

**Fisherman's Cove Development Association**  
**Board of Directors Meeting**  
**May 9<sup>th</sup>, 2018**

Meeting began 5:34 p.m. with Angela MacLean in the chair.

In attendance:

Doug Bromley, Earl Gosse, Joyce Treen, Ernie Arsenault, Wendy Smith, Gloria McCluskey, Murray Gordon, Michelle Kempton, Gary Glessing, Michelle Carbotte and Angela Maclean.

Also, in attendance: Barb Adams MLA and Keith Hotchkiss representing the shops.

Keith Hotchkiss, spoke first. He reported that Caroline from Preserving Traditions has been in hospital and unable to open on May 1st, as she had originally planned. We are still waiting for an update, as to, if her shop will be opened on the weekends in May and when she plans to actually open for the season. She is expected to be out and unable to work for 8 weeks. The Board will require notice, in writing, if she is unable to be open in High Season. For insurance purposes, if she opts for storage mode, she cannot open.

Keith also mentioned the tenants for unit 26 and unit 28 are looking for an update on their new doors. Byrnie's Flooring is scheduled to come in to replace them on Thursday May 10th.

Angela MacLean brought up her concern regarding hours of operation for all the shops. Core hour of operations for all tenants should be mandated.

Michelle Kempton advised that as each shop is scheduled to open, she is to be notified so that she can make a post on social media and Wendy Smith will then share these to The Beacon Facebook page.

Angela brought up that June 16th will be the showcase the shops promotion, called "Sea the shops." The shops are being asked to create some kind of promotion or offer for that day and for that information to be sent to the office at Fisherman's Cove. Fisherman's Cove is preparing a barbecue, music and balloons. Crystal Thorne is working on the design for our media announcement. It has been mentioned that this will become an annual summer grand opening for Fisherman's Cove to be promoted each year. The June 16th day will be either from 1pm – 3pm or 1pm – 4pm depending on the shops. Keith was to relay all this new information to the shop owners. Michelle Carbotte will also send out an email to all shop owners.

Barb Adams, local MLA, spoke second and gave the Board an update on the business expo that took place on April 19th. Barb suggested that to avoid having everything happen on one day and nothing in the following weeks, more coordination amongst all

nonprofits in this sector was discussed. Shared advertising was also suggested for event going on at the same time.

Wendy Smith brought up that she was updating the "What's Up" section of the Beacon. She was updating monthly but will start updating weekly through the summer months.

Barb Adams asked for a copy of the minutes to be sent to her each month via email. Keith and Barb Adams left the meeting.

A call to order was made and the minutes were approved by Gloria and seconded by Murray.

Michelle Carbotte was introduced as the new Business Manager.

Gary reviewed the financial report. Gloria asked about paying taxes. Gary advised that we only need to do that once a year.

Gary mentioned that he would like new business cards for anyone on the board who does not have them yet. It was agreed to purchase them through Vistaprint. (action item for Business Manager)

### **Action Items:**

#### New Directors:

Executives will be voted on during the next meeting. A mention of the need of a new Treasurer to replace Gary Glessing, who is leaving in the middle of June, was brought forth. Joyce Treen mentioned that she would ask around and Michelle Kempton said there are several CA's in Cow Bay and Eastern Passage and she will approach them. Gloria mentioned she might have someone in mind that lives in Cow Bay, she will approach him.

#### Heritage Center Refurbishment:

Earl gave an update. Merle cannot do the painting and Lefty's gave a quote which exceeded the FCDA budget. Lefty's quote was for sanding and two coats of paint. The Board agreed that power spraying and stain was preferred. It was motioned to look for other quotes and Joyce Treen said that she was just at a trade show and has a couple of connections and will make a couple calls. (action item for Joyce Treen)

#### Summer Students:

There are seven positions available with four specific job descriptions. They were posted and shared through social media with a few days remaining to accept applications. We have one team lead position, a marketing position and a historical research position along with four tourist information officers. It was decided that Angela would go through the first round of resumes and then give her choices to Michelle Kempton for the marketing position, Michelle would then review these. The rest of the positions would be short listed by Angie and Murray.

Gloria McCluskey motioned that she would like Crystal Thorne's job description written up in detail.

#### Directors Nominations:

This will be finalized at the AGM when nominations are made by the Board Members and voted on. It was brought forth that the FCDA Bylaws should be reviewed and updated. Gloria to look into this, we will have to get a true copy as the one we have is not a certified copy.

#### DNR Land Lease:

DNR was contacted May 2, 2018 regarding the lease and an update was given that it needs to go to the cabinet agenda for a vote. We cannot get a new lease to sign until it gets voted in by cabinet.

#### Storm Damage Repairs:

Earl gave a quote for the boardwalk stone at \$8,200. It was decided that it was too expensive. Murray Gordon offered to make some inquiries regarding the donation of a forklift. Michelle Kempton suggested she would contact the volunteer firemen of Cow Bay/Eastern Passage to see if they would assist us moving the pieces. Earl is project manager for this and suggests that the boardwalk has to be moved in three separate sections and it will take probably two forklifts to do it. Angela suggested we put an ad in the Beacon looking for carpenters, plumbers and laborers. She also suggested hiring Tim Noble as a handyman. Murray Gordon and Angela MacLean will write up a to-do list and a job description for this seasonal work. We approximate that 20 hours per week are needed and Tim Noble has been asked and is available right away.

