

Minutes of the Quebec Anglophone Heritage Network (QAHN)  
Board of Directors Meeting  
April 29, 2006

Les Trois Érables Inn  
801 chemin Riverside  
Wakefield, Quebec

**Directors present** : Roderick MacLeod, Richard Evans, Patrick Donovan, Richard Smith, Michael Cooper, Heather Darch, Sandra Stock, Monique Nadeau

Regrets: Georges Howson, William Campbell, Doreen Lindsay

**Staff**: Dwane Wilkin, Matthew Farfan

### **1. Call to Order and approval of the agenda**

The meeting was called to order at 8:30 a.m. with Michael Cooper moving to accept the agenda as prepared by Rod MacLeod. The motion was seconded by Sandra Stock, and approved unanimously.

**MOTION PASSED**

### **2. Acceptance of the January 21 minutes**

It was moved by Heather Darch to accept the minutes of the January 21 board of directors meeting in Lennoxville. The motions was seconded by Patrick Donovan. All voted in favour.

**MOTION PASSED**

### **3. End of fiscal year 2005-06**

Treasurer Richard Evans gave the directors an overview of QAHN's financial position as of March 31 2006, noting that the organization's finances appear to be in order and that there is enough money left in the bank to meet current obligations. "We're not wildly out of sync with any budget items, as far as I can see," he said.

It was reported that as of QAHN's fiscal year-end, the organization had received a total amount of \$90,295 in general operating revenues, out of which approximately \$69,000 had been spent directly. This represents a surplus cash position of roughly \$21,000, which Dick described as an "operating expense float." He speculated that the provincial

government's \$15,000 contribution to QAHN's operations last year probably helped account for this surplus position.

Dick also reported that the federal Department of Canadian Heritage, which is QAHN's single-most important source of financial support, had released the first installment of program funding for 2006-07, an amount of \$18,500.

Total revenues, including Projects and Operations amounted to approximately \$149,000, as of March 31, 2006.

### *Prospecting for Heritage*

Dwane Wilkin reported that work on QAHN's Prospecting for Heritage project was largely complete, except for the final printing of the report. Dr. Lorraine O'Donnell, the consultant hired to coordinate the study of anglophone heritage resources in four Quebec regions, delivered her manuscript on March 22, 2006. Dwane indicated that Lorraine has expressed interest in expanding this project to other regions.

### *Heritage Portal Project*

The launch of the Outaouais Heritage Webmagazine marks another important milestone for QAHN's long-term project of building and maintaining regional webmagazines in each region of the province. Dwane briefly reported on his attempt to partner with the Gaspé regional English-speaking people's association, CASA, in developing a regional webmagazine for the Gaspé peninsula and Chaleur Bay area. In Dwane's opinion, establishing partnerships with regional groups such as CASA and other groups affiliated with the Quebec Community Groups Network, may be QAHN's best hope for expanding the Heritage Portal project elsewhere in the province, now that we have exhausted funding from Canadian Heritage's Community Development Fund.

Dick emphasized the importance of documenting impact and successes derived from these QAHN initiatives, whenever feasible. He further recommended that QAHN poll regional QAHN members for their feedback.

Sandra commented that the Laurentians heritage website, launched in August 2004, was generating inquiries from three types of people: those conducting family history research; academics; and people with an interest in history, generally. She added that it has taken a long time to introduce local people to it, however, a challenge explained in part by the fact that many members of historical societies in the Laurentians still do not own computers.

Rod noted that one of the interesting spin-offs of the Heritage Portal Project is that it is helping to get people involved with Internet technology.

Dick suggested that QAHN continue to try to link its regional heritage websites with the provincial tourism ministry's Bonjour Quebec website.

