

**Arts and Heritage Foundation of St Albert Board Minutes**  
**AHF Foundation Office**  
**June 12, 2018**

**Present:** Barry Bailey (chair), Megan Hurley (secretary/treasurer), Tom Thackeray (past chair), Susan Jones, Jennifer McCurdy, Tim McFetridge, Craig Cameron (Facetime), Ann Ramsden (executive director)

<b>1. Call to Order</b>
The Chair, Barry Bailey, called the meeting to order at 7.05 pm
<b>2. Approval of Agenda</b>
(2018/28) Moved by Susan Jones The agenda be approved with the addition of 2019 Budget to agenda item #7 and election of committee members to other business. Carried.
<b>3. Approval of Minutes</b>
(2018/29) Moved by Susan Jones The minutes of the board meetings held on April 19 <sup>th</sup> and May 17 <sup>th</sup> , 2018 be approved. Carried.
<b>4. Business Arising from Minutes</b>
There was no business arising.
<b>5. Resignation of Trustees</b>
(2018/30) Moved by Jennifer McCurdy That the resignation of trustees Ann Conlin and Lisa Albrecht be accepted. Carried.  Tom Thackeray has sent notes thanking Ann and Lisa for their contributions to the organization.
<b>6. Election of Vice-chair</b>
(2018/31) Moved by Megan Hurley That Tim McFetridge be appointed vice-chair. Carried.
<b>7. Report from the Executive Director</b>
The Executive Director's report was accepted as presented. Ann gave a verbal update on the market stall at the St. Albert Farmers Market.
<b>8. Chair's Report</b>
Report to be covered in-camera.
<b>9. Art Gallery of St Albert – barrier free project</b>
Information updating the progress of this project was included in the executive directors report. The schedule has not been finalized and this is creating uncertainty with the end of year exhibitions and the moving back in date. Once the schedule has been released decision can be made regarding exhibitions and the opening.
<b>10. Finance and Audit Committee</b>
(2018/32) Moved by Megan Hurley To approve the 2018 Q1 Financial report that was reviewed by the Finance and Audit Committee on May 11, 2018. Carried.  (2018/33) Moved by Susan Jones To change the bank signatories with TD Canada Trust to reflect the change in the Chair of the Arts and Heritage Foundation by removing Tom Thackeray (past chair) as a bank signatory and adding Barry Bailey (chair). Carried.

(2018/34) Moved by Craig Cameron

To allocate the 2017 year end surplus of \$41,183 to the reserves as follows:

\$1,183 to the General Fund, \$30,000 to the Capital Restoration Fund, \$5,000 to the Board Contingency Fund and \$5,000 to the Management Fund. Carried.

(2018/35) Moved by Jennifer McCurdy

To approve the 2019 Budget in principle. Carried.

The 2018 April financial report was accepted as information.

#### **11. In-camera Discussion**

(2018/36) Moved by Jennifer McCurdy

That the board move in-camera. Carried.

(2018/37) Moved by Megan Hurley

That the board reconvene in public. Carried.

#### **12. Other Business**

(2018/38) Moved by Susan Jones

To appoint the Megan Hurley (chair), Jennifer McCurdy and Tom Thackeray to the Finance and Audit Committee. Carried.

The Executive Director was asked to provide Terms of Reference for the Policy Committee and Fund Development Committee for the next board meeting.

Jennifer McCurdy made the trustees aware of two upcoming meetings the Chamber of Commerce is conducting: a roundtable discussion on the MDP and a non-profit meeting on the proposed Municipal Franchise Fee.

#### **13. Next Meeting and Adjournment**

(2018/39) Moved by Craig Cameron to adjourn at 8.53 pm. Carried.

The July meeting date is to be confirmed.

**Signed as approved:**



Barry Bailey, Vice-Chair