

Norway Bay Municipal Association
Annual General Meeting 2019 Minutes - DRAFT
11 August 2019
Centennial Hall

Liam called the meeting to order at: 10:11 am

Liam requested a change to the agenda. To make the Arts coordinator into a director position.

Approve motion - Beth McGaharen

Second - Monique Potvin Kent

No objections

Motion for approval of 2018 AGM minutes by John Menilli, second by Trudy Drummond
All in favour

Presidents Message - Liam McGahern

What a strange summer. In 2017, we experience the flood of the century, and then 2019 happened... and the waters rose higher. We were faced with many questions... Would the pier survive the flood? Will the docks ever go in? How would the flood affect the water? Would it be clean or contaminated? Some cottages were damaged, parts of the shoreline has changed, but the pier survived, and to be frank, the water was cleaner than ever.

The NBMA moved into the 21 century, and moved registration online, and although we all feared a backlash, or a drop in numbers, in the end the numbers (in members and dollars) remain quite similar, and saved us about a hundred volunteer hours.

This great board had our annual dinner last week (thank you Brian Booth for hosting again this year), and although we all are a bit tired and weary this time of year, it didn't take long for the enthusiasm for Norway Bay to pick up and we began talking about exciting things we can do make the NBMA better, reaching more people, and continuing the programs and traditions that we are already running.

I'd like to thank this entire board for all their help and support this past year. They all give everything they have to make all of this happen, we work well together, and despite that we have a few changing faces, I have no doubt that will continue.

I'd like to thank Stephanie Brousseau and Mark Harris for all their years of service as Regatta Directors. Steph and Mark have been on the board so long, nobody can remember when they started. Thousands and thousands of participants owe you both a thank you. So for them, I say to you, thank you.

"Super" Ken Bernard is leaving us as Facilities Director. It's tough to lose Ken, and he will be difficult to replace. Every time I turn around to do something, it seems Ken is there helping. If I can begin to rhyme off all he does, we'd be here all day, and it might scare off possible successors. Ken has left us with a plan to extend the life of Centennial Hall, and we will fulfill his plan. Thank you Ken for all the hard work.

Tom McFadden is leaving us as Field Sports Director. Tom couldn't be here today, as he is busy protecting the people of Ottawa, so we will read his report for him later. Tom took over field sports three years ago, and has filled that role well. He brings a positive energy to the board, and we will miss that. Thank you Tom for keeping all those kids, volunteers and staff, going in the right direction.

I'd like to thank Jodi Staples Ladner. For the past several years, Jodi has been in charge of creating and selling NBMA swag. She has spent an enormous amount of time getting logos made, fighting for better prices, and make sure everyone got what they ordered. The net result of all this hard work is that Jodi has raised thousands of dollars for the NBMA, which helps support programming. We've already talked about swag for next year, and although I won't tip my hand, I think next year, might have our most exciting offerings yet.

Thank you to Eileen Barry for running the Garage Sale this year in Norway Bay.

Thank you to Marc Richard for continuing to be the "Sound Guy", at all of the NBMA events.

Thanks to Trish Lynch, for her continued support, reminders and wise counsel as past president.

Thanks and congratulations to Sarah Murray, arts coordinator, for all her hard work and success with the arts program and musical theatre.

I'm a big believer in the NBMA, and with the continued support of the membership, this great organization will continue to thrive.

I think I speak for all of the board when I say, we're ready for a bit of a break, but looking forward to 2020.

Financial Report - Brian Booth

You are looking at our INTERIM Statement of Revenue over Expenses for the current fiscal year up to and including all transactions as of this a.m.

It is an INTERIM statement because our year end is December 31st and at that time we will prepare the formal financial statements, including a Balance Sheet, etc. which will be presented to the Board for approval and then made available to members.

Having said that this statement is based on actual transactions to date, as well as some estimates for certain items we expect to receive/incur before the end of December. For example, included are the full year costs for insurance, property school taxes as well as depreciation on our Fixed Assets. There will inevitably be additional operating expenses that will crop up such as internet and utility costs, etc as well as some smaller revenue items such as membership renewals and sales of NBMA merchandise. As we have said in the past, we believe these statements are 95% plus accurate and will give you a good snapshot of where we stand at this point in time.

