

**St. Ann's Bay Development Association**  
**27 September 2016 18:30-21:00**

**Present:**

Loreto Doyle  
Lisa Finney  
Anne-Claude Pepin  
Rosie Smith  
Angelo Spinazzola  
Yvonne van den Zanden  
Paul Weinberg  
Jitka Zgola

**Regrets:**

Ian Green

**1. Approval of agenda**

Motion to approve agenda as amended by Anne-Claude; seconded by Rosie.

**2. Approval of 9 June 2016 minutes**

Motion to approve the minutes of 9 June 2016 by Paul; seconded by Yvonne.

**3. Financial report**

Since 9 June, one cheque for \$1000 was written for Lisa Finney's (Web Site Listings Coordinator) work on the website. \$500 is still owed to her when her contract is completed.

The current balance is \$8659.

Motion to approve the financial report by Angelo; seconded by Yvonne.

**4. Old business**

**a. Open meetings**

The hard copy of the event sheet went out today, but we do not have the October meeting date set. We will set future meeting dates as the last Tuesday of each month, from September to June.

Motion to set the meeting schedule to the last Tuesday of each month, from September to June.

Moved by Anne-Claude; seconded by Loreto.

**b. Passing of minutes**

Currently, Rosie (or another recording secretary in her absence) writes the minutes and submits them to the group via email. Loreto adjusts the minutes for use online before posting them to the website. It would be best to have one version and a more streamlined approach to approving and posting the meeting minutes.

It was suggested that the secretary be given access to be able to post the minutes online directly, in the event that Loreto is unavailable or unable to do so. Loreto indicated that the website is hosted on her own server and protected by her own personal password. This saves SABDA the cost of hosting the website, but means that no one other than Loreto can have access. This discussion was deferred to a later date.

Moving forward, the minutes will be sent out shortly after meeting. Members will then send comments to secretary directly, as soon as they are able. The minutes will be sent out again with the agenda, as a reminder to those members who have not yet reviewed them. The secretary will compile the comments and amendments, which will be incorporated and approved at the next meeting. The minutes will then be converted to pdf and posted on the website.

Motion to approve the above protocol by Anne-Claude; seconded by Paul.

### **c. Shores of St. Ann's website update**

Lisa has contacted almost everyone on the list provided to her by SABDA, asking if they are interested in being included on the website. She has spent 45 of the 120 hours allotted for the project. There has been a lot of interest, but many people are busy and are not getting around to providing the information. There are also many who are not comfortable setting up their pages on their own, and would like to have more guidance.

Lisa proposed several actions to improve the website and listing process:

- To contact the list again, and offer to set up the pages if the businesses or organizations provide their page information to her.
- Have someone to help standardize the pages, to alleviate issues such as some users uploading very large image files.
- Lisa has asked Mike Shepherd (website developer) to set up the website so the Admin will receive a notification when a user changes their page. He says it has been set up and that it needs to be tested, but it is not working yet.
- Bimonthly emails to listers, reminding them to update their pages if their business details (e.g. store hours) have changed.

Lisa has committed to completing the work setting up the business listings on the website. This may require additional hours to those in the original contract.

Motion to approve funding for additional hours, if required, for Lisa's website work. Moved by Jitka; seconded by Paul.

Several emails have been sent to Mike, asking if he will set up a training session for SABDA members, and he has not responded. This is part of his contract.

Anne-Claude has added additional menus under the title "Live", to be used by people who are living in the community, but there is no suitable template for these pages. She would like Mike to update the format of these pages so they are more useful.

**Action:** Angelo will contact Mike to set up a training session, make the changes asked for by Anne-Claude to the “Live” pages, and set up the Admin notifications requested by Lisa.

#### **d. Business training program**

Yvonne and Loreto have created a course outline for business training for the fall, called “Are you Being Served?”. They have submitted it to Betty MacKenzie, Workplace Education Coordinator for the Department of Labour and Advanced Education, who has approved the course outline and has said she can provide trainers suited to the schedule. SABDA needs to find ten people interested in attending the training. Betty would like us to work with BABTA to host the training. We have not yet applied for the funding, but Betty has funds available that can be held for us.

