

MINUTES
Sir Andrew Macphail Foundation Board Meeting
July 18, 2018

PRESENT: Doreen Huestis (Chair), Simon Lloyd (Recorder), Sandra MacKinnon, Marilyn MacLean, Peter Metaxas, Sile Post (via Skype), Steve Sharratt, Alan Stanley, Laura von Zittwitz (via Facetime)

GUESTS: Angela Jeffery (Site Manager), David Keenlyside, Gary Schneider

1) Welcome

Meeting convened at 7:00 PM.

2) Approval of Agenda

The Chair called for additions to the Agenda. None being presented, M. MacLean moved, seconded by P. Metaxas, that the agenda be approved as distributed.

MOTION CARRIED

3) Approval of Minutes (June 20, 2018)

The Chair called for corrections or additions to the draft minutes of the June 20 Board meeting. None being presented, S. Lloyd moved, seconded by P. Metaxas, that the minutes be approved as distributed.

MOTION CARRIED

** A friendly amendment to the June 20 minutes was noted at the end of the meeting: Don Patton was listed with "regrets" for the June 20 meeting. In fact, he is not a member of the current Board, and his name was listed in error: this will be reflected in the final version of the June 20 minutes.*

4) Business Arising

The Chair noted that the cash flow issue mentioned at the June 20 meeting had been addressed, and was no longer a matter of concern.

5) Macphail Woods Report

G. Schneider sent regrets for this meeting, but had provided a written report via e-mail (see Appendix A).

6) Treasurer's Report

M. MacLean reviewed the income statement and balance sheet for July 2018, along with the forwarding e-mail from A. Jeffery of July 17 (see Appendix B for these documents).

After a brief discussion, S. Sharratt, seconded by A. Stanley, moved that the Treasurer's Report be adopted.

MOTION CARRIED.

7) Site Director's Report

A. Jeffery distributed a written report (see Appendix C). Several items therein generated further discussion / comment, including:

- Dining room traffic has not been high, and advance registration for the next brunch talk (July 22 — Stephen Desroches) is low. S. Sharratt and P. Metaxas suggested that a call-in contest to win a free meal, promoted on social media and CBC Radio, could be helpful in generating additional interest / traffic. A. Jeffery agreed to try this, and will call CBC Radio re: a ticket giveaway for Stephen Desroches talk.
- Concern and frustration were expressed at the removal of the Macphail site's promotional "A frame" notice board by a Provincial inspector from the shoulder of the Trans-Canada highway near Orwell. A. Jeffery noted that the inspector was very courteous and professional (and brought the sign back to the Homestead, rather than simply confiscating it), but had advised that a permit would be required for any roadside signage and that, even then, the signage could only be displayed on Macphail property. The Orwell Museum and Heritage site could be asked to place a sign on our behalf, but this would be counted against the number of their own signs (two) that could be posted. P. Metaxas and D. Keenlyside agreed to followup with the Province, highlighting the need for the Homestead to have some signage positioned to attract notice from the Trans-Canada Highway.
- It was suggested that at least a short sample of the music printed on the wallpaper scrolls could be performed and recorded. Although it was noted that this music was likely voice only, discussion on the topic led to mention of the Homestead piano: it has been inspected by PEI musician and piano expert Max Keenlyside (son of D. Keenlyside), who has noted that the piano needs both tuning and repair. After a brief discussion, there was general agreement that D. Keenlyside should approach Max about repairing and tuning the piano.

A. Jeffery drew the meeting's attention to the July 2018 cash flow statement, printed on the back of the meeting agenda (see Appendix D). No concerns were highlighted, and A. Jeffery confirmed that there should be no issues this summer with having to delay any wage payments.

There being so further discussion on this report, it was moved by S. Sharratt, seconded by S. Lloyd, that the report be adopted.

