

**MINUTES**  
**LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)**  
**Thursday June 23, 2016**

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 6:04 pm on June 23, 2016.

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| Chair:                               | Andrew Tanner   |
| Attending:                           | Bill McInnis, Carolyn Bolivar-Getson, Heather Fralic<br>Wayne Foster and John Vissers |
| Regrets:                             | Eric Hustvedt and Malcolm Pitman  |
| Also in Attendance (Non-Voting Reps) | Ken Smith, CAO, Town of Bridgewater (Town)  |
| Absent (Non-Voting Reps):            | Kevin Malloy, CAO, Municipality of the District of Lunenburg<br>(MoDL)                |
| Also in Attendance (Resource):       | Vicky Grace, Accountant   |
| Regrets:                             | Kevin Benjamin, General Manager   |
| Recording Secretary (Resource):      | Isobel Leslie   |

**ADDITIONS/DELETIONS TO THE AGENDA**

Under Request for Decision/Direction, add

- Special Events

2016-27      MOVED BY Wayne Foster, SECONDED BY Bill McInnis, that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of June 23, 2016, be approved as amended. Motion Carried.

**MINUTES**

Board member, Eric Hustvedt, who sent his regrets for June's meeting, had requested clarity on one of the items from May's meeting minutes. He had asked that the board revisit the Dalhousie students marketing projects at July's meeting and that the General Manager's follow up on the projects be clarified.

2016-28      MOVED BY John Vissers, SECONDED BY Bill McInnis, that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of May 19, 2016, be approved as circulated. Motion Carried.

## **BUSINESS ARISING AND UNFINISHED BUSINESS**

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

#### Finance Committee Update

LCLC Doc. #16-016 Income Statement ending May 31, 2016 was circulated to the Board members for review and comment. John reported on the statement on behalf of the Finance Subcommittee.

He noted:

- On the next statement, the forecast column would be added to the statement for comparison;
- By end of next month, the financial statement for Mark Chesnutt will be completed; just waiting for some final invoices;
- Memberships – the LCLC is tracking where it should be – in line with last year;
- Outstanding Accounts Receivables are being collected.

2016-29            MOVED BY John Vissers, SECONDED BY Heather Fralic, that the Lunenburg County Multi-Purpose Centre Corporation accepts LCLC Doc. #16-016, *Income Statement ending May 31, 2016*, as presented. Motion Carried.

#### Special Events

The Board members discussed the concerts/events that have been at the LCLC and the future of same. On the one hand, does the LCLC keep holding events that may or may not result in a loss of money? Having events is part of the Board's strategic plan for the centre. It was decided by the board to revisit Special Events at the next meeting when Kevin was present. The board would discuss the possibility of having a Special Events Subcommittee.

#### Audited Financial Statements

A draft letter from the Auditors and Draft Audited Financial Statements (LCLC Doc#16-015 and Doc #16-015A) were circulated to the board for discussion. John reported that the Finance Subcommittee had met with the auditors to review the documents on June 21<sup>st</sup>. The auditors reported at that time that the audit went well and had some recommendations going forward. The Finance Subcommittee recommended that the auditors present the statements in person at a special board meeting or at the next regularly scheduled board meeting. Vicky was asked to touch base with the auditors to find out their preferred date to present the statement and answer any questions the board members might have.

As well, John reported that within a few months, the LCLC was changing its POS software from Innosoft Fusion to Book King. Because of the software switch, it made sense to perform an interim audit as the new software was completely different and an interim audit would ensure a smooth transition on the financial side. As the present auditors has the history with the LCLC's current software, Vicky was asked to follow up with them and ask for a quote to perform an interim audit and the next fiscal audit.

2016-30            MOVED BY John Vissers, SECONDED BY Bill McInnis, that the Lunenburg County Multi-Purpose Centre Corporation request that the present auditors quote on both an interim audit during the POS software switchover and then a final one at

the end of the next fiscal. In January, the Board would put a call out for tenders for auditors for the next three fiscal years. Motion Carried.

**Information/Updates**

General Manager Update

LCLC Doc. #16-014 General Manager written update was circulated to the board for information and discussion.

Of note:

- Summer programming is going well;
- Summer maintenance in the arena is well under way;
- In the Aquatic Centre, lessons are up from last year and memberships have remained fairly consistent even though summer is approaching;
- The LCLC experienced a small loss on the Mark Chesnutt concert;
- New software switch in the summer – training beginning this week;
- Kevin attended the Event Atlantic Summit in PEI last week. A good experience resulting in knowledge and networking with respect to sport and event tourism;
- Recent events: Nova Dance recital, the Walk for Autism and Michelin Bike Rodeo;
- Upcoming Events: PVEC Graduation.

The board questioned the lack of events in the summer months. This would be discussed at the next board meeting with Kevin in attendance.

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2016-31        MOVED BY Wayne Foster, SECONDED BY Carolyn Bolivar-Getson, that the Lunenburg County Multi-Purpose Centre Board of Directors move to an In Camera format in accordance with Section 22 (2) (e) of the *Municipal Government Act*.

At 6:32 pm, the meeting moved to an In Camera Format to discuss Food and Beverage Services at the LCLC.

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At 6:35 pm, the regular meeting of the Lunenburg County Multi-Purpose Centre Corporation resumed.

**UPCOMING MEETINGS**

Joint Board Meeting to discuss the future: Joint Board meeting with the LCMPPC Board and the YMCA Board at 6:00 pm on July 7<sup>th</sup>, 2016 with facilitator Max Chauvin.

A meeting needed to be scheduled for the auditors to attend to present the draft audited financial statements. A special meeting might be required or they would attend at the next regular meeting.

The next regular meeting of the LCMPPC is scheduled for:

Date: July 21, 2016  
Time: 6:00 pm  
Location: Meeting Room, LCLC

**ADJOURNMENT**

The June 23, 2016 Meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation was adjourned at 6:36 p.m.

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Isobel Leslie, Recording Secretary

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Andrew Tanner, Chair