



## BRACEBRIDGE AGRICULTURAL SOCIETY

### Board of Directors Meeting

#### Minutes

February 9, 2017

Secretary/Treasurer Pat Munroe received advertising applications and payments, and membership dues from Directors prior to the meeting.

The Bracebridge Agricultural Society met for their first Board of Directors meeting of the year on February 9, 2017 in the Knox Presbyterian Church, Bracebridge. The meeting was called to order at 6:58pm by President Dave Nichols.

**In Attendance:** Michael Barnes, Josh Campbell, Jennifer Glover, Heather Hurren, Bill McBride, Dave Nichols, Arla Rebman, Carole Ruttan, Heather Stevens, Sheila Stratton, Lynn Wilson

**Absent/Excused:** Donna Wallace, Paul Sisson, Thelma Marrin, Lynda Nicholson, John Wilson

**Guests:** Anna McConnach, Jim McConnach, Steve Harper, Jim Tutsch, Angee Pell, Erik Miitel  
Secretary/Treasurer Pat Munroe confirmed there was a quorum.

#### Approval of Minutes

The Minutes of the Annual General Meeting of January 12, 2017 had previously been distributed and were presented for Board approval prior to being presented to the Society membership at the 2018 AGM.

**Motion 1:** To accept the Minutes of the Annual General Meeting of January 12, 2017, and to hold for final member approval at the 2018 Annual General Meeting.  
Moved by Bill McBride, seconded by Lynn Wilson. M.C. (11-02-17)

The Minutes of the Board of Directors Meeting of January 12, 2017 had previously been distributed.

**Motion 2:** To accept the Minutes of the Board of Directors Meeting of January 12, 2017.  
Moved by Josh Campbell, seconded by Jennifer Glover. M.C. (12-02-17)

#### Correspondence

##### Outgoing –

1. Notice of 2017 Board of Directors to Provincial & District OAAS, OPP, Fire, Peerless, BDO Canada, Scotiabank, Co-operators, Town, Chamber of Commerce and MPPA
2. 2016 Charitable Tax Receipts to all sponsors/donors
3. Pinecone Treadlers – response to letter of enquiry re: 2017 fair

##### Incoming –

1. Co-operators Insurance – request for updated financials, contact information, copy of AGM Minutes, advice of new events  
Secretary/Treasurer Pat Munroe reported that she has requested rationale for requiring a copy of the AGM Minutes – no response has been received to date
2. District OAAS – Minutes from Fall meeting, previously distributed  
Secretary/Treasurer Pat Munroe highlighted that the District policy guidelines had been revised and approved at the meeting, but that we had not yet received a copy. She indicated that it requires a \$20 payment to the Provincial OAAS convention for the silent auction.
3. District OAAS – invoice for Provincial OAAS \$20 silent auction

4. Town of Bracebridge – notice of community volunteer and sport award nominations deadline date March 23, 2017, previously distributed
5. Bracebridge Chamber of Commerce – member information letter and annual invoice

**Motion 3:** To pay the Bracebridge Chamber of Commerce 2017 membership renewal fee of \$105 + tax.

Moved by Arla Rebman, seconded by Jennifer Glover. M.C. (13-02-17)

### **Financial Report**

Cash Flow Statement –Pat Munroe presented the Cash Flow Statement for the months of January 2017, highlighting key revenues and expenses and listing the outstanding accounts payable for invoices to be paid and accounts receivables for invoices issued but not yet paid to us.

**Motion 4:** To accept the Treasurer’s Report.

Moved by Lynn Wilson, seconded by Josh Campbell. M.C. (14-02-17)

### **Executive Meeting**

Secretary/Treasurer Pat Munroe reviewed the Motions from the Executive meeting of February 5, 2017:

**Motion 5:** That the Board make motion and approve, in principal, the idea of having a Saturday beer garden and that Dave Nichols proceed with confirmation of outstanding questions. Several of the same questions that the Executive Committee had identified came up in the ensuing discussion.

Moved by Bill McBride, seconded by Sheila Stratton. M.C. (15-02-17)

**Motion 6:** That the Board make motion and approve a shuttle to run from Canadian Tire and Walmart/Home Depot at a cost determined by Heather Hurren’s investigations. Motion was amended to replace Walmart/Home Depot location with St Dominic’s School. Moved by Sheila Stratton, seconded by Bill McBride. M.C. (16-02-17)

Arla Rebman mentioned that she is still working on obtaining use of the Santa’s Village trolley for transporting the past presidents in the parade.