8) Update — Macphail-Orwell Framework

D. Keenlyside reported that he has an appointment with a PEI Government lawyer next week to discuss this framework agreement and, hopefully, finalized approvals. He noted that

the Province wishes to be more consistent with this type of agreement going forward, so that the responsibilities and commitments of all parties can be clearly understood. He further commented that, although he was not anticipating any problems with Executive Council approval, it was nevertheless noteworthy and positive that the Minister responsible (Hon. Jordan Brown — Minister of Education, Early Learning and Culture) had accepted an invitation for lunch at the Homestead.

In response to a question from L. von Zittwitz, D. Keenlyside explained that the Board will have the opportunity to review and comment on the agreement before any official signing is done.

9) Update — Lindsay Property

The Chair reported that the issue of needing to contact all surviving heirs, including a number residing overseas, remained outstanding. It was noted with appreciation that L. von Zittwitz had, as agreed at the last Board meeting, drafted a letter to the Board's lawyer asking that consideration be given to enlisting the assistance of A. Stanley — himself a Macphail descendant — to act as an intermediary with the heirs. The Chair confirmed that she had forwarded this letter to the lawyer, but had not yet received a response: she will followup again before the next Board meeting, but noted that every communication with the lawyer may entail further legal costs, so she was not contacting him more than necessary.

It was agreed that the letter from L. von Zittwitz would be distributed to Board members for their reference.

10) Operations Committee

The Chair briefly reviewed the minutes of the Operations Committee meeting of July 13 (see Appendix E). One item of business arising from this meeting, noting the success of last year's Remembrance Day talk on Angus MacLean's Second World War memoir *Making it Home*, was to ask S. Lloyd to speak in early November this year on Sir Andrew's role in the First World War. S. Lloyd accepted the invitation with appreciation: it was agreed that Sir Andrew's close ties with Lieutenant Colonel John McCrae (1872-1918) would be a suitable topic for the talk.

The Chair noted that the Operations Committee had also met briefly earlier today, and invited S. Post to speak to one of the main items of business arising from that meeting: plans for an annual literary symposia at the Homestead. S. Post (attending via Skype) explained that the plan was to hold the first symposia on September 15 of this year: a special theme for this year's event would be honouring the contributions of Harry Baglole in fostering appreciation and understanding of Sir Andrew Macphail's literary legacy. S. Post noted that she was still gathering ideas and lining up speakers for this event: she will send an outline plan for the day to Board members presently, and invited suggestions (and offers of assistance) in the meantime.

The Chair thanked S. Post for her work in moving this idea forward. She noted that other elements of a memorial tribute for Harry Baglole will likely be incorporated into the George McRobie Lecture in late October. Former CBC journalist and well-known agricultural

commentator Ian Petrie has been suggested as a featured speaker for the McRobie Lecture: S. MacKinnon plans to follow up with him.

11) Garden Committee Report

S. MacKinnon gave a verbal report on recent developments with the garden, including:

- Replanting necessitated by the very poor Spring weather has been completed; thanks are due to Vesey's Seeds as a major seen donor. Sign will be placed at the garden acknowledging Veseys' support.
- Despite the poor Spring, the Garden is now growing well, and planning for sale of excess produce is now underway. Ideas discussed include social media posting(s), announcements on community websites (especially Vernon River, and an honour system kiosk on weekends.
- Weeding is proving especially labour-intensive this year, but the gardeners are keeping ahead of it.

In closing discussion around the garden, it was noted that the carriage house, where some garden tools are kept, also contains various implements and equipment that might be considered for display, including a wagon and sleigh.

12) Homestead Website

A. Stanley advised that work on the website is ongoing. Recent changes / enhancements include:

- There is now a log-in / registration option;
- The map is interactive;
- The Events tab, especially is being reorganized.

A. Stanley asked that Board members login at their earliest convenience, so that this functionality can be tested. Board members are also asked to notify A. Stanley about anything on the website that is not intuitive / user-friendly.

S. Lloyd confirmed that, further to discussion at the last meeting, minutes and appended reports will be filed in the Members section of the website.

