**Lower Granville Hall Association**

**January 12, 2022**

**Regular Meeting Minutes**

**Meeting Start Time:** Medea called the meeting to order 7:06 PM

**Members in Attendance:** Medea Holtz, Susan Tooke, Niki Clark, Kari Rouse, Michael Rouse, Brent Fewster

**Others in Attendance:** Elain Bergen

**Approval of the Agenda:** Medea called to approve, Susan 1st, Elaine 2nd. All in favour.

**Approval of the Minutes from December Regular Board Meeting:** Medea called, Niki moved, Susan second. All in favour.

**Treasurer’s Report**: Niki goes over the December financials. Niki concerned with the bank fees going up. Medea said that it was the number of transactions are increasing and that is why service fees are up. Ending balance is $9k. Niki said the 9k left over is the contingency fund for expenses for the upcoming year. Now looking at the Year End statement. Medea and Niki made a budget at the beginning of 2022 and this shows actual costs vs. budgeted funds. If there is a number missing it is because things were broken down differently in 2021. We made money over expected in fundraising, donations, and we were under on expected program/rentals. Susan and Medea will audit the books for the AGM coming up. Medea asks Niki to create a fresh budget for 2023. Medea asked Niki to find the correct language to define the ‘surplus’ that was carried over the year. Niki says it is a good idea to have the sum of an ‘annual ‘ rollover to cover expenditures if no income comes in. Niki moves to accept the report, Medea 1st, Susan 2nd. All approved.

**Secretary’s Report: Thank you cards have been sent.**

**Marketing Report (Kari & Medea):** integrating community news. Granville Ferry Hall and another Hall have asked to have us plug events for the community. It has bolstered the community spirit and many have said they like it!

**Programs & Events Report (Medea)** (new ideas for discussion under New Business)

-Tourtiere fundraiser: Michael goes over the tourtiere report. Discussion about purchasing a freezer for the Hall with the funds from the fundraiser. Medea had quite a bit of feedback about increasing the price of the pies for next year. Food costs have gone up. Melody at Red Onion enjoyed selling tickets this year and will do it again.

-Yoga classes starts Jan 23 for 7 wks. (wraps up March 13): Power Yoga at 4; Gentle Flow at 5:15. Events have been emailed and are on Facebook events.

-1st Aid Class scheduling in process: Medea almost has a date for a first aid class. Required 8 people. $90 charge.

-Jan. 14th: Kimchi & Sauerkraut Demonstration (GCSSS). Will have other Pop-up food demos coming up but haven’t finalized others yet. (Bread making, perogies…)

-Games Night Sunday, January 29, 7 p.m. Maybe every couple of weeks. 6-8 people have already said they are coming, and we haven’t advertised it yet.

-Winter Active Event, Feb. 5, 2- 4 Kicksleds & Snowshoeing: Angelica Waldo is spearheading this event. Permission was obtained for the Habitation to introduce people to these outdoor activities.

-Kelly Gillard / Food events at the Hall/Saturday Series: We are tabling this idea for now.

If anyone has ideas for a Pop-up event let Medea know and we can get it on the schedule.

**Rentals Report (Medea):** No rentals in December

**Maintenance & Facilities Report (Medea):** No maintenance activity in December.

-Maintenance needs: repositioning fire extinguishers; scheduling furnace and ductwork cleaning. Elaine stated that she will create an evacuation plan and add placards to each exit door. Electric diagram needs to be created as well. Ductwork for furnace hasn’t been cleaned since 2017 that needs to be done. Brent and Susan will ask their person for availability and get a quote.

-Chairs/ Jerry Dick class proposal: Jerry is a Historic consulting specialist. They are dry and need to be sanded and oiled. Looking into having a class where participants use linseed oil and beeswax to refinish the chairs for a fee or finishing on 5 chairs. Kari will contact high school to see if they have a woodworking class. Chairs built in 1946 in Nova Scotia. Niki had a newspaper clipping featuring the chairs. Potential press release opportunity.

-Potential range donation.

