



**BRACEBRIDGE AGRICULTURAL SOCIETY**  
**Board of Directors Meeting**  
**Minutes**  
April 12, 2018

The Bracebridge Agricultural Society met for their Board of Directors meeting on April 12, 2018 in the Knox Presbyterian Church, Bracebridge. The meeting was called to order at 7:00pm by President Dave Nichols.

**In Attendance:** Ben Carter, Heather Hurren, Dave Nichols, Lynda Nicholson, Carole Ruttan, Paul Sisson, Heather Stevens, Sheila Stratton, Donna Wallace

**Absent/Excused:** Josh Campbell, Jennifer Glover, Miranda Turnbull, Lynn Wilson

**Guests:** Sharon Sisson, Gary Simmonds, Andrew Smellie

President Dave Nichols extended greetings to all those in attendance and confirmed there was a quorum at the beginning of the meeting with 9 of the 13 Directors present.

### **Additions to the Agenda**

The following items were added into the agenda for discussion:

1. Table covering/skirting – Gary Simmonds
2. Washrooms – Lynda Nicholson

### **Guest Presentation**

Dave Nichols introduced Andrew Smellie, President, Rotary Club of Bracebridge. Andrew presented on the Chase the Ace hospital foundation fund raiser being held this year. Andrew advised this program as the first full-sized one of its type in Ontario, and is being done in addition to their usual car raffle. Rules, processes, security, contingencies, sales projections, etc were explained. As they move in to their 2<sup>nd</sup> phase, the draws will be held each Tuesday evening at the fairgrounds. The Society has donated the use of the Exhibit Hall on applicable dates, if available. Space upstairs for their draw board was offered as storage.

Pat Munroe explained that there is a standing motion on the books allowing the sale of car raffle tickets during the fair, and that a similar motion would be required for Chase the Ace tickets.

**Motion 1:** To approve the sale of Chase the Ace tickets on-site during fair weekend.  
Moved by Lynda Nicholson, seconded by Ben Carter. M.C. (33-04-18)

### **Amendments to the Minutes / Approval of Minutes**

The Minutes of the Board of Directors Meeting of March 8, 2018 had previously been distributed.

**Motion 2:** To accept the Minutes of the Board of Directors Meeting of March 8, 2018.  
Moved by Sheila Stratton, seconded by Heather Hurren. M.C. (34-04-18)

### **E-Mail Motions**

Pat Munroe referenced 3 email motions that had been voted upon since last meeting that need to be read into the Minutes. However, having forgotten to bring them, Pat was unable to proceed and reading deferred until next meeting.

## **Business Arising**

### Status of Attractions

Pat Munroe advised signed contract for the Sunday Ostrich Guy in place. Space to locate his RV behind the Exhibit Hall will be required for his use as a change room. Times for his walk-about will be determined upon his arrival.

Pat advised contract for the Saturday Fire Guy and hula-hoopers in progress. Pat reviewed proposed times for shows.

Carole Ruttan advised her follow-up with the mini chuck wagons, expecting receipt of contract soon.

Pat referenced recent email correspondence between Lynn and EquiMania!. It was decided sufficient attractions in place for this year, and further discussions/investigations be deferred to another year.

### Paint Quote

Ben Carter presented updated quote for paint for the Exhibit Hall interior walls/upstairs floor, based on actual measurements taken. Ben confirmed need for about 15 gallons and revised quote from Heather King, Colour 'n Light Bracebridge for Benjamin Moore paint at \$20/gallon discount to be about \$815.

**Motion 3:** To increase 2018 paint budget to \$1,000.

Moved by Heather Hurren, seconded by Heather Stevens. M.C. (35-04-18)

Ben and Heather to coordinate timing of work.

It was further agreed to defer painting of exterior of Pipeline building to another year. In the meantime, Ben to proceed with obtaining quotes for budget purposes.

### Flooring

Sheila Stratton advised moisture test planned for Saturday; access to office not required. Heather Hurren to confirm building availability upon confirmation of usage dates with Rotary Club re: Chase the Ace, phase 2 start-up timing. Dave Nichols raised issue of getting a concrete sander, to which Heather Hurren with check with a contact. Otherwise, one will need to be rented.

**Motion 4:** To rent a concrete sander, if required.

Moved by Donna Wallace, seconded by Sheila Stratton. M.C. (36-04-18)

Advice of moisture test results and next steps to be conducted via email to stay on track for timeline relative to building rental dates.

### Washroom Quote

Lynda Nicholson reported status of obtaining quotes from 4 contractors on adding washroom to Livestock Building exterior. Exterior washroom project on future list.

Pat Munroe confirmed 2018 budget amount for accessibility work, which includes interior Exhibit Hall washroom upgrades as well as automatic door openers. Lynda to follow-up with contractors to initiate work.

## **Correspondence**

### Incoming

1. District #11 OAAS – notice of Spring meeting postponement due to impending inclement weather. Reschedule date April 28<sup>th</sup>; interested parties to advise Pat as soon as possible.

2. Provincial OAAS – revised/updated Benefits of Being an OAAS Member pamphlets

3. North River Riders Drill Team – request to perform. Pat to send thanks and decline due to full schedule.

4. Abell Pest Control – technician visit report

5. Ministry of Health – rabies immunization requirement legislation update. Pat reviewed impact to various components of fair with recommended approach to each.