A. Jeffery noted that she had experienced difficulties logging into the website, but this has now been fixed. She will be looking into problems reported with the Paypal functionality on the site. In response to a question from P. Metaxas, A. Stanley and A. Jeffery confirmed that the Paypal feature should generate "auditable" records is needed.

13) Other Business

Several additional items were discussed, including:

- It was agreed that a 25th Anniversary event would not be held; there is too little time remaining before August 1st (checked The Guardian of microfilm for late July 1993 to

confirm the August 1st date); it can be mentioned in forthcoming advertising and other communications.

- It was noted that November 24, Sir Andrew's birthday, had been celebrated as "Memorial Day" at the Homestead in recent years. Harry Baglole had taken the initiative to organize a lecture on the day, generally on a medical history theme. After a brief discussion — during which it was noted that the Memorial Day lectures had generally not attracted great attendance — it was decided not to convene a Memorial Day event this year. Mention of the date can be incorporated into the planned Remembrance Day lecture and the Christmas dinner event.
- The Chair reminded Board members that further suggestions for additional September and October events would be welcomed.
- D. Keenlyside noted a recent report of a "near miss" involving the Orwell horse and wagon on the Macphail Woods Road. There was general agreement that the posted speed limit (70 km/hour) for the stretch of road leading through Macphail Woods is far too, with previous concerns raised by G. Schneider and MacPhail Homestead staff. D. Keenlyside is following up with the PEI Public Safety Office to get the speed limit reduced and warning signage put in place.
- D. Keenlyside noted that the Homestead, as a Community Museums Association member, could participate in Museums passport booklet program. A. Jeffery confirmed that there have already been requests for passport stamps at the Homestead this season; Community Museums Association staff are scheduled to visit tomorrow, and will be bringing passport booklets.
- S. MacKinnon advised that, further to discussion at the last Board meeting, she made further enquiries about the Homestead Farm Cooperative. Harry Baglole took the lead in establishing this Cooperative in 2012, in the hope of establishing the Homestead as a demonstration site for sustainable agriculture. S. MacKinnon has spoken to two of his collaborators in this venture, Margie Loo and Wayne MacKinnon. W. MacKinnon, treasurer for the Cooperative, has advised that there are about \$800 in the group's account: he hopes to convene a meeting to formally wrap up the Cooperative's affairs, and will recommend that this money be donated to the Homestead. It was agreed that this would be fitting and welcome, especially as most of this money would have been raised at the Homestead (especially at the McRobie Lecture).
- P. Metaxas asked if the Macphail Foundation's books had been audited recently; he mentioned that there had been some discussion around this during his previous term on the Board "a couple of years ago." In the ensuing discussion, it was suggested that an audit had not been done at least 7-8 years. It was noted that the earliest any audit could likely be done would be in early 2019, as the Foundation's fiscal year is the same as the calendar year. Further, mention was made that an audit could cost approximately \$1500. Nevertheless, there was general agreement that an audit should be done: Board members were asked to suggest names of auditors who might be able to be willing to charge a reduced fee for auditing a charitable, non-profit.

14) In-camera Session

There was no in-camera business.

15) Next Meeting

The date of the next meeting was confirmed as August 15, at 2:00 PM. A light lunch will be provided and a tour of the Homestead (possibly including the Lindsay property) will be offered.

16) Adjournment

There being no other business before the meeting, adjournment was moved by P. Metaxas at 8:55 PM.

APPENDIX A

Report to the Macphail Foundation board meeting

July 18, 2018

We are right in the middle of our children's camp activities. All seven of the camps are full and continue to be very well received. We have three graduates of the children's camps helping us this year as staff, and others who have been coming in as volunteers.

The UPEI course was a great success. It was a lovely bunch of students and on the whole they did very well. I think it was the closest group we've had, they were really helping each other out and it made for a very rewarding week. We did some more plantings in the woods, removed some of the Norway maple and did some pruning as well. I'm now in the midst of making plans for the Acadia course at the end of August. Most of the written material will take some reworking and I'm having to adjust to everything not being at Macphail. This is such a great place to teach the course with the nursery, arboretum, and the variety of forest habitats. And of course, we won't be don't much planting at Acadia as I don't want to have to bring over a bunch of our plants. But I'm sure it will be a good experience.

