



BRACEBRIDGE AGRICULTURAL SOCIETY
Board of Directors Meeting
Minutes
May 11, 2017

Prior to the meeting, the Code of Conduct was signed by those Directors who had not yet signed it. The Bracebridge Agricultural Society met for their Board of Directors meeting on May 11, 2017 in the Exhibit Hall at the J.D. Lang Park, Bracebridge. The meeting was called to order at 7:00pm by President Dave Nichols.

In Attendance: Michael Barnes, Josh Campbell, Jennifer Glover, Heather Hurren, Thelma Marrin, Bill McBride, Dave Nichols, Lynda Nicholson, Arla Rebman, Carole Ruttan, Paul Sisson, Heather Stevens, Sheila Stratton, Donna Wallace, John Wilson, Lynn Wilson

Absent/Excused: none

Guests: none

Secretary/Treasurer Pat Munroe confirmed there was a quorum at the beginning of the meeting with 15 of the 16 Directors present. A full slate of 16 Directors was present shortly thereafter.

Additions to the Agenda

Sheila Stratton to provide a report on obtaining flooring quotes.

Approval of Minutes

The Minutes of the Board of Directors Meeting of April 13, 2017 had previously been distributed.

Motion 1: To accept the Minutes of the Board of Directors Meeting of April 13, 2017.

Moved by Heather Stevens, seconded by Lynda Nicholson. M.C. (49-05-17)

Correspondence

Outgoing –

1. Prize Books & Constitution Documentation – 2017 general prize books and the documentation related to the Notice of Motion for the Amendment of the Constitution were mailed out to over 470 members.
2. Executioners Sled – followup note confirming use of small sled for Lawn/Garden Tractor Pull, as well as status on assisting with getting a team to run the pull.
3. Knox Presbyterian Church – donation and thank you for use of facilities during winter months.

Incoming –

1. COIs – Certificates of Insurance required for 2017 fair – Town, Fire Department, MPPA, St Dominic, Canadian Tire
2. Bursary Application – handed over to President Dave Nichols pending closing of application deadline; to be reviewed at June meeting.
3. Notice of Tourism Event Grant – previously received, turned over to Lynda Nicholson for identification and management of activities and use of funds.
4. Flags Unlimited – quote for pole flag and street light banners, turned over to Lynn Wilson for ordering
5. Community Grant – notice of approval from Town; Donna Wallace enquired if someone was available to pick-up cheque on her behalf – Thelma Marrin volunteered.

Post-Meeting: Pat Munroe advised that funds had already been e-transferred directly to our account.

6. Hiway Sign – request from Kalleen Turchet, Economic Development Clerk at Town enquiring about using the hiway sign to advertise July 1st Canada Day downtown activities; Pat Munroe reminded her and the Directors that the original MTO approval for the sign was based on it being used for activities on the fairground site only.
7. Progressive Waste Solutions – name change to Waste Connections of Canada Inc.
8. Peerless Security & Huronia Alarm & Fire Security – notice of acquisition of Peerless Security; Directors agreement to continue on with new company; Pat Munroe mentioned that alarms and fire extinguishers need to be tested prior to the summer functions season.

Treasurer's Report

Cash Flow Statement – Pat Munroe presented the Cash Flow Statement for the month of April, 2017, highlighting key revenues (OMAFRA grant, advertising, write-off of undeliverable stale-dated cheques) and expenses (Easter eggs, prize books, Constitution photocopying, postage of prize books & Constitution, internet charges, storage coordinator, maple syrup).

Advertising Funds – Pat Munroe advised that there are currently 5 advertisers representing \$201 outstanding unpaid invoices. Contacts are following up.

GICs – Pat Munroe reported that there are 2 upcoming GICs maturities. Current GIC and savings account rates were unavailable to her in time for the meeting. Pat reviewed that status of all investment funds. Based on historically low GIC rates compared to savings account rates, and the need for liquidity, it was agreed to place maturing GIC funds into the savings account.

Motion 2: To place maturing GIC funds into the savings account.

