

# Minden Hills Cultural Centre Foundation

Regular bimonthly Meeting

**Date** Aug 25, 2021, 10:30 – 11:30 in person and via Conference call

**Director Attendees** Neil Briggs, (NB) Sue Tiffin, (ST)  
David Rea, (DR) Susan Murray, (SM)

Laurie Carmount (Curator, Minden Hills Cultural Centre) also attended

**Director Absentees** none

A quorum of Directors was in attendance

## ORDERS OF BUSINESS

### 1) Approval of minutes of last meeting:

- a) All Directors acknowledged they had received the minutes of the previous meeting. SM proposed the minutes be accepted as circulated. DR seconded. The motion was passed unanimously.

### 2) New Business

#### a) Resignation of Directors:

- i) Neil explained the resignation of Patricia Walshe and Jim Mitchell, thanking them for their services to the board and community. SM proposed the resignations be accepted, DR seconded, and the motion passed unanimously.

#### b) Board of Directors insurance

- i) Neil explained the status and nature of the Foundation's insurance specifically for Board of Directors and for events, the latter being almost as expensive as the former. After some discussion DR moved for Neil to get quotes for D&O insurance and for events and advise the board, seconded by SM and the motion passed unanimously.

#### c) Foundation financial status.

- i) Neil outlined his work with the accounts and circulated recent financial statements (see attached). A brief discussion took place about the facts of the statements. SM moved to accept the financial statements, DR seconded and the motion passed unanimously.
- ii) Dave initiated a brief discussion about the situation at the TD Bank where the Foundation's accounts are held. Signature authority has been revised and some final authentication remains to be done by telephone. The postal address of the Foundation was discussed and is to be changed to the new address of 1217 BOB BEENEY TRAIL.

## Minden Hills Cultural Centre Foundation

- d) Foundation internet presence
    - i) Dave explained the situation with the on-line services of several web sites. These sites gather publicly available data for CRA and populate that onto standard pages that support charitable donations. All these sites offer charities the ability to register with them and take direct control of the some of the data on the website. The fees start at 3.5% of the donation made but are otherwise free. They all offer the service of issuing a tax receipt for the donations made. Dave moved to register with the three popular Canadian site and update the data therein, NB seconded and the motion passed unanimously.
    - ii) Dave explained that the foundation could have a Google Workspace for Free. This would include online storage, dedicated email accounts and use of Calendars and Google Document tools. He explained a modest “brochure-ware only” website would cost about \$100 per year. DR was tasked with investigating the details and making a specific proposal no later than the next meeting.
  - e) Press release
    - i) Neil discussed the draft press release he had circulated seeking further input. The members agreed to finalize this virtually after the meeting with Sue kindly offering her professional advice on the matter.
  - f) Cultural Centre Update : Laurie Carmount
    - i) Laurie provided a brief update on the MHCC programing plans and indicated there was significant emphasis at the moment on completing her operational and capital budget submissions. The latter was a new element to municipal budgeting as previously the two had elements had been mixed. After some discussion it was clarified that the Foundation would not make any contributions to the MHCC operational budget and all donations from the Foundation were for Capital items. Laurie also emphasized there was a revenue element / expectation to the MHCC operation which came primarily from visitor donations.
  - g) Meeting Schedule for 2021
    - i) Neil suggested a schedule for meetings on Oct 20.th and Dec. 15. Both these would include invited public participation either in-person or virtual as public access restrictions allowed. In general the board agree meeting every 2 months was desirable.
  - h) Additional business
    - i) The board members agreed to find a common date for a collective photo of themselves
    - ii) there was no additional business
- 3) Future Action Steps**
- a) The Board Mission and Fundraising plans will be discussed at the next meeting

### CLOSING

- NB proposed adjournment of the meeting, DR seconded and this passed unanimously