

Minutes of the Board Meeting of the Lunenburg County Multi-Purpose Centre Corporation (LCMPCC)

Held in the Multi-Purpose Room, LCLC
Thursday November 16, 2023 at 5:30 p.m.

Attendance

Municipality of the District of Lunenburg

Mayor Carolyn Bolivar-Getson

Councillor Sandra Statton

Councillor Cathy Moore

Trudy Payne, Director of Recreation

Town of Bridgewater

Mayor David Mitchell

Councillor Stacey Colwell

LCLC

Janette Hubka, General Manager

Staff Present

Rosemary Erb, CDD/Recreation Admin TOB – acting as recording secretary

1. **Call to Order** – Meeting called to order by Chair Mayer Mitchell at 5:31
2. **Information Sharing (Questions by board members and attending members of the public)** - None
3. **Approval of Agenda** – Motion to approve the agenda made by Councillor Moore, seconded by Councillor Statton. Carried.
4. **Approval of Minutes: October 2023**
 - Motion to approve the minutes of the October 2023 meeting made by Councillor Colwell, seconded by Councillor Moore. Carried.
5. **Business Arising from Minutes & Unfinished Business**
 - 5.1 Sound System: Janette advised the company responsible for the sound system came and looked at the sound system. It seems to be a sound setting/digital tuning issue. It is still being looked at and they are hoping the tech will be able to fix the issue soon. The work is being done at no charge as the problem itself seems to be due to installation. Janette will try to get the company to attend during a game situation, and advise them that if they can't attend asap, we will have to look for a third party to fix the system and the cost will be charged back to them.

5.2 Library Lease Agreement Update: The lease agreement has been agreed to and is moving forward. It has already gone to the lawyers and is now with the Town of Bridgewater.

6. **Correspondence** - None

7. **New Business**

7.1 Liquor License Updates – Janette advised that more people need to be added to the license.

Motion to add Anil Chakraborty, User Experience manager and Anastasia Smallwood, Marketing & Communications Coordinator to the liquor license made by Mayor Bolivar-Getson, seconded by Councillor Colwell. Carried.

7.2 Banking Signatory Updates –

Motion to add Janette Hubka as a signatory on our banking forms and remove Kent Walsh made by Councillor Statton, seconded by Councillor Moore. Carried.

8. **Information/Updates**

8.1 General Manager's Monthly Report – Janette briefly went through the changes she has made to the report and what she hopes to include in the future (more stats). Discussion held on some details of events that have occurred at the LCLC, what was good & what could be improved for future events.

8.2 Aged Receivable - accepted as sent out

8.3 Financial Statements – QuickBooks transition has been completed now (from Sage to QuickBooks). It was a little more complex than anticipated but it is now complete. Discussion held on our financial status at this point and how it has been affected when budgeting was done using calculations for energy savings with the retrofit. Janette advised what things she factors in when she budgets and that hopefully we will be able to have a more accurate budget when the next forecast occurs. Further discussion on the process used. Janette will be able to address once she is settled in and has a chance to dig deeper and perhaps set up a finance committee that can also report to the MODL & TOB councils. Janette advised that we do have an external financial company that she is now working with (BookCo) and will try to address the numbers as presented to ensure accuracy. Janette will also separate out the capital and operational budgets which seem to be shown together currently.

Mayor Mitchell has asked that for the next meeting, Janette offer the board options on how this financial statement is presented, hopefully in a simplified and clearer format.

- Motion to receive the financial statements made by Councillor Moore, seconded by Councillor Colwell. Carried.

9. Next Meeting – Thursday, January 18th, 2024 at 5:30 pm

10. Adjournment – Motion to adjourn at 6:45 made by Councillor Moore, seconded by Councillor Statton. Carried.

11. In Camera