Lynn Wilson called for the need for early advertising for everything.

Jim Tutsch said social media needs to be utilized more.

**Motion 7:** That the Board make motion and approve providing Lynn Wilson the authority to enter into a purchase and/or rental agreement while at the OAAS Provincial convention for the purchase of up to 5 new bleachers and the rental of up to 5 additional bleachers at a cost provided by Lynn’s investigations.

Discussion ensued regarding rental versus purchase versus build.

Pat Munroe recommended that side and back railings be a prerequisite for any acquisition for insurance purposes.

Due to tight time constraints it was decided to move forward with rental agreement at this time and purchase or build options later in the year.

**Amended Motion:** That the Board make motion and approve providing Lynn Wilson the authority to enter into a rental agreement for this year only while at the OAAS Provincial convention for up to 5 bleachers at a cost up to a weekend total maximum of \$6,000.

Moved by Josh Campbell, seconded by Jennifer Glover. M.C. (17-02-17)

**Motion 8:** That the Board make motion and approve the return, or cancellation, of the hockey/soccer shoot. Jim McConnach advised that he has been looking after this kids attraction since 2004, and that he would do it again this year, but that it would be his last year. He also advised that All Star Games had indicated that it would be Walter's last year coming as well. Jim would consider a different prize and schedule set-up to allow for its use all day rather for specific time frames. That the hockey/soccer shoot be held for one more and final year.  
Moved by Arla Rebman, seconded by Jennifer Glover. M.C. (18-02-17)

**Motion 9:** That the Board make motion and approve the provision of direction to Carole Ruttan, or other delegate, to attend the code of ethics seminar at the OAAS Provincial convention.  
Moved by Sheila Stratton, seconded by Jennifer Glover. M.C. (19-02-17)

### **Recap of Executive Decisions**

The following decisions were made at the February meeting at the Executive Committee:

Location of Mechanical Bull – Placement of the mechanical bull would be outside the front of the cattle barn. Pat Munroe provided an update on the status of the bull attraction, advising that until such time as they could provide adequate liability insurance coverage and associated documentation, she couldn't recommend that we proceed with it. She will provide further update at the next meeting.

Location of Midway Living Quarters – Placement of the midway living quarters is being considered for along the highway fence on the far side of the horse ring. This will be reviewed with Randy from Homeniuk Rides at the convention.

Lawn/Garden Tractor Pull - Planning for the lawn/garden tractor pull would continue with Paul Sisson's assistance while we are looking for a new chairperson to run it.

Executioners Sled – Pat Munroe is to proceed with securing the Executioners Sled Team while at convention as the drag sled for the lawn/garden tractor pull. Minden may or may not be available, but should be considered only as a back up if necessary.

Accessibility Grant – It was agreed that we would proceed with application for a grant under the Rick Hanson Foundation Acces4All initiative. Given its tight deadline of March 31<sup>st</sup>, the Accessibility Committee would need to provide the required quotes immediately. Pat Munroe to obtain the required letters of recommendations.

Appointment of Additional Directors – It was decided that Dave Nichols was not going to pursue looking for additional Directors for the 2017 Board.

Membership Requirement – Pat Munroe advised that it was her understanding that, in addition to Directors, all chairpersons, committee members, and volunteers had to be Society members in order to be covered under our insurance policy. It was also the desire to ensure the broadest extent possible for a new Code of Ethics/Conduct to be included in the pending Constitution revision.

*Post-Meeting* – Pat Munroe has since obtained clarification for this policy and will report at the March meeting.

Kitchen – Sheila Stratton advised that she is considering requiring all food handlers to have obtained proper training and received food handling certificates. She also is looking to simplify/change the kitchen menu.

150<sup>th</sup> Colour Scheme – For this year only, the colour scheme for the 150<sup>th</sup> fair would be red & white for all table/stage skirts and Director shirts.

Sponsorships – Pat Munroe advised that the Society will no longer make it a practice to grandfather the sponsoring of special awards when a sponsor is lost. Rather than the Society taking it over, the Chairperson is to obtain a new sponsor or the special award will be dropped.

