

Present: President Ernie Coles, Treasurer Phil Hooper, Secretary Shari MacDonald, Directors Joyce Blackett, Pauline Smith, James Marjerrison and Kevin Hooper; Residents Gail Ling, Hal Parker, Art Neill, Heather Neill, James Rodd, Rita Jackson, Darryl Walker, Carol-Ann McLaine, and Shanda Rae

1. **Call to order** — President Ernie Coles called the meeting to order at 7:30 p.m.

2. **Agenda** – Moved by Hal Parker, seconded by Joyce Blackett that **the agenda be accepted with the additions of Gender-Neutral Bylaw; Composition of the Hall’s Board of Directors, and Questions Regarding the Bylaw.** MOTION CARRIED.

It was confirmed that quorum (eight voting members) was achieved. Those present at the meeting introduced themselves.

3. **Minutes** – Moved by Gail Ling, seconded by James Rodd that **the minutes of the January 27, 2020 Annual General Meeting be approved as circulated.** MOTION CARRIED.

4. **Business Arising from the Minutes -**

4.1 – **Cupboards** – The construction of cupboards in the green room was deferred until the hall is ready. Contractor Sheldon Cudmore had not started any of the work and was comfortable delaying the project.

5. **Reports**

5.1 **President** -Ernie Coles noted that 2020 has been different and challenging in many ways but our hall has continued to be an important part of our community. The hall was closed due to COVID some of the year, and many popular regular events were cancelled. The hall adapted and was still quite busy, with many events organized by the Municipal Council, and some rentals for meetings and small events. Thanks was expressed to the Council and to the other regular tenants, The Open Bible Baptist Church.

Provincial COVID relief funding allowed the hall to hire consultant Vicki Bryanton to suggest ways to adapt to the pandemic. A CASE Team worked with the hall board and summer staff to further suggest new activities. The Canadian Red Cross also funded the hall to hire coordinators to distribute \$5000 in food supplies to area residents affected by COVID-19.

Early in 2020, the Community Play through the efforts of Phil Hooper and Ken Williams was a successful fundraiser. Shari MacDonald supervised two hall students for the summer, and they were able to save and raise money for the hall. Treasurer Philip Hooper has kept the hall on solid ground. Thanks were extended to the other board members for their support and contributions during the year. Special recognition was noted to retiring board members Gail Ling and Pauline Smith for their many years of service to the hall. Staff member Dianne Garnham was also thanked for her work to keep the hall spotlessly clean.

Moved by Hal Parker, seconded by Phil Hooper that **the 2020 President’s Report be accepted.** MOTION CARRIED.

5.2 **Treasurer** (Financial Statements 2020 and Budget 2021) -Treasurer Phil Hooper reviewed the 2020 Financial Statements. The balance sheet shows \$34,912 in current assets in the operating fund. This past year, two \$5,000 investments were made, which earned some interest. There is the annual municipal grant of \$1500 in the capital fund which was received to construct cupboards in the green room. The value of the capital assets is \$243,292. Liabilities total \$1213 and include \$978 of snow clearing, for which no invoice has been received, and outstanding gift certificates. Retained earnings includes \$33,699 in the operating fund, and \$242,292 in the capital fund.

COVID-19 had a noticeable effect on many activities. Council continued to rent office and activity space through the year. General revenues totalled \$25,641, and operational grant revenue was \$28,717, plus the \$1500 capital grant from the Municipality, for a total revenue of \$55,859. Operating expenses for the year totalled \$54,067. Most of the \$19,044 in wages was offset by grants, as was the special project spending. The net income for the year was \$292. Capital expense was depreciation of \$30,225. The statement of cash flows showed a beginning balance of \$26,135 and an ending balance of \$28,678 for 2020. The depreciation schedule was also included in the financial statements that were circulated.

Moved by James Marjerrison, seconded by James Rodd that **the financial statement for 2020 be approved as presented.** MOTION CARRIED.

John Hooper will do the review for 2019 and 2020. The constitution notes that if an auditor is not appointed the treasurer can perform the audit function.

