

Norway Bay Municipal Association
Annual General Meeting 2018 Minutes
12 August 2018
Centennial Hall

Liam called meeting to order at: 10:14 am

Liam requested that the agenda item of Registration Director be crossed off the agenda and that Swim Director be added to the agenda.

- Motion for approval by Gill Eagan, second by Pat Lydiard

Motion for approval of 2017 AGM minutes by Gill Eagan, second by Michael Harb

Presidents Message - Liam McGahern

I'd like to begin by thanking all the directors of the NBMA. I was a bit nervous about taking this position on, but all the members of this board have made my job quite easy. This board functions well, we get along and we resolve our tasks and issues together. We had our NBMA board dinner the other night, and with drink in hand we started making plans for next year.

People have stopped me on River Road all summer long, ask how the job is going and thank me for taking it on. I answer, I have the easiest job in the NBMA. It's the directors who do all the work. I won't thank them individually, but I really appreciate their support and trust. From field sports to facilities, to "swag sales" all of these directors work really hard to make the nbma great. I'd also like to to acknowledge the spouses and partners of the board members whom im sure have to listen to all the nbma talk all summer long.

I would like to acknowledge the hard work of Brian Booth. Since I took over last summer, we've had a few financial problems, none of our making. These two problems have been very timing consuming, involving hundreds of calls, emails, and trips to Shawville. Its been a very frustrating process, often leaving me banging my head on my desk. We're lucky to have an accountant as a treasurer, and I thank Bryan for his patience, guidance and hard work. Also thanks for hosting and feeding us at the nbma board dinner. It was delicious.

I'd like to thank Kim Drummond for her two hard years as Registration Director. I'm disappointed to lose her, but I'm grateful to all the hours she gave us.

Paul Fraser, our Social Director is leaving us. After the open mic night, Paul texted me to say sales we're up 25% year over year. I responded great, "do that for the dance, and he did". Norway Bay is full of swimming and running records.... Paul Fraser now holds the record for the most financially successful dance in the history of the NBMA. The Dance also falls on his and Kim's wedding anniversary, so a big thanks to Kim as well. On behalf of the 600 plus people who attended thank you.

Thank you to Dorothy Cowley and her team for the Norway Bay Garage Sale, which keeps growing every year. We appreciate the support. Sarah Murray, thank you for your work as Arts Coordinator, and for making Norway Bay more colorful. Thanks to Don Burke for the continued legal counsel. Thanks to Brad Kinnaird for his continued support when we have questions about the online registration system. Thanks to Val and Andy Henderson for continuing to be a vital piece of Norway Bay. Marc Richard! Sound Guy extraordinaire. Thank you so much. Marc is at every event in Norway Bay. He provides us music, makes announcements, Sings of Canada, and has to carry around and store all the sound equipment. Thank you.

Trish Lynch - Thank you talking me into this. Seriously. Trish calls me all the time "I don't know if you saw this..." "I just heard that..." "You may want to..." and then she says I don't want to tell you what to do, but I thought you'd want to know. Thank you for sharing with me your nbma wisdom. I've got two more years as President, and I will continue to count on your support!

Finally. Thank you to all the other volunteers who help the rest of the board at all our events and programs. Your help and support makes all this possible.

Financial Report - Brian Booth

These statements are interim only as year end is December 31. Numbers will change but not significantly. Actual amounts to date (no estimates) compared to 12 months from last year.

This is a record revenue in NBMA! Total revenues are up \$4,500 or 4%.

Significant item - Wages and statutory employee benefits total \$54,600 because of Quebec minimum wage increase from \$11.25 to \$12.00 per hour (6.5%), impact on us \$2,708 (3611 hrs @ .75)

To offset wage increases we raised swim fees this year. Swim revenue is up \$3,200

Membership is down - 21 people haven't paid (\$840)

Dance revenue is up \$3,500, partly due to increase in entrance fee from \$5 to \$10 (or approx. \$2500)

Expense items generally consistent other than wages/EB and Hall maintenance. Hall expenses are up \$1,250 due to storage room

Bottom line surplus (profit) \$1,340 and members equity (net worth) \$33,010

Visa/Mastercard still owes us approximately \$5000 from May and legal action may need to be taken. When we closed the bank account the company tried to deposit the \$5000 to that account but because the account was closed its now sitting in limbo

Bank account was changed because of fraudulent activity 14 cheques were processed totalling \$25,000. We didn't lose any money as the bank has reimbursed us the money.

Question: Sarah Murray - Was anyone prosecuted? Brian Booth - No because we didn't actually lose money.

2018 Program Staffing Report (Swim/Field Sports/Canoe-Kayak)

Prepared by: Ann Arden, Tom McFadden & Peter Niedre

All program directors were very pleased with our staff for 2018. Thanks to our supervisors and lead instructors for running a great program this summer!

