



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

Meeting of the Board of Directors

December 6th, 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

Beverly Palmeter

Géraldine Arsenault

Gérald Boudreau

Claude DeGrâce

Peter Muttart

Anne Curry

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, call to order**

The chair welcomed the attendees and called the meeting to order at 9:05 AM having a quorum of directors in attendance.

## **2. Review and approval of agenda**

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

1. Welcome and call to order
2. Review and approve the agenda
3. Approve minutes of prior meeting on October 24, 2018
4. Business arising from the minutes
5. Financial reporting as at October 31st, 2018
6. Update to the World Heritage Site's Management Plan (2011, 2014)
7. Gathering World Heritage Site monitoring indicator information and reports from member organizations and responsible agencies (per section 10.2 - 10.3 of the management plan (2011, 2014))
8. Executive Director work plan
9. *Director information sharing*
10. *In camera session*

**RESOLUTION 18BOD.DEC06001:** Through a motion by YVON FONTAINE duly made, seconded by CLAUDE DEGRÂCE and carried, that the agenda for the Board of Directors meeting on December 6, 2018 be approved as amended.

## **3. Approval of minutes from the previous Board meeting on the October 24, 2019**

**RESOLUTION 18BOD.DEC06002:** Through a motion by PETER MUTTART duly made, seconded by GERALD BOUDREAU and carried, that the minutes for the 24th of October 2018, be accepted as presented.

## **4. Business arising from meeting minutes**

The Executive Director confirmed completion of the changes to the draft strategic plan which arose from the last Board meeting.

**RESOLUTION 18BOD.DEC06003:** Through a motion by GÉRALD BOUDREAU duly made, seconded by PETER MUTTART and carried, that the title of the document be changed to read: "Landscape of Grand Pré Inc, Strategic Plan, 2018 – 2023".

The Executive Director is to consider adding the "Board Approved *date*" on the footer.

It was suggested that any changes made to the translation contractor's work could be communicated back to the contractor in order to improve on future accuracy in capturing our organization's context and editing preferences.

Gérald Boudreau informed the Board that the Governance & Nominating Committee has not yet completed the draft travel expense policy and hope to be able to present one for the Board meeting on January 17, 2019.

The Executive Director indicated he expects to be able to present the draft management plan at the next Board meeting on January 17, 2019.

The Executive Director will be producing the next newsletter soon, and intends to announce the completion of the Strategic Plan in upcoming communications. Publication of the Strategic Plan will be done once it is translated and both English and French languages.

The Executive Director was encouraged to progress the work of the Board committee candidate selections and their meetings.

Anne Curry informed the Board that the Executive Director had presented at annual general meeting of the Grand Pré & Area Community Association, and was received positively. She also expressed that they continue to welcome updates from the Landscape of Grand Pré Inc.

**ACTION:** The Executive Director is to make recommendations for the names of candidates on the Technical Advisory Committee for the next Board meeting on January 17, 2019.

## **5. Financial reporting as at October 31, 2019**

The Executive Director, with support from the financial support contractor, presented the Balance Sheet and Income/Expense Statement, and discussed the financials with the Board.

**RESOLUTION 18BOD.DEC06004:** Through a motion by YVON FONTAINE duly made, seconded by PETER MUTTART and carried, that the financials as at October 31, 2018 be accepted as presented.

**ACTION:** The Executive Director will be completing a spending forecast to fiscal year end March 31, 2019 and present it to the Board on January 17, 2019, as it will support reporting to funders.

**ACTION:** The Executive Director is to consider purchasing replacements for any lost or broken signs within this year's budget, for installation in 2019/2020.

## **6. Update to the World Heritage Site's Management Plan**

The Executive Director discussed progress on a updates to the 2011/2014 plans which had approval in principle from the Board on December 6, 2018. It was discussed that a further review should be undertaken.

**RESOLUTION 18BOD.DEC06005:** Through a motion by GÉRALD BOUDREAU duly made, seconded by PETER MUTTART and carried, that an adhoc committee of Beverly Palmeter, Anne Curry, Géraldine Arsenault and Claude DeGrâce provide further review and input on the management plan draft prior to the next Board meeting on January 17th 2019.

ACTION: The Executive Director is to send the draft management plan electronically in MS Word format to the adhoc committee members for their reviews.

## **7. Monitoring indicator reporting**

The Executive Director provided an overview of his undertaking to gathering the World Heritage Site monitoring indicator information and reports from the Member organizations and other responsible agencies (per section 10.2 - 10.3 of the Management Plan (2011, 2014)). He provided a few examples of the initial progress on the information gathering.

ACTION: The Executive Director is to maintain a scorecard showing the progress of this initiative, and report on the progress to the Board at regular intervals.

## **8. Executive Director work plan for 2019/2020**

The Executive Director informed the Board on his work plan for 2019/2020. Given the work planned, the Board recommended the draft 2019/2020 budget being prepared in January include funding for an additional staff. The Board also commented that the volunteer members of the Board's committees are an additional work resource that should assist in work completion.

The Board also suggested that the Executive Director could recruit resources to help achieve the current year's work plans provided budgets offsets were available in other cost centers to maintain the approved overall spending budget.

ACTION: The Executive Director to report quarterly to the Board against priorities set out in the Executive Director's work plan, noting in the report the associated Strategic Plan priority action to which it applies. Mark Bannerman offered to provide the Executive Director with some sample templates that serve this purpose.

## **9. Director information sharing**

Anne Curry informed the Board that the Grand Pré & Area Community Association has elected Steven Brown as their President, and confirmed that her name will be recommended by the Grand Pré & Area Community Association as the Director Nominee to this Board for a further three year term, the election for which will be table before the Member organizations at the Landscapze of Grand Pré Inc.'s 2019 annual members meeting.

Peter Muttart asked the Board to accept his resignation as Director (whose original nomination was by Municipality of the County of Kings), and asked that the Board receive the Municipality's nomination of

Deputy Mayor Emily Lutz and see that the nomination is brought to a meeting of the Member organizations for a vote. The Board thanked Mayor Muttart for his service.

**RESOLUTION 18BOD.DEC06006**: Through a motion by PETER MUTTART duly made, seconded by GÉRALD BOUDREAU and carried, that the Board meeting continue *in camera*.

#### **10. *In camera* session**

A short *in camera* discussion was held. No resolutions were tabled on return from the in camera session.

The Board set their next meeting dates occurring in the beginning of 2019 as: January 17, February 28, and April 11.

#### **11. Adjournment**

**RESOLUTION 18BOD.DEC06007**: Through a motion by GÉRALD BOUDREAU, the meeting adjourned at approximately 12:00 noon.