

**Arts and Heritage Foundation of St Albert Board Minutes**  
**AHF Administrative Office**  
**December 12, 2017**

**Present:** Tom Thackeray (chair), Barry Bailey (vice-chair), Susan Jones, Ann Conlin, Jennifer McCurdy, Ann Ramsden (executive director)

**Regrets:** Najib Jutt, Lisa Albrecht, Megan Hurley (secretary/treasurer), Tim McFetridge

<b>1. Call to Order</b>
The Chair, Tom Thackeray, called the meeting to order at 7.04 pm.
<b>2. Approval of Agenda</b>
<u>(2017/65) Moved by Jennifer McCurdy</u> The agenda be approved. Carried.
<b>3. Approval of Minutes</b>
<u>(2017/66) Moved by Susan Jones</u> The minutes of the board meeting held on November 16, 2017 be approved. Carried.
<b>4. Business Arising from Minutes</b>
There was no business arising.
<b>5. Report from the Executive Director</b>
The executive director submitted a written report, which was accepted as information.
<b>6. Chair's Report</b>
Tom gave a verbal update on the staff meeting he attended to introduce the short-term disability policy.
<b>6. Art Gallery of St Albert – barrier free project</b>
Information updating the progress of this project was included in the executive directors report.
<b>7. Strategic Plan</b>
The goals from the strategic planning session were circulated for discussion along with some minor edits. The goals presented were: <ul style="list-style-type: none"><li>• Develop innovative ways to optimize our resources</li><li>• Raise visibility to increase awareness and engagement with the Arts and Heritage Foundation</li><li>• Diversify our funding sources for long-term success</li><li>• Maintain and continue to develop strong collaborations to ensure our continued arts and heritage leadership in the community</li><li>• The heritage sites are fully restored, expanded, accessible and open to the community</li><li>• We are strong advocates for St. Albert's arts and heritage</li></ul>
<u>(2017/67) Moved by Susan Jones</u> To accept the wording of the strategic goals as presented by the Executive Director. Carried.
<b>8. Finance and Audit Committee</b>
The Finance and Audit Committee met on December 8 <sup>th</sup> to review the Q3 2017 financial report, October 2017 financial report and the year-end forecast.
<u>(2017/68) Moved by Tom Thackeray</u> To approve the Q3 2017 financial reports as recommended by the Finance and Audit Committee. Carried.

The October 2017 financial report and the 2017 year-end forecast were accepted as information.

**9. In-camera Discussion**

(2017/69) Moved by Ann Conlin

That the board move in-camera. Carried.

(2017/70) Moved by Susan Jones

That the board reconvene in public. Carried.

(2017/71) Moved by Ann Conlin

For 2017 an additional 1% contribution be made to permanent staffs' RRSP plan. Carried.

**10. Other Business**

- **Heritage Advisory Committee**

Under the City's new Heritage Advisory Committee (bylaw 43/2017) the AHF has a member on the committee.

(2017/72) Moved by Ann Conlin

Ann Ramsden is appointed the AHF representative on the Heritage Advisory Committee. Carried.

- The AHF 20<sup>th</sup> anniversary committee to be added to the agenda for the January meeting.

**11. Next Meeting and Adjournment**

(2017/73) Moved by Susan Jones to adjourn, 8.20 pm. Carried.

The date of the January meeting to be confirmed.

Signed as approved:



Tom Thackeray, Chair