 19	5	Draft initial procurement and financial policies.	SG	
11 Apr 19	4	Contact the auditor to push for the audit to be completed prior to the end of June	SG	done
11 Apr 19	3	Item 12 of February 28 Minutes to be changed to: any applicable legislation for procurement is followed for the corporation to obtain the services of Gerald Walsh & Associates	TM	
11 Apr 19	2	Item 7 of February 28 Minutes to be changed to: It was mentioned that a policy is needed for handling funding requests from members of the community.	TM	
11 Apr 19	1	Remove item 9 from January minutes	TM	
17 Jan 19		Define the criteria for funding requests around specific strategic plan goals, and consider the processes and procedures to set a policy for inviting proposals from strategic partners	SG	
17 Jan 19		Provide examples of criteria measures and evaluation forms for grant requests	MB	

17 Jan 19		Provide consideration towards developing an Educational and Marketing Committee, define the necessary Terms of Reference and create a short term work plan.	SG	
06 Dec 18		produce a chart showing the members who have committed to do particular types of reporting	SG	done
06 Dec 18		deliver a quarterly report to the Board of Directors against priorities	SG	
06 Dec 18		GNC to draft a travel expense policy	GB	