*Heritage Awareness and Stewardship Training Initiative (HASTI)*

Rod reported that the HASTI workshop series seems to have been very successful. Sandra briefly described her own experiences helping to organize and attending workshops in Shawbridge, Arundel and Saint-Andrew's East. There have been 12 information sessions so far, with the 13<sup>th</sup> and last workshop planned for May 4. Funding for this initiative came from the Department of Canadian Heritage, Community Development Fund. The bilingual workshops, developed and organized by QAHN, are aimed to stimulate discussions between community groups and municipal leaders around the theme of protecting local heritage and to provide information on possible funding sources for specific projects.

Among other consequences, Sandra noted that the HASTI workshops in her region helped to stimulate a rethinking of the role of the church hall in St-Sauveur (St. Francis of the Birds). "It's also raised the profile of QAHN in the Laurentians," she added. To Sandra's dismay, however, not a single representative from the Arundel Historical Society showed up at the Arundel event. She did say that the document put together by heritage consultant Josiane Caillet, entitled *Bright Futures begin in the Past*, was very well received. "Everybody has commented that this is an excellent document," Sandra reported.

Rod said that the onus is on QAHN now to carry on with more of these workshops, if money can be found in the budget.

Michael Cooper wanted to know if QAHN could offer the HASTI workshops on a fee basis to other municipalities, now that the model is in place? "They may see this as a way to improve their image," he said. Dick Evans suggested that MRCs would look upon the HASTI workshops favourably, but Rick Smith opined that MRCs would be reluctant to support an English heritage group's efforts to preserve local heritage.

Dick floated the idea of seeking extra financial support from the Ministère de la Culture et Communications (MCC) to extend the workshop series.

Sandra reported that it was her experience that francophones who attended the workshops were absolutely amazed that Anglophones were interested in them. "This project has helped to break down the Two Solitudes," she said.

Rick called the HASTI workshops "a fantastic tool. I think we should tie this in to the provincial level and not just the English heritage. There's a need for this and I don't think even the FSHQ has done this."

Patrick asked if there was a way that QAHN could partner with the FSHQ on the delivery of additional workshops in the future.

#### **4. Annual General Meeting 2006**

Rod discussed the planned arrangements: the annual general meeting is slated to take place this year in the Stewart Museum at Fort St. Helen on St. Helen's Island near Montreal. The meeting, awards banquet and a guided tour of the museum will take place June 3. It was agreed that the ceremony for granting the Marion Phelps Award and the student heritage contest winner should take place at the end of the business meeting and luncheon, before the museum tour begins.

Dwane explained to Rick why the scheduling conflict with the FSHQ has arisen again this year: the Quebec Community Groups Network (QCGN), to which QAHN belongs, is holding its annual general meeting on June 9, 10 and 11, thus ruling out the possibility of holding the QAHN annual general meeting and awards banquet a week later than planned.

Michael requested a start time of 10 a.m.

Discussion ensued around Doreen's nomination of Aline Gubbay, now deceased, as this year's winner of the Marion Phelps Award. Sandra added her voice to others on the board who disapprove of awarding the Phelps Award posthumously.

It was moved by Michael to reserve the Marion Phelps Award for persons who are living at the closing date for nominations, and in cases where the recipient dies prior to the awards ceremony, the award certificate shall be presented to a member of the immediate family. The motion was seconded by Dick. All voted in favour.

#### **MOTION PASSED**

The directors discussed the matter of how best to formally acknowledge Valerie Bridger's years of service to QAHN. Dick recommended awarding her an official Certificate of Appreciation during the June annual general meeting. Monique suggested that she receive a bouquet of flowers; Heather proposed giving her a book.

#### **5. Board Succession Planning**

Rod polled fellow board members whose seats are up for re-election this year. Monique indicated her desire to stand for election to another term in Seat 6, but added that she would also like to find somebody else in her constituency who could be more active. She commented that the Gaspé's regional English-speaking people's organization, CASA, a potential source of new board members, has not shown much interest in QAHN, to date. Dick noted that nothing in QAHN's bylaws would prevent Monique from seeking a replacement, even if she wished to remain as an at-large member.

Rod informed the board of George Howson's decision to step down from the QAHN board this year as the representative for Seat 2, the Chateauguay Valley constituency, and mentioned that he would be contacting the Chateauguay Valley Historical Society shortly to find out who would be nominated as a replacement.