In the 2018 application process, we used a Google Form again to collect and manage information about the 55 applicants to all programs. In addition to the Google form, all applicants must still send a resume/cover letter to nbmajobs@gmail.com which allows us more information that we access as needed.

A reminder that proof of all qualifications required for offered/accepted positions must be send to nbmajobs@gmail.com by May 15 each year. If qualifications are not complete by this date, applicants are asked to send an email by May 15 with their plan for completing qualifications by the start of programming. All positions are contingent on proof of qualifications and uniforms cannot be handed out until this is verified.

This year, for the second time, we offered a standard first-aid, CPR-C & AED course in Ottawa in May that was offered to all NBMA swim/field/kayak staff and this was well received. We plan to offer this again with the addition of a recertification option, if numbers warrant (minimum of 5 participants). Please contact Ann Arden (ann.evans.arden@gmail.com) if interested. A reminder is sent out to all staff in the spring.

Despite record application numbers, we were able to get paid staff offers out a few weeks earlier than we did last year. Staffing volunteers was tricky this year since so many applied to multiple programs and this required intensive collaboration between the swim, field sports and canoe-kayak directors. The staff + volunteer totals for each program were: Swimming (26), Field Sports (20) and Canoe-Kayak (11).

The supervisor/lead instructor positions (for swim/field/kayak) are interviewed by two directors and for 2018 this involved nine 30-minute interviews.

New for 2019, we are asking all PAID staff in swimming, field sports and canoe-kayak to get the Making Headway concussion awareness certification. This is a free online course (60-90 min) available at: <https://www.coach.ca/concussion-awareness-s16361> (select the "Sport – Generic" option).

Questions:

Sarah Murray - How many kids volunteered this year? Ann Arden - Of the 55 applicants more than half were volunteers.

Michael Harb - Would it be better if people applied for pool rather than apply for all the different pool jobs? Ann Arden - Maybe we could look into something like that and tweak the form.

2018 AGM Aquatics Report - Ann Arden

We were very pleased to have Natalie Graham as our swimming supervisor this year. She has lots of experience at Norway Bay, as well as working at City of Ottawa pools. Thanks again to Ken Bernard at the team that puts the docks in, and to Jodi Ladner for updating the Google Form and her work in ordering staff uniforms. Thanks as well to Joel Yach for storing our equipment and to Christine Pelletier for being our examiner for Bronze Med/Cross. Thanks to Bristol as well for the new wooden “deck” at the far end of the pier.

Program Updates:

New: Power Swim

We introduced a new “Power Swim” program this year targeted at 13-17 yr olds who do not have many NBMA program options. We ran it on Tues/Thu/Fri from 3:00-3:30 pm which kept it separate from the Mon/Wed adult swim in the same time slot. The aim was to provide a cardio workout with lots of laps, plus some core and strength. It was well received and had 4-9 participants in each session. We ran it for free this year as a pilot. For next year, we will expand the program to run five days a week (M-F, 3:00-3:45 pm) and the cost will be \$60 for the summer, or \$10 per week.

Change: Bronze Star Pilot

Due to several requests, we will pilot running our Bronze Star as a three-week program in 2019. The Lifesaving Society requires 12 hours for this course, so it can be run over three weeks at one hour per day. We will offer an exam during week 3 for participants who feel ready for it, and another exam during week 6. The physical requirements for this course are quite challenging for young swimmers including a 400 m swim in 12 minutes, 3 minutes treading water with 1 min holding a 10 pound weight and a 100 m swim with a rope tied to a flotation device that includes four strokes (lifesaving kick, front crawl, back crawl and breaststroke). We have had good success in the past running this as a six-week program, but the week 3 exam will give an option for swimmers who want to attempt completion in a shorter time period, while still satisfying the hours required by the Lifesaving Society.

Change: Swim Assistant

We are formalizing the past practice to have assistant swim instructors be minimum 15 years of age. There have been changes in Red Cross and Lifesaving Society certifications that can result in much younger children getting the qualifications we require for assistant. In the past, the Red Cross instructor course required participants to be 15 years old to begin and this is the case in the City of Ottawa. Swimming volunteers in their first year will work in the beach lessons and may be able to help with afternoon pier lessons in their second year.

Change: Adult Swim

Due to several requests, we will increase this program to run five days per week next year (M-F, 3:00-3:45 pm) and charge \$38 per week. Participants may also purchase/use aquafit tickets for the adult lane swim.

Aquafit/Adult Swim/Synchro

The aquafit program was well subscribed again this year with the 1:30 pm class going over 16 participants on a few days. Priority is given to participants who register for the full week. Aquafit tickets were very popular again this year. We printed a first run of 200 tickets that ran out very quickly, so we printed a second run of 200 tickets. We will print 450 tickets for 2019 and these are stored with the Treasurer since they have monetary value.

