



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

Meeting of the Board of Directors

October 24, 2018 from 9:00 AM to 12:30 PM

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

In attendance:

Beverly Palmeter, Vice Chair and meeting chair

Géraldine Arsenault

Gérald Boudreau

Claude DeGrâce

Peter Muttart

Marilyn Perkins

Anne Curry

Yvon Fontaine

Other attendees:

Steven Gaudet, Executive Director

Tami McEvoy, administrative support contractor

Regrets:

Allister Surette

Mark Bannerman

1. Welcome, call to order, and introductions

The chair welcomed the attendees and called the meeting to order at 9:00 AM having a quorum of directors in attendance.

The new director, Yvon Fontaine, was introduced to the Board.

2. Review and approval of agenda

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

- Welcome, and introductions with new Director
- Review and approve the agenda
- Final review and approval of the strategic plan
- Approve minutes of prior meeting on September 19, 2018
- Business arising from the minutes
- Executive Director report on operations (abbreviated to discussion on those specific topics the Directors have comment or questions)
- *Management Plan*
- *Communications*
- *In-camera session for Directors*

RESOLUTION 18BOD.OCT24001: Through a motion by GÉRALD BOUDREAU duly made, seconded by ANNE CURRY and carried, that the agenda for the Board meeting on October 24, 2018 be approved as amended.

3. Final review and approval of strategic plan

A discussion took place on the three main documents that are currently being written – the strategic plan, the management plan, and the Executive Director’s work plan. It was confirmed that, the “management plan” is the prescribed work for the UNESCO World Heritage Site for which the UNESCO World Heritage Centre provides some guidelines, the “strategic plan” is the document setting the corporation’s direction and priorities, and the “work plan” is the prescribed work for the Executive Director.

The current draft of the Strategic Priorities (2018-2023) was discussed and suggested changes were noted.

ACTION: The Executive Director will consider the following edits to the strategic plan:

- On page 10, check to ensure the first bulleted list reflects the list from the World Heritage Site's inscription, as is intended for this text
- On page 10, combine the second and third bulleted lists together
- Add document date on the footer of each page
- On page 13 in Sections 2.1.1 and 2.2.1, change "appropriate partners" to "member organizations and other appropriate partners"
- Include mention of the ICOMOS's technical recommendation they provided at inscription (first mentioned on page 4) in Strategic Priority 1 (starting on page 10), either in the opening text of the section or under Section 1.4.

ACTION: The Executive Director's 2019 work plan is to indicate the near term actions for the Corporation's strategic priorities.

ACTION: The Executive Director will provide the Corporation's budget to Yvon Fontaine.

RESOLUTION 18BOD.OCT24002: Through a motion by YVON FONTAINE duly made, seconded by GÉRALD BOUDREAU and carried, that the changes to the next draft strategic plan be highlighted for final approval of the strategic plan at the next meeting on December 6, 2018.

5. Approve minutes of the September 19, 2018 Board meeting

The minutes of the meeting held on September 19, 2018 were reviewed.

RESOLUTION 18BOD.OCT24003: Through motion by GÉRALD BOUDREAU duly made, seconded by CLAUDE DEGRACE and carried, that the meeting minutes for September 19, 2018 be approved as presented.

6. Business arising from the minutes

Business arising from the meeting on September 19, 2018 was discussed and the following new actions resulted:

ACTION: The Executive Director is to seek assistance from Directors for a final review of French translation from the contractor before posting on the web site.

ACTION: A travel expense policy will be developed for the Corporation.

RESOLUTION 18BOD.OCT24004: Through motion by GÉRALD BOUDREAU duly made, seconded by ANNE CURRY, and carried that the Governance & Nominating Committee develop a draft

travel expense policy for consideration at the next board meeting on the December 6, 2018.

It was agreed that the next meeting date of November 29 is not be suitable for a number of directors and it was agreed to change it to December 6, 2018 at 9:00 AM.

7. Executive Director's report on operations

The Executive Director presented the report on operations for the period from September 12 to October 17, 2018.

RESOLUTION 18BOD.OCT24005: Through motion by PETER MUTTART duly made, seconded by GÉRALD BOUDREAU and carried, that the Executive Director Report be received as presented.

8. Management Plan

The Executive Director indicated that the prior site management coordinator, the Landscape of Grand Pré Society, had completed a Management Plan in 2011 before inscription. It was followed by a draft update in 2014. The Executive Director completed a review of the documents and suggested both were comprehensive documents respecting the expectations of the UNESCO World Heritage Centre and is quite consistent with the Corporation's draft strategic plan. The Executive Director recommends the 2014 draft be implemented and adopted by the Corporation as the "Management Plan for the Landscape of Grand Pré (2018), with the following notable updates to be made:

- References to the Society and Stewardship Board to be replaced with the Corporation, as new site management coordination for the World Heritage Site.
- References to new policies, practices, and strategic priorities to be updated.
- Provide a new Foreword that includes a description of the genesis of the document

ACTION: The Executive Director is to complete a draft of the new management plan for the meeting on December 6, 2018.

9. Communications

The Executive Director informed the board that a writer/editor has been engaged to provide contract services for documentation, newsletters, and other communications. It was discussed that newsletter communication is important, and it should be done with our own independent newsletter as well as filling requests by our member organizations for material they can use in their own newsletters.

Géraldine Arsenault informed the Board that Parks Canada will be holding an open house event in the spring as they did in 2018.

10. In-camera session

The Directors moved to an in-camera session to provide input on the Executive Director's performance appraisal. Steven Gaudet and Tami McEvoy were excused from this portion of the meeting.

11. Set future Board meeting dates

The dates for the next Board meetings were set by the Board as follows:

- In 2018 – December 6
- In 2019 – January 17, February 28, and April 11

Adjournment

Through a motion by GÉRALD BOUDREAU, duly made and carried, that the meeting adjourns. The meeting was adjourned at 12:30 PM.