Incoming cont'd

6. Canadian Food Inspection Agency – notice of legislation update coming into effect Fall 2018. Pat reviewed some of the many questions yet unanswered; OAAS sending letter.
7. Bill S-228 – new federal legislation in 2<sup>nd</sup> reading; may impact advertising, sponsorships, food & product offerings
8. Scotiabank – notice of GIC reinvestment for 1 year at 2%
9. Bell – Chart of internet data plans options with costs. Pat reviewed available internet options for fair office relative to needs. It was decided to continue as-is with Pat utilizing personal internet from home, billing appropriate data charges to Society.

Outgoing

n/a

**Financial Report**

Cash Flow Statement

Pat Munroe presented the Cash Flow Statement for the month of March, highlighting key revenues and expenses, particularly insurance premiums, Easter eggs and maple syrup.

Advertising

Pat Munroe reported approximately \$1,000 remains outstanding in advertising funds. All advertisers have been sent invoices.

Other Finances

Pat reported receipt of OMAFRA grant funds, will be reflected in April financials.

Pat reported no change in investments or savings accounts.

**Motion 5:** To accept the Treasurer's report as presented.  
Moved by Donna Wallace, seconded by Paul Sisson. M.C. (37-04-18)

**Easter Egg Hunt**

Dave Nichols reported a successful event.

Lynda Nicholson expressed disappointment in the unprofessional behaviour of one Director who did not meet commitment to the Board, thereby creating hardship and scrambling on part of others on very short notice.

Dave explained the confusion of the "co-sponsoring" comments heard on the radio ads.

Donna Wallace questioned lack of notice in the newspaper, others felt the social media notices sufficed for our target audiences.

Ben Carter and his wife will be 2019 Easter bunnies, in new suits being made by Lynda Nicholson and Sheila Stratton.

Sheila Stratton offered to arrange purchase of 2019 eggs and look into cost of getting Oliver's coffee.

## **151<sup>st</sup> Fall Fair & Horse Show**

### Prize Books

Pat Munroe reported status of prize books: junior packages prepared, in distribution to schools; youth prize booklets provided to chairperson; general prize book distribution in progress, assistance in labelling, stuffing and addressing envelopes welcome.

### Table Coverings/Skirting

Using input from Valley Tablecloth, Gary Simmonds provided information on options for table coverings and skirting. He provided some pricing examples. Gary, Sheila Stratton and Lynda Nicholson to form committee for investigation and bring recommendations to a future meeting. Donna advised square footage measurements of stage, need height for skirting.

### Parking

Dave Nichols and Heather Hurren reported Muskoka Softball interested about providing assistance with parking. Hours of their coverage was discussed, with a core coverage period of Saturday 10:00am – 5:00pm and Sunday 10:00am – 1:00pm.

## **New Business**

### Events Schedule

Donna Wallace requested a schedule of events booked in the Exhibit Hall to provide to Laurie Kennedy for cleaning.

### Banners/Flags

Discussion deferred until condition of current supplies can be reviewed upon return to fairgrounds for our meetings.

### Service Recognition

Pat Munroe reported 2018 as Kim Mandley's 30<sup>th</sup> year as Rabbit/Cavy chairperson. Ideas and a plan for recognition required. Pat to order OAAS certificate for \$10 + shipping/HST.

### OAAS Provincial Convention

Pat Munroe reported on the new location for the OAAS convention, distributing an information postcard. She advised of expected cost savings. She reported that the Crafts Room exhibits would no longer take place and that we are to take pictures of exhibits for video display at the convention.

Pat also reported on judges' findings of various competitions, and shared rationale for many disqualifications that still occur.

Pat distributed fall fair passport cards to interested parties wishing to attend other fairs in Ontario; distributed to Paul Sisson, Heather Stevens, Heather Hurren. Pat offered to lend her Provincial OAAS passport out any time all others were in use.

### Meeting Dates

Discussion was held on moving date and/or location of the monthly Board meetings if they fell on an evening during which the Exhibit Hall was in use or being decorated. Decision reached to review each meeting at the meeting prior.

Travel Expenses/Honorarium

1. Loretta's Beer's activities as fair photographer were reviewed. Consensus was that her volunteer time was condensed into fair weekend while others was more spread throughout the year; no out-of-pocket expenses being incurred. Special honorarium recognition deemed not warranted.

2. Heather Hurren's activities as Booking Coordinator were reviewed. Heather spends extensive time and several travel trips to the fairgrounds for every event between beginning of May and end of October. She also spends time making arrangements with customers throughout the rest of the year.

*At this point, Heather and guests were asked to leave the meeting.*

Recognition by way increased travel expense coverage deemed warranted.

**Motion 6:** To increase remuneration towards Heather Hurren's travel expenses from \$1,200 to \$2,000 annually, payable once in full in Spring or in part on a pre-determined frequency as per Heather's wishes.

Moved by Paul Sisson, seconded by Carole Ruttan. M.C. (38-04-18)

*At this point, Heather and guests were invited to return to the meeting.*

Church Donation

Dave Nichols questioned if we should thank Knox Presbyterian for the use of the church by way of donation.

**Motion 7:** To donate \$200 to Knox Presbyterian Church, Bracebridge.

Moved by Sheila Stratton, seconded by Heather Stevens. M.C. (39-04-18)

**Adjournment**

With no further business presented, President Dave Nichols brought the meeting to a close at 9:34pm.

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Secretary

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President