

**Arts and Heritage Foundation of St. Albert Board Minutes**  
**AHF Boardroom**  
**7.00 – 8.30 pm October 19, 2023**

**Present:** Max Frank (chair), Ahmad Sanni (Vice-chair), Suzanne Richford (Secretary/Treasurer), Tim McFetridge Jennifer McCurdy, Craig Cameron, Tom Thackeray, Ann Ramsden (executive director)

<b>1. Call to Order</b>
The Chair called the meeting to order at 7.04 pm
<b>2. Approval of Agenda</b>
<u>(2023/28) Moved by Jennifer McCurdy</u> The agenda be approved as presented. Carried.
<b>3. Approval of Minutes</b>
<u>(2023/29) Moved by Tom Thackeray</u> The minutes of the board meetings held on September 21, 2023 be approved. Carried.
<b>4. Business Arising from Minutes</b>
There was no business arising.
<b>5. Report from the Executive Director</b>
The Executive Director's report was accepted for information.
<b>6. Chair's Report</b>
Verbal update on recruitment, strategic planning and performance planning.
<b>7. Finance and Audit Committee</b>
<u>(2023/30) Moved by Ahmad Sanni</u> <ul style="list-style-type: none"><li>• To open the following accounts with ATB:<ul style="list-style-type: none"><li>○ Unlimited Business Account</li><li>○ Community Spirit Account</li><li>○ T-Bill Savings Account</li><li>○ Alberta Business Mastercard's with a maximum combined credit limit of \$15,000.</li></ul></li> <li>• Name authorized signers and signing authority for the accounts as follows:<ul style="list-style-type: none"><li>○ Unlimited Business Account, Community Spirit Account and T-Bill Savings Account (any two are authorized to sign cheques under \$10,000; any cheques over \$10,000 must be signed by one authorized AHF staff member and one authorized Board member)<ul style="list-style-type: none"><li>▪ Ann Ramsden, Executive Director (AHF staff)</li><li>▪ Shari Strachan, Director (AHF staff)</li><li>▪ Leah Loudon, Director (AHF staff)</li><li>▪ Max Frank, Board Chair</li><li>▪ Suzanne Richford, Board Treasurer</li></ul></li> <li>○ Alberta Business Mastercard (to determine which staff are issued cards and to manage credit limits to each card within the overall maximum combined credit limit of \$15,000)<ul style="list-style-type: none"><li>▪ Ann Ramsden, Executive Director</li><li>▪ Natacha Stewart, Finance Director</li></ul></li></ul></li></ul>
The motion was passed.

The AHF 2024 budget due to be presented to Council on 30 October was discussed. The budget will be presented by Max (backup Jennifer) with Ann to answer any follow up questions.

#### **8. Strategic Planning**

There was an overview of the strategic planning process and how the strategic pillars had worked to guide the organization through the challenges of operating under the pandemic and our recovery.

The facilitated strategic planning session will take place on November 25 at the Little White School.

#### **9. In-camera**

(2023/31) Moved by Craig Cameron

That the board move in-camera. Carried.

(2023/32) Moved by Craig Cameron

That the board reconvene in public. Carried.

#### **10. Any Other Business**

The board requested a new schedule of events and upto date contact information for board members.

#### **11. Next Meeting and Adjournment**

(2023/33) Moved by Jennifer McCurdy to adjourn at 8.45 pm. Carried.

The next board meeting is scheduled for 16 November 2023 at 6.00 pm.

**Signed as approved:**

  
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Max Frank, Chair