Rick Smith said that he intends to stand for re-election at the June 3 annual general meeting, although he will not be able to attend in person.

Rod reiterated that the QAHN executive intends invite the Morin Heights Historical Association to nominate Sandra Stock as a director for a proposed new seat in the Laurentians. The following next steps were recommended by the board of directors:

To Do:

1. Formally announce by way of Heritage Line and Quebec Heritage News to all QAHN members that the organization intends to create a new seat for the Laurentians region;
2. Formally announce that Sandra Stock has been nominated to represent the Laurentians constituency.

#### *Board Succession Planning Procedures Ratified*

Dwane circulated the text of a draft motion outlining how QAHN directors should conduct their search for replacement representatives. Dick discussed the underlining principle behind the text, which is based on discussion the board has had over the course of the 2005-06 programming year: "One of the most important jobs of directors is to identify potential replacements," he said.

A copy of this document, which lays out procedures for identifying and nominating new board members and allows the executive director to allocate funds for constituency development work, is appended to these minutes.

Rick moved to approve the Board Succession Planning procedures as presented by Dwane. The motion was seconded by Michael. All voted in favour.

**MOTION PASSED**

#### **6. Membership and Recruitment**

Dwane circulated the text of a review of QAHN's operations in the two years since the adoption of its five-year strategic plan. The Operations Review involved the participation of a committee of four QAHN board members: Patrick Donovan, Richard Smith, Heather Darch and Michael Cooper.

### *Thanks to Committee Members*

Dick moved to acknowledge and thank the Operations Review Committee for their effort in carrying out this important job. Sandra seconded the motion. All voted in favour.

### **MOTION PASSED**

In order to further support the objective of maintaining a well-informed and active board of directors, Dick recommended that QAHN, as a matter of policy, strive to hold a meeting of its new board within 90 days of the annual general meeting, each year.

## **7. Updates**

### *Montreal Outreach*

Rod briefly reported on the progress of QAHN's ad-hoc Montreal Outreach Committee, which is composed of the following Montreal-based directors: Rick Smith, Rod Macleod, Doreen Lindsay and William Campbell. The committee held its first meeting in downtown Montreal on April 1, 2006. Rod and Rick discussed possible dates for another meeting, and agreed to try to meet again as a committee before the June 3 annual general meeting.

Dick reported on a meeting he and Rod held with the Montreal Gazette newspaper's editorial board in late February. It was a very good hour spent, Dick said, with six people from the Gazette present.

Rod said that he felt the Gazette would clearly be willing to help QAHN with any future Montreal-based heritage initiatives.

Dick further reported on his experience serving on the Department of Canadian Heritage's Community Development Fund projects selection committee. He said that Dwane's Montreal Heritage Outreach project application was very highly rated. "The odds are very good that some of that funding is going to come our way," Dick predicted.

### *Quebec Heritage News*

Dwane reported that QAHN was once again unable to meet its production target of six issues of Quebec Heritage News during the 2005-2006 fiscal year, owing to a chronic shortage of editorial contributions, lack of editorial planning and persistent organizational and technical problems, including outdated desktop publishing equipment. Among other shortcomings, Sandra pointed out that themes for the publication are insufficiently publicized in advance. It was generally agreed that an editorial committee should be struck, at least to set themes, for the benefit of potential contributors.

Sandra volunteered to sit on an editorial committee; Dwane proposed that Quebec Heritage News editor Charles Bury be invited sit on this committee; Rod also volunteered to be a committee member. Dick proposed that other people, not on the QAHN board or payroll, be asked to serve. He suggested Joe Graham and David Wright. It was further proposed that Rod chair the committee.

