Lower Granville Hall Association

February 8, 2022

Regular Board Meeting Minutes

**Meeting Start Time:** Medea called the meeting to order at7pm

**Board Members in Attendance:** Medea Holtz, Kari Rouse, Michael Rouse, Niki Clark (via Zoom), Susan Tooke, Gary Ewer

**Approval of the Agenda:** With addition of Trash disposal Medea calls to approve. All agreed.

**Acceptance of the minutes from the December 13, 2021 meeting (already approved via email):** Medea calls to approve the previous minutes approved via email and special meeting in December.

**Treasurer’s Report:** Niki reports her spreadsheet via Zoom. Notes attached at the end of the of the meeting minutes. She sent her report via email to the board members earlier today. There is a monthly accounting system so we can see what our needs are over the years.

**Secretary’s Report:** Thank you cards sent to Melody (Red Onion), D’Aubins, Independent, Carol St’Amour, Julia Springob for Tourtiere fundraiser. Facebook is active and gaining followers. We still don’t have the Good Cheer group attached to our page yet. Attached are the notes from the Marketing meeting where Kari Rouse, Elain Bergan, Matt Rouse, and MedeaHoltz talked about Facebook Marketing and Website revamp.

**Old Business**:

-Tourtiere Fundraiser Report/Wrap-up (Michael& Niki + New Event Reporting form): Made 108 pies, sold 110. (There were two pies resold due to 2 not being picked up.) Michael goes over his report for the pies. $2160 sold for a profit of $1325.12. About $300 worth of materials were donated. Medea asked about the freezers if we do the event this coming year. We will need to bring 2 freezers back to the hall again. Medea asked how people heard about our fundraiser and lots of people said word of mouth. Niki has been working on a standardized form for reporting on events to estimate volunteer hours.

-Schafner Point Lighthouse update: Port Royal Lighthouse Committee petitioned the Historical Society to take over the duties of repair work. Mary Ritchie has created the Lighthouse page and already has a 4000 person reach.

-Soup Supper/ Saturday Seriesupdate: Did not happen due to Covid restrictions. Medea wants to do something before she gets busy this spring. Updates to come.

-GCSSS events update: Did not hold the potluck due to Covid Restrictions. Feb 26th we looking forward to an Apple Talk with Michael Rouse.

-PR Literary Circle update: Going well, good group.

-Yoga update: Good income from these classes. Has 4 classes per week now but have had to cancel some due to the weather.

-Drop-box/Surveyupdate: Only 2 online surveys done, but 24 paper surveys filled out at events (yoga, Good Cheer, Literary Circle…)

**New Business:**

**-**Starr has said she is taking a break from the board for a bit. Steve has also stepped down from the board.

-Date for AGM: Medea wants to do a meeting during the afternoon due to the weather. Need 2 weeks before the AGM to announce it to the public. March 19th 3pm for the AGM. Will be asking to restate the board members for a 2-year term. We will be scheduling another regular board meeting prior to this event to be prepared. March 8that 7pm for general board meeting.

-Date for Mission statement & five-year plan meeting: Plan a meal together sometime in April to have a potluck and talk about the vision of the Hall. What are our priorities? Projects?

-Vote on Charitable Status Application: Medea has looked at the difference between Joint Stocks and Charitable status. In order to give tax receipts, we would need Charitable Status. The paperwork looks like it is pretty straight forward. Kevin Burnell accountant in Granville Ferry deals with non-profits locally. Medea and Allen met with him and he said there is a standard form that you fill out and would charge $35. Once he does it once we could do it ourselves. Treasurer would need to keep track of donations with names/address (for the form). Medea moves that we move to put in paperwork. Susan Seconds. All approved. Need to request forms from Joint stocks Niki and Medea will get together and get this done.

-Volunteer hours/In-kind donations Tracking: Niki has created a sheet to track hours volunteered.

-Comfort Station—winter power outage impressions: Medea askes how we would individually feel about leaving our homes and coming to the Hall to open it up to man the comfort station.

Susan would be able to leave her home for a few hours to open the Hall, but not extended hours.

Gary said he needs Internet for his business, but they are self sustainable. He would be able to come volunteer at the Comfort Station.

Medea thinks it would serve people who live alone.

Michael has been plowing the Hall parking lot. Michael said the value would be the internet, people cooking for them (would need volunteers to donate ingredients and time to cook). Would need to make sure we are following regulations for food preparation. Transportation would be a main concern. After storm road cleanup is also a concern.

Niki thinks it would be worth it to try to figure out who needs help and who can get to people. Make the Hall the core of the community. Willing to work on something to get this going.

Kari thinks it would be a great asset to have in our community.

Need to talk about getting a generator in our long terms plan. Medea spoke to the fire martial last year, so we know what we need. Want to talk with the Hall across the water to see how they organized getting 300 people through their hall during the hurricane power outage (6 days of no power). Need to organize crews.

-Washrooms and waste: We are emptying more garbage now that we have more events. Medea suggests a way to separate feminine waste products/diapers and paper products. Suggested a couple of stainless-steel step cans and black bags for those. Medea will pick up the needed waste bins from Home Hardware.

-Month/theme for Volunteer/Donors Recognition Event: Need to think of time of year for this. Possibly in the Fall (October?) for a cookout. How far back to we go to invite volunteers? Susan expressed it as a good idea as a thank you, but to also include people who want to be a part of the community (invite people from the survey who expressed interest in volunteering).

Kari spoke about past events she has helped plan. Block party, Meal on Mainstreet.

Niki was past president of ARCAC, which held volunteer recognition events. She said they would keep track of people who volunteered that year. One event featured live music, chili and cornbread. The president said a few words to thank everyone. Event held throughout the gallery. This event happened in October. Make it a mix of indoor/outdoor.

-Rentals update: June 24 & 25th. Sister city of Annapolis Royal are having an event here. July 23rd wedding for Travis’ (Pension Pies people)

-Parking lot bulletin board / event sign topper: Spoke about this in the November meeting. Medea wants to just add a header and footer in wood to get something up with Lower Granville Hall, address, phone, website, Facebook. Medea wants to begin painting the topper for the outdoor event sign. A design was decided on a few years ago, the image was circulated prior to the meeting. The design includes our Port Royal lighthouse and there is consensus of wanting to carry this theme on to our new sign topper. Medea will get the sign done. Talk about a logo and creating a logo.

-Retiring board member: Steve Wilson and follow-on notifications: Has said he wants to volunteer in the future. We now have the Bank accounts switched over, joint stocks switched, and Home Hardware and Independent account have been changed.

-May want to look for recruits for new board members. Possibly Elaine as a new board member? Maybe look for volunteers for an event or committee and then we can ask them to join the board.

-Fire extinguisher maintenance: Need to be done again. Medea and Allen will go to New Minus on Thursday so we can get this taken care of.

-Food Handling Course Highlights (Michael)

-Winter takeout event/Mary Ritchie: Michael will work with her before April for a food take out event.

-Marketing meeting report: Notes will be added to the end of these meeting minutes. Running into problems with our name. Medea has been adding Port Royal to the beginning of Lower Granville Hall name. Has also been using LGH so that the name isn’t so long. Need to add the Port Royal to the front so that we can direct people better.

Kari will add LOWERGRANVILLEHALL wifi name to the Facebook page.

-100-year anniversary events?: How do we feel about a 100 year event? Maybe make it part of the volunteer party. Susan found a grant from the federal government that will match during a record year. This is how King’s Theatre got so much money years past. Maybe hire a band?

**End of Meeting:** Michael moves to close the meeting at 8:25 pm, Medea seconds. All approve.