**Lower Granville Hall**

**Board Meeting Minutes, March 8, 2022**

**Meeting start time:** Medea calls the meeting to order at7:06 PM.

**Members in attendance:** Medea Holtz, Kari Rouse, Susan Tooke, Gary Ewer, Niki Clark, Michael Rouse

**Approval of the Agenda:** Medea calls for the approval of the agenda, Susan moves, all approved.

**Approval of the Minutes:** Niki moves to approve the minutes. All approved.

**Treasurer’s Report:** Niki goes over the February expenses. Our bill from NS Power was high this period. Medea commented that this was the second winter the Hall has stayed open in recent history, and the first winter we've had activities during the winter (COVID lockdown in the year prior had things shut down), principally yoga classes. Also, the Tourtiere fundraiser happened during the billing cycle, and we were running two freezers, the fridge, and the electric stoves. However, the fundraiser and yoga bring in income, and it is great to have these programs. It will be good to see over the next few years how the heating costs play out.

We may have a slightly high bill in the next billing cycle as well. Medea said one reason that the hydro bill may be high is that the baseboard heaters in the bathrooms were left on to 30. Medea and Allen shut off the breaker to those baseboards so that they don’t get accidentally left on again. Just had the oil tank filled up (haven’t gotten the bill yet. Hasn’t been filled for approx. last 2 years) Heat is left on at 61F during Hall off-time, due to the time it takes to bring the heater back up. When there is a longer period of time between events Medea puts the heater to 45F and uses the oil to heat it up in the Hall quickly, then uses the heat pump. Niki looking forward to building a budget after a year using the expenses from the previous years. Michael moves to accept the report, all approve.

**Secretary’s Report:** Nothing to report. Medea asks if we need to send thank you notes to previous board members when they leave. Niki votes that we give them a public acknowledgement at the upcoming thank you event.

**Old Business**

-St. Patrick’s Day Fundraiser ticket sales / volunteer help, equipment needs: Medea gives thanks to Michael to organize this whole event. Have the event half sold out as of right now and may want to reconsider the event as we are competing with 2 other food events that day. Redoubling our efforts to sell these tickets.

-Dinner Theatre moved to July: Due to the troop traveling and some not comfortable with being in large groups without masks.

-June rental cancelled (change of venue): Now getting married in PEI instead.

-Portrait Club started: Good turnout to first session and everyone had fun.

-GCSSS Growing Apples Organically event: Everyone got a lot of information out of the event and have been giving high praise.

-Step-cans for non-compostable waste added to washrooms: Medea purchased 2 step cans for the washrooms.

**-** Michael—Food Handling Course Highlights/Commercial Kitchen Insights: Michael goes over the food handing course. The course emphasizes the critical points of food safety where bacteria have the highest chance of growing. From getting your ingredients, getting them to your kitchen, and cooking and cooling them properly. All with the idea to reduce the possibility of growing food pathogens in food. Handwashing is key as lack of washing contributes the most to the problem. We currently have a dedicated handwashing station in the kitchen. Making sure that everyone is washing their hands after bathroom and coming in from outside. Medea asks what we can do to ensure that everyone is washing their hands in the appropriate sink. May need to label the sink? Medea asks if we need to use paper or cloth to dry hands. Answer is paper.

Max of 2 hrs to cool down foods from 60C to room temp and 30 mins to get into the fridge to cool it to 4C or less. Need to have a logbook and thermometers in the fridge (4C) and freezers (-18C) to ensure they are at proper temp. Need thermometer and logbook for the kitchen. Hair needs to be covered with hairnet or hats for everyone with long hair.

Sink set up: First sink is rinsing, second for washing, third for sanitizing.

Medea asks about Food prep. Can we wash foods in the sink for prep? Yes, but then it needs to be switched to washing station after. Do you need to sterilize everything? Yes.

Thoughts for commercial kitchen upgrade: For commercial kitchen set up we have issues of cracks in countertop and floor to remedy. We are probably good for now with the small amount of food that we are preparing currently.

Do we need a dedicated mop sink? Yes, it needs to be a separate sink from our washing sinks.

Medea heard that we would need a proper range hood if we intend to cook meat in the building. And possible walk-in fridge? Is it cost effective for what we are going to be using it for?

Probably need to have an inspector in to give us the final ruling on where that should be.

As a Community Hall we can have 6 meal events without a food licence.

Susan is wondering if the 100-year event and possible Legacy Funding Grant and include a crowdfunding portion (that we can get everything needed for commercial kitchen). Medea is concerned if they get the opportunity for their committee to fix the lighthouse that having too much fundraising may tap out the community in that endeavor. Medea will talk to the Kings theatre to see how they did their upgrades with Legacy Grant money.

