

Friends of Hope Mill

April 15, 2019

Subject: Minutes of 2019 Annual General Meeting
held January 8, 2019

Location: Canadian Canoe Museum

Attendees:	Terry Guest	Alex McCubbin	David Reeves
	Jamie Crossley	David Messervey	Jack Crowther
	Ken Pirie	Wayne Hare	Anne Hare
	Marg Pirie	Susan Reeves	Anne Crowther
	Catherine Pede	Judy Messervey	Susan Guest
	Wendy Knowles	Mary Duncan	Bill Knowles
	Jim Kingdon	Ken Sunderland	Lorraine Andrew-Kingdon
	Joe Paterson	Barb Paterson	Don Duncan
	John Heeringa	Brenda Heeringa	Carol Koeslag
	Bob Rehder		

The meeting was brought to order by Alex McCubbin at 9:40 a.m.

Alex recognized two new volunteers who joined FHM in 2018 - David Black and John Heeringa.

David Messervey spoke to the minutes of the 2018 AGM. It was motioned by Wayne Hare and seconded by David Reeves that the minutes be accepted as written. Passed.

David Messervey provided an update on several items captured in the 2018 AGM minutes:

- i) it was resolved at a FHM volunteers meeting during the summer of 2018 that the \$2 membership dues would be a one-time fee, not an annual fee.
- ii) The lease agreement with ORCA was finalized April 1, 2018. Insurance coverage was finalized accordingly. These items were to be expanded upon later in the meeting by Terry Guest and Jamie Crossley.
- iii) Terry Guest investigated the cost to purchase the Hope Mill property from ORCA. The cost provided by ORCA was prohibitive for FHM to consider pursuing.
- iv) The Safety Manual was issued January 5, 2018, prior to the AGM. With input from FHM volunteers, a subsequent update was issued in July; a training session was conducted 30 July 2018 with the active volunteers present, highlighting the updates.
- v) The 2018 AGM minutes captured concerns over FHM liability for people visiting the Mill property, using the picnic area, dogs not on leash. After consultation with FHM's legal advisor, a series of 5 "red dot" signs (official replacement for "No Trespassing" signs) were constructed and erected at key locations along the FHM leased property boundary.
- vi) The planned meeting with Otonabee South Monaghan personnel did not happen in 2018; Jamie

Crossley is heading up arrangements for a meeting in early 2019. FHM would like reassurance from the Township that FHM will not be held responsible for actions by Township personnel while on FHM leased property. Joe Paterson expressed interest in attending the meeting.

Alex McCubbin presented the 2018 Annual Report, which was issued to the membership prior to the meeting. The Annual Report is a brief summary of activities conducted during the year, and is a requirement of the Ontario Historical Society.

Terry Guest presented the Financial Statement, as prepared by Mr. Frank Mastinsek, CMA. This document had been previously distributed to the membership. Questions arising from the Financial Statement:

- Bill Knowles questioned how inventory is covered in the statement. Terry responded that our accountant does not consider it necessary to have a detailed account of inventory in our type of operation. Terry further stated that the accountant recommends that we should track incoming materials (i.e. logs that we purchase) in 2019 and future years.
- Ken Sunderland questioned the amount stated for the tools inventory of \$1226. Terry explained that this covers the depreciated value of tools and equipment that was either purchased by FHM or donated by FHM personnel.
- Terry reviewed the 2018 financial report as prepared by FHM's accountant. He explained that there was a small error in the report, in that non-lumber Sales values were mistakenly labeled as Interest Income. This will be corrected before the report is sent to OHS. Terry motioned that the report be accepted with the proviso that it not be sent out before the label was changed. The motion was seconded by Jamie Crossley. Passed.
- Carol Koeslag asked about the value of the antique tools. Terry responded that the tools donated by J. Sharp, as well as all of the heritage Mill equipment are owned by ORCA.
- Lorraine Andrew-Kingdon asked about things that are donated to the Mill - antique furniture, painting, etc. These do not show as inventory or capital equipment. Terry Guest explained that currently, FHM does not have a requirement to account for such donations, as FHM cannot issue tax receipts. Such tax receipts could only be issued by ORCA.
- Don Duncan suggested that nametags/nameplates e.g. "donated to FHM by...." could be made and fastened to such items as recognition of the donation. Also, it was suggested that FHM could issue a letter thanking donators for donation of items. Action: Dave Messervey
- Bob Rehder offered that GE did not provide costs for refurbishment of turbines, etc. He explained that GE used excess inventory for materials. Such donations were not recognized at the time.