### **Goat Show**

Angee Pell made a presentation reviewing the pros/cons of putting on a sanctioned Canadian Goat Show versus doing the displays as we have done in the past versus having a more robust goat demonstration, or any combination thereof. She reviewed the costs and logistics of each option, estimating cost ranges to be:

- \$4,500 - \$5,000 for prize money and ribbons, and other associated costs for penning 75 – 200 goats, tents, parking area for 15 – 30 trucks for a full show
- \$1,000 - \$1,300 for a goat milking, goat care, fun with goats and show demonstration
- \$150 - \$250 / display

Angee will provide written report back to the Board for their decision.

### **Pricing Review**

Secretary/Treasurer referred to the Pricing Review sheet previously distributed, making note of some points for clarification and/or correction.

**Motion 10:** To amend the current motion on the books regarding the issuance of charitable tax receipts for “amounts over \$20” to read for “amounts \$20 and over”.

Moved by Lynn Wilson, seconded by Heather Stevens. M.C. (20-02-17)

**Motion 11:** To amend the 150<sup>th</sup> Livestock Special Award payouts for the Poultry Show from \$100 to \$200, and for the Open Horse Show from \$300 to \$200, respectively.

Moved by Arla Rebman, seconded by Jennifer Glover. M.C. (21-02-17)

Jim Tutsch requested funds for improving the display signs and stands in the Culinary Arts and Natures Best sections. Pat Munroe suggested that a blanket motion be made giving all chairpersons a pre-approved limited budget for this year only to make improvements in their respective areas for the 150<sup>th</sup> fair.

**Motion 12:** To approve expenditures by each chairperson up to \$500 for improvements and upgrades in their sections for the 2017 fair year only, expenses to be reimbursed only against submitted receipts.

Moved by Arla Rebman, seconded by Sheila Stratton. M.C. (22-02-17)

### **OAAS Provincial Convention**

Secretary/Treasurer Pat Munroe confirmed the attendance of delegates Lynn Wilson, Carole Ruttan and Pat Munroe to this year’s Provincial OAAS Convention in Toronto. Other than what had already been mentioned, she asked if there were any other specific areas that the Board wished the delegates to investigate. She then reviewed the proposed amendments to the Provincial Constitution and a Resolution, seeking direction from the Directors for the delegates in their voting.

**Motion 13:** That delegates be approved to vote freely with a leaning towards favouring the proposed Constitution changes.

Moved by Jennifer Glover, seconded by Sheila Stratton. M.C. (23-02-17)

**Motion 14:** That delegates be approved to vote freely with a leaning towards favouring the Resolution proposed by District 12 requiring the OAAS President to attend at least 2 fairs in each District each year, allowing for an amendment to extend to include other Executive Directors.  
Moved by Bill McBride, seconded by Arla Rebman. M.C. (24-02-17)

**Constitution**

Pat Munroe reviewed the current timeline for distributing the proposed Constitution changes with the 2017 prize books. It was decided that a separate Constitution only focussed meeting was not desirable. Members of the Constitution Committee, including Lynn Wilson, Carole Ruttan, Sheila Stratton and Jennifer Glover were instructed to submit their final proposed amendments to Lynda Nicholson for incorporation into a final draft proposal.

**New Business**

Pig Races – Both Jennifer Glover and Lynn Wilson advised that they had been talking with the pig race provider. It was determined that there would be a package waiting for Lynn at the convention in Toronto, requiring her contractual signature. Pat Munroe requested that she read any liability clause carefully and be sure to get a copy for our records.

Flooring – Sheila Stratton reported that she was investigating obtaining quotes for new flooring in the kitchen, bathroom and perhaps front hallway that would be sealed tile instead of the painted concrete.

July 1<sup>st</sup>. Canada Day – Sheila Stratton confirmed that we have been assigned a 20’ space on the main street during the Canada Day celebrations. It was acknowledged that Maple the Cow requires power outlets; the idea of a display of dairy farming in Muskoka was well received; and provision of plant seeds was considered.

Entertainment – Arla Rebman presented the proposed, yet unconfirmed, list for this year’s stage entertainment.

Gates Admissions – It was decided that there should not be early closing of the gates in the evenings, regardless of the weather. The suggestion of using wristbands was made.

**Adjournment**

With no further business presented, Arla Rebman requested Dave Nichols bring the meeting to a close at 9:01pm.

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Secretary

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President

**Next Meeting:**

Board of Directors meeting  
March 9, 2017  
7:00pm  
Knox Presbyterian Church  
120 Taylor Rd., Bracebridge  
(small room to left)

Directors are asked to be prepared for having their photo taken.