-Purchase of a 2nd first aid kit (Braveheart)/ relocating the kit to kitchen and sign: Needs to be placed in the kitchen with a sign stating the kit is in the cupboard. Kari will make a sign and laminate it for the cupboard. Medea will source the first aid kit from Nancy at Braveheart.

-Replacement quilt loan by Medea

**Grants Committee Report (Kari, Niki, Medea)**

-Communities, Cultures & Heritage “Community Generator” –awarded. Awaiting acceptance paperwork. (grant budget attached)

-NSLC grant submitted for kitchen upgrades at $16K. Decision early March. (Grant budget attached).

-AED grant from Annapolis West Health Foundation. Open submission. Drawing idea for AED house/book exchange attached. Will attach the proposed drawing to these minutes. Concerns with theft brought up by Niki and Susan. Medea said we could look into the motion sensor camera that are very inexpensive from Canadian Tire. Medea wants to move to approve writing the grant for this project. Michael second. All in favor.

-Lynn Longmire alerted us to a potential grant for Green Energy (solar panels) and other building improvements through [Infrastructure Canada](https://www.canada.ca/en/office-infrastructure/news/2022/12/government-of-canada-accepting-funding-applications-for-the-green-and-inclusive-community-buildings-program.html), application deadline Feb. 28th.

Separate discussion about the septic tank. Medea will contact the company who previously looked at the tank to get a report. We will look into this more.

**Business Arising from the Minutes**

-New potential board members. We did ask Lorraine Beswick. She declined at this time but she wishes us luck. Elaine is here to try us out and see if she wants to join. Elaine says she will help where she can.

-AGM preparations, auditor needed: Set the board meeting for February 15th at 7 pm. Current officers are still within their 2 year term so no elections this year, but next year Medea would like to step back from the Presidency so another can take the reigns.

**New Business**

-Internet vendor comparison for upcoming contract renewal: June is our renewal for our contract. Susan has had outages with Xplore. Medea will connect with NCS to see what offers they have going forward. We will need to factor this expense in our new budget. Should we consider exploring sponsorship opportunities? What is the generator backup when it comes to power outages? We will need internet going forward with the comfort center.

-Mission Statement: Since we had the surveys, visioning event, and are looking forward to move towards a comfort center Medea will craft a vision statement and send it out to the board members for feedback. Elaine said there are some good examples out there. Michael states that the mission statement helps you to make decisions based on long term goals and how to move the organization in that direction. In alignment with what your mission is. If you want to go against that statement then the board members will need to discuss if a change is needing to be made. Inspires, gives guidance, inclusivity. Medea will have this ready to review before the AGM.

Niki is going to take point on the generator grant project. Michael will use his tractor to help prepare the site for the gravel area and sea can. Niki will document all the volunteer hours to keep track of our in-kind work.

-Potential fundraiser: ADDG Love Boat Dinner Theatre fundraiser. Do we want to pursue this event? Medea can’t spearhead this whole event this year. We need to put together a team to do something like this. Marketing coordinator, food coordinator, volunteers, indoor décor, etc. Could get it catered? Look for sponsors for the event. Elaine said she went to the AGM for the ADDG and they charged $200 to other Halls. We may be able to renegotiate the fees. Elaine volunteers to do the room. Kari volunteered to take part in part of it, but not sure what. Medea said it may end up before May. Kari cannot commit to that. Medea will go back to them and see if there is a different option for theatre. (Not dinner) Medea mentioned Paul Rapsey’s event and that we made 1k for that event with a whole lot less work.

-PRLA will be scheduling dates for end of March for a lobster dinner takeout event/fundraiser at the Hall: Niki says we need to be clear in our rental policy how we charge or not to rent the Hall to other non-profits. Is the Lighthouse project a special project because it is in the community? It states in our by-laws that the Lighthouse can hold free meetings at our Hall. Susan makes a motion that we donate the Hall for the lobster dinner event. Brent 2nd. All approved.

**Meeting end time:** Medea calls to endmeeting 9:13 PM. All approved.