Synchro was coached this year by a national team athlete and the participants really enjoyed it. We hope to increase numbers next year and will ask instructors to reach out to swimmers who may enjoy the program. Young swimmers are encouraged to participate and we suggest a minimum age of 8, but feel free to talk to the synchro coach about participation. Both boys and girls are welcome to participate. Our synchro group shows off their routine to start the Swim Races event.

Adult lane swim had a core group of participants. As mentioned above, we will expand the program for 2019.

Beach Lessons

Beach lessons had about the same participation rate as last year. Our youngest swimmers are in Starfish and the recommended age is 4-12 months with parent/grandparent/guardian (age 18+) participation.

Pier Lessons

We had lots of participants including several classes that had to be split (level 5 and Bronze Medallion in particular were way up – we had 16 swimmers registered in Bronze Medallion this summer). Reminder that Bronze Med/Cross can be recertified by signing up for weeks 5/6 and taking the exam during week 6.

For Red Cross Levels Swim Kids 1-10, all programs require 10 hours of lessons. Report cards are normally issued on the Fridays of weeks 2, 4 and 6 of programs. If a swimmer is participating for two weeks but ending on weeks 3 or 5, please let the swim supervisor know so progress can be tracked between two different sessions/instructors. For Lifesaving Society of Canada Bronze Med/Cross classes, 20 hrs of instruction is required. We have an external examiner who travels up from Ottawa to run the exams at the end of week 6.

Private Lessons

We continue to offer private lessons in the 3:00-3:45 timeslot. These are arranged by speaking to the swimming supervisor at the pier. We had six swimmers participate this summer.

Staffing:

Swimming is an expensive program to staff. This year we had \$36,412.73 in expenses compared to \$34,625.00 in revenue. A loss of \$1,787.73.

We continue to adhere to a staff structure of one supervisor, 8 full instructors (6 weeks) and 4 assistant instructors each week (usually 6 assistants at 4 weeks each for afternoon classes 1:00 to 3:45 pm). We accommodate all qualified volunteers at the beach lessons (11:15-11:45 am). Staff evaluations are done by the swim supervisor each summer and inform staffing for the following year.

Questions:

Sarah Murray - Because of heat there is no shade at field sports and at the docks. I'm wondering if something could be done for the health and safety of the staff. Ann Arden - we have talked about a few options. Anything that you put on the docks can fall and hurt someone (ie umbrella with a base - if wind picks up the umbrella). I usually buy sunscreen for the swim instructors in case anyone forgot theirs. I also brought down my cooler to the pier. Paul Fraser - There are lots of tents that can be used, they can roll up and be carried on a bike. We encourage kids to bring up water bottles. A water cooler was purchased to be kept at the hall. Stock water at the hall. Liam McGahern - Permanent shade options have been discussed and we are looking into it.

Pat Lydiard - Would it be possible to have an Aquafit membership? In City you pay a membership price and get flexibility and programs. Ann Arden - There is flexibility of when to attend aquafit (morning or afternoon). We lost \$1700 in aquatics this year. 5200 aquatics revenue to 5600 this year. Liam McGahern - the City programs are subsidised by the City whereas we are a cost recovery program.

Trudy Drummond - The programs being offered are awesome.

Field Sports/Arts and Crafts/Tennis/Basketball - Tom McFadden (Read by Debbie Brasil)

This was my 2nd year as Director of Tennis and Field Sports, Arts and Crafts including Toddler Nights and Movie Nights. This year we had a record number of applicants, 30 in total. 10 paid staff and 20 volunteers were placed on a rotating schedule to complement participation levels which were down from previous years. Staffing is based on projected participation levels which continued to increase from 2015, 2016 and 2017.

Our Tennis goal for 2018 was to have the program continue to be self supportive which was achieved for the first time last year. While the Arts and Field Sports programs remain partially funded by the membership dues and social events. The idea being that these two basic programs are fundamental to Norway Bay, and form part of our culture here.

Field Sports was run by Nathalie Harb this summer. She had 4 full time staff for the 6 week program and oversaw 16 volunteers. The staff this year was a little older and more experienced than previous years. Nathalie and her staff were well organized and put on a great program. Participation was down this year to 45 participants/week from about, 59 participants/week in 2017. There appears to be a shift in demographics at the Bay. I will keep the staffing at 1 supervisor and 3 fully time positions next year and engage part-time instructors only when required.

As always "SUPER" Ken Bernard has been extremely helpful to the parks program this summer. Ken single handedly build a large storage cupboard to house and organize all the sports equipment and movie night sound system. Standard Operating Procedures were developed at Centennial Hall regarding the storage and deployment of the AED during all Field programs.