We don't have time to do a line by line review of all items in the statements at this time, but I would like to focus on our revenues for the year to date. As you can see there was some slight slippage in the Aquatics Program, but the Park Program experienced some gains, while the Kayak Program held steady. The largest variance this year was with our Social Events with a total drop in revenue of some \$4,000. We believe that this is somewhat attributable to the slow summer start-up as well as the pre-occupation of residents repairing and cleaning-up their places due to the flood.

One item that deserves special mention is the increase of \$10.00 in our membership fees as approved at last year's AGM. You may recall that this approval was conditional upon us using these funds specifically for facility improvements and accordingly you will see that we have included a line item for this in the amount of \$3,050.00. We used \$1,151 of this on refurbishing and upgrading the park equipment.

Once again this year, our sales of NBMA merchandise were excellent, but the main point this year was that our profit margins on same were substantially improved many thanks to Jodi's sales and pricing efforts with Suppliers, as well as better reporting on inventories on hand.

As you can see, there was some further slippage with some of our other revenue items but overall given some of the difficulties experienced in the Bay this year we are quite pleased that total revenues amounted to \$100,100 vs \$103,400 last year.

The bottom line is that at this point in time we have an Excess of Revenue over Expenses of some \$2,100 (or in other words a profit). Albeit modest, one way of looking at this is that we seem to be living up to our legal status/mandate of operating as a NOT FOR PROFIT CORPORATION.

One other item that I am sure will be discussed further by the Facilities Director is that we have recently been approved for a \$9,000 contribution from the MRC for improvements to Centennial Hall. The condition though is that the project must cost \$25,000 so in order to raise our \$16,000 share we plan to go out with a special fundraising initiative similar to what we did a few years ago with the docks.

If anyone has any questions about any of the information presented, please feel free to drop by and see me or send me an email at booth.brian@hotmail.com

Q: Do we have a reserve fund?

A: No, it's not necessary and we don't have a legal requirement to do so. We don't have a lot of money to have a reserve fund.

Q: How do you handle a major expense?

A: We have retained earnings up to \$3300 and we're eating into those. We increase fees every year to replenish.

Q: Do we publish a balance sheet?

A: Our fiscal year ends in December. The income statement presented is 95% correct. There may be some expenses that occur between now and December.

Q: Do members get a copy of the year end financial statements?

A: The Year End Financial Statements are emailed to members in January.

Aquatics Report - Pat Lydiard

My first year as Aquatics Director has been challenging, exciting and rewarding. It has been my great privilege to work with an exceptional group of talented and committed Instructors (7), Assistant Instructors (9) and 10 volunteers, and to witness the joyful faces and skill development of the young swimmers of Norway Bay and environs.

Very special thanks go out to former Director Ann Arden for her guidance, constant support and advice along the way, and to returning supervisor Natalie Graham. They truly were my life lines. Both Ann and Natalie developed so many administrative tools in recent years, to streamline processes and facilitate various tasks, which made the

transition into the role so much easier for me. The continuity, knowledge and experience that Natalie brought to the program were invaluable and much appreciated.

Challenges in the recruitment process were plentiful as applicants missed deadlines for submitting applications and qualifications, failed to read or understand application instructions, were not qualified for the position requested (did not read or understand job spec), and applicants or parents disagreed with hiring decisions.

We saw a slight decline in enrollment in swim programs overall, partially due to the slow start in week one. Thanks to very warm weather, the water temperature rose significantly in the first week and registration seemed back on track in week 2.

Registration trends in 2019:

Bay Babies – very low

Other beach classes – good

Swim kids 1-10 - average 5.7 registrants per week

Swim Patrol - average 2 registrants per week

Bronze – very large number of registrants (15) in Bronze Cross (all passed YAY!!!)

Youth Power Swim – very well attended, 11 registrants averaging 4 weeks each

Aquafit/Lane Swim – new registration system was well received. Guest privileges were well used. 9 season passes were sold, 14 blocks of 15 sessions, 13 blocks of 10 sessions and 22 blocks of 5 sessions. Total revenue \$4,675.

