



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

Meeting of the Board of Directors

May 17, 2018 from 9:00 AM to 12:30 PM

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

In attendance:

Allister Surette, Chair, independent

Gérald Boudreau, Société Promotion de Grand-Pré

Anne Curry, Grand Pré and Area Community Association

Claude DeGrâce, Société Nationale de l'Acadie

Peter Muttart, Municipality of the County of Kings

Beverly Palmeter, Grand Pre Marsh Body

Marilyn Perkins, Glooscap First Nation

Other attendees:

Steven Gaudet, Executive Director, Landscape of Grand Pré Inc.

Tami McEvoy (recorder), administrative services contractor

Helen Woodward, accounting services contractor

Regrets:

Géraldine Arsenault, Parks Canada

Mark Bannerman, Province of Nova Scotia

1. Welcome, call to order, and approval of agenda

The Chair welcomed the attendees and called the meeting to order at 9:00 AM.

The agenda was reviewed.

RESOLUTION 18BOD.0517001: Through motion by MARILYN PERKINS duly made, seconded by BEVERLY PALMETER, and carried, that the agenda for the Board meeting on May 17, 2018 be approved as presented. Motion carried.

2. Approval of minutes of prior meeting(s)

In the review of the minutes of the February 21, 2018 board meeting, no amendments arose.

RESOLUTION 18BOD.0517002: Through motion by GÉRALD BOUDREAU duly made, seconded by CLAUDE DEGRÂCE, and carried, that the meeting minutes for February 21, 2018 be approved as presented.

3. Business arising from prior meeting minutes

Steven Gaudet reconfirmed the date of the annual members meeting was set for August 10, 2018, and confirmed actions assigned to the Executive Director from the meeting on February 21, 2018 were complete.

Action: The Executive Director, through the Chair, will send the formal meeting notice for the annual members meeting to Member Representatives and Directors within the timeframe specified in the By-laws.

4. Executive Director's Report on operations and activity

Steven Gaudet presented the Executive Director's Report for the period from February 17 to May 10, 2018.

ACTION: The Executive Director will seek to support the initiative being undertaken by the Network of Canada UNESCO World Heritage Sites to supplement the Parks Canada Agency WHS web pages with videos showcasing the Landscape of Grand Pré where ownership can be ascertained and permission attained.

RESOLUTION 18BOD.0517003: Through motion by GÉRALD BOUDREAU duly made, seconded by ANNE CURRY, and carried, that the Executive Director's Report for the period from February 17 to May 10, 2018 be accepted as presented.

5. Financial reporting as at March 31, 2018

Steven Gaudet and Helen Woodward presented the income expense report and the balance sheet for the full 2017/2018 fiscal year.

It was discussed that the Executive Director should consider reducing costs by internally preparing and submitting the Annual Return to Corporations Canada.

It was discussed that future work planning and resourcing provide adequate support for archaeological and site protection.

ACTION: The Executive Director is to establish a practice with the Chair so as to minimize carryover to the following year of unused employee vacation benefit.

ACTION: The Executive Director will provide a recommendation to the officers of the corporation (chair, treasurer, and secretary) on conducting an Audit by a Public Accountant or the lesser Review Engagement, and provide that agreed direction to the auditor and accounting services contractor.

ACTION: The Executive Director will confirm the office tenant and liability insurance includes coverage for visitors and volunteers.

RESOLUTION 18BOD.0517004: Through motion by CLAUDE DEGRÂCE duly made, seconded by PETER MUTTART, and carried, that the financials for fiscal year 2017/2018 be accepted as presented.

6. Governance and policy – Technical Advisory Committee Terms of Reference, and Governance and Nominating Committee Terms of Reference

Steven Gaudet presented the draft “Terms of Reference for the Technical Advisory Committee”, and the directors discussed it.

ACTION: The Executive Director will make the following changes to the draft terms of reference:

- Reference the World Heritage Committee’s “List of factors affecting the properties”.
- Make changes to the section “Expertise of Members” to allow the list of expertise to “include but not be limited to”, to reflect “desired/useful expertise”, and the skills goal to “preserve Outstanding Universal Value of the Site”.
- The committee is to be comprised of 4 to 8 members.
- The committee will meet at least three times per year, in person or by electronic means.
- The terms of reference will be reviewed every three years.

Steven Gaudet presented the draft Governance and Nominating Committee Terms of Reference, and the directors discussed it.

ACTION: The Executive Director will change in Section 5 of the document: “will” to “shall”, and “regularly” to “every three years by the Board of Directors”.

RESOLUTION 18BOD.0517005: Through motion by ANNE CURRY duly made, seconded by PETER MUTTART, and carried, that the Governance and Nominating Committee Terms of Reference be adopted as amended.

Directors offering to be considered as members of the Governance and Nominating Committee were the Chair of the Board of Directors, BEVERLY PALMETER, CLAUDE DEGRÂCE, GÉRALD BOUDREAU and ANNE CURRY.

7. General discussion on next steps for a strategic plan

It was discussed that advancing a strategic plan and setting strategic priorities should be the chief focus at the next meeting of the Board on June 14.

ACTION: The Executive Director to prepare to facilitate strategic planning at the June 14th Board meeting.

8. Other business properly coming before the Board at this meeting

No further business was tabled by the directors.

9. Adjournment

MOTION by PETER MUTTART, duly made and seconded by GÉRALD BOUDREAU, that the meeting adjourn. Motion carried. The meeting was adjourned at approximately 12:40 PM.