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## Association du patrimoine de Potton

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info@patrimoinepotton.org

## Potton Heritage Association

SINCE 1990  
www.pottonheritage.org  
info@pottonheritage.org

### **DRAFT**

### **28<sup>th</sup> Annual general Assembly**

### **GENERAL ASSEMBLY OF MEMBERS Of the POTTON HERITAGE ASSOCIATION HELD ON MARCH 25TH, 2018 IN THE TOWNHALL IN MANSONVILLE**

#### **1. OPENING OF THE MEETING**

The Secretary, Chantal Ethier, confirmed the presence of a quorum with approximately 30 members present, in accordance with the provisions of Article 4.3 of our General Bylaws requiring that 10 members be present in person. She therefore declared the meeting open at 10:10 a.m. by welcoming all those present.

#### **2. AGENDA**

The agenda was adopted unanimously. Moved by Christian Smeesters, seconded by Angèle Hébert.

#### **3. ADOPTION OF THE MINUTES OF MARCH 26 2017**

The minutes of the Annual General Assembly held on March 26, 2017 were unanimously adopted as read. Moved by Jacqueline Robitaille, seconded by Francine Brassard. [[Annex 1](#)]

#### **4. SECRETARY'S REPORT – CHANTAL ETHIER**

##### **Potton Heritage is a member:**

Of la Fédération Histoire Québec, FHQ  
Of the Estrie Chapter of the FHQ  
Of Quebec Anglophone Heritage Network, QAHN

##### **The Board of Directors: 9 members**

Sandra Jewett, President; Serge Normand, Vice President, Treasurer and Webmaster; Chantal Ethier, Secretary ; Carol Bishop and Janine Sourdif, Activities Directors; Karsten Baass, Jean-Louis Bertrand, Robert Joli, Christian Smeesters, Directors.

##### **Meetings of the Board of Directors: 11**

Twenty (20) files, involving all Board members, aided by 50 Association members. Volunteer hours are estimated at over 14,000 for a value of \$210 000 based on an hourly rate of \$ 15.00 For example, the preparation and holding of the summer exhibition alone required 1,031 volunteer hours.

## The 20 files for which the Board members are responsible:

### Administration :

- **Membership and fees** : Serge Normand.
- **Finances** : Serge Normand.
- **Communications/answering individual queries for info about Potton heritage** : Jean-Louis Bertrand, Chantal Ethier, Sandra Jewett.
- **Secretarial and archives** : Chantal Ethier, Jean-Louis Bertrand.
- **Annual General Assembly** : Board of directors.
- **Funding requests**: Chantal Ethier, Serge Normand.

### Activities

- **Photo contest**: Robert Joli.
- **Exhibitions** : Christian Smeesters.
- **Excursions & receptions**: Carol Bishop and Janine Sourdif.
- **Conferences & speakers** : Sandra Jewett.
- **Canteen at Owl's Head**: Janine Sourdif, Christian Smeesters.

### Publications

- **Histoire Potton History** : Jean-Louis Bertrand, Sandra Jewett, Serge Normand, Jacqueline Robitaille, Chantal Ethier.
- **Brochures** : Jean-Louis Bertrand, Sandra Jewett, Serge Normand, Jacqueline Robitaille.
- **Websites**: Serge Normand.
- **Photo Archives**: Chantal Ethier and Serge Normand.

### Community Relations

- **Fédération Histoire Québec** : Serge Normand.
- **Multicultural Festival**: Jean-Louis Bertrand, Chantal Ethier, Robert Joli, Serge Normand.
- **Liaison with the Municipality**: Sandra Jewett.
- **Cultural and Heritage Prizes**: Board of Directors and the CCPP
- **Quebec Anglophone Heritage Network** : Sandra Jewett.