Transitions in 2019

- revisions to job specs re: qualifications and skills inventory added (work in progress)
- introduction of comprehensive, quantifiable staff evaluation forms (based on skills inventory) to support transition to performance-based hiring priority
- introduction of program evaluation survey to measure customer satisfaction with NBMA Aquatics programs
- reduction in uniform costs (for all 3 programs) by eliminating NBMA's expense for personalization of uniforms (savings \$800), and duplicate hoodies for cross program staff (savings approx. \$240)
- transitioned Youth Power Swim from pilot project to regular registration (3 sessions a week, cost \$10/week or \$60/season)
- testing for Bronze Star offered at 3week point in season

Transitions Under Consideration for 2020

- look for potential additional savings for uniform costs ~ look to buy local and better quality materials (not cotton)
- explore options for customer feedback (online form?)

- consider strategies for increasing participation in synchro program
- review communications and application instructions to further clarify and highlight application process
- send an email notice to 2019 swim staff and volunteers re: opening of competition with VERY SPECIFIC INSTRUCTIONS and expectations re: deadlines, resume and cover letter (increased reliance on these documents), provision of updated job specs
- offer season pass at \$45 for Youth Power Swim to motivate participants to register once
- replace ropes and buoys on open water (Aquafit) area outside of swim docks

Results of 2019 Customer Survey Responses

This was a very last-minute initiative on my part and not well planned out in terms of how to solicit responses. I had started handing them out last week and staff helped circulate them on the last day of programming. The form asked responders to identify the program(s) they and/or their family members attended, and to rate their satisfaction of the experience on a scale: 1 (dissatisfied), 2 (indifferent), 3 (satisfied), 4 (quite satisfied), 5 (very satisfied). Two more questions asked what they liked best and areas needing improvement.

Programs receiving the best rating of 5 were:

Beach lessons	4
Swim kids	13
Swim patrol	1
Aquafit/Lane Swim	3

Other ratings were as follows:

Beach swim lessons - one 4 point and one 3 point rating

Swim kids 1–10 – one 2/3 rating, one 4 rating, two 4/5 ratings

There were no “dissatisfied” ratings submitted.

Comments are too numerous to provide specific details. Positive comments were bountiful and very complimentary relating to the instructors, and the program generally. Three respondents felt that the “instructors” (could be instructors, assistants or volunteers) were not fully engaged or adequately attentive throughout the lessons. One person reported great difficulty with online registration process.

I will document all of the comments and circulate to swim staff and Directors for their consideration and comment. Evaluation forms are available today, it's never too late to provide feedback.

All in all, it was a great season! Fabulous staff to work with! Wonderful Board to get to know and work with! Regatta events were stupendous, did my first long distance swim! And I even made my very first tie dye T-shirt. It's all good.

The smiles on the kids say it all!!!!

Q: Would you consider putting the survey online?

A: We're looking at creating a general survey for members. We haven't done one in several years.

Q: Most employers charge their staff for uniforms. Would that be a possibility?

A: We've talked about it as a board and there are various opinions that we're looking at to mitigate the costs.

Field Sports/Arts and Crafts/Tennis/Basketball - Tom McFadden (Read by Liam McGahern)

This is my 3rd and final year as Director of Tennis, Basketball, Field Sports and Arts and Crafts including Toddler Nights and Movie Nights. This year we had a record number of applicants, 33 in total. 12 paid staff and 21 volunteers were placed on a rotating schedule to complement participation levels. Staffing is based on projected participation levels which continued to increase from 2016, 2017 and 2018.

Field Sports was run by Cassidie Bothwell this summer. She had 2 full time staff and 4 part time staff throughout the 6 week program. Cassidie also oversaw 19 volunteers. The staff this year was a little older and more experienced than previous years. Cassidie did a fantastic job with the children and staff, she was well organized and implemented several new sports which the children loved. Participation was down this year to 37 participants/week from about, 45 participants/week in 2018. There appears to be a shift in demographics at the Bay. This year we engaged part-time instructors only when required, which worked well in an effort to keep costs down.

As always "SUPER" Ken Bernard has been extremely helpful to the parks program this summer. Ken is always on hand to improve the facilities for staff and children. The large storage cupboard he built to house and organize all the sports equipment and movie night sound system has been a huge success.

The **Basketball** program was run by Bridget Moore. Participation was down slightly from last year with approximately 4-5 children per session. Feedback from parents was very positive regarding the quality of instruction.