Myrna and Becky are finished up this week. We will be bringing them both back in the fall to help with the nursery and arboretum. They both did excellent work as usual and we'll be scrambling to keep the nursery and arboretum looked after. As always, we could use an extra 100 people or so to help.

Eliot River school and the Terry Fox Sports Complex held their grand opening this past Sunday, celebrating the work on those properties. As we had been very integral to those plantings, they asked for someone to come in and do a workshop. Eric went in to help with that. We still may do some more planting days in the fall.

The association with Orwell Corner and the Museum and Heritage Foundation went very well. We had a ton of classes out and thanks to Dan, they had a great time. We expect to be hosting more school visits in the fall, in conjunction with Orwell Corner and also with our own school visits, including UPEI and Holland College.

Last week I met with Jocelyn Plourde from La Belle Cloche, the new French school in Fortune, about doing plantings there next spring. I'm putting a proposal together for them as to what I think could/should be done there. It is a bit barren, with mostly some larger Norway maples providing any cover. If they are happy with what I propose, I'll put in an EcoAction proposal to Environment Canada in November, and then we'd start a series of plantings in 2019. We would be looking for three years of funding, the same as we've done with Eliot River. There seems to be a lot of support for the plantings and to have us involved.

We continued our bird banding last Sunday and will be banding again next Sunday. We had six volunteers out to help, the response has been quite good. We plan to be banding until the middle of August.

We will hold a volunteer afternoon on Saturday, August 11 from 1-4pm and hope for a good turnout. We'll have lots of weeds to pull.

The nursery has been a bit mediocre this year. Those late frosts took a toll on lots of our plants, though they are recovering, plus the germination on some things has been really poor. Everything always balances out, but it has meant a lot of extra work reseeding beds. The plants in the arboretum have been growing well and we have been using that area a lot for our workshops and courses. And Myrna saw the first Monarch butterfly last week, so we're hoping for a good population of caterpillars on our swamp milkweeds this year.

Speaking of which, my regular column on The Nature of PEI in the Buzz is about swamp milkweed. Nice to get some publicity for that plant.

The training sessions for provincial watershed workers went very well. We held on day here and another in Wellington, teaching plant identification, pruning, planting, and streamside restoration. They were well-attended and we hope to do them again next year. I think they were very useful.

Our third annual Festival of Forests will be held on August 26th, from 2-6pm. We are really hoping for better weather than we had last year. In any case, we'll have a lot more tarps set up to provide protection from both the rain and the sun. I'll let you know as plans progress, we're really in the initial stages.

We continue working on funding applications, answering requests for information, working on management plans, and keeping everything moving forward. We're hoping to do some maintenance on the trails, and the bridges are starting to need some attention as well. Always lots to do.

All the best, Gary

**APPENDIX B-1**

Simon Lloyd <slloyd@upei.ca>

Fwd: Financial Statements

1 message

Angela Jeffrey <macphailhomestead@gmail.com>

Tue, Jul 17, 2018 at 9:27 PM

To: Alan Stanley <alanjarlathstanley@gmail.com>, Doreen Huestis <doreenhuestis@outlook.com>, Laura vonZittwitz <lauravonzittwitz@gmail.com>, Marilyn MacLean <mamaclean@edu.pe.ca>, Peter Metaxas <pm@pei.sympatico.ca>, Sandra MacKinnon <rareearthpotato@eastlink.ca>, Sile Post <silepost@ymail.com>, Simon Lloyd <slloyd@upei.ca>, Steve Sharratt <steve.p.sharratt@gmail.com>

Herewith the financials for the month.
Angie

----- Forwarded message -----

From: **Gordon Furness Bookkeeping Services** <gordonfurness@bellaliant.net>

Date: Tue, Jul 17, 2018 at 6:58 PM

Subject: Financial Statements

To: Angela Jeffrey <macphailhomestead@gmail.com>, Marilyn MacLean <mamaclean@edu.pe.ca>

Good evening:

Here are the financial statements for your meeting on Wednesday.