## DETAILS

### Publications

- **Brochures -**
  - *Le tourisme à Potton au tournant du 19<sup>e</sup> siècle/ Potton at the turn of the 19th Century* : 2 000 copies
  - *Cimetières de Potton/Cemeteries of Potton* 2 000 copies
- **Histoire Potton History Magazine**
  - Volume 5 – Numéro 1 – Printemps / Spring 2017 : 50 copies
  - Volume 5 – Numéro 2 – Automne / Fall 2017 : 50 copies

### Exhibition

The 2017 exhibition, themed on 'Tourism in Potton in the 19th Century', was displayed from June 23 to September 2 in the community hall of St. Paul's Anglican Church in Mansonville, and during Festival de Plein Air (Autumnfest) in the Chalet at Owl's Head, from September 23 to October 9<sup>th</sup>; as well as in the Municipal Library in January 2018. Directed by Christian Smeesters, aided by Serge Normand and Raymond Gagnon, the exhibition mobilized over a dozen other volunteers who collaborated from concept to montage, retouching photos, writing texts and communications, as well as welcoming visitors : Béatrice and Karsten Baass, Jean-Louis Bertrand, Chantal Ethier, Robert Joli, Sandra Jewett, Gérard Leduc, Serge Normand, Jacqueline Robitaille, Edith Smeesters and Hans Walser.

## Multicultural Festival — August 12 2017

- Participation in the parade “aboard” the steamship *The Lady of the Lake*; kiosque : sale of books, distribution of brochures. Hans Walser drove the tractor pulling the float; Ralph Milot, assembled and secured the “steamship” on a trailer loaned by John White. “Travelling passengers” aboard : Angèle Hébert, Yolande Lamontagne, Serge Normand, Jacqueline Robitaille, and Denise Sansoucy. Kiosque : Chantal Ethier.
- **Photography contest** : directed by Robert Joli.  
Theme : The flowers of Potton - les fleurs de Potton; 25 photos entered, four winners chosen by public during Festival, displayed at the Library. 1st Place: Raymond Gagnon; 2nd place: Line Pelletier 3rd prix, ex-aequo: Serge Normand and Édith Smeesters.

## Culture Days: September 29, 30th and October 1st.

- Launch of our brochure, on the Cemeteries of Potton
- 2<sup>nd</sup> Annual awarding of Heritage Prize, October 2, 2017, Townhall. Awarded to Jean-Louis Bertrand.
- The Culture Prize was awarded to Thérèse Descary.

## Participation by the Association with the CKJ, Canteen at Owl’s Head, September 23, 24, 30th, October 1, 7th, 8th, and 9th.

- Directors: Sandra Jewett (purchases), Janine Sourdif and Christian Smeesters (operations).
- 24 volunteers: Béatrice Baass, Carol Bishop, Peter Blatter, Diane et Fernand Croteau, Christian Donaldson, Chantal Éthier, Sharon Fewtrell, Hélène Gaudreau, Angèle Hébert, Robert Joli, Marie Joli, Yolande Lamontagne, Gérard Leduc, Rudi Koch, Ralph Milot, Serge Normand, Gilles Provost, Frank Ruiz, Édith Smeesters, Anne-Lise Sommelet and Richard Tétreault.
- The accrued profit of \$ 5,657.00 was shared equally with the Ken Jones Center.

## Fédération Histoire Québec (FSHQ)

- Participation of Serge Normand at the 52nd Congrès of the FHQ which took place in Montréal May 20th to 22nd, 2017.
- Administrators’ Liability insurance for the Board and its members.
- Subscription to Histoire Québec magazine copy which is deposited with the Library.

## Participation in the financial campaign for the Round Barn

- Met the objective of \$ 40,000. This amount was added to the Round Barn Fund which now totals \$ 175 000, and will permit beginning restoration of the Barn on the short term.
- Donations from 65 Association members alone totalled \$ 29,785 or 75 % of the total goal.