Arts and Crafts, including Toddler Night, was run by Carina Harb this summer. She oversaw up to 10 volunteers, she would use other staff from Field Sports when required, like on Tie Dye Day. Carina prepared crafts for about 20-30 children each Wednesday with the exception of Tie Dye Day where there were about 120 participants. Tie Dye Day was moved back to its original week 3 to accommodate musical theatre. Carina did a fantastic job with the children and staff, she was well organized and implemented several new art ideas which the children loved. There is no revenue to offset the cost of the program. 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 run by Carina Harb and Jacob Brasil. Both Carina and Jacob are hard working dependable employees who take pride in their work. We cut 2 movie nights out this year to accommodate musical theatre and bingo. This brought us to a total of 4 movie nights this summer which ran very smoothly. 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 Jacob Brasil and Marie-Janne Harris this summer. They had 1 part time staff and oversaw 7 volunteers. Weekly participation was at about 39 children each day this year, which is up from 29 children last year. Adult tennis participation was at about 10 per week. The result was revenues of \$3765.00 and expenses of \$3217.00 resulting in a profit this year of \$548.00. In 2018 we ran at a loss of \$337. Enrolment is up and down from year to year. Staffing levels this year appeared to be appropriate. We only engaged a part-time instructor when required and Tennis is again self supporting.

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 Cassidie Bothwell, Carina Harb, Bridge Moore, Jacob Brasil and Marie-Janne Harris 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.

As mentioned earlier, this is my third and final year as a Director. I would like to thank the previous Field Director Andy Moore for establishing a solid foundation to build upon. He paved the way for me, which made the transition an easy one in my first year. I would also like to thank my fellow Directors Ann Arden, Peter Niedre and Pat Lydiard, I would have been lost without you.

I think back 32 years ago when I was a Field Sports Instructor for the NBMA and how the community is still enjoying the same programs I participated in while growing up in the Bay. A big THANK YOU to all the board members for stepping up each and every year, without you the NBMA could not continue forward.

Q: Would you consider creating later programs? For example afternoon tennis for the teens who are participating in morning programs (ie Bronze certifications) and/or volunteering?

A: That could be something that the new director may want to look at doing/creating.

Canoe Kayak Program Report - Peter Neidre

The staff this year was one of the youngest and diverse the program has had in the 7 years of existence. It was great to have a wide variety of athletic, and other work experience on the team. The relatively new team brought some fresh and new ideas to the program, and showed great team dynamics. The staff was led by staff supervisor Reece Bastien, who has been with the program for 3 years as a volunteer and instructor. Other staff this year included:

- Nick Lindsay
- Josh Lindsay
- Karim Harb
- Nathalie Harb
- Carina Harb
- Sophia Harb
- Russell Niedre

The program also brought on many volunteers this year:

Amy Harris	Owen Fraser
Will Harris	Zane Brousseau
Camillo Harris	Thomas Enright
Bruce Fraser	Carly Alexander

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

Participants:

Total revenue from participants was slightly up from 2018. 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*	56	40	30

How largest drop in numbers was in the 7 -8 year age group. There has been a significant reduction in numbers in the 12 - 14 age group from over the last 2 years. We also continue to attract kids from the Bristol and Quyon 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 Canoe-kayak program this year was to try to ensure revenue from program fees and other grants, cover instructor wages and other operational costs. Canoe kayak registration was between \$5500 and \$6000. The program also received a \$2500 grant from the Government of Canada for a Canada Summer Jobs Grant, and \$200 from the Shawville RA day camps, whose kids participated in programming once (see below). Total revenue was approximately \$11,242.00 for the year.

The programs total expenses for this year included staffing, some maintenance costs, new paddles (6) and gas for the motorboat, and depreciation of equipment. Total expenses was \$13, 953.00

The program also received as a donation, a kayak from an NBMA member.

Programs:

This year, we ran a 7 - 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 utilized the Canoe Kayak Canada technical checklists and the *CanoeKids* program to provide report cards to participants based on their skill level.

Additionally, we piloted an Adult / teen evening dragonboat session. These ran Wednesday evenings for weeks 1 to 4. Our best attended evening was 16. The NBMA will review the program, and see if there is interest in making this a more permanent program. Many thanks to Stephanie Brousseau for her outstanding coaching.

The Shawville day camp also came back to the Bristol beach to access our programs on 1 occasion. The camp brought 40 kids on August 2. The day camp children came to

the beach for 4 hours. They all received 1 hour of dragon boat instruction, 3 hours of lifeguard supervised beach time. We hope to continue the relationship with the Shawville day camp, and continue to bring them to Norway Bay, as well as engage with other programs. The program is always looking for other day camps to provide programs to as well. This is a great community outreach to promote our programs, and provide water safety, and skills programs for many people in the surrounding communities.