A couple of notes:

Balance Sheet

Accounts Payable \$406.49 includes the following:

Gordon Furness \$162.00

Irving \$212.51 for propane

ADL \$19.95

Island Taylored Meats \$12.03

Receiver General \$2888.04 is the payroll remittance for June.

These bills were all paid in July.

Income Statement

Casual labour of \$2780.00 is for Angie's pay over the winter months.

Repairs and Maintenance is over budget because of the repair to the lawn mower of \$800.00

Let me know if you have questions before the meeting.

Thanks

Gordon

APPENDIX B-2

Sir Andrew MacPhail Foundation Inc. Balance Sheet As at 06/30/2018

ASSET

Current Assets

Cash To Be Deposited	0.00	
Petty Cash	0.00	
TD Bank	<u>14,521.02</u>	
Total Cash		14,521.02
Endowment Fund (Restricted)		7,946.10
Other Revenue	<u>136.84</u>	
Total Receivable		<u>136.84</u>
Total Current Assets		<u>22,603.96</u>

Capital Assets

Equipment Purchased	<u>2,531.78</u>	
Total Capital Assets		<u>2,531.78</u>

TOTAL ASSET 25,135.74

LIABILITY

Current Liabilities

Accounts Payable		406.49
EI Payable	405.97	
CPP Payable	902.40	
Federal Income Tax Payable	<u>1,579.67</u>	
Total Receiver General		2,888.04
HST Paid on Purchases	<u>-438.71</u>	
Net HST		<u>-438.71</u>
Total Current Liabilities		<u>2,855.82</u>

TOTAL LIABILITY 2,855.82

EQUITY

Equity

Retained Earnings Previous Years		16,559.14
Current Earnings		<u>5,720.78</u>
Total Equity		<u>22,279.92</u>

TOTAL EQUITY 22,279.92

LIABILITIES AND EQUITY 25,135.74

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APPENDIX B-3

Sir Andrew MacPhail Foundation Inc. Income Statement 01/01/2018 to 06/30/2018

REVENUE	2018 To Date	Budget 2018
Sales Revenue		
Cafe Sales	617.00	11,375.00
Catered Events	<u>2,000.00</u>	3,000.00
Kitchen Revenue	2,617.00	
Liquor Sales	34.00	1,500.00
Workshop Revenue	125.00	
Holiday Dinners		5,400.00
Produce sales		300.00
Other sales		200.00
Book Sales	<u>243.00</u>	2,000.00
Total General Revenue	<u>402.00</u>	
Total Sales Revenue	<u>3,019.00</u>	<u>23,775.00</u>
Grant Revenue		
Federal Bridging Grant		5,000.00
EDA Grants	12,251.09	12,740.21
Jobs for Youth Grant	6,149.12	7,686.40
Canada Summer Jobs		3,600.00
Provincial Core Funding	<u>3,900.00</u>	<u>19,500.00</u>
Total Grant Revenue	<u>22,300.21</u>	<u>48,526.61</u>
Program Revenue		
Memberships	<u>325.00</u>	<u>1,000.00</u>
Total Program Revenue	<u>325.00</u>	<u>1,000.00</u>
Membership Donations		
Donation Box	505.00	1,800.00
Corporate Donations		500.00
Fundraising- Silent Auction	255.00	
Member Donations		2,500.00
Donations- Birds and Breakfast	60.08	100.00
Fundraising Events	20.00	3,375.00
Donations- Owl Prowl	<u>118.30</u>	<u>120.00</u>
Total Donations	<u>958.38</u>	<u>8,395.00</u>
Other Income		
Master's Wife Royalties		150.00
TOTAL REVENUE	<u>\$ 26,602.59</u>	<u>\$ 81,846.61</u>

