

**LUNENBURG ACADEMY FINANCE
AND GOVERNANCE COMMITTEE
MEETING MINUTES**

**November 23, 2016 at 5:30 p.m.
Lunenburg Town Hall**

PRESENT: Mayor Rachel Bailey, Chair; Councillor Ronnie Bachman; Councillor Danny Croft; Jane Ritcey, Lunenburg Academy Foundation; and Roxie Smith, Lunenburg Academy Foundation.

ALSO PRESENT: Scott Burke, Lunenburg Academy Development Coordinator (“LADC”); Sara Lochhead, South Shore Regional Library Board - Town of Lunenburg member; Jill Martin, Lunenburg Academy Foundation alternate; and Peter Haughn, DCAO; Tom Hayes (departed at 5:50 p.m.); Alan Richards, and Robert Young Lunenburg Academy Foundation members.

ABSENT: Jeff Mercer, Deputy Chief Librarian, South Shore Public Libraries.

The Chair called the meeting to order at 5:30 p.m.

1. Approval of agenda and set time to adjourn

The agenda was approved as circulated.

The Chair introduced the new Council representative on the Committee, Councillor Ronnie Bachman.

2. Approval of October 19, 2016 minutes

Motion: moved and seconded that the meeting minutes of October 19, 2016 be approved as circulated. Motion carried.

3. Governance Review

The Chair said the recommendations made at the last Committee meeting were approved by Town Council.

The LADC said a new organization will be created and as well future capital cost estimates are being worked on by Town staff and a consultant.

Roxie and Jane updated on the meeting with Mr. Bridge, who is a specialist in charities and not-for-profits. They are waiting to confirm the memorandum of association that is on file with the Registry of Joint Stocks.

The LADC said he has documents from Alderney Landing Theatre which can be used to help draft some of the paperwork for the organization we will be creating. He further commented on the meeting that will be held with the Department of Culture and Heritage next week to discuss Academy capital and operating capital cost funding.

4. Fund Development Feasibility Study

The Chair said the list of prospective individuals to be interviewed is being finalized with a number of Committee members and others participating in this review. The importance of interviewing the correct people was noted as being very important. Timing of these interviews will need to be reviewed to determine if there is time to do this before the Christmas season or if we need to wait until January, as this portion of the project has slowed down and we are behind schedule.

5. Library Design including Structural Engineering

The LADC commented that the Library Design Committee is very pleased with the design that has been developed and staff are developing a memorandum for Town Council with a number of recommendations to move forward with moving the Library to the Academy.

5:50 p.m. Tom Hayes departed.

The DCAO gave a brief update of the structural work required in the basement of the Academy to support the Library, noting this will also form part of the memorandum to Town Council before award of contract is done.

Committee members had a brief discussion on the design of the Library and the benefit of the Library to the Community.

6. New Business

Nil.

7. Meeting Schedule

The Chair said there will not be a meeting in December unless required. The next meeting will be held on January 25, 2017.

Adjournment

The meeting adjourned at 6:01 p.m.

Peter Haughn, DCAO