Lastly, all paid instructors took their NCCP *CanoeKids* workshop on June 29, facilitated by Peter Niedre; and also took their NCCP *Making Headway* concussion eLearning workshop. 8 coaches received their NCCP *CanoeKids*.

Regattas:

Norway Bay Regatta

This year, approximately 70 – 80 participants participated in the regatta. Some modifications were made to the regatta this year with the schedule and races. We reduced the number of kayak / SUP events to 3 (from 6), and included more dragon boat racing. This year we brought in a second dragon boat, 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 in a round robin format. 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/ Russenstrom families, and the instructors and volunteers with marshalling kids, the BBQ, starting races; Jacob Brasil and Marc Richard with the music, Mark Harris for moving all the tables and BBQ, and Stephanie with the points cards.

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. We will review the adult / teen dragon boat free sessions held this year, and see if this is a feasible program for next year.
3. 3 program directors will investigate, and pilot a “Day-camp” for kids who go through programs all day.

4. Equipment:

Aside from acquiring 5 boats by donation from Carleton Place Canoe Club last year (with some TLC to fix them), and a kayak this year from an NBMA member, 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

5. Create a clear, NBMA Instructor “Pathway”; which includes from Volunteer to Supervisor, skills, age, and NCCP and other training requirements.

Thank You: Bristol Municipality for continued use of the beach shed to store boats, Government of Canada and Canada Summer Jobs Grant, Ottawa River Canoe Club for the Dragon boat, Reece Bastien as supervisor, the NBMA board and Ken Benard for support and help moving boats.

Membership/Registration - Cathy Mckecknie

- Total Membership 303 (up from last year 274)
- 71 Memberships were manually inputted by me (33 during the Open House, the rest as a result of Monday nights drop-ins)
- Total Online Membership 231

A great success this year. This year completed the full transition into the online registration model. There were some questions each week, but they were answered in a timely manner thanks to Debbie Brasil who forwarded all membership/programming inquiries to me. Approximately 95% of programming was inputted by Members online, only a small group of members needed assistance to purchase Aquafit booklets and/or programs due to lack of internet access

- A few Memberships were purchased in person from Ruth West and Trudy Drummond at their cottages (may not need to do this next year)
- By going 100% online, it was trickier to make sure that all Members picked up their Registration packages.
- And finally, by going online there were fewer changes with registrants in terms of programming changes and/or asking for refunds (only three cheques were issued)

Nexts steps for 2020:

- Continue to encourage all Members to purchase their Memberships and make donations as soon as possible and to select their programming before the summer begins
- Ask all Members to pick up their Membership packages during the Open House or on Monday evenings from 7-8pm.

Thanks for Kim Drummond (past Membership Director) who spend many hours training me on the Registration program and Brad Kinnard for being available to answer all my questions. Also to Wilf Brousseau who went door to door selling Memberships. My family for delivering many registration packages. And Trudy Drummond and Ruth West for offering to sell Membership at their cottages.

Finally Brian Booth, for being my partner on Monday evenings to help answer questions and collect money for Memberships, and some programming.

Q: Can events be put on the website for public view, without having to buy a membership?

A: The Calendar of Events is on the website and newsletter (public view). Emails are sent to all members and facebook posts are posted weekly.

- Phil Holmes offered to add NBMA information to the Bristol newsletter that is sent out with owner's taxes.
- We can look at adding a bulletin board to Centennial Hall, perhaps bring up the one from Hendersons? There is a bulletin board at the Ice Cream shack but maybe have it somewhere more central.

Bristol Liaison - Deborah Powel

More done in terms of outreach

Will write a few lines in the Municipal newsletter about the NBMA

Social Director - Vacant (Liam McGahern)

As acting social director, I will report the following.

This year we retired the Strawberry Social, although a lovely event. The past few years it landed on the Canada Day weekend, which it makes it tricky to get volunteers or attendees.

The Chili Cook off - Thanks to Paul and Kim Fraser for running this again this year. A big thanks to Les Orr who at the last minute showed up with a tractor and dug up the horse shoe pit.

