

Executive Director's Report August 20, 2018

Magna Hoedown

We have sold to date 35 Books of Raffle Tickets and this translates to 525 of the 750 we are required to sell.

We have a total of 16 Books in circulation translating to an additional 240 tickets potentially sold and completing those sales will take us to 765 putting us 15 tickets or 1 book over our contracted amount.

I have 2 partial books at the Front Desk and 14 additional books yet to be sold. We can return those 14 without penalty if we cannot sell them.

Trillium Application

The deadline for submission has been moved to September 19th. I am gathering information for the proposal. I will be using some of the detail from the Executive Summary of the Environmental Assessment to support the need for the renovation from a Health & Safety perspective to make it a more viable programming space.

Environmental Assessment

Phil forwarded via email the assessment to all board members while I was on vacation. In corresponding with him from Florida, he provided the main recommendations:

- 1. Removal or aggressive cleaning of the basement carpeting.**
- 2. Installation of an operable window(s) to allow for air exchange or additional mechanical HVAC air exchange.**

HR Manual

There was not a lot of change required. The manual was pretty much the standard HR Manual. Suggested changes were made, with a deletion of Travel related expenses as we moved it to the Financial Policies. I will get an updated copy to the board for final review and sign off.

Summer Camp

Quick Update – We are completing our 7 of 9 camps and in terms of program delivery they have all been very well received. Our numbers have been lower in some, but we have introduced new instructors and new activities and we have shared the finished projects on our Social Media outlets to nothing but positive responses. Providing our campers with shirts has also been very well received. We do however need to provide our Instructors and support staff with more than 1. We have added an additional camp this year and we have 6 campers registered. We are hoping that when parents realized that we are running camps right up to the long weekend our registrations will increase.

Renovation of Classroom Space

There is no concrete report on this item. The renovations are currently attached to the success of the Trillium proposal. Given the environmental assessment we will have to do something about the carpet and I am assuming that the BOD directive would be to use some of the Magna funds to cover the cost. While touring the Stephen Leacock Theatre we found the perfect tables for our program space. The town purchased them for the Link, so I now have a hard cost for the Trillium proposal.

Program Updates

My meeting with Dave's wife Jacki had to be rescheduled; she and Dave are visiting Ottawa. The card making workshop will happen and I am going to look into offering an advanced. Our artist for the advanced workshop is currently on vacation.

Our Holiday Season Décor workshop will require some discussion. I have a cost per person from Anita's contact - \$20.00 with a maximum of 10. However, the focus seems to have moved from table décor to many other things suggested by the artist/instructor. I will provide specifics at our meeting. We will need to look at what our price point needs to be to make it viable to move forward with the workshop.

We are offering the same workshops as in previous years as we had to provide the town with the information to ensure we got in the Recreation Guide. We will be adding the two new offerings from Michelle and need to finalize the start dates.

The Paranormal Society is coming in Friday August 24th to engage with the residents that have passed but are still residing in the gallery. We have a target date of October 20th for the fundraiser. We did not want it too close to Halloween, but felt that there would be some interest in the subject matter in October.