

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

**January 25, 2017 at 5:30 p.m.
Lunenburg Academy**

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”); Peter Haughn, DCAO; Sara Lochhead, South Shore Regional Library Board - Town of Lunenburg member; Jill Martin, Lunenburg Academy Foundation alternate; Jeff Mercer, Deputy Chief Librarian, South Shore Public Libraries; and Alan Richards, and Robert Young Lunenburg Academy Foundation members.

ABSENT: Tom Hayes

1. Welcome and Call to Order

The Chair called the meeting to order at 5:32 p.m..

Approval of agenda and set time to adjourn

The agenda was approved as circulated.

2. Approval of November 23, 2016 minutes

The meeting minutes of November 23, 2016 were approved as circulated.

3. Governance

(a) New Not-for-Profit formation

The Chair said we are moving forward with the recommendation of RBR Consultants to set up a not-for-profit organization to manage the building.

Scott Burke said the first part of formation of the organization is to pick a name and check it through the Registry of Joint Stocks. The name of Lunenburg Academy Management Association was suggested, noting the name would have to have several additional words different from Lunenburg Academy Foundation to be acceptable. Several suggestions were made and for alternate names it was agreed that those who have ideas could circulate it to Scott by the end of the day tomorrow.

4. Fund Development Feasibility Study

(a) Report on List of Interviewees progress and Case for Support

The Chair updated those present on the process, noting they now have a good list of interviewees. As well, they are close to the final version for a case study that can be shown to the list of interviewees. Letters will be sent out shortly.

A new updated time frame to have this work carried out will be requested from RBR Consultants. There will be small tweaks to the case study so suggestions are welcome.

5. Library

(a) Update on Structural Work

Scott Burke spoke of the structural work that is ongoing in the basement of the Academy to bring the area under the proposed Library up to Code.

(b) Report on Meeting with Ekistics, subsequent revised Contract Administration Proposal

The Chair commented on the ongoing process to have the Library built and efforts to nail down accurate costs with Ekistics.

Scott Burke commented on the process that is being followed for tendering required work and the work with Ekistics to tighten information for proper tender documents.

Scott also mentioned that the janitor's closet is in the process of being moved to make way for Library renovations. He also said once more information is known on the timing of the Library move, a new RFP with more detail will be sent out for a café. He also suggested that consideration by the Library Board for payment of Sunday hours once the Library is moved, would be a show of support. Jeff Mercer noted that a written request to the Board with overall reasoning would be required.

The Dental Society's support of the Library expansion in the Town of Truro was noted.

The Mayor commented that the Town has a Sponsorship and Naming Rights Policy that may be used in fundraising efforts.

Scott Burke also commented that there will be a Sponsorship Agreement with LAMP, which will allow the Town's use of the third floor suggesting the Library may wish to hold fundraisers in that location for the new Library. Jeff Mercer said this would be something the Board would need to discuss.

6. New Business

Nil.

7. Meeting Schedule (4th Wednesday of each month)

The next meeting will be held on February 22, 2017.

Adjournment

The meeting adjourned at 6:18 p.m.

Peter Haughn, DCAO