

**Minutes of Lunenburg Board of Trade Council Meeting
5pm May 21; at the LBoT Boardroom**

Present: Claude Baril, Pamela Baltzer, Susan Corkum-Greek, Tim Lekhi, Lorne Spence, Alicia VandeSande, Willie Wells, Eva Ziegler, Jamie Myra, Tim Reibling, Lynne McKay

Guests: Renea Babineau, Kandace Forward

Regrets: Katherine Eisenhauer; Ioan Ciente

Call to order: 5:14pm by President Tim Lekhi

Motion: (LM) To approve agenda and set adjournment for 7pm. – **All in Favour.**

Motion: (JM) Approval of minutes of the May 7 Board meeting. – **All in Favour.**

Open House: **Tuesday, May 28, 6-8:30pm at the Fisheries Museum Theatre.** Promoted by Social Media, Email, Poster, word of mouth. Local reporter Gail Wilson to be invited.

Presentations from committees – 6:30 – 7:15

1. **Strategic Planning: (LM, SCG).** Invite participation.
2. **Events: (JM).** Role of LBoT: Facilitator for cooperation between component committees for events.
3. **Finance: (CB).** Budget update.
4. **Bylaws: (CB).** Notice of vote for proposed amendments at 2019 AGM.
5. **South Shore Tourism Co-op: (Donna Hatt).** 2 minute video and Introduction.
6. **Education: (TL, KE).** Winter and Spring Courses at the Blockhouse.
7. **Campground Improvements: (WW).**
8. **VIC and Campground Staff Introductions: (AV).**
9. **VIC Self Service Kiosk: (TR, LS).** Link to LBoT website; Dining and Accommodations.
10. **Web Site (PB).** General information on area businesses, attractions and **Light food and beverage provided.**

Business Arising: **Cellphone for LBoT office (JM):** (Deferred from last meeting). *VIC Manager will use personal cellphone and be paid monthly stipend for costs. (Action item)*

Calendar suggestion for Website update. (PB): Google calendar system and Google Docs to integrate with website.

Action Item: **Local procurement:** (deferred from last meeting). *Do we have a policy? Is there a maximum percentage figure we are willing to pay to source goods and services locally?*

New Business: **(TL): Update from SSTA AGM – 3 year strategy.**

VIC Self-Serve Kiosk recommendations. (KE): Tim and Lorne presented.

Questions regarding communications to members. (RB): E-Blast, Newsletter, Cost?

Draft Payment Policy for LBoT staff, (CB): Credit card; (liability cap. -\$3500); Token system cheques (2 signatures); Less than \$500 -no approval (Kandace), \$500 - \$5000 (one signature), over \$5000 (2 signatures)

Motion: (JM) *To purchase 50 locks for campground water taps. Cost: \$1145.25 (Action Item) Passed?*

Motion: (JM) 6:48pm. In camera discussion. **Passed.**

Adjournment: 7:03pm

Next Meeting; June 4 at 5pm in the Board Room.