The **Basketball** program was run by Bridget Moore and Roberto Harris-Mostert. Participation was down slightly from last year with approximately 6-7 children per session. Basketball remains self supportive with a profit of \$58.00. Feedback from parents was very positive regarding the quality of instruction.

Arts and Crafts, including Toddler Night, was run by Jacob Brasil this summer. He oversaw up to 10 volunteers, he would use other staff from Field Sports when required, like on Tie Dye Day. We prepared crafts for about 30-40 children each Wednesday with the exception of Tie Dye Day where there were about 120 participants. Tie Dye Day was moved from week 3 to week 4 this year to accommodate musical theatre. I re-supplied beads, string, ribbon, paint etc this year bringing the total cost of the program including wages to about \$1600 which is down from last year. There is no revenue to offset this. This is just something that the NBMA offers to all of its members. Once again there was no supplemental fee for tie dye, all materials for 120 participants was supplied by the NBMA.

At **Friday Night Movie Night** which was also run by Jacob Brasil who has a talent for audio visual functionality, which makes him a fantastic asset in the Bay. We cut 1 movie night out this year to accommodate musical theatre. This brought us to a total of 4 movie nights this summer. Field staff and volunteers served popcorn, hotdogs and juice. I am certain many parents appreciate this part of the NBMA programming. The kids love it, and I think many parents take advantage of this meal out of the cottage each Friday for their kids. Movie night is something that we offer our members and this cost is offset by membership fees.

The **Tennis Program** was run by Karim Harb and Roberto Harris-Mostert this summer. They had 1 part time staff and oversaw 5 volunteers. Weekly participation was at about 29 children each day this year, which is down from 35 children last year. The result was revenues of \$3495.00 and expenses of \$3832.00 resulting in a loss this year of \$337.00. In 2017 we had a

profit of \$136.00. Had enrollment remained the same we would have been ok. I will keep the staffing at only two full time positions next year and engage a part-time instructor only when required.

I would like to take this opportunity to thank the staff leaders that made this summer a success. It is the dedication and effort of youth like Nathalie Harb, Roberto Harris-Mostert, Bridge Moore, Karim Harb, and Jacob Brasil as well as their staff and volunteers that really make these programs work. Myself and the other Directors made it clear to them at the start that their responsibility to be a positive role model does not stop at the end of their shift. There are hundreds of little eyes that watch them every day, all day long, both on and off the job. With all the benefits of summer employment in the bay comes enormous responsibility. These youth and all their staff more then met that challenge and I am very proud of them all.

Questions: Sarah Murray - suggestion that arts/crafts and toddler nights be put on the calendar as some people didn't know when these are. Paul Fraser - The calendar is pretty small and can be expanded. We are looking at having more permanent spots of where to place announcements.

2018 NBMA Canoe Kayak Program Report - Peter Neidre

The Canoe Kayak Staff:

The staff this year was one of the most dynamic and diverse the program has had in the 5 years of the program. It was great to have a wide variety of athletic experience on the team. The relatively new team brought some fresh and new ideas to the program. Our Canoe-Kayak staff was led by staff supervisor Bryanne Dawson, who has been with the program for 4 years. Other staff this year included full-time staff Nico Ouellet, Mark Randazzo and Maura Mclean; as well as part time staff Nick Lindsay, Gabrielle de Courville Nicol Baril and Reece Bastien. The program also brought on many new volunteers this year:

Amy Harris Russell Niedre Will Harris
Camillo Harris Josh Lindsay

Thanks very much to all the staff this year for their hard work and dedication.

Participants:

Total revenue from participants was slightly down from 2017 (\$100.00). Total number of participants for the 6 weeks were as follows across the 3 programs:

Age Group	7-8	9-10	11 – 14
Total Numbers*	55	72	61

How largest drop in numbers was in the 11-14 age group, and more specifically, with the 12-14 year olds. Although 61 “registrations” were reported, this only included 3 -4 12-14 year olds. There was a significant reduction in numbers in this age group from last year. The 9-10 year old age group was very strong for the season. We also continue to attract kids from the Bristol community for the program.

Note: Total Numbers means total number of registrants (units). This does not necessarily represent individual participants.

Income vs Expenses

One of the goals of the c-k program this year was to try to break even with revenue from program fees and other grants, and instructor wages. The canoe kayak program took in approximately \$8015.00 in program fees (individual plus the day camp). Canoe kayak registration, and thus generated fees, were down slightly from 2017 by approximately \$100. This was a reflection in the reduction in the numbers from the 11-14 age category, compared to previous years.