## 5. EXCURSIONS REPORT - CAROL BISHOP

### Excursions – Activities 2017

- June 3rd: visit to site of an old copper mine on Hogsback Mountain, and visit to the Burbank Cemetery, with post-excursion BBQ at Carol’s.
- Friday 23 June: vernissage reception of *Le Tourisme à Potton au tournant du 19e siècle*.
- June 26 & 27: boat Tour, Islands of Memphremagog.
- Saturday, 12 August: kiosque at the Festival & voting for photography contest.
- Saturday, 2 September: corn roast at Vale Perkins Beach.
- Saturday, 9 September : visit to Potton Springs & property commented by Gérard Leduc
- 29-30 September, 1st October 2017: Culture Days, Culture and Heritage Prizes awarded, reception.
- 23-24 et 30 September, 1st, 7, 8 & 9th October: Festival d'automne at Owl's Head.
- Thursday, 21 December : winter solstice at the Summit of Owl's Head.

## **Excursions 2018**

- Saturday 13 January 2018 : a walk in a woodland near the Route de Mansonville.
- Saturday 20 January 2018: excursion on SugarLoaf and Elephantus (Hosts : Diane and Michael).
- Saturday 27 January 2018: excursion to Bear Mountain (Hosts: Fiona and David).
- Saturday 10 February 2018: excursion on the Baass property, Chemin Leadville (Hosts: Beatrice & Karsten.)
- Thursday 15 February: ice Fishing on Memphrémagog.
- Saturday 17 February 2018: walk on golf course, Owl's Head (Hosts: Édith & Christian).
- Sunday, 24 February: excursion along the Missisquoi & visit to sanctuary for farm animals de L'Estrie.

## **6 – WEBMASTER'S REPORT - SERGE NORMAND**

- **Membership as of December 31, 2017** : 194 members, 105 Francophones, 56 Anglophones, of which 136 have paid membership fees.
- **Websites** : Our two websites are continually progressing : updates with news of excursions, events, documents, photos, brochures and pamphlets. A total of 40 072 downloads of these between November 2014 and March 2018; and of these, 16,119 in French, and 22, 766 in English.
- Our webmaster has nearly finished posting, catalogued individual articles, extracted from Histoire Potton History, all of which will be available on the website at the end of April. As well, a link within to a separate file on the toponymy of Potton as contained in Place Names of Potton and more (2013) by Sandra Jewett and *Un patrimoine à découvrir et à parcourir* (2009) by Jean-Louis Bertrand. It will also be possible to locate each entry on a map. Robert Joli worked on the digitization of these.

## **7 – TREASURER'S REPORT - SERGE NORMAND**

- The Treasurer Serge Normand tabled the financial statements for 2017 prepared by the accounting firm Ralph Bushenbaum services financiers. Revenues totalling \$15,039 and expenses of \$15,636 thus producing a deficit of \$ 602.00 To be noted : \$ 700 in donations, without counting that the Board members defray travelling costs personally, be it for transporting panels or for visits to the printer in Magog. [[Annex 2](#)]. Angèle Hébert, seconded by Raymond Gagnon, moved the adoption of the financial statements for 2017, as presented. Adopted unanimously.
- Presentation of Budget for 2018 : Revenues for \$11,400 and expenses of \$ 12 081 or of \$ 11, 391 if the Association ceases to rent storage space. The Treasurer mentioned the uncertain future of the Canteen at Owl's Head (which generally assures minimum net revenues of \$2,000) due to the sale of the Mountain. Robert Joli, seconded by Béatrice Baass, proposed the adoption of the budget for 2018 as presented. Adopted unanimously.

## **8 - PERSPECTIVES 2018**

The Vice President followed with the presentation of the primary elements of our 2018 programme:

- Under the direction of Christian Smeesters, the Association will present *Le patrimoine de Potton à travers nos expositions, Potton Heritage through our exhibitions – a retrospective on our last 20 years*.
- Publication of two editions of HPH.
- Excursions and conferences prepared by Carol Bishop and Janine Sourdif. Among others: a visit to the Russian monastery, followed by the annual BBQ at Carol's; a walking tour of White Road, accompanied by John White, who will tell us of his family history.
- Photography contest, directed by Robert Joli. The theme this year "Water in Potton"

