

**MINUTES**  
**LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)**  
**Thursday July 20, 2017**

Minutes of a meeting of the Lunenburg County Multi-Purpose Centre Corporation held in the Meeting Room at the Lunenburg County Lifestyle Centre, 135 North Park Street, Bridgewater, Nova Scotia. Meeting called to order at 6:00 pm on July 20, 20-17.

Chair: Wayne Foster

Attending: Andrew Tanner, David Mitchell, Eric Hustvedt, Heather Fralic, John Vissers and Carolyn Bolivar-Getson

Regrets: Andy Selig

Also in Attendance (Non-Voting Reps): Kevin Malloy, CAO, Municipality of the District of Lunenburg (MoDL)

Regrets: Ken Smith, CAO, Town of Bridgewater (Town)

Also in Attendance (Resource): Kevin Benjamin, General Manager

Acting Recording Secretary and Resource: Vicky Grace, Accountant

Regrets: Isobel Leslie, Resource

**ADDITIONS/DELETIONS TO THE AGENDA**

***Under: Business and Unfinished Business:***

- ***Governance Committee: Board of Directors Self-Evaluation Questionnaire***
- ***Brief Update re: Lighting in Library***

2017-35      MOVED BY Carolyn Bolivar-Getson and SECONDED BY Andrew Tanner that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of July 20, 2017, be approved as amended. Motion Carried.

**MINUTES**

Changes to the minutes of last meeting under Income Statement:

Heather reported that the Capital and Special Events section was now recorded separately from the main body of the operating budget so it is now easier to see what the **real balance of** operating revenue and expenses were.

2017-36            MOVED BY Eric Hustvedt, SECONDED BY David Mitchell that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of June 22, 2017, be approved as amended. Motion Carried.

## **BUSINESS ARISING AND UNFINISHED BUSINESS**

### **Request for Decision/Direction**

Delegation: David McKenna – Levy Casey Carter MacLean

David McKenna of Levy Casey Carter MacLean reviewed the Audit Statements, (LCLC Doc #17-028) for the year ended March 3, 2017. Carolyn asked about library rent revenue decrease over previous year and it was explained that this was due to a new lease agreement and any arrears rent payments were already included in revenue at the time the rent was earned. Also asked was what line Concessions Revenue was included in and it was explained that it was included in line item *Rental and Other Income*.

The audit statements have resulted in an operating fund surplus. A request was made to have a formal enclosure letter included with repayment cheques to municipal units.

David McKenna also reviewed the Audit Findings Letter. Regarding segregation of duties, Kevin Malloy indicated that Finance has requested management to look at obtaining a quote on a dual combination lock for office safe. Regarding accounting efficiencies, Vicky Grace suggested that a straight import into Sage from Book King was complicated and that we have decided to wait until Book King has assured us that an import into Sage will work correctly.

2017-37            MOVED BY John Vissers, SECONDED by Heather Fralic that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors accepts LCLC Doc. #17-028, Audited Financial Statements for year ending March 31, 2017. Motion Carried.

### Income Statement

The June 2017 statement of surplus (deficit) was circulated to the board for discussion (LCLC Doc. #17-029). Membership revenue for the month was up significantly over same month last year. John reported that the Canada 150 membership promotion was successful and contributed to this increase. Our current membership now sits at 1092 members. It was suggested that some PR work be done surrounding our 1000<sup>th</sup> member. It was also suggested that management needs to focus on retention going forward.

2017-38            MOVED BY John Vissers, SECONDED by David Mitchell that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors accepts LCLC Doc. #17-029, Income Statement of June, 2017. Motion Carried.

## Information / Updates

### Governance Committee - Board of Directors – Self Evaluation Questionnaire

Eric Hustvedt circulated to the board a summary of replies received to date to board member self-evaluation questionnaire. Eric has asked board members to review the questions and compare the rate averages to their own ratings over the summer and any board members who have not completed their questionnaires yet to submit them.

Any additional information received will be compiled on an updated report that will be included on September's agenda for further discussion.

### Library Lighting

David Mitchell asked about the library lighting issue and Kevin Benjamin reported that he had not had the opportunity to address this issue. However, he would report at the September board meeting.

### General Manager Update

Kevin Benjamin gave a verbal General Manager's update.

Of note:

- Aquatic Manager Cheri Kelly has resigned her position.
- Canada 150 membership promotion very successful. Kevin circulated a report (LCLC Doc#17-030) outlining the results.
- Kevin Malloy asked about the 2017-18 capital expenditures and how the LCLC was progressing. Kevin Benjamin reported that the pathway was complete and the flag poles were currently in the works.

### Chair's Report

Wayne Foster reported that by request, he had appeared before MoDL's council with respect to the LCLC's request for funding for a new position – the hiring of a marketing manager at the LCLC. MoDL's council has decided to move this request to their next Audit and Finance meeting in September.

\*\*\*\*\*

The board then moved to an In Camera format to discuss a personnel issue.

2017-031      MOVED BY Eric Hustvedt, SECONDED BY Andrew Tanner, that the Lunenburg County Multi-Purpose Centre Corporation move to an In Camera format pursuant to Section 22 (2) (c) and (e) of the *Municipal Government Act* to discuss personnel matters. Motion Carried.

At 7:15 pm, the Lunenburg County Multi-Purpose Centre Corporation moved to an In Camera format.

\*\*\*\*\*

At 7:45 pm, the Lunenburg County Multi-Purpose Centre Corporation moved out of Camera to a regular meeting format.

**NEXT MEETING**

The next regular meeting is scheduled for:

Date: September 21, 2017  
Time: 6:00 pm  
Location: Meeting Room, LCLC

**ADJOURNMENT**

The July 20, 2017, meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation adjourned at 7:50 pm.

---

Vicky Grace,  
Acting Recording Secretary

---

Wayne Foster, Chair