

***DRAFT* MINUTES**
Sir Andrew Macphail Foundation Board Meeting
February 20th, 2019

PRESENT: Doreen Huestis (Chair), Simon Lloyd (Recorder), Sandra MacKinnon, Marilyn MacLean, Alan Stanley, Laura von Zittwitz (via Facetime)

GUESTS: Angela Jeffery (Site Manager), David Keenlyside, Stephen Visser

REGRETS: Gary Schneider

1. Welcome

Meeting convened at 6:35 PM at the Charlottetown home of A. Stanley.

2. Approve the agenda

The Chair called for additions to the Agenda. None being presented, A. Stanley moved, seconded by S. Lloyd, that the agenda be approved as distributed.

MOTION CARRIED

3. Presentation from Stephen Visser

As a courtesy, the meeting moved immediately to hear from invited guest S. Visser. S. Visser was introduced as a land-owning neighbour, who had acquired farmland to the north of the Macphail property approximately 1 year previous. After introductions, S. Visser expressed his admiration for the work of the Macphail Foundation — noting that his daughter had worked at the Homestead in the past — and that he was now speaking to the Board from his desire to be, “a good neighbour.”

S. Visser explained that his planned land use rotation for the property bordering Macphail land must include periodic potato planting to be financially viable. He had considered asking for permission to bring his potato planting and harvesting equipment across Macphail property, but no longer wishes to pursue this, as he realizes that the Macphail laneways / roadways could not accommodate his equipment without significant widening (he estimates up to 30 ft w clearance may be needed). Unfortunately, however, this leaves no other option for S. Visser to get potato equipment onto his farmland except to build a laneway — subject to PEI Department of Environment approval — through some wetland along the northeast boundary of Macphail Woods. S. Visser expressed regret that this may be necessary, especially as it ran counter to his earlier discussion with G. Schneider, and he promised to keep the Foundation apprised of his progress with these plans. He reiterated his desire to be a good neighbour and environmental steward, and expressed hope that the laneway can be made with as little disturbance to the wetland as possible.

The Chair offered thanks to S. Visser on behalf of the meeting for his initiative and candour in reaching out to the Foundation on this issue. She confirmed that S. Visser has her contact information (e-mail and telephone) to facilitate communication going forward.

***** S. Visser excused himself from the meeting at approximately 7:00 PM.**

4. Approve minutes of previous Board Meeting, January 16th, 2019

The minutes of the previous meeting were approved and one correction noted. S. MacKinnon then moved, seconded by M. MacLean, that the minutes be approved, as corrected.

MOTION CARRIED

5. Business Arising

5.1) Thank You Letter to TIE

S. MacKinnon confirmed that she had sent a letter of thanks to the to the Maintenance Manager at the PEI Department of Transportation, Infrastructure, and Energy (TIE) regarding the recent repair work on Macphail buildings (notably the roof of the playhouse), which was completed in a very timely manner by TIE personnel despite poorweather and other challenges.

5.2) Heritage Activity

S. Lloyd and A. Jeffery reported on progress with the plan to design and install four large interpretive display panels in the Homestead's ground-floor library for the coming season, using money from the Community Museums Association grant. Two of the panels will provide an overview of Sir Andrew's life and legacy (based on the chronology of provided in Ian Ross Robertson's biography), one will offer a short history of the Homestead property, and the fourth will briefly discuss Sir Andrew's family, focussing on his parents, and his siblings, and his children.

The Board approved the plan and proof-of-concept as presented; S. Lloyd and A. Jeffery will continue to keep the Board apprised on their progress. It was agreed that the support of the Community Museums Association would be acknowledged on the interpretive panels. It was further agreed that money donated by Ian Ross Robertson to support heritage activity at the Homestead would be directed to planned future projects, including a Masters Wife-themed room in the present ground-floor Music Room and a room exploring Macphail's military service — including his connection Lt. Col. John McCrae — in one of the upstairs rooms. The focus for this year will be on the interpretive panels in the Library.

Continuing the discussion of heritage activity at the Homestead, S. MacKinnon shared historic photos that had been leant to her by community members in the Belfast-Uigg area, including images of the Uigg train station. S. MacKinnon noted that she and M. MacLean had also been talking with elders in the surrounding area about their recollections of times' past. S. Lloyd and D. Keenlyside expressed appreciation and

admiration for the work being done to encourage and support heritage activity in the area, but cautioned that the Macphail Homestead should not seek to position itself as a community archive or museum: where possible, archival material should be donated to the Provincial Archives and artifacts to the PEI Museum and Heritage Foundation. S. Lloyd suggested, however, that the Homestead could consider rotating displays in future, focussing on a particular community heritage theme (e.g. to complement the planned talk on the railway this summer), and that loans of images, artifacts, etc. could be solicited for this purpose; digital images of loaned materials could also be made, where appropriate. D. Keenlyside further suggested that a project steering committee could be convened to help plan and guide this work going forward.