The program also received a \$2500 grant from the Government of Canada for a Canada Summer Jobs Grant, and \$335 from the Shawville RA day camps, whose kids participated in programming twice (see below). Total revenue was approximately \$10,500 for the year.

The programs total expenses for this year was essentially staffing only, aside from some minimal maintenance costs and gas for the motorboat. The total expenses was approximately \$11,985.96 (a lot is towards boat depreciation – did not purchase any new equipment); \$8,835.20 in wages (not including all other contributions) and equipment depreciation.

The program also received, as a donation, 5 boats (3 kayaks and 2 canoes) from the Carleton Place Canoe club. Many thanks to them for their contribution!

Programs:

This year, we ran a 7 a-8 year old program, a 9-10 year old program in the mornings, and a 10 -14 year old program in the afternoons (1-3). We did not run the adult dragon boat, nor drop in paddle programs this year. Over 2014 - 2015, members / participants continued to decrease, and it was not financially feasible to continue running the programs, with little income. We hope to bring it back next year. We utilized the Canoe Kayak Canada technical checklists to provide report cards to participants based on their skill level.

The Shawville daycamp also came back to the Bristol beach to access our programs on 2 occasions. The camp brought 67 kids (total for 2 days), on July 26 and August 7. The day camp children came to the beach for 4 hours. They all received 1 hour of dragon boat instruction, 1 hour of swim instruction, and 2 hours of lifeguard supervised beach time. We hope to continue the relationship with the Shawville daycamp, and continue to bring them to Norway Bay, as well as engage in the Lusville RA program. They generated interest, but we could not settle on a

date for the summer. The program is always looking for other daycamps to provide programs to as well. This is great community outreach to promote our programs, and provide water safety, and skills programs for many people in the surrounding communities.

Regattas:

Norway Bay Regatta

This year, approximately 70 – 80 participants participated in the regatta. It appears that the regatta is drawing more kids than adults. An added feature this year was the addition of a second dragon boat race, which saw some great head to head racing action, fostering the team concept of canoeing. This drew more adults, and we were able to have 3 full crews competing against each other. Thank you to Ottawa River Canoe Club for the use of their Dragon Boat for the regatta. Many thanks to everyone who helped with the regatta – Niedre/ Bastien / Maloney families with marshalling kids, the BBQ, starting races; Marc Richard with the music and MCing, Mark Harris and Doug Lawson for moving all the tables and BBQ, and Stephanie with the points cards. Thanks as well to MP William Amos for attending the regatta. A final note, the Farmers Market also helped create a larger buzz around the regatta. We hope this continues next year.

Cascades – Lucy Slade Regatta

Unfortunately this year, with the timing of this regatta, we did not have the opportunity to attend like last year. We hope next year to attend this regatta, and hopefully 1 more. This will be an added addition to the program.

Next Steps / Next Year

1. A significant gap in 12-14 year old participants in the program. This is also reflected in the other sport programs. The program will need to look at new ways in attracting this age group to the canoe-kayak, offering different disciplines or programs.
2. With the removal of the adult dragon boat and paddling program 2 years ago, and drop-in sessions, we continue to receive many enquiries about bringing them back, or why they were not operating. Next year, we will revisit this, and perhaps take a different approach to providing adult paddling programs, as well as drop-in programs. The addition of Stand Up Paddling next year may spark interest in other adults coming for PAddlefit programs.
3. Regattas and Regatta Hosting:

We did not compete at any outside regattas this year. We received some positive response for going to a regatta last year, that this should be revisited. I'd like to continue to provide

these opportunities next year, and will look at local races in the west Quebec and east Ontario region that the NBMA can access.

There are also many smaller, dragonboat regattas in both Arnprior and Constance Bay that the NBMA could look towards participating in. This can be explored for next year to enter a crew.

4. DayCamp Program:

Some local residents have expressed some feedback that there are a lack of programs in the area between the end of St Jean Baptiste, and July 1, for Quebec residents. We would like to explore a “pilot” project of offering a day camp for the week of June 24-29 2019 for Bristol and Shawville residents. We think this would be a great outreach opportunity, and opportunity for day camp for kids.

5. Equipment:

Aside from acquiring 5 boats by donation from Carleton Place Canoe Club (with some TLC to fix them), we have not purchased new equipment in 3 years.

For the program to expand, and to provide more skill development experience, we do need to look at purchasing more equipment, especially for older participants. This will help in providing more diverse experiences for the paddlers next year, and provide more opportunity. I will continue to explore potential grants that exist to purchase more equipment for the program. Of note, here are some boats and equipment we should be looking at purchasing:

Stand Up Paddle Boards

- recreational Canoes and paddles

- A few larger kayaks

“Wing” Blade Paddles

- Development K2

This is year 1 of my 2nd term as director of the program. I have really enjoyed this summer, and seeing many kids out on the water, and our instructors and volunteers develop their leadership skills. Lastly, I want to extend a special thanks to Ken Bernard for helping with boat moves, included the dreaded dragon boat launch; and Liam McGahern and the board of directors for their support.