**Action:** Loreto will send the course outline to the board.

**Action:** Jitka will contact Betty and let her know we are planning to hold the course and would like her to continue to hold the funds for us. She will also set a date for a meeting next week with Loreto and Yvonne.

#### **e. Community survey**

The survey results have been posted to the website by Loreto and a notice was sent to the event sheet. The major theme arising from the survey results is care and services for seniors.

#### **f. Cruise ship passenger tours**

Jitka contacted thirty of the businesses in the area with a questionnaire, asking if they were interested in hosting cruise ship passengers and in what capacity. Jitka compiled the results and submitted them to Bernadette. The results were very clear that the area does not have capacity for large tour operators, and the purpose of compiling the report was to help small tour operators design their own smallscale tour packages to the St. Ann’s area. Bernadette then brought the results to a meeting of three small tour operators and made it available to other operators at the Sydney port.

SABDA received a request for a FAM tour from one tour operator, and Loreto organized and conducted a tour of three businesses the operator was interested in and did not previously know (the Gaelic College, Chanterelle, and North River Kayak). Loreto sent a request for help with the FAM tour to the board and expressed her disappointment that she had not received a response. Jitka responded, indicating that SABDA was not willing to organize a FAM tour and had provided the information for the operators to create their own FAM tours, and that at the time she had indicated she could discuss this with the tour operator as required.

It’s unclear whether a tour package was designed following this tour or the business survey, as we have not followed up with the Port, tour operators, or local businesses. There is still the opportunity for local businesses to get together and come up with a package of their own, which SABDA is willing to help provide facilitation for.

**Action:** Jitka will ask Bernadette for confirmation she has sent the report to all the small tour operators, and if not, if she would provide a list of small tour operators for SABDA to contact

directly with the report. Jitka will also ask Bernadette to remove Loreto's name and contact information from the document that has been or might be posted at the Port or sent to tour operators.

## **5. New business**

### **a. Presentation of new projects for SABDA report**

Jitka recently gave a presentation at the Annual Gerontological Days Conference in Prague, on building social capital and helping seniors stay in communities. The concept is to form a support network long before community members need help, ensuring that the help is then available for when it is needed. A network could have a coordinator, paid for with membership dues, and provide training to members on how to best utilize and work with the network. The network would empower members to help themselves and each other. It could also make connections to provide employment or bring outside services to the community. Jitka has found a Trainer course. She proposes to seek funding to attend this course, and return and present on the strategy.

**Action:** Jitka will seek funding to attend the Trainer course and continue to develop the concept.

### **b. Website coordinator**

As the website grows, it is becoming clear that it will require a substantial investment of time moving forward. SABDA will need to investigate ways and means to contract a website coordinator to continue to maintain the website, once Lisa's contract is complete. It was agreed to set up a committee to look into the feasibility of funding and contracting a coordinator and to draft a job description. The committee will be formed by Angelo, Loreto, and Anne-Claude. They will present their work to the board at the 29 November meeting.

### **c. Victoria County transit strategy**

The County developed a plan for community transit, which was not implemented in favour of working with the Strait Area Transit endeavour. However, the County is not continuing the Strait Area Transit project. Loreto suggested that SABDA look into the commitments and business plans prepared by the County in 2013 and 2014.

### **d. Website social media**

Terrie Zweep is moving away from the community, and we will need to find someone else to continue with social media updates.

**Action:** Jitka will ask Terrie if there is a plan for the St. Ann's community Facebook page.

### **e. Book reading**

There will be a book reading for a book launch on Wednesday, 5 October, at the bookmobile stop at the St. Ann's Bay United Church, by Phonse Jessome.

Motion for SABDA to provide \$25 for tea and cookies for the book reading. Moved by Paul; seconded by Angelo.

**6. Next meeting**

The next meeting will be Tuesday, 25 October, at Cabot Shores at 6:30 pm.

**7. Adjournment**

Motion to adjourn by Paul; seconded by Angelo.