Some discussion ensued as to the duties of the editorial committee. It was then moved by Monique Nadeau and seconded by Rick Smith that an editorial committee be struck and given the following responsibilities with respect to Quebec Heritage News:

1. To meet at least once a year to set the main themes for at least six upcoming issues in a given 12-month production cycle;
2. To communicate these themes to potential contributors and to solicit contributions;
3. To propose a schedule of critical dates throughout the year, including deadlines for the submission of contributions, layout and editing and final production of the magazine's six issues.

Dick requested that *Quebec Heritage News* devote coverage to the historical input of MacDonald College on the development of Quebec, sometime in 2006-07.

Rod reported that Dwane's application for funding to hire a graphics designer this summer has been accepted, and that he is now in the process of recruiting a qualified student to work with him on the redesign of the magazine. Dwane briefly described his objective for the summer, which is to establish a new computer workstation in Lennoxville dedicated to the magazine's redesign and future production. He explained that the workstation will remain in the office after the redesign is complete and that it is his intention to insist that all future magazine editing and production functions take place in-house, during regular business hours.

#### *New Workstation Funding*

Dick moved to authorize Dwane to spend up to \$3,000 to upgrade the QAHN communications workstation for the production of Quebec Heritage News and other communications products. The motion was seconded by Heather Darch. All voted in favour.

**MOTION PASSED**

### *Heritage Contests*

Dwane reported that the second edition of QAHN's Heritage Minute Video Contest, launched last September, had failed to elicit any response from high school students or teachers. He noted that unionized Quebec teachers were in contract negotiations with the provincial government last fall and that their policy of "working to rule" during this period may explain why the well-publicized contest was ignored.

A number elementary schools have, however, forwarded submissions to QAHN's 2006 Hometown History Writing Contest. Discussion ensued as to who would judge the submissions and select a winner.

### **8. Meeting Schedule 2006-2007**

Dick reiterated that a first board meeting should take place within 90 days of the annual general meeting, for the benefit of new directors. An early September meeting at the Douglas Hall in Verdun was discussed, with a view to holding a ceremony in honour of the hospital's contribution to the historical development of Quebec society.

Patrick Donovan volunteered to send along an article about James Douglas, as part of advance coverage of the Douglas Hospital's 125<sup>th</sup> anniversary. Rod agreed to try to write an article about the history of the hospital itself.

The board discussed ideas for formally marking the Douglas Hospital's birthday. Rick noted that the ceremony cannot take place on a Saturday. The board agreed to set Friday, September 8 as the date for the ceremony and the giving of a plaque to Douglas Hospital dignitaries. The board meeting will take place on Saturday, September 9.

Some board members noted that it may be difficult for them to make it to Lennoxville for a meeting in January and requested that the mid-winter meeting be held in Montreal, instead.

### **9. Varia**

Dwane introduced the Townships Trails heritage highway initiative undertaken by *Toursime Cantons de l'Est*, and requested a formal motion of support for the project from the board of directors.

It was moved by Dick to grant the executive director the mandate to collaborate with the development of the Townships Trails heritage highway project and to encourage all members of the Quebec Anglophone Heritage Network to be supportive of this worthwhile initiative. The motion was seconded by Rick Smith. All voted in favour.

**MOTION PASSED**

Sandra Stock described the efforts of a number of Laurentians-area residents to preserve undeveloped and free from logging a unique tract of land near the old Boy's Farm property in Shawbridge. An environmental group calling itself the Comité régionale pour la protection des falaises (CRPF) has arisen in support of a plan to create a public park on the land, explained Sandra, adding "there's a strong Anglophone heritage input here." She noted that the Morin Heights Historical Association has joined the Piedmont Citizens Committee in supporting the movement to protect the land, and invited the Quebec Anglophone Heritage Network to do the same.

Sandra therefore moved that QAHN support the Comité Régional pour la Protection des Falaises (CRPF) in their efforts to preserve this important natural heritage of the Laurentians. The motion was seconded by Patrick Donovan. All voted in favour.

**MOTION PASSED**

## **10. Adjournment**

Rod moved to adjourn the meeting at 12:30 p.m. The motion was seconded by Michael Cooper. All voted in favour.

**MEETING ADJOURNED**