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EXPENSE**Cost of Goods Sold**

Propane	264.79	700.00
Food Purchases	<u>1,145.53</u>	5,000.00
Cost of Goods Sold- Kitchen	1,410.32	
Liquor Purchases	<u>188.60</u>	1,000.00
Book purchases	433.66	1,200.00
Kitchen supplies		200.00
Garden supplies		200.00
Musician fees		300.00
Cost of Goods Sold	<u>188.60</u>	
Total Cost of Goods Sold	<u>2,032.58</u>	<u>8,600.00</u>

Payroll Expenses

Wages and Salaries	10,192.00	43,526.61
EI Expenses	236.81	1,500.00
CPP Expense	451.20	1,000.00
WCB Expense	117.76	150.00
Casual Labour	2,780.00	3,000.00
EDA Special Program		5,000.00
Gratuities	<u>120.00</u>	
Training Expense	<u>13,897.77</u>	<u>54,176.61</u>

General and Administrative Expense

Accounting	360.00	1,250.00
Legal		12,000.00
Advertising and Promotions	-28.75	2,000.00
Business Fees and Licenses	675.00	1,000.00
Postage		200.00
Dues and Memberships	100.00	200.00
Repairs and Maintenance	840.90	200.00
Insurance Expense	1,889.00	1,803.00
Interest and Bank Charges	178.61	600.00
Office Supplies	263.51	500.00
Property Taxes	19.97	20.00
Telephone & Internet Expense	653.22	1,100.00
Travel expenses		20.00
Website expenses		150.00
Computer expenses		150.00
Total General & Admin Expenses	<u>4,951.46</u>	<u>21,193.00</u>
TOTAL EXPENSE	<u>20,881.81</u>	<u>83,969.61</u>
NET INCOME	<u>\$ 5,720.78</u>	<u>-\$ 2,123.00</u>

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APPENDIX C



Sir Andrew Macphail Homestead

Site Manager's Report – July 18, 2018

General

June continued to bring few visitors for tours or lunch but those that did come were very interested and interactive. Since July the tours have picked up and Indra Johnson, the Heritage Assistant, has read "The Master's Wife", "The book of Essays" and I saw her reading the biography yesterday! She is building up her confidence with the tours and it conducting them independently.

The Veranda Café has been steadily busy. We kept the menu as it is, the feedback about the food is consistently very positive. A few changes to the Brunch menu for Sundays. The brunches are becoming increasingly popular. On Sunday July 8th we fed 50 – no small feat! Ruth Visser who worked in the kitchen as Linda's assistant was promoted to Front of House this year. All day I hear laughter from guests in the Café and when I process payments the comments about the food and service are very positive.

Events

"A Good Death" by Sandra Martin: every seat in the Great Room was taken! It was an interesting topic, well presented and followed by an engaging question time. I was delighted to see three Macphail descendants: Sandra Martin, Louise Corbett (who made the hooked rug in the Great Room) and our own Alan Stanley.

Stephen DesRoches will present this Sunday July 22nd on landscape photography on PEI. I don't have any bookings yet but last week's bookings came in very late (over the weekend).

John Westlie has been confirmed to talk about Malcolm Macqueen's book about the Skye Pioneers and Uigg settlement. I hope to attract more locals with that talk.

Ireland Meets Scotland Show – we serve dinner before the show. There has been one show with only 2 diners before the show, last year the numbers increased dramatically in August, we will see how many reservations we get to determine if it's worthwhile.

Iain MacPherson (from Scotland) is confirmed for August 18th, Saturday, to talk about the Gaelic Poem about the Settling in PEI. He and Harry planned this together and he is eager to honour Harry on that evening.

Promotions/Advertising

I have used Facebook ads to good effect. People seeing the ads doesn't translate into their attendance, but the awareness is there and does sometimes result in a visit.

I placed an advertisement in the July and August issues of the Buzz. The August one is a small one with our hours and then we took out a quarter page with Beaconsfield, Orwell Corner, The Ireland meets Scotland group and us. We promoted the package with the wagon ride.