May be able to get an Accessibility Grant for the washrooms and move the tables to the front lobby.

Small chance to apply and get the New Horizons for Seniors grant again.

Medea wants to talk about what the community wants during the visioning meeting so that we can look at grants and fundraising in the future. Lots of different priorities and offerings that we could potentially do. Need to set priorities and figure out how to proceed.

Do we really know this is the 100-year anniversary? Nobody knows exactly except that there is a deed found that it was established in 1922. This is valid evidence of the anniversary. The Legacy grant is a matching fund grant only offered in a Legacy year.

Lots of grants available out there.

Accessibility grant.

Capital improvements grant. (past grant we got was to fix the foundation under kitchen, but we have more foundation problems in the front of the building as well)

Legacy Grant.

Got a 5k grant for the internet, power…

Marketing: Currently have a lot of events. All are on Facebook. Michael is concerned if we are doing an event with a lot more tickets that the Red Onion can’t handle all the ticket sales. Thinks that we will sell out the St. Patrick’s dinner no problem. Brought up having a printout of our upcoming events that the hall showcasing to hand out as bag stuffers. Kari will make a flyer handout for the bag stuffers.

Website updates: Have added the Good Cheer page to the website and there is now a hidden page on the website for people on the board to see the meeting minutes, our by-laws, and Annual General Meeting Minutes.

Kari offered to help add a new calendar plug-in to the website. She will need the log in information to add calendar to the website.

Medea has the emails updated and is ready to get Mail Chimp as a provider.

E-ticketing: Price and number of tickets will be a factor for future events. So far for the St. Patrick’s event we have not had anyone call to buy tickets or ask about e-transfer. Kari suggested that if we are going to have future events that cost more money it wouldn’t be feasible to only offer cash tickets (example of $50-100 plated meals)

**New Business**

-Yoga changing back to Mon & Wed classes. Talking about adding a power yoga class as well.

-Upcoming AGM, March 19: Our annual AGM is scheduled on March 19. An email announcement has been sent out, and an announcement sent to The Reader, it was also published on the Facebook page, and on the Hall website. It will also go up on the Hall event sign and bulletin board as well. We will be doing the financial audit before the meeting as well. Nicki has a ledger back for the full year. Need a review of the financials and a signature to verify it. Need to check the math and the bank statements and make sure they match. Medea and Susan said she will look over it again and sign it. Need to send our paperwork in to Joint Stocks before the 31st of this Month.

-Women’s Clothing Exchange: Medea wants to do a women’s clothing exchange in April. Last time they had around 30 women coming. Date to be announced.

-Setting Date for April Visioning Meeting / Visioning Session Themes & Goals –World Café: Potential dates we have discussed via email was April 7th and 10th. Susan prefers the 10th. Nicki likes the 10th as well. Gary is ok on the 10th as well. Afternoon 3-5pm. Medea is thinking 20-25 people coming. Board members, Ken & Elaine, Starr & Randy, Steve ?, Allan Holtz, Mary Ritchie, Sharon Moody, Rick and Judy Ketcheson. Fiona and Adam? Chris and Laura, And others may want to get involved in the Hall. Ted Dolan from Parks Canada? Andrew and Crystal Welch (on Lighthouse committee), County Councillor? Alan Parrish? Rick and Diane?

Idea is we have card tables and one anchor person at each table with a specific topic. Everyone rotates around the room the different tables and discusses the different topics. This is a 2-hour event. At the end you take the paper to the wall and discuss everything with the whole group. Each table would have a time limit before rotation.

Topics for discussion. Comfort Station, Commercial Kitchen, Capital Improvements, Learning Space (tool library, book library, edible landscapes), Programs and Events (Cultural events)…

Medea asks what everyone thinks of the idea. Michael doesn’t see it happening in 2 hours. One of the key things in a visioning exercise is that you need to come up with a Vision and tell the Story of what it feels like to live in this community 15-20 years from now pulling all the visions together into one.

Then to work towards this vision starting at the grand vision and breaking out the specific timelines and needs to get there.

Susan says this is a good starting point to bring back to the board and then be hashed out after this visioning meeting.

It was suggested to take out the Capital Improvements part as that is how we are going to make it happen, not the vision of the Hall.

At each topic table we need to be collecting stories. “I can remember when we used to have lobster suppers, dances…”

We need to let people know that we are looking for and let them know we will be using this data to build a plan for the future of the Hall.

We will send the notes around via email and get feedback to board members and get invitation out the last week of March. Board members will bring some snacks and we will make tea and coffee.

See the notes on the World Café event at the end of the Meeting Minutes.

- Plein Air Painting Group: New proposed group event. Outside painting group that is based at the Hall. Led by Garth Laidlaw.

**Meeting end time**: Nicki motions to adjourn. Susan second. 8:35pm