It was noted that the Homestead had held some original archival documents and images and artifacts in the past, but that the status of these items was now unclear. S. Lloyd advised that he would speak with D. Huestis and A. Jeffery about a project plan for an updated inventory of archival material and artifacts relating to Macphail and the Homestead; D. Huestis indicated that she would speak to Jean Weber — a former Board member and a great niece of Sir Andrew — who had been very active on heritage matters relating to the Homestead until about 4 - 5 years ago. D. Keenlyside also mentioned that he would speak with PEI Museum and Heritage Foundation to determine if any Homestead artifacts were in storage with the Foundation.

5.3) Murray Harbour Road Property

D. Huestis advised that she and S. MacKinnon have made further enquiries about the Foundation's small property on Murray Harbour Road, and that they no longer have concerns that is at risk of being built-or-otherwise-encroached upon.

6. Treasurer's Report

M. MacLean briefly reviewed the Foundation's statement of assets and liabilities, updated to December 31, 2018, as generated on February 15 [See Appendix A].

7. Site Director's Report

A. Jeffery tabled a draft slate of proposed Homestead events for 2019, and a cash flow estimate for January - May 2019 [See Appendix B].

There was a brief discussion of planned Spring 2019 events at the Homestead, with agreement that Board members will volunteer to assist at the planned Mothers' Day brunch (May 12).

8. Lindsay Property Update

D. Huestis advised that signed documents have been received from one of the Property donors; she will contact the other donor again soon.

A brief discussion followed on how best to acknowledge and celebrate this donation. Although it was suggested that the Foundation's Spring AGM might be a fitting occasion in some respects, concern was expressed that it might be too soon, especially as there

still some final details to tie up with the property transfer. It was agreed to instead plan an event for early July; the anniversary of the death of Sir Andrew's father ("the Master") is July 4, and National Historic Places Day is July 6. Short walks through the Property could be organized, and a display poster / panel showing a map of the land donated could be prepared.

9. Update – Orwell-Macphail Framework.

D. Keenlyside advised that discussions within government on the planned Framework were still on track, and that he expected to have a draft agreement for the Board's review shortly. He noted that he had asked the Department of Transportation, Infrastructure, and Environment (TIE) to confirm arrangements for insurance coverage of Macphail site buildings: a call for quotes to have an appraisal of these buildings done for insurance purposes was issued, but had received no response. In the ensuing discussion, it was noted that the Foundation was currently paying for insurance coverage of buildings' contents, as well as public liability.

D. Keenlyside concluded that, generally speaking, the Foundation should expect "status quo" as far as its operations for the coming season were concerned.

10. Operations Committee Report.

S. MacKinnon briefly reviewed the report from the last Committee meeting (February 14 – see Appendix C)

11. Other Business

12. In-camera Session – Staff Wages

*** A. Jeffery excused herself from the meeting and an in-camera discussion was held on her proposal re: staff wages (see Appendix D).

A decision on the proposal was deferred until the next Board meeting, to allow time for additional research / fact-finding re: wages in the PEI culture and heritage sector.

13. Next Board Meeting.

The next Board meeting will be held on March 20th, at 6:30 PM, at A. Stanley's house.

14. Adjourn.

There being no other business before the meeting, S. Lloyd moved adjournment at 8:50 PM, seconded by S. MacKinnon.

APPENDIX A

**Sir Andrew MacPhail Foundation Inc.
Balance Sheet As at 12/31/2018**

ASSET

Current Assets

Cash To Be Deposited	0.00	
Petty Cash	46.64	
TD Bank	<u>12,752.91</u>	
Total Cash		12,799.55
Endowment Fund (Restricted)		0.00
Other Revenue	<u>136.84</u>	
Total Receivable		<u>136.84</u>
Total Current Assets		<u><u>12,936.39</u></u>

Capital Assets

Equipment Purchased		2,531.78
Lindsay Property		<u>121,000.00</u>
Total Capital Assets		<u><u>123,531.78</u></u>

TOTAL ASSET 136,468.17

LIABILITY

Current Liabilities

Accounts Payable		0.00
HST Paid on Purchases	<u>-321.61</u>	
Net HST		<u>-321.61</u>
Total Current Liabilities		<u><u>-321.61</u></u>

TOTAL LIABILITY -321.61

EQUITY

Equity

Retained Earnings Previous Year		141,573.17
Current Earnings		<u>-4,783.39</u>
Total Equity		<u><u>136,789.78</u></u>

TOTAL EQUITY 136,789.78

LIABILITIES AND EQUITY 136,468.17

Generated On: 02/15/2019

APPENDIX B

Events for 2019



Date	Event	Coordinator
April 18	Owl Prowls	Gary/Angie
April 20	(Coffee & refreshments prior to slide show and walk in the woods calling for owls.)	
April 22		
April 28		
May 12	Birds & Breakfast 7am Mother's Day lunch (lobster dinner) 2pm	Board Members
May 26	Annual General Meeting Speaker Series	Doreen
	Opening of Lindsay Property	
June 16	Father's Day lunch	
June 23	Sunday Brunch Speaker Series	
June 30	Trains?	
July 7	Telephones?	
July 14	John McCrea (Simon Lloyd)	
June ?	Samuel Johnston chamber theatre	Angie
	Harvest Celebration?	
Aug?	Gaelic Event (Iain MacPherson)	Angie
	The McRobie Lecture	Sandra
Oct? Nov?	The Memorial Lecture:	
Oct 6 (Sun)	Thanksgiving Dinners 2pm	Angie
Oct 7 (Mon)		Sandra/Angie
Nov 17 (Sun)	Christmas Craft Fair	Sandra/Angie
	Silent Auction	Angie
Nov 23 Sat 5p Nov 24 Sun 2p Nov 30 Sat 5p Dec 1 Sun 2pm	Christmas Dinners	