Questions: None.

Suggestions: Sarah Murray - Comment: With having a 13 year old who is volunteering and then kayaking he was very tired and didn't have the energy to do anything else or participate in any other activity.

Michael Harb - Could we set up team training for dragon boat races rather than only family or east/west races? Peter Neidre - We can look at doing something like that.

Membership/Registration - Kimberly Drummond (Read by Liam McGahern)

This summer's incredible weather did not translate to an increased number of Memberships. Our active members declined from 309 last year to 274. Thankfully our registration numbers remained strong. A very big thank you to Debbie for your hours of help this summer with registration events and data entry and to Liam and Brian for your greatly appreciated support as well. The programming, participation and enjoyment of the NBMA is incredible. I am passing on the baton a year short of my three year term as my summers in the Bay come to an end this year as my youngest graduates from her years of NBMA summer employment. Thank you for this unique opportunity. I have learned a great deal the past two years in this role and have gained many new friendships to treasure. Please speak to Liam if you would like to discuss taking on this most needed and valuable role in the NBMA.

Questions: None

Communications and Branding - Jodi Staples-Ladner (Read by Liam McGahern)

Communication channels used include website, signage within Norway Bay, direct email and social media. We used a combination of all channels to best communicate to members. We received many Questions about arts & crafts, toddler night etc, which means next year we need to do a better job of communicating those programs. Many emails are also received about registration issues and swimming lessons.

Branding and branded apparel - we commissioned a new logo, "Give'r at The River", which in its first year was popular enough to tie the NBMA logo in sales numbers! It was commissioned as we were reaching market saturation levels with the traditional logo and felt that the younger community was looking for something fresh. Tons of positive feedback, people were very happy with the logos and the quality of merchandise.

Apparel sales remain strong. Baseball caps were also commissioned this year and all 48 caps immediately sold out. We'll be doing a limited run of caps every year, as we know not everyone will buy a cap every year. This year we also introduced stainless steel insulated stemless drinkware, which also sold extremely well.

Questions: None

Bristol Liaison

Deb Powell was absent and didn't have anything to report.

Social Director - Paul Fraser

Strawberry Social

The Strawberry Social had a reasonably good turnout given the extreme heat we experienced on the opening weekend, but attendance was down over previous years. Linda Dent graciously offered up her property again this year – providing 3 separate areas for the mural painting, kids quiz and the strawberries and treats. Our profit was minimal after costs due to the lower turnout.

Recommendations/ Next year: We may want to consider having the Strawberry Social event in alternating years and adding in a different event. This could be a family BBQ at the park/ hall and/ or a return of the Canada Day Dance. The dance could be simplified by having a venue like Pine Lodge host/ manage and the NBMA simply sell tickets at \$10 (i.e. NBMA would keep the ticket money and Pine Lodge would get the bar.) A bus could be arranged to collect and return people to/ from the Bay continuously running.)

Questions: Sarah Murray - Maybe we can have a family dance? Paul Fraser - Earlier planning needed as dates are set early.

Big Chili Cook-off/ Horseshoe Tournament

The Chili was well attended this year grossing about \$2500 – the same as 2017. This usually generates \$1000-1200 in profit. Participants seemed to really enjoy both the Chili Cook-off and the Horseshoes. I received many positive comments and interest in the event again in 2019. We had new horseshoe winners and kids locked up the food awards for the second year in a row.

Recommendations/ Next year: The biggest challenge with the event is determining the number who want to participate in the Chili Cook-off and those who want to eat. This issue was mitigated the last two years by adding chili-chees-dogs to ensure everyone has enough to eat.

Open Mic

This year's Open Mic brought in a great mix of past and new talent. The event continued past 12:00 am and beer/ wine sales exceeded last year's numbers – grossing approximately \$1700. Marc Richard did a great job managing the performers and MC role.

Recommendations/ Next year: Marc Richard and Kirsten Starr have indicated they are interested in managing the event for next year.

Regatta Dance

The Regatta Dance was a tremendous success this year with well over 500 participants. The Dance grossed approximately \$12,000. More importantly, those who attended had a great time and were very well-behaved. The Dance featured the Start again this year and as usual they rocked the house until 2 AM. We hired more staff this year – 2 bartenders inside, 1 bartender outside and two bouncers at the door checking ID and wristbands. I would also like to thank all the many volunteers who worked the door, drink tickets and the hotdog tent – much appreciated.

Special Note: Carrie and Tom Bothwell graciously fed and housed the band this year, which the band really appreciated. Thanks Carrie & Tom!