Terry Guest lead a discussion regarding specific 2019 budget items:

- i) Website - Alex - \$100 budget was deemed ok. Alex also explained that there is a new Members link on the Hope Mill website, and that this location will be used, in part, to store documents.
- ii) Materials - Jamie was Ok with the estimate of \$300 for the year.
- iii) Logs - Ken Pirie - explained that we overspent a bit last year, resulting in a health inventory of cedar logs in the pond and sawn hardwood lumber. Ken stated that the estimate of \$4000 should be ok for the year.
- iv) Building Maintenance - Don Duncan provided a list of suggested maintenance items, including:
 - stump removal
 - fill holes in dam wall (a safety issue)

- fix fence from kiln to driveway
- build a cart for the kiln
- roof over saw house may be leaking
- roller for the top end of the jack ladder
- cedar shakes for the outhouse building
- v) Machine Supplies - Bill Knowles provided a list of expected expenditures, and asked that the budget estimate be increased from \$800 to \$900:
 - new set of teeth for main saw
 - shaft project - will possibly need another bearing
 - machined keys for shafts/couplings
 - hole punch for leather belts, lacing
- vi) Workshop & Museum - Joe Paterson - \$200 budget estimate ok.
- vii) Promotion - David Reeves
 - David stated that the Hope Mill brochure needs to be re-done
 - Cathy Pede will continue to manage FHM Facebook page and related links
 - Cathy provided an update to FHM online activities:
 - Facebook friends have increased to 300, up from 225 one year ago
 - FHM has 148 Instagram followers at present
 - FHM is receiving good mileage through the use of hashtags, whereby our posts are cross-posted onto other peoples'/businesses' sites, and where their friends can then search to our site.
 - Cathy reported that videos, e.g. the CTV news video, drew lots of interest
 - In the summer months, when Cathy added a new post to our Facebook site, as many as 500 people have "liked" or shared the post to their friends
 - Cathy reported that FHM could do a 6 day advertisement for \$30, reaching about 3500 people within our geographical area.
 - FHM will have to decide if we want more "business".

Insurance - Jamie Crossley

- Jamie talked with our insurance broker Jan 7th:
- FHM has 2 insurance policies - one to cover Directors and one to cover liability for the Mill
- The Directors insurance policy has now been renewed (\$400)
- The policy covering liability for the Mill is not due yet; our broker is currently shopping for a better price, with a sawmill insurance company as an potential alternative.
- The Mill policies are currently with Lloyds of London
- Insurance costs for 2019 will be in line with 2018 - ~\$2400
- There is an expectation by the insurance company that someone visits the mill weekly. A sign-in sheet is mounted on the post inside the entrance door. All Mill volunteers visiting on off-hours are asked to sign in on this sheet.
- The insurance covering the Mill building itself is still covered through ORCA.

OHS Membership - Terry Guest

- Fees to OSH will increase in 2019 because we will purchase OHS documents, in support of OHS activities.

ORCA - Terry Guest

- The lease agreement is in effect for 5 years, expiring March 2023, but is renewable.
- There is no cost to FHM for the lease.
- Property Taxes - Although FHM has received no request to pay property taxes through ORCA, this issue has not been formally resolved.
- Terry indicated that he will talk with ORCA regarding condition of the roof, etc.

Terry will update the 2019 budget based on revised inputs.

2019 Directors

- All 5 directors indicated that they would be willing to stand for the coming year.
- Alex asked if any other members would like to become a director. None indicated.
- It was moved by Don Duncan, seconded by Jim Kingdon that the same directors remain in place for the coming year. Passed.

Mission Statement

- Several weeks prior to the AGM, Joe Paterson had suggested that FHM might benefit by developing its own Mission Statement.
- The Directors developed a proposed Mission Statement, which Alex will send to the FHM membership by email for input.
- A review meeting will be conducted on this topic after the spring opening.

Community Support

- Joe Paterson talked to the changing activities at the mill, from restoration to demonstration. He suggested that small profits could be used to support the community to foster public relations. By informing council of our activities and whom we support, we may get additional help from the township. He further suggested that FHM could support the community by cleaning up the river bank and improving the picnic area.
- Terry Guest added that he does not support making monetary donations, as there is still a real possibility that the Mill will be faced with capital or maintenance costs that ORCA will not have funds to support, and that such costs might have to be borne by FHM.
- Carol Koeslag stated that it wouldn't be right for a non-profit to donate to other non-profits, but FHM could offer labour or crafts in kind, reduced rates on lumber etc.
- David Reeves stated that he was aware of 18 examples of FHM support to others, only 1 of which was a monetary donation (to Camp Kawartha in memory of Peter Koeslag).
- Alex McCubbin added that FHM could approach other organizations to offer in-kind donations - e.g. Hospice Norwood
- Don Duncan suggested a "donor wall" be created, where FHM could recognize firms and individuals for their support.
- Phone messages - there is no one answering the message machine at the Mill. This needs to be resolved.

John Heeringa stated that as of January 1, 2019, the onus for liability for trespassers is the responsibility of the trespasser.

Jim Kingdon stated that we need a “red dot” sign at the entrance nearest the bridge.

Bob Rehder highlighted the fact that the Mill is not a museum, but a demonstration of the evolution of technology. He suggested that FHM add signs to the older pieces of equipment, highlighting such facts as vintage, date of addition to the Mill, manufacturer, etc.

Bill Knowles posed the suggestion that a list of action items be developed. This was tabled for further discussion in the spring.

It was moved by Alex McCubbin, seconded by Bill Knowles that the meeting be adjourned. Passed.

The meeting was adjourned at 11:50 a.m.

David Messervey
Secretary