### Season Cleanup:

Angela will arrange for the boardwalk to be pressure-washed. Joyce and Wendy were going to start to plant hostas after clean out of rock beds in front of the shops. It was decided that hanging plants will probably not be purchased this year, due to unfavorable climate conditions. We will reassess once all the other beautification projects are complete.

### Property Wi-Fi:

A quote of over \$10,000 was given but we now realize that this quote was for the wrong area. Angela will go back to them for a new quote, with the correct dimensions, to encompass only the Fisherman's Cove designated area.

### Play Structure:

The Hunky Dory needs to be replaced because it is too old to be repaired. Two pictures were produced as options for replacement. One was deemed too big and elaborate for the space available and the other one was agreed upon that it looked reasonable. In order for us to contract this project out we must have blueprints, which Angela said she will look for online. Earl suggested, instead of wood, it might be more feasible to find something in fiberglass. (Hunky Dory removal action item for Murray)

## **Committee Report Updates**

### Events and Entertaining:

Michelle Kempton and Angela MacLean are responsible for social media postings. For Canada Day, we need to arrange for an MLA to help cut the Cake. Gloria suggested Bill Karsten and said she will contact him. If the cutting is at noon, Murray suggested a Mi'kmaq representative. Joyce suggested Carol Morash and Eva Naugle.

Angela updated that she is currently working on the Tallahassee Days promotions.

### Marketing and Promotion:

Michelle Kempton is getting a graphic designer to redo the brochure. She is suggesting the visitor brochure should be a rack card, not the three folded brochures. If possible, we need to find a current picture for this brochure using the best shops and panning out from there. Michelle K reported that the map she is working on looks amazing and she

brought up that NSCC has a print shop in Woodside that will do discount printing and binding for non-profits. Murray will contact them. (action item for Murray)

Michelle Kempton also gave an update on the two free library stands. They need to be painted and they will be ready in a few months. One is to be placed in Cow Bay and one is to be placed in Fisherman's Cove. Angela suggested that the great unveiling or launching of this project should be coordinated with an event already taking place such as Canada Day or Tallahassee Days.

#### Clyde T Henneberry Project:

Arrangements have been made to move the collection from where it is currently stored to a secret climate-controlled location. Volunteers and the truck need to coordinate. Murray will make arrangements. (action item Murray)

#### Maintenance and Repairs:

Units 30 and 32's water pipes are not connected. Evans Plumbing has been contacted and we have an appointment on Thursday, May 10<sup>th</sup>, for this to be put back together.

It has been decided that one of the first projects to be given to our new handyman, is the lattice work. (action item Tim Noble)

#### Grants and Planning:

Gazebo Grant:

The Clyde t Henneberry Grant:

Student Grants from LaMPSS:

Joyce Treen had a meeting at the Premier's office yesterday and she reported that she was informed that the Waterfront Development Authority is putting in a berth in our same general area and they will not support two projects of the same type in the same area. It was decided to delve further into finding out what this berth exactly is and where it will be put. Joyce also mentioned that, if the government deems Fisherman's Cove as a tourist hub, we will get a lot more support for our projects. Criteria for a good tourist location is: if the location is close enough to be a reasonable drive and if the tourist area is sustainable on its own throughout the year. (action item Joyce/Gloria)

### Leasing and Rentals:

Fisherman's Cove is fully booked to capacity. We now have three with year-round leases. Kelly Burgess Art is our newest full-time tenant. She is scheduled to open June 1st as is pumpkin Village.

### Retail Store:

Carol has moved out of the Heritage Center and into the shed, clearing up the space for the gift shop. Joyce has begun organizing the space and Michelle Kempton and Joyce are purchasing items. It was discussed that this gift shop will be used mainly to promote the Fisherman's Cove brand as to not be in competition with the other shops. It was mentioned that the Clyde Henneberry collection of prints and postcards can be sold. T-shirts, hats, books and mugs were all discussed as good options. Magnets were also mentioned as a good product choice and Michelle Carbotte will contact Katie from Pumpkin Village, Kismet Designs to inquire on price. The question of budget for inventory was brought forth and Treasurer, Gary Glessing, suggested that we can order whatever we deem necessary. (action item Joyce update)

Michelle Kempton mentioned that, The Square plus a tablet, is more economical than a POS system such as Moneris. The name Cove Corner was suggested as a name for the gift shop.

### Enhancement Committee:

Gloria McCluskey suggested we ask the Waterfront Development Corporation to come talk with the Board. It was suggested that they were being very secretive as to their plans regarding the berth. Gloria said she will reach out to Peter Bigelow and ask if he will meet with FCDA. (action item Gloria)

### Board Policy Committee:

Gloria and Angela will book a meeting to establish an updated list of policies. It was mentioned that Michelle Carbotte should also take part in this.

### New business:

Beacon Ad for AGM (Angie)

Employee Shirts (Murray)

Restorative Justice Program for Leo (we are not getting involved liability issue)

NSCC Printing Shop (not available to us until fall)

Committee Chairs to have update to Angie for AGM by June 4<sup>th</sup>)

Meeting adjourned by chair 8:15 pm

NEXT MEETING JUNE 13, 2018 5:30 pm AGM