Recommendations/ Next year: The dance is a very large event. Hiring of staff has helped reduce the effort but splitting the dance into 3-4 roles (ordering/ pickup supplies, setup, tear down, management of event) may help reduce the taxing affect on the director/ coordinator of the event.

Bingo

Kelly Major & Warren Newberry have done a great job organizing this year's Bingo – as they have done in past years. We made \$685.

No other update as the event has yet to occur.

Recommendations/ Next year: No changes needed to this fun event.

Final Comments

I have performed the role of Social Director for the last two years and I have decided to resign my position as of the end of the 2018 AGM. I believe I have made a number of positive contributions during my term:

Worked with my fellow Directors to adjust program fees to ensure our programs are (or are close to) self-funding. These changes are challenging to make and were introduced through the efforts of current and past board members. It is important that as non-profit organization that we remind our members that we cannot operate in the red and that we must adjust our fees as required (e.g. minimum wage changes, additional staff, etc...)

Re-filed our Quebec NEQ business number filings to correct our business status - i.e. association to non-profit. This correction eliminated the many challenges we have had securing our liquor permits over the last few years.

Created electronic copies of documentation required as part of our liquor license applications that will facilitate future filings.

Improved the profitability of 3 key revenue generating events (Chili/ Horseshoe, Open Mic & Regatta Dance) – helping to ensure the NBMA can build reserves for future costs (e.g. equipment replacement, hall renovations/ up-keep, damage, shortfalls, etc...)

Purchased 3 tents for use at our NBMA events and added a refrigerated water cooler at Centennial Hall.

As part of my transition, I plan to continue helping run the Chili/Horseshoe event in 2019 and have two individuals interested in running the 2019 Open Mic. I will also be providing an electronic summary/ FAQ for each social event, to be passed to the next Social Director. I have enjoyed the experience of working with my fellow directors and all the great people who volunteered their time over the last 2 years

Have a registry program so that people are aware of what the NBMA needs are.

Regatta - Mark Harris

Regatta is an event that is steeped in tradition. We have lots of hands to help out and lots of happy kids.

The weather was unbelievable this year.

Mark and Stephanie are looking forward to coming back as Regatta directors.

Some coordinators have left but those positions have been filled almost immediately.

Questions: Pat Lydiard - Would it be possible to have an over 65 category, for example in the long distance race? Mark - Absolutely. Done!

Facilities Report - Ken Bernard

My Facilities Directorship ended last year. My preference at that time was to move on and have someone else take on the roll.

It did not happen.

As a result, I resumed the position in the Spring 2018.

We had some issues this Spring right from start up. Our water pump had to be replaced and as well a foot valve that someone decided they had more use for it than the NBMA did.

The pump valued at \$300 was donated by Clarence Tollman. Thank you Clarence.

Total water system repair was in the \$700 range.

The floors were so badly stained with ground in dirt that they could no longer be cleaned. We had to have someone come in and scrub the floors with an industrial scrubber. The floor, at least now, is cleanable. Costs was \$300.

Every Spring, the Park must be cleaned up and the grass mowed. This year, the cost was \$700. And I received several complaints that our hayfield is unsightly and should be mowed more frequently.

A ladder had to be extended at the swimming docks to accommodate the aqua fitness folks. Cost was \$125.

We need better ventilation in the hall.

Thank you to the Josh Beardsly family who replaced the basketball rings and nets.

Our infrastructure needs repair. Look at the eaves and soffits as you leave the building. They are rotting and should be replaced and painted.

I have had requests to expand the stage.

We need more storage area.

People would like to see our trees carved.

The parking lot needs to be upgraded, either with new gravel or pavement.

Our current internet does not meet our needs.

The fence around the property is rotting.

Away from Centennial Hall, our swimming docks may need some attention. There was a lot of scaling that came off this year. I spoke to Grant Wosley about this and he suggested that we may want to have the floating tanks checked for weak spots.

In conclusion, the NBMA needs a good influx of money. Where is this money going to come from? There are numerous grants from all levels of government that are available. We need someone from our NBMA community to volunteer and diligently search out these grants.

Questions: Sarah Murray - comment: Ski Pontiac is looking at applying for a grant that would help build a facility that could be used by both them and us. Ken Bernard - It would need to be clear that the NBMA would have full use of it during the summer months. Paul Fraser - We could create a registry and make a go fund me page to collect funds for what is needed at the hall.

Musical Theatre & Arts Program - Sarah Murray

Musical Theatre

This is the third year of the musical theatre program. It runs for three weeks at \$30 per week. Lead director Maya Harris-Harb and volunteer Katherine Harb worked with 25 youth aged 6-13 on the Newsies Workshop.