The Regatta Dance - Although we saw our attendance drop a bit from last year, last year was the most attended dance on record, so a bit of a drop was to be expected. We had over 420 attendees, who lasted well into the night. The door was locked and the lights went out at about 340am. The band was well received. The new addition of Billy T's Pizza seemed to be a success. He sold food till about 230am. I'd like all the volunteers who helped me, Megan Wallace, Doug and Ingrid Dawson, Anne Doswell, Peter and Kelly Niedre, Jodi Staples-Ladner, and Trevor Ladner, Jeff Frank and Julie Macauley, Beth McGahern and Drew Enright, Ken Bernard and Brian Booth. When I walked away that night, the yard in front of Centennial Hall was a disaster. I'm told a few families cleaned up the mess. I don't know who you are, but thank you! That was an incredible relief when I returned the next morning to clean up the inside.

Open Mic - For scheduling reasons we pushed this event back a week this year. Although our numbers are down a bit, the event went and was well attended (all chairs we're full at one point) and we saw some absolutely incredible talent. A huge thank you to my co-host Marc Richard, who set up the equipment, managed the talent, and performed. Thanks to Trish Lynch who played a huge role. Thanks to Anne Doswell and Patty Nugent for selling tickets, Eileen Barry and Sue Davin for running the bar, Brian Booth, and to all the brave souls who stood on the stage and bared their souls.

Family Bingo - An enormous thanks to Warren Newberry for running this event again this year. I personally missed the event, however attendance and revenue was up this year.

Regatta - Mark Harris & Stephanie Brousseau

We had great weather, great competitions and great volunteers.

Numbers were down for events this year. We're unsure why, it could be because people want to spend time at their cottage and not at races?

Maybe we need to make changes to events, i.e shorten events, especially the swim meet.

The George Herman Award is not always fair for ages to compete. This may be something that we should look at?

Facilities Report - Ken Bernard

This will be my 4th term as Facilities Director. Having retired last year after a 3-year term, the position remained vacant, so I volunteered to do it for another year.

As per my last year's message, Centennial Hall and park area need upgrading and repair. I want to thank Tim Taylor and his crew for refurbishing and painting the swings.

Thank you. Although they did not expect to be fully compensated for the hardware, the NBMA was able to cover their costs. Their labour was generously donated.

I was able to secure a \$9000 grant towards upgrades to the Hall. The stipulation of the grant dictates that the NBMA will spend \$25K for refurbishments and we will receive the \$9K to help offset those costs.

This grant was given to facilitate additional storage areas, ventilation, and cosmetic repairs to the outside of the Hall. I am planning to have enough funds still available to enlarge and improve the stage.

I would be willing to take on and manage this project should we have enough funds to proceed. The project must be completed by July 2020.

It seems that the Facilities Director position has taken on the additional responsibility of installing the swimming docks. I do not think this was part of the original position before I became Facilities Director and therefore can be separated once again.

We hired a local student to clean the Hall this year, and judging from the number of complaints, 0, he did a good job for us. Thank you, Shane.

I do get many complaints about the condition of our field in the late Spring before it is cut. Our budget does not allow for multiple cuts, so we time the cut just prior to opening week.

Please NOTE THAT THE WATER IN THE HALL IS NOT FOR FOR CONSUMPTION.

The water at the beach and swim pods was tested 12 times this Summer. The water is tested Pier West, Swim Pod, and Beach. The lab results are graded as EXCELLENT, GOOD, ACCEPTABLE and NOT RECOMMENDED. The water is tested for fecal coliform and graded against Standards for Swimming Water (eColi). The first results prior to the start of swimming classes gave us a GOOD rating. The remainder of the Summer, the results were in the EXCELLENT range.

It has been a pleasure to serve as the Facilities Director for the past 4 years and I am ready to help with the transition to the new director.

Musical Theatre & Arts Program - Sarah Murray

Musical Theatre

This year's Musical Theatre production was "**Selections from Matilda, the Musical**". For the fourth year of the program, we increased the length from three to four weeks and the fees from \$30 to \$40 due to the success of the previous years, to allow for more time to prepare for the final performance and to afford to hire an assistant director. We also increased the age minimum to age 7 to ensure that all actors are able to read their lines and the maximum age to 14 to allow more opportunities for teens to be involved. Lead director Maya Harris-Harb, assistant director Katherine Harb and volunteer Hailey Leggett worked with 24 youth aged 7-14. The program has averaged 25 participants over the past four years indicating that it is a sustainable program.

