

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

**February 22, 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”); Tom Hayes; 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 Allan Richards, and Robert Young Lunenburg Academy Foundation members.

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 with the addition of 5 (c) Library Presentation.

2. Approval of January 25, 2017 minutes

The meeting minutes of January 25, 2017 were approved as circulated.

3. Governance

(a) New Not-for-Profit formation

LADC Scott Burke reported that he received feedback from committee members re a possible name for the new not-for-profit. Consensus was reached that the “Lunenburg Academy Operating Association” is the preferred name, and this name would be put forward for a search by the Registry of Joint Stock Companies.

One of the initial tasks of the operating association should be to research trademark and other protections applicable to the use of the name “Lunenburg Academy”.

Once the name has been okayed and reserved, we can move forward with founding the association and setting up by-laws, terms of reference, etc.

4. Fund Development Feasibility Study

(a) Case for Support, Letter, Interviewee list, Interview Appointments

LADC reported that the letter was signed and mailed today, and that interviews would begin next week.

Tom Hayes asked if any new names had been added to the interviewee list, and the response was no, but that there will be many names assembled on an ask list once the campaign is up and running.

Mayor Bailey commented that we are all anxiously awaiting the results of the interview process.

LADC reported that March 27 has been set for the final report presentation by RBR. Members of the committee requested that the meeting be set for March 29 at 5:30 which is more in keeping with the committee's meeting schedule. LADC will make this request of RBR.

Allan Richards inquired as to whether the interviews would take place at the Academy and LADC responded that Rosalie's preference is to meet at the interviewee's location, but some may take place at the Academy. Allan expressed concern as to the state of the Academy and the impression it may have on interviewees.

5. Library

(a) Update on Structural Work

The LADC reported that this work is nearing completion and the janitor's closet is also nearing completion.

(b) Contract Administration Progress

The LADC reported a purchase order has been issued to Ekistics and Form Media. They are working on construction documents, pricing/tendering documents, and the plan to distribute and evaluate, approve, issue contracts and move forward.

(c) Library Presentation

Mayor Bailey reported that she, Jeff Mercer, Sara Lochhead and the LADC would be meeting immediately following tonight's meeting to plan for a presentation of the library design and plans to the SSRL Board on the evening of March 21, to be held at the

Academy. Apart from sharing the design plan, the focus of the meeting will be to discuss engagement and fundraising efforts.

Sara Lockhead has spoken with the Library Board and reports they are looking forward to the presentation and future engagement.

Jill Martin shared some additions to Foundation website announcing the Library move in 2017.

6. New Business

Nil.

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

Pending confirmation from RBR, the next meeting will be held on March 29, 2017 at 5:30 to coincide with the RBR report.

Adjournment

The meeting adjourned at 6:02 p.m.

Scott Burke, LADC