Other ideas for events:

- Ask Steve,
- Amanda Jackson Band
- Classical
- Traditional

Art in the Park?

- Mel Geddings / Julia Percel

Estimated Cashflow Jan - May 2019

Sir Andrew Macphail Foundation Inc.

Bank Balance, 2019 - Savings a/c

12-Jan	20-Feb
\$ 1,588.00	\$ 1,588.00

Bank Balance, 2019 - Current a/c

\$ 11,570.30	\$ 9,843.19
Less Cheques outstanding	\$ 577.00
<u>\$ 10,235.30</u>	<u>\$ 9,266.19</u>

Expenses:

	Budgeted	Actual/Pd	Still o/s
Bell Aliant	\$ 600.00	\$ 400.00	\$ 200.00
Bookkeeper	\$ 200.00		\$ 200.00
Irving Oil	\$ 300.00	\$ 160.00	
Dues, memberships, licences	\$ 500.00	\$ 86.00	\$ 414.00
Books sold on consignment	\$ 150.00	\$ 108.00	\$ 42.00
Wages - Site Director	\$ 3,200.00	\$ 800.00	\$ 2,400.00
Food cost Owl Prowl, Birds and Breakfast	\$ 250.00		\$ 250.00
NewHomestead Computer		\$ 750.00	
Website expenses/ stationary	\$ 200.00		\$ 200.00
CMA - Story Boards & Dehumidifiers			\$ 2,160.09
Total Projected Expenses	<u>\$ 5,400.00</u>	<u>\$ 2,304.00</u>	<u>\$ 5,866.09</u>

Bank Balance - Outstanding Expenses

\$ 4,835.30

\$ 3,400.10

Balance of Core Funding 20%

\$ 3,900.00

\$ 3,900.10

\$ 7,300.10

less CMA Grant (deposited not yet spent)

\$ 1,964.09

\$ 2,160.09

Balance remaining after expenses plus expected income

\$ 8,735.30

\$ 5,140.01

APPENDIX C
OPERATIONS MEETING
February 14, 2019
Huestis Residence
1:00 – 3:00 p.m.

Attendees: Doreen Huestis, Laura von Zittwitz (Facetime), Angela Jeffery and Sandra MacKinnon

1. Site Director's Report

Angie reported that she purchased a second-hand computer for the Homestead. She is very pleased with the increased speed and upgrades.

Cash Flow - Angie reviewed cash flow estimates for Feb 12/19 to May 2019. When the balance of the core funding is received the expect balance will be approximately \$7,314. \$190 needs to be added to expenses to cover the 10% we are to contribute for the CMA grant.

Doreen reported that the \$1,600 donated by Ian Robinson has been removed from the general revenue and put into a savings account for "directed donations".

The Committee thanked Angie for preparing a breakdown of the Homestead income from last season. It was interesting to review the numbers to see what areas were the most profitable. We discussed the café opening daily and concluded that it is impossible to determine in advance the daily interest in lunch. The Ireland Meets Scotland show will not be on at Orwell Corner this summer. Agreed that the Corner should be approached to ask if we can continue with the Friday evening arrangements. Provide the new show with information on the dinner and carriage ride so they may better promote the package.

Due to the Sunday Brunch and the Speaker Series both being popular (putting stress on the kitchen), it was suggested that we should test other times for a couple of the Speaker Series this summer.

The lack of signage for the Homestead Café was discussed – many people who arrive on the Homestead grounds are unaware that there is a café. Committee is recommending that Peter Noel be asked to prepare a sign post that would draw attention to the café, arboretum, walking trail, etc. Three days maximum for preparing the sign and days would be credited to his summer hours. As well, an open sign/flag was discussed.

2. 2019 Programming

Angie prepared a draft for the 2019 programming. New ideas suggested included more music events and Art in the Park. The Committee will discuss these in more detail during the next meeting.

Programming ideas included:

- Mother's Day Lobster Brunch
- Father's Day Steak Dinner
- Workshop/session on medicinal herbs (possible presenter Margie Loo) - *Sandra to contact*
- Ideas for the Speaker Series Topics discussed during last meeting – *Sandra has been following up on some of the contacts suggested.*
- Celebration of the Acquisition of the Lindsay property as part of the AGM

APPENDIX C

3. Exhibit Planning

- Angie and Simon have had several meetings to discuss updating the exhibits in the library. Simon will have more information at the board meeting.