



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

Meeting of the Board of Directors

July 19, 2018 from 9:00 AM to 1:30 PM

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

In attendance:

Allister Surette, Chair

Géraldine Arsenault

Gérald Boudreau

Anne Curry

Claude DeGrâce

Beverly Palmeter

Marilyn Perkins

Other attendees:

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

Tami McEvoy, administrative services contractor

Helen Woodward, accounting services contractor

Regrets:

Mark Bannerman

Peter Muttart

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

The Chair welcomed the attendees and called the meeting to order with a quorum of 7 of 9 directors at 9:00 AM.

The agenda was reviewed. Two items of business were added to the agenda – a discussion on the planning for the annual general meeting and a review of the financial report written by the independent public accountant.

RESOLUTION 18BOD.JUL19001: Through motion by GÉRALD BOUDREAU duly made, seconded by CLAUDE DEGRÂCE, and carried, that the agenda for the Board meeting on July 19, 2018 be approved as amended.

2. Approval of minutes of prior meeting(s)

In the review of the minutes of the May 17, 2018, a correction to the seconder to the motion for Resolution 18BOD.0517001 was noted to be “Beverly Palmeter” not “Géraldine Arsenault”. It was also noted that the incumbent “Chair of the Board of Directors” is the required member of Governance and Nominating Committee, and therefore the minutes should show “Board Chair” instead of “Allister Surette” under agenda item #6.

RESOLUTION 18BOD.JUL19002: Through motion by MARILYN PERKINS duly made, seconded by BEVERLY PALMETER, and carried, that the meeting minutes for May 17, 2018 be approved as amended.

In the review of the minutes and June 14, 2018 Board meetings, it was noted that Mark Bannerman attended the strategic planning sessions and the minutes should reflect his attendance in that portion of the meeting.

RESOLUTION 18BOD.JUL19003: Through motion by ANNE CURRY duly made, seconded by BEVERLY PALMETER, and carried, that the meeting minutes for June 14, 2018 be approved as amended.

3. Business arising from prior meeting minutes

The composition of the Governance & Nominating Committee was discussed.

RESOLUTION 18BOD.JUL19004: Through motion by BEVERLY PALMETER duly made, seconded by CLAUDE DEGRÂCE, and carried, that the members of the Governance & Nominating Committee

be the Board Chair, Gérald Boudreau, and Anne Curry.

4. Financial reporting as at May 31, 2018

Helen Woodward presented the balance sheet and income statement for the period from April 1, 2018 to May 31, 2018 as information to the Board. The Executive Director informed the Board that the application to the Municipality of the County of Kings for a grant of \$25,000 was approved and further details would be provided in the next report on operations.

RESOLUTION 18BOD.JUL19005: Through motion by GÉRALD BOUDREAU duly made, seconded by CLAUDE DEGRÂCE and carried, that the financial statements be received as presented.

5. Financial statement and report by independent public accountant for 2017/2018 fiscal year ending March 31, 2018

Helen Woodward presented the financial statement and report by independent public accountant Kent & Duffett of Kentville, NS for year ending March 31, 2018. The directors reviewed the statement and noted some minor typographical edits. It was also questioned whether the report is one of an “unaudited” or “audited” type.

ACTION: The Executive Director and the accounting contractor will have the public accountant confirm the “unaudited” indication on the statement, change to “audited” if so warranted, update the date of the document, and correct the minor typographical errors noted.

RESOLUTION 18BOD.JUL19005: Through motion by GÉRALD BOUDREAU duly made, seconded by CLAUDE DEGRÂCE, and carried, that the financials for fiscal year 2017/2018 be accepted as presented.

6. Draft strategic plan

Steven Gaudet presented the current draft of the strategic plan, and the directors reviewed, discussed, and provided input to it. It was noted that the text of the Vision and Mission statements are ready to be adopted.

ACTION: The Executive Director to continue drafting the document and consider extra editorial assistance where possible.

RESOLUTION 18BOD.JUL19006: Through motion by ANNE CURRY duly made, seconded by GÉRALD BOUDREAU, and carried, that the Vision and Mission statements for the Corporation be adopted as: “VISION: Our communities and partners work collaboratively and proudly to protect and champion the living cultural and agricultural landscape of Grand Pré for the world to appreciate “, and “MISSION: To protect, preserve, and promote the Landscape of Grand Pré, a

UNESCO World Heritage Site”.

7. Discussion on next steps for the Technical Advisory Committee

A review was conducted on the draft Terms of Reference for the Technical Advisory Committee.

ACTION: The Executive Director is to recommend to the Board a work plan, appointee types, and possible candidates for the committee.

ACTION: The Executive Director should provide direction regarding a Director’s orientation package to the Board through its Governance & Nominating Committee.

RESOLUTION 18BOD.JUL19007: Through motion by GÉRALD BOUDREAU duly made, seconded by GÉRALDINE ARSENAULT and carried, to approve the Terms of Reference of the Technical Advisory Committee as presented.

8. Planning for the annual meeting of members

The agenda and processes for the annual meeting of members were discussed.

Action: The Executive Director, through the Chair, will send the meeting notices, agenda, and meeting materials to Members.

Action: The Executive Director, through the Chair, will confirm the By-law requirement to inform or provide to Members the 2017/2018 financial statements, and ensure the agenda for the annual meeting of members reflects proper disclosure of the financial statements to Members.

Action: The Executive Director, through the Chair, will advise Members whose current Director-nominees have terms of office that expire in 2018 (Parks Canada and Province of Nova Scotia) to send the names of their nominations to re-elect or elect to the Chair or Executive Director if they have not already done so.

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

No further business was tabled by the directors.

10. Adjournment

MOTION by GÉRALD BOUDREAU, duly made and seconded by MARILYN PERKINS, and carried that the meeting adjourns. The meeting was adjourned at approximately 1:34 PM.