



**BARKERVILLE HERITAGE TRUST
MINUTES
December 6, 2008**

Attending: Neil Vant, Rhonda Hunter, Sue Morhun, Tom Turner, Rob Rummel, Roy Spooner, Gord Rattray, Blanca Schorcht, Judy Campbell (staff). Guest: Janis Hamilton
Regrets: Lily Chow, Betsy Ives, April Moi, Pat Pickering

Call to Order: 11:00 am (delayed due to road conditions)

Minutes: deferred to telephone or email approval

Financial Report

- Rhonda thanked staff for work to date.

Moved Gord/Rhonda -- Target to engage Financial expertise as soon as possible and by Jan 2 at the latest with target of getting have system in place by January 31st. Carried.

Action: Financial Committee will have a teleconference as soon as possible

Moved Roy Spooner/Rob Rummel that staff develop a clear picture of our liability to the Province related to payroll and ensure that it is appropriately reflected in terms of assets and liabilities in our balance sheet, and are authorized to seek professional assistance as necessary, for the January meeting. Carried.

Resource Development Committee

Janis Hamilton presented her findings from the Fundraising Feasibility Study. This report has not yet been reviewed by the RD Committee. Jocelyn Snih's report was handed out for information (information on resourcing a fundraising office). These reports have been distributed to the Board.

- For the campaign we will probably use original model of a senior fundraising consultant mentoring a junior resource officer
- At the end of the \$20M campaign the junior person should be capable of continuing an annual campaign which will become a regular revenue stream

Thank you to Janis for all of her hard work!

Action: Janis will be working with Roy to develop an executive summary and a Thank You letter signed by the Chair of the Board to send out to the interviewees. Janis will send a copy of the questionnaire to Judy for distribution.

- We need to reconsider the idea of establishing a ‘Barkerville Senate’ – advisors that are high profile; could focus on ‘Barkerville 150’.

April Meeting – Gord to look into a location in 100 Mile House

CEO Report

Moved Roy Spooner/Sue Morhun that the new license agreement for merchants be approved. Carried.

SUNDAY, DECEMBER 7, 2008

Call to Order: 9:00 am

Secondment

- Rhonda will develop a list of information that we need and questions we need to ask.
- We need to ask assurances from government that we will not be put out of business by their policies that people can’t work for us due to taking severance packages.

Moved Roy Spooner/Rhonda Hunter to create a joint task force with Board, staff and management to develop a best possible solution to facilitate the transition to the BHT collective agreement. Carried.

Resource Development Committee

Moved Roy Spooner/Tom Turner that the Board accepts the recommendations of the Feasibility Study to proceed to develop and execute plans to raise a capital fund of \$20 Million

Financial Plan

The CEO expressed concern that there is no longer term financial plan and that additional expenditures are being approved or contemplated without the context of a long range plan. In addition, there is no clear understanding of the definition of the capital fund and how it should be drawn down – is it to be drawn down by the amount of the annual deficit or is the definition found in the Site Management Agreement (capital and unforeseen costs) to be used? How is capital being defined? The Business Plan includes ‘preventative maintenance’ under capital. Should Board expenses be included in the Operating Budget? While these questions will be considered by the Financial and Audit sub-committee, the CEO expressed concern about her ability to adjust this year’s budget

downwards as requested earlier in the meeting while accommodating a number of other Board requests, especially without clear definitions.

- Capital Fund – it was suggested that we subtract preventative maintenance, new capital and betterments; it is consistent with accounting principles, gives a true picture of what we are investing in the province's assets

Actions:

- *CEO to revisit budget – show multi year, show some options for level of achievement*
- *CEO to identify tasks that could be spun off to an assistant, money to hire someone, job description for that person.*

Fob Memorandum

- Much cleaner to just give them an operating grant

Moved Rob Rummel/Roy Spooner that they get out of the season's pass and that we pay them an operating grant of an amount to be negotiated for specially agreed to enhancements and that their office operation be governed under a concession agreement. Carried.