



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

Meeting of the Board of Directors

September 19, 2018 from 9:00 AM to 1:00 PM

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

In attendance:

Allister Surette, Chair
Mark Bannerman
Gérald Boudreau
Claude DeGrâce
Peter Muttart
Beverly Palmeter
Marilyn Perkins

Other attendees:

Steven Gaudet, Executive Director, Landscape of Grand Pré Inc.
Helen Woodward, accounting services contractor

Regrets:

Géraldine Arsenault
Anne Curry
Yvon Fontaine

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

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

The agenda was reviewed. The amended agenda was set as (changes in italics):

1. Review and approve the agenda
2. Election of officers for 2018/2019 (Chair, Vice Chair, Secretary, Treasurer)
3. Approve minutes of prior meeting(s): July 19, August 10
4. Business arising from the minutes
5. Financial reporting as at August 31, 2018
6. Executive Director report on operations
7. Next steps for the Technical Advisory Committee
8. Current draft of the strategic plan
9. Status of Corporation's web site in the French language
10. Travel expense policy / practice
11. Set future Board meeting dates
12. Signage to and from the Deportation Cross
13. Observations about annual meeting of members

RESOLUTION 18BOD.SEP19001: Through motion by GÉRALD BOUDREAU duly made, seconded by CLAUDE DEGRÂCE, and carried, that the agenda for the Board meeting on September 19, 2018 be approved as amended.

2. Election of officers for 2018/2019 (Chair, Vice Chair, Secretary, Treasurer)

The Board undertook the process that takes place annually following the election of Directors by the Corporation's Members to elect the Officers of the Corporation for the 2018 / 2019 year.

RESOLUTION 18BOD.SEP19002: Through motion by CLAUDE DEGRÂCE duly made, seconded by MARILYN PERKINS, and carried, that Gérald Boudreau chair the election portion of the agenda pertaining to the election of the Corporation's Officers.

The Board Chair yielded the chair of the elections to Gérald Boudreau. A call was made for nominations from Directors for the three positions of Chair, Vice Chair / Treasurer, and Secretary. Three calls for nominations were made in total for each position. A single nominee for each position was tabled.

RESOLUTION 18BOD.SEP19003: Through motion by PETER MUTTART duly made, seconded by MARILYN PERKINS, and carried, that the sole nominee Allister Surette is elected to the office of Chair.

RESOLUTION 18BOD.SEP19004: Through motion by CLAUDE DEGRÂCE duly made, seconded by MARILYN PERKINS, and carried, that sole nominee Beverly Palmeter is elected to the offices of Vice Chair and Treasurer.

RESOLUTION 18BOD.SEP19005: Through motion by ALLISTER SURETTE duly made, seconded by BEVERLY PALMETER, and carried, that the sole nominee Géraldine Arsenault is elected to the office of Secretary.

Having completed the election of officers, Gérald Boudreau yielded the chair of the meeting back to the Board Chair.

3. Approval of minutes of prior meeting(s)

In the review of the minutes of the July 19, 2018 meeting, it was noted that names of the individual organizations of origin of Directors are not necessary to include in minutes given that the fiduciary duty of Directors is to the Corporation. It was also noted that the Approval of Minutes section of future minute taking should include the agenda as amended in that section.

RESOLUTION 18BOD.SEP19006: Through motion by GÉRALD BOUDREAU duly made, seconded by BEVERLY PALMETER, and carried, that the meeting minutes for July 19, 2018 be approved as amended.

In the review of the minutes of the August 10, 2018 Board meetings, one minor typographical error was noted in Agenda Item 2 to change "that meeting" to "that the meeting".

RESOLUTION 18BOD.SEP19007: Through motion by CLAUDE DEGRÂCE duly made, seconded by MARILYN PERKINS, and carried, that the meeting minutes for August 10, 2018 be approved as amended.

4. Business arising from prior meeting minutes

The prior action for the Chair to include the election of officers in the meeting agenda for September 19, 2018 was noted as complete.

The prior action for the Executive Director to involve others in an editorial capacity on the draft strategic plan was noted as complete.

5. Financial reporting as at August 31, 2018

Helen Woodward presented the balance sheet and income statement for the period from April 1, 2018 to August 31, 2018 as information to the Board.

It was noted that spending on translation services (English to French language) for meeting minutes and key documents thus far appeared low whilst there remains a backlog in keeping these documents consistent over both web sites.

ACTION: The Executive Director is to expedite translation and post the documents to the French web site.

RESOLUTION 18BOD.SEP19008: Through motion by GÉRALD BOUDREAU duly made, seconded by PETER MUTTART and carried, that the financial statements be received as presented.

6. Executive Director report on operations

The Executive Director presented the report on operations for the period from May 10 to September 11, 2018. It was noted that completion of the strategic plan and its approval at the meeting on October 24 meeting is a work priority. It was also noted that the discussion on the Executive Director reports on operations at Board meetings, given they are distributed in written form in advance of meetings, should be conducted in shorter form focused on any specific Board comments or questions, or areas that the Executive Director wishes to make special note.

7. Next steps for a Technical Advisory Committee

It was noted that the completed and approved Technical Advisory Committee Terms of Reference policy warrants commencement of the selection of members and a work plan.

ACTION: The Executive Director is to propose to the Board a 2018/2019 work plan for the Technical Advisory Committee.

ACTION: The Board is to select members for the Technical Advisory Committee.

8. Draft strategic plan

Directors discussed the draft strategic plan. It was noted that the third chapter needs the most writing and editing work, especially in the titles and action descriptions. It was also noted that completing and approving the document at the October 24, 2018 meeting was a priority.

ACTION: The Executive Director is to send a next draft of the document to all Directors for their input, request Directors provide any remaining input they have by September 30, and circulate a draft with these final edits by October 17th.

9. Status of web site in the French language

It was noted that more work is needed to keep the web sites updated in both languages.

Action: The Executive Director, coincident with translation and posting of meeting minutes and key documents to the web site, will also commence refreshing the French-language web site to a level equivalent to the English-language one.

Action: The Governance & Nominating Committee is to consider updates to the Communications Policy regarding language used (French/English) and how conflicting text in English and French in translated documents should be resolved.

10. Travel expense policy / practice

It was discussed that future action should be taken to document accepted practices with respect to travel expense. It was also discussed that the Executive Director should continue to update at least once a year the per kilometer expense rate for use of personal vehicles consistent with the rate used by the Province of Nova Scotia.

1. Set future Board meeting dates

The next Board meeting dates were sets as follows:

- In 2018 – October 24, and November 29
- In 2019 – January 17, February 28, and April 11

12. Signage to and from the Deportation Cross

It was noted, for the Executive Directors inventory of future sign improvements, that signage may be warranted for providing direction from Horton Landing to the National Historic Site.

13. Observations about the 2018 annual meeting of members

It was noted that future annual meeting of members might be best arranged following the completion of the audited financial statements and prior to busy personal times in July/August. The meeting minutes are to be archived now so as to be ready for approval at the next meeting. Costs are better controlled with extra work at getting RSVP from attendees, and should also be a factor in the selection of the meeting venue.

Adjournment

MOTION by GÉRALD BOUDREAU, duly made and seconded by PETER MUTART, and carried that the meeting adjourns. The meeting was adjourned at approximately 1:00 PM.