- Participation in Culture Days and awarding of the Heritage prize for 2018
- Participation in the Multicultural Festival of Potton, parade and kiosque.
- Canteen at the Festival d'automne, if a collaboration is possible with the new proprietors of Owl's Head.
- Continued support for the Round Barn in collaboration with the GBMP -

### **9. – NOMINATION OF AUDITOR**

Treasurer Serge Normand requests the Assembly to designate the accounting firm of Ralf Bushenbaum, Services financiers du Canton de Potton, to prepare the financial statements for 2018. So moved by Christian Smeesters, seconded by Thérèse Descary and unanimously adopted.

### **10 - ELECTION TO THE BOARD OF DIRECTORS**

Vice President Serge Normand presented the list of candidates having accepted nomination to the Board : Karsten Baass, Carol Bishop, Chantal Ethier, Sandra Jewett, Robert Joli, Serge Normand, Christian Smeesters and Janine Sourdif. It was moved by Jean-Louis Bertrand, seconded by Jacqueline Robitaille, to elect the named candidates to the Board of Directors. Adopted unanimously.

### **11 - A FEW WORDS FROM THE PRESIDENT**

The President's remarks were extemporaneous. Sandra reiterated her pride in being a part of an extraordinarily devoted Board of Directors as well as the honour of being President – a job which she shares with Serge Normand, our very capable Vice President. She thanked Jean-Louis who is stepping away from the Board of Directors after 11 years of service, including 10 as Secretary of the Association; and noted her profound personal gratitude for sharing his judgement, wisdom, expertise over the years. She mentioned that over the years she had learned much from Jean-Louis, and that she considered him to be a good friend, with whom she will miss working. Jean-Louis will continue to write for the Association, particularly as concerns our magazine HPH, which was essentially his brainchild. His work as Editor-in-chief will be missed, but we are heartened that he has agreed to continue on a limited basis in the production of brochures and so on.

On behalf of the Association, the President sincerely thanked Serge Normand for having wholeheartedly assumed many executive duties, in addition to the remarkably fine work he accomplishes as Webmaster.

"My life may have changed since 2016, but my heart remains with the Association ...” She concluded that the remarks she hears about our contribution to our community and projects are always positive, and again thanked the members for their faithful support of these. Our work in making our Township better known is essential, since tourism represents an important economic element for our municipality.

## **12 - QUESTIONS AND COMMENTS FROM MEMBERS**

- With regard to the uncertainty voiced about the Canteen at Owl's Head, our major fund raising effort, the Mayor Jacques Marcoux, who attended the Assembly, reassured the membership that he remained optimistic that our fundraiser may continue. Conversations with Mr. Bélanger have shown an openness to holding community activities at Owl's Head.
- Jacqueline Robitaille mentioned that a location with higher visibility would have been more preferable for our exhibition at Owl's Head; however, it was noted that with vendors already in place in the cafeteria, little could have been done to make our display more prominent there. Mrs. Korman's offer to install our display came only after the Festival had opened.
- Hans Walser reminded us that GBMP is spear heading two projects in which the APP has also been involved : the request for the classification of the covered bridge, and the survival of the Round Barn. Hans implored the uniting of efforts, particularly in reflecting on the eventual vocation of the Barn after renovation.
- Thérèse Descary agreed and hoped that the APP would work more actively for the defence of our heritage.
- In response, Serge Normand noted that the protection of the barn is essential, but that it must not be forgotten that the property is actually that of the Municipality. The Association has nonetheless committed itself to preparing annual exhibitions for display in to Barn.
- Véronique Jutras noted the many options which the Barn offered : Could Cinéma Potton use it for some presentations? Possibility of concerts and summer activities for children was also mentioned.
- Jean-Louis Bertrand reminded the Assembly that the Blitz report of 2010 described in detail the way in which annual and permanent exhibitions should be formulated. He reiterated that this document should be sufficient to convince donors of the vocation. Additionally, because the Municipality is the proprietor of the Barn, it should not consign all responsibility to volunteers. The Municipality should demonstrate a certain leadership both in the content of the project and in meeting grant funding, which he noted is always more or less random. As an example, he noted that the Municipality might consider offering matching funds when a citizen makes a donation to a financial campaign.
- The Mayor noted the comments received and promised to make a report to the Municipal Council. He concluded the discussion by reiterating the necessity that the Municipality, the GBMP, and the APP should work in concert with one another to find solutions.

