

**Arts and Heritage Foundation of St. Albert Board Minutes**  
**AHF Boardroom**  
**6.00-7.30 pm January 18, 2024**

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

**Regrets:** Jennifer McCurdy

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| <b>1. Call to Order</b>   |
| The Chair called the meeting to order at 6.06 pm  |
| <b>2. Approval of Agenda</b>  |
| <u>(2024/01) Moved by Tom Thackeray</u><br>The agenda be approved as presented. Carried.  |
| <b>3. Approval of Minutes</b>   |
| <u>(2024/02) Moved by David Woloshyn</u><br>The minutes of the board meetings held on November 16, 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>  |
| There was no update.  |
| <b>7. Finance and Audit Committee</b>   |
| <ul style="list-style-type: none"> <li>• ATB application is now ready to be signed.</li> <li>• The committee will meet with the auditors on February 7, 2024.</li> </ul>  |
| <b>8. Strategic Planning</b>  |
| A Core Mandate document was circulated for information. A working group was struck to bring recommendations back to the board at the March meeting. The working group includes Tom Thackeray, Craig Cameron and David Woloshyn. |
| <b>9. Alberta Museums Association Recognized Museum Program</b>   |
| Ann gave an overview of the Recognized Museum Program (RMP) and the Collections Management Policy was reviewed and changes were discussed.  |
| <u>(2024/03) Moved by Craig Cameron</u><br>The Collections Management Policy be approved. Carried.  |

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| <b>10. Bylaw review</b>   |
| Tabled to the March meeting.  |
| <b>11. New Museum Location</b>  |
| There were discussions on the location of a new museum.   |
| <b>12. In-camera</b>  |
| <u>(2024/04) Moved by David Woloshyn</u><br>That the board go in-camera   |
| <u>(2024/04) Moved by David Woloshyn</u><br>That the board reconvene in public.   |
| <b>13. Any Other Business</b>   |
| <ul style="list-style-type: none"><li>• A board calendar for 2024 was circulated. This included the date for the AGM, this will be held on May 2, 2024.<br/><u>(2024/05) Moved by Jody Swanson</u><br/>That the 2024 board calendar be approved. Carried.</li><li>• The Directors and Officers Liability Insurance was discussed. Ann to provide the board with the insurance policy.</li></ul> |
| <b>14. Next Meeting and Adjournment</b>   |
| <u>(2024/05) Moved by to adjourn at 8.08pm. Carried.</u><br>The next board meeting is scheduled for March 21, 2024 at 6.00 pm.<br>(note the approval of the financial statements will be sent out as an electronic motion and vote on February 15)  |

**Signed as approved:**



Ahmad Sanni, Vice- Chair