Phil Hooper presented the budget for 2021, which was based on the actuals from 2020 and hoping for some normalcy by the fall of 2021. The budgeted income does not include a major play or concert, although the lobster takeout is included. The budget income for 2021 is \$35,350 in general revenue, and \$18,210 in grants for a total operating revenue of \$53,560. Budgeted expenses include cost of goods sold of \$4900, payroll expense of \$12,500, general and administrative expenses of \$33,160, totalling \$50,560, for a planned net income of \$3000. \$9,100 is budgeted to be transferred to the capital fund for capitals. Phil Hooper expressed thanks to those who made donations throughout the year.

The Hall has received \$2500 in 2021 from the Province through their Operational Support for Community Halls grants.

Moved by James Rodd and seconded by Hal Parker that **the budget for 2021 be approved as presented.** MOTION CARRIED.

5.3 **Directors** – None of the directors presented an individual report.

5.4. **Summary of Activities**

A list of hall activities was compiled for 2020.

COUNCIL ACTIVITIES

100 fitness classes (Exercise -41, Line Dancing -28, yoga-31)
Presentations – 8 – (EMO, generator, solar panels, tax, phones, social media, fraud, video calls)
Regular Council and Planning Board Meetings
15 Classes - 4 Square dance, 6 French, 1 first aid, 4 painting
4 events -FVP blankets, art party, Canada Day cupcakes, Halloween
7 Seniors meals
3 Public meetings (budget, rezoning, Bylaw Amend)
8 movies
Sewing Bees -12
Meetings - Emergency Animal Response Team -3
Planning Board and Regular Council Meetings

HALL ACTIVITIES

Coffee Club -64
Play & rehearsals - 22
Singing – 7
AGM and several hall meetings
Milton Community Hall -AGM January 25, 2021

COVID -2 Meetings with the CASE Team and one with Vicki Bryanton
Catering – cupcakes for Canada Day
Movies – 8
Budgeting presentation
Biscuits & Pickles Bake Sale
Red Cross Covid project – Two info sessions plus one virtual, & Food Giveaway
Hall Activities NOT Held in 2020– Lobster Take Out, Rhubarb Social, Apple Social, Small Halls Concert, Yard Sales, Card Parties, Christmas Craft Fair
Rentals
Sheep breeders Association
PEIWI -2 (Cooking contest, Founders Day)
NFU -4
PEI Association of Exhibitions (CATERED)
PEI Dental Hygienists -2
Watershed First Aid Training -2 days
Coalition for the Protection of PEI Lands
ATV Federation & Red Isle Club -2
Camp Awesome

Hip Hop presentation
Central Region 4-H Council
CRSRC – kitchen for videotaping -2
MADD PEI

The Open Bible Baptist Church

37 services

Family Events

LeBlanc Baby shower
Birthday - Billy MacLeod
Vos 50th Anniversary

Hambly reception
Vos Party

Complimentary Meetings

Small Halls
Association for Rural Community Hall
Wheatley River 4-H Club – 4 project and club meetings, Cheese pick up and Communications Day
TOPS – 27
North Milton WI - 7 meetings and 3 play dates

6. Business

6.1 Composition of Board – Gail Ling expressed concern about the number of Municipal Councillors on the Hall Board. In 2020 there was one Council member on the board, and the slate proposed for 2021 has two Council members. A Council staff person is also a member of the board. It was noted by Mayor Hal Parker that Councillor Hooper declares any conflict of interest and absents himself from any discussions about the hall at Council meetings. The hall board is not as formal as Council, but the hall president noted that he did not recall any instance when Councillor Hooper would have put himself in any conflict. The constitution notes that any adult resident of Miltonvale Park, or “member of the society” who has been resident for six months, is eligible to serve on the board.

6.2 Nominating Committee and Election – President Ernie Coles noted he had to step away from the Nominating Committee and thanked Phil Hooper and Kevin Hooper for their work on the committee. The nominating committee noted that the North Milton WI had appointed Joyce Blackett as their representative and on behalf of the committee, Phil Hooper presented the following slate:

President –Ernie Coles

Vice President - James Marjerrison

Treasurer – Philip Hooper

Secretary – Shari MacDonald

Past President - vacant

WI Rep – North Milton– Joyce Blackett

Members at Large

1. Kevin Hooper

2. Shanda Rae

3. Hal Parker

Appointed by board (2)– vacant

Phil Hooper asked three times for further nominations for President and hearing none, declared Ernie Coles elected.