## **13 - ADJOURNMENT**

The meeting was adjourned at 11:54 on the motion of Claude Fortin, seconded by Beatrice Baass.

- [Annex 1](#) : Minutes of Annual General Assembly March 26 2017
- [Annex 2](#) : Financial Statements 2017.
- [Annex 3](#) : Budget for 2018.

Drawn up by Chantal Ethier, Secretary of the Annual General Assembly on April 20th, 2018. English translation provided by Sandra Jewett, May 3, 2018.

## Annex 1 : Minutes of the 2017 Annual General Meeting held March 26 2017

[\[Available on line\]](#)

### Annex 2 : Financial Statements 2017

[By R.B. Financial Services]

[\[Source Document – On line\]](#)

<b>Revenus</b>	<b>2017</b>	<b>2016</b>
Cotisation des membres	2 512	3 812
Dons	775	940
Collecte de fonds (Activités)	3 453	9 575
Revenu de ventes et divers	2 730	1 888
Commandite-Subvention	5 569	5 000
	15 039	21 215
<b>Frais d'administration</b>	<b>2017</b>	<b>2016</b>
Assemblée	1 221	1 457
Association	206	254
Conférences-Congrès	200	200
Fournitures de bureau	631	716
Frais banque	45	97
Honoraire	529	506
Loyer	1 290	1 290
Taxes et permis	34	34
	4 156	4 554
<b>Frais reliés aux activités de financement</b>	<b>2017</b>	<b>2016</b>
Frais reliés à la promotion de Potton	10 140	16 312
Frais reliés aux activités	1 345	962
	11 485	17 274
	15 641	21 828
Surplus (Déficit) de la période	-602	-613
Surplus au début de la période	7 794	8 407
<b>Surplus à la fin de la période</b>	<b>7 192</b>	<b>7 794</b>

**Annex 3 : Budget 2018**  
**[By Treasurer]**

<b>Revenus</b>		<b>2018</b>	
Membership	APP Adhésions	2 500	
	APP Dons	300	2 800
Subventions	S_Municipalité de Potton	5 000	5 000
Ventes	Revue HPH	750	
	Place Names + Rep. Top.	50	800
Activités	R_Festival Owl's Head	2 500	
	R_Location	100	
	R_Divers	200	2 800
<b>TOTAL REVENUS</b>			<b>11 400</b>

<b>Consolidation</b>	<b>2018</b>
Encaisse au début	7 192
Total Revenus	11 400
Total Dépenses	12 081
<b>SURPLUS/DÉFICIT</b>	<b>(681)</b>
<b>SOLDE en fin d'exercice</b>	<b>6 511</b>

<b>Dépenses</b>		<b>2018</b>	
Gestion	Loyer A	600	
	Loyer B	690	? ? ?
	Casier postal	186	
	Frais bancaires	36	
	Frais comptables	550	
	Poste	50	
	Site web	20	
	Fournitures de bureau	150	2 282
Cotisations	FHQ	150	
	QAHN	40	190
Restauration	Biens patrimoniaux	500	500
Permis	REQ	34	34
Congrès	Inscription	200	200
AGA	Divers	300	
	Repas	400	700
Publications	HPH 2 Numéros	1 200	
	Brochures et dépliants	4 000	5 200
Activités	Concours Photos	75	
	Conférenciers	300	
	Sorties -Excursions	500	
	Expositions	2 000	
	Location salle	100	2 975
<b>TOTAL DÉPENSES</b>			<b>12 081</b>