The final performance was held in the evening this year in place of movie night at 6:30pm in Centennial Hall. Although it was standing room only, attendance seemed down from last year. Donations at the door were \$231.75 from \$420.00. Although, this offering covered the cost of microphone rentals from Long and McQuade.

We acknowledged the leadership of Maya Harris-Harb at the close of the performance with a presentation of the Rising Star Award in gratitude for her dedication & excellence in establishing a musical theatre program for the Norway Bay community. We wish Maya all the best as she continues to pursue training for her musical theatre career.

Next year, Katharine Harb will apply for the Lead Director position and we will hire two assistant directors and a volunteer to continue to offer a quality program. Hailey Leggett and Camillo Harris will apply for the assistant director positions. All three will be studying at Canterbury High School, in voice, dance and drama.

Special thanks to the McAndrew family who continue to support the performance with lights, curtains and projection screens to transform our stage. Also, this year's addition of a giant fan was considerate. Thank you to Phil Holmes for loaning his stage boxes for our set. Thank You to Mika Hoffer, Will Harris and Gabe Harb with assistance from Jon Bartlett for the gift of sound.

Next year, we propose purchasing additional chairs for the final performance. I'm also advocating for a singalong performance of the Sound of Music, outside in the park, using the play structure as our stage.

Revenue: \$3200.00 plus donations \$ 231.75
Expenses: Incidentals: \$632.56 Payroll: \$2750.00

Get Art Program 2019

Enrollment in the art workshops overall were down from last year from 60 to 45 participants over five weeks. This is still 10 more than our first year of 35 participants. It is also more participants than were ever received at the Stone Gallery's workshops. The Get Art artists offered a weekly workshop on Thursday from 4:30-6:30 at Centennial Hall for week 1 and 2. As this did coincide with the Musical Theatre program, we changed the time to 6:00-8:00 for weeks 3-5 to try to increase our numbers.

Revenue: \$1125.00 Expenses: \$900 Funds for future projects: \$225

Week 1: Collage 8 participants
Week 2: Tree Trimmers 11 participants
Week 3: Alcohol and Inks 15 participants
Week 4: Basketry 7 participants
Week 5: Printmaking 4 participants (only 2 showed up)

This fee structure of the program allows the artist to be paid a fixed hourly fee plus material costs per participant which results in the NBMA receiving \$225 despite the lower enrollment. These funds will be reinvested in additional art projects. Next year I will apply for a grant from both the provincial and municipal government.

Get Art Plans for next year:

1. Murals: The River mural will be mounted on the Bristol building at the beach. I will ask that the plans for the new building include an outdoor space for public murals/art created by our community to be displayed.

2. Chip Truck Mural: Chantal Labrie, member and restaurateur, has asked to have Kate Aley co-ordinate a mural by Norway Bay youth
3. Art Camp: We will restructure the Get Art offerings next year to promote a week long art camp during Week 6. We will promote the camp to both members and non-members from Pinelodge, Shawville and Quyon in order to increase participation and to be inclusive. Tanya McCormick will be hired from Get Art to organize and offer the daily two hour workshops. We will create a survey for members to determine the best time slot, and content for the camp.
4. NBMA Studio Tour: Visit Norway Bay residents who display their 'art'
5. Big Art Show and Sale will be held bi-annually.

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

Election of New Directors

- a. Arts Director - responsible for current arts program and add toddler night, arts & crafts and movie night
Sarah Murray put her name forward
Monique Potvin Kent second the motion
All in favour
- b. Field Sports Director - responsible for field sports, basketball & tennis
Amber Steeves put her name forward
Sarah Murray second the motion
All in favour
- c. Regatta Director - responsible for overseeing all the Regatta events
Carrie Bothwell put her name forward
Beth McGahern seconded the motion
All in favour
- d. Facilities Director
Luc Sigman put his name forward
Monique Potvin Kent seconded the motion
All in favour
- e. Social Director
Vacant

- f. Vice President - to become President in 2020
 - Monique Potvin Kent put her name forward
 - Darren Hamilton seconded the motion
 - All in favour

New Business

None.

Questions

Q: When will next year's programming begin?

A: June 29, 2020 will be the first day of programming.

Meeting adjourned at: 12:22pm

Motion by Luke Sigman

Second by Monique Potvin Kent