Further nominations were called three times for Vice President, and hearing none, James Marjerrison was declared Vice President.

Nominations were requested three times for Treasurer and when none were received, Phil Hooper was declared elected.

Further nominations were called for Secretary, and when none were forthcoming, Shari MacDonald was declared elected.

Further nominations were called three times for the Members at Large. Pauline Smith nominated Arthur Neill, who accepted the nomination. Hal Parker withdrew his nomination at his point and Kevin Hooper, Shanda Rae, and Arthur Neill were declared elected as Members-at-Large.

6.3 Appointment of Auditor/Reviewer -Moved by Hal Parker, seconded by Pauline Smith that **John Hooper be appointed reviewer for the financial statements.** MOTION CARRIED.

6.4 Signing Authorities -It was moved by Gail Ling and seconded by Rita Jackson that **any two of the following four people be authorized as signing authorities for the Milton Community Hall: President Ernie Coles, Vice President James Marjerrison, Treasurer Philip Hooper, and Secretary Shari MacDonald.** MOTION CARRIED.

6.5 **Hall Appreciation Event** -This item was deferred to the next hall board meeting, although it may not be held during the pandemic.

6.6 **2021 Updates**

6.6.1 **Activities Calendar/Fundraising 2021**

Regular events: Mondays and Fri Exercise - at 9; Coffee at 10; line dancing at 1& 2:30; Tuesday -TOPS -6:15; Wednesday 1:30 pm -yoga; Thursday 10 a.m. Sunday morning -church

Jan 6 -Wheatley River 4H

Municipal Seniors Meals – Jan 6, 12,20,27, Feb 4,10,24, Mar 2,17,31

Jan 27 -Small Halls Board Meeting

Jan 30 -Baby shower -Arbing

Feb 3 – 4-H and Feb 6 - 4-H Communications

Feb 13 and March 13-Emergency Animal Response Team (EART)

Feb 16, March 30, and April 22– Official Plan Public Sessions

March 2,9,16,23 &30 -Art afternoons

6.6.2 **COVID-19** - \$2500 funding was received from the COVID-19 Operational Support Program for Community Halls from the Province.

6.6.3 **Canada Summer Jobs** – Applications for the funding program are due January 29 and will provide 100% funding for minimum wage for youth ages 15-30. Positions can be full or part time, from April 26, 2021 - February 26, 2022 for 6-23 weeks. Moved by Phil Hooper and seconded by Shanda Rae **that Milton Community Hall apply for one full-time and one part-time position through Canada Summer Jobs.** MOTION CARRIED.

6.6.4. **Maintenance Update** - The main hall heat pump is operating loudly, so the installer will be called. The oven on the electric stove is not heating; however, it may not need to be replaced until catering resumes.

6.6.5 – **Miltonvale Park Annual Grant** – The municipality will provide up to \$1500 for a project, which needs to be applied for before mid-March 2021. This will be discussed at the next Board meeting.

6.6.6. **Rental Request** -The hall had a request for a regular Saturday morning rental from 7-9 a.m. to bake cookies. He can be flexible with the time if required and has insurance and a food safety course.

Moved by Phil Hooper, seconded James Marjerrison **that the hall rent the kitchen on a trial basis to Justin Parkman on Saturday mornings.** MOTION CARRIED.

6.6.7. **Gender Neutral Bylaw**

Moved by Hal Parker, seconded by James Marjerrison **that the bylaw be reviewed and updated to include gender neutral terms.** MOTION CARRIED.

6.6.8. **Questions Regarding the Bylaw** -James Rodd wanted to draw attention to the Bylaw and hoped that board members were given a copy. He noted that there were several inconsistencies in the language (e.g. “Company” and “Society” and “Annual General Meeting” and “General meeting”) and suggested it be reviewed.

Moved by James Rodd, seconded by Phil Hooper **that a committee be struck to review the bylaws.** MOTION CARRIED.

It was suggested that a definition section be considered.

7. **Next Board Meeting** – The next board meeting will be held at the Milton Community Hall on Monday, February 22 at 7:30 p.m.

8. **Adjournment** – Moved by Hal Parker that the meeting be adjourned, and President Ernie Coles declared it so at 8:41 p.m.