The final performance was outstanding and the hall was packed again with many people standing for the entire 45 minute performance. \$420 was raised in donations at the door which paid for most miscellaneous expenses. The program after payroll deductions was well in the clear.

Our plans for next year are to expand the program to four weeks and to increase the weekly fee to \$40 in order to hire an additional staff member. Maya will become the supervisor of the program, with a paid assistant. We will still hire a volunteer who will be trained to fill the role in the future. In this way, we can have a legacy plan for when Maya leaves our program.

We will also raise the age limits of the program to age 7 to 14 to reflect the need for younger participants to be able to read the script and lyrics without assistance AND to allow more options for the 12-14 year olds who may not be working or volunteering in the bay.

Next year I will also be looking for another parent to take over the coordinator position so that I may solely focus on the art program.

Art Program

Enrollment in the courses is up from last year from 35 to 60 participants over five weeks.

The Get Art artists offered a weekly workshop on Thursday from 4:30-6:30 at Centennial Hall. This did coincide with the Musical Theatre program. Due to the wonderful weather, we were able to share the hall by setting up outside under the pines with the final class being held in the carport of my cottage due to the Open Mic setup.

Next year, we will offer courses on Tuesdays to avoid any future conflicts with the Open Mic.

This fee structure of the program was restructured from last year so that the artist is paid a fixed hourly fee plus material costs per participant which results in the NBMA making some money on each course depending on the number of participants. These funds were reinvested in additional art projects such as the mural on the field sports cupboard and the watercolour workshop for members.

We also plan to advertise additional personalized courses for adults who wish to deepen their study of art. There has been a request to create a three to four week developmental art course for adults who wish to learn more about watercolour painting techniques.

Tom McFadden has asked me to take on Art and Crafts and I have accepted. I will work with the Get Art artists to coordinate sessions that will complement the art classes. The teen leads have requested that Tie Dye take place earlier in the season to allow children to wear their shirts throughout the program. We will hold this popular event Week 3 again next year as the production week for Musical Theatre will now be week 4.

I would like to thank the Sterling family who came to the hall with the intention of doing an art class and instead accepted the invitation to paint the mural for the Field Sports equipment cupboard. Kate Aley's free watercolour workshop was wildly popular with over 45 members participating over the course of the two hours resulting in an emergency run to my cottage for extra brushes. Over twenty participants submitted work for the Norway Bay Historical Society

calendar. Youth aged 6-16 may still submit work for the calendar to my email which I will repost on the Norway Bay Facebook page.

Anecdotally, the art program has a great deal of support from members who say they are grateful to have the opportunity to create and make art on their holiday. The Big Art Show was well attended with positive media coverage in both the Pontiac Journal and Equity. We are also fortunate to have many willing and gifted artists in our local community to offer these opportunities. It is another way we can bring local residents and cottagers together.

Thank You to the NBMA executive and community for continuing to support the musical theatre and art programs.

Questions: None

Election of New Directors

a. Swim Director

Pat Lydiard put her name forward.

Ann Arden nominated Pat, second by Ken Bernard

b. Social Director

No one put their name forward

Position not filled

New Business

- Now that Ann is no longer a member of the board, she is willing to pursue grant applications in order to help secure funds for capital improvements.
- Gill Eagan - Surprised that we don't have a reserve fund for Centennial Hall. Brian Booth - We have net equity. Nothing designated specifically for the hall or any other repairs.
- Gill Eagan - Is there a labour law for what age children can work? Brian Booth - We pay for Workers Comp for all our staff.
- Sarah Murray - Would it be possible to have a bike rodeo, to teach kids to ride bikes safely? Paul Fraser - We don't want to lose our licence/insurance if we take on this responsibility and it's really a Bristol issue not an Norway Bay issue. If we do anything it can be interpreted that we are taking on responsibility for bike safety.
- Trudy Drummond - Do you send out highlights of programs and what may be needed or worked on next year at the end of the season or in the fall as a thanks? Liam McGahern - That could be something that we do in the fall. Paul Fraser - Maybe at Thanksgiving to say Thanks!
- Paul Fraser - Would like to take out the donation online and have a registry of items that we need for the NBMA so that people know exactly what they are giving money towards.

- Drummond - Membership fees have been \$40 for years, should they not be increased?
Liam McGahern - Feels that this should be announced prior to meeting for transparency.
Mark Harris - Feels that we should put it to a vote.

Motion: Increasing the membership fee by \$10 and earmark it towards capital improvements.

Motion by Gill Eagan. Second by Sarah Murray.

All in favour - motion passed unanimously

New membership fee is \$50.

Brian Booth will put the increased \$10 per membership into a separate account for capital improvements.

Meeting adjourned at: 12:28pm

Motion by Sarah Murray. Second by Trudy Drummond.