A one-page mail-out was sent to the entire Vernon Post Office area – 566 residences. It lists the events as well as having a copy of our menu and business hours.

Signage

I had placed an A frame sign just past the Orwell Corner Historic Village lane, indicating our hours etc. Last week the Highway Inspectors came to speak to me about it. We may not have any signage on the Highway but may have a sign on our own property (which needs a permit), I have applied for the permit but it will only be valid on our own property. Currently it's at our gate. It raises, yet again, the issue of more signage needed. I took the Inspectors details and we can follow up with him about what our possibilities are (they would be connected to Orwell and their large sign on the corner.)

Heritage

Linda Berko from Museum & Heritage Foundation attended Sandra Martin's talk. While she was here I had her take a closer look at the bell outside – there are layers of paint coming off and she will take care of it later in the year (perhaps with Peter Noel's help). In the Heritage closet there has been a portrait of young Dorothy (Sir Andrew's daughter) with a broken frame. I delivered it to Beaconsfield last week and Linda will do the repairs. She also helped me rehang the paintings in the Great Room to better advantage and where they are less likely to be damaged.

The wallpaper scrolls, which have always spent their summers at the Homestead and then been returned to the Heritage Foundation are now to stay permanently at the Artifactory and not make the move each summer. L Berko has decided they are too fragile and were not accessed but merely demonstrated the wall paper motives on the back. She made some copies of those motifs for our Music Room.

This year I decided to put some information on the back of the menus – A Short Chronology of Macphail's Life – almost everyone reads it and asks a question or makes a comment. It gives a good overview of his varied achievements.

Website

I haven't had access to the website for over a month. Alan did have but now he's having trouble too. We hope to resolve this issue immediately. I'm so grateful for some expertise in this area.

Respectfully submitted by:

Angela Jeffrey: Site Manager

APPENDIX D

Bank Balance as at July 18, 2018 \$ 11,287.50

Cheques outstanding

Telephone & Oil	\$ 304.51
Coopers (Food)	\$ 297.99
Wages, July 18	\$ 5,400.84
Island Taylored Meats	\$ 165.00
ADL	\$ 426.68
	<u>\$ 6,595.02</u>

Upcoming expenses

Milk products	\$ 200.00
Buzz Ads	\$ 220.00
Meat Products	\$ 150.00
	<u>\$ 570.00</u>

Projected Balance \$ 9,482.48

Outstanding Income

Seasonal Worker Initiative	\$ 5,360.00
Core Funding	

APPENDIX E

Sir Andrew Macphail Foundation

Operations and Programming Committee Meeting

July 13, 2018, 10am (Macphail Homestead)

Minutes

In attendance: Doreen Huestis, Marilyn MacLean, Angela Jeffrey
Regrets: Sandra MacKinnon, Laura vonZittwitz, Sile Post

The site director reported on staffing, visitations to the site, café menu and programming. See site director's report for further information.

The 2018 budget figures were discussed and minor changes made. With the outstanding lawyer's fees, we should have a shortfall of around \$3,000 which will be covered by the GIC of \$8,000, coming due in September 2018. The budget amounts have been incorporated into the 2018 income statement. The cash flow statement was also discussed.

Upcoming programming was discussed, including the Sunday Brunch series, England meets Scotland Friday evening concert series at Orwell Corner with dinner offered beforehand at Macphail Homestead, and a Gaelic lecture on August 18th with Dr. Iain MacPherson. Fall events include two Thanksgiving dinners on Oct. 7th and 8th, the Craft Fair on November 18th, and Christmas dinners on November 24th, 30th and December 1st.

The possibility of holding a Remembrance Day talk was discussed. The "Making It Home" presentation with Rob MacLean and Melissa Mullen was very popular last year.

Another Operations Meeting will be held prior to the board meeting on July 18th to discuss a Literary / Memorial event in honour of Harry Baglole.