Moved by Lynda Nicholson, seconded by Sheila Stratton. M.C. (50-05-17)

Post-Meeting: BNS advised the availability of a new special cashable GIC with a 1.1% p.a. rate versus the .5% rate of our savings account. Funds would be available to us for use, without penalty, after 30 days.

E-Mail Motion 2/17: To approve Treasurer Pat Munroe's recommendation to place the \$25,000 maturing GIC into the savings account and place the other \$52,000 maturing GIC into a cashable GIC. Motion had been carried with votes of Yea - 12, Nay - 0, No Response - 2. Paul Sisson is unable to participate in e-mail motions, and it was not necessary to obtain his vote by telephone. Vote by President Dave Nichols was not required.

Entertainment Costs – Pat Munroe is expecting an increased amount for entertainment costs this year for our 150th anniversary fair, and will provide at a later date after conferring with Kathleen Raeburn.

Motion 3: To accept the Treasurer's Report.

Moved by Donna Wallace, seconded by Lynda Nicholson. M.C. (51-05-17)

District #11 Spring Meeting

Reports were given by delegates Lynda Nicholson, Sheila Stratton and Heather Hurren. The guest speaker was our own Nathan Veitch on growing giant vegetables. One of the round table discussions was very disappointing and strayed off topic.

150th Celebrations

Canada Day – Sheila Stratton reported on the booth downtown for Canada Day. She advised that the required hours are 12:00 – 4:00pm but that we could stay later if we wish. As a result, she does not feel that a schedule for all Directors is necessary. Sheila, Lynda Nicholson, Carole Ruttan and Lynn Wilson are planning on manning the booth, and President Dave Nichols encouraged all Directors to make an effort to stop by. She invited suggestions for ideas for display; we currently have history of dairy farming in Muskoka, bean seeds, spinning wheel, education handouts, Arla’s commemorative booklet, fair flyer, crafts, quilts. She advised that no animals are permitted.

Sheila advised that the Town is looking for participants in preparing display storyboards. They would be placed against light poles throughout the downtown area, and available to us for the fair after Canada Day. Participants are required to provide 3 pictures and their respective stories and the Town would look after the storyboard construction at a cost of \$75. Input required by May 20. It was agreed that we would participate and Arla Rebman agreed to coordinate on our behalf.

Motion 4: To participate in the storyboard project at a cost of \$75.

Moved by Arla Rebman, seconded by Lynn Wilson. M.C. (52-05-17)

Sheila further reported that the Rotary Club of Bracebridge is actively seeking to recoup about \$5,000 to cover an excess in the expenses for the Canada Day fireworks. We agreed to opt out of supporting this request.

Quilt Competition – Sheila Stratton advised of the following judges:

- Coral Mason and Colleen Anderson for the quilting
- Gary Dennis for content related to the history of agriculture
- Irene Thomson for content related to the history of the fair
- Rick Maloney for is favourite

Sheila advised that refreshments would be served and asked for funds for the accredited judges.

Motion 5: To pay the accredited quilt judges the going rate of \$40 plus \$0.30/km travel.

Moved by Lynda Nicholson, seconded by Heather Hurren. M.C. (53-05-17)

Sheila reported that rosettes have been ordered for the 1st, 2nd, and 3rd place winners, and an additional number for Participants. These rosettes had to be special ordered due to timing and lettering, resulting in set-up, lettering and delivery charges separate from our regular order of approximately \$170.

Motion 6: To pay approximately \$170 for the special rosettes for the quilt competition.

Moved by Lynda Nicholson, seconded by Heather Stevens. M.C. (54-05-17)

Commemorative Booklet - Arla Rebman advised that the commemorative booklet is ready for print. She questioned the preference for cover paper, and as the expenses of this booklet fit the criteria for being covered by our Tourism Event Grant, it was agreed that we would go with glossy white/red.

Attractions

Maple the Cow – Pat Munroe presented the details of the contracts received to bring the Northern Ontario Maple the Cow display for both Canada Day and the fair. The amounts in the contracts far exceeded original expectations of \$150/day. It was determined that the 4 hour display at the Canada Day booth did not warrant the cost of almost \$500, but that we would proceed with it for the 2 days of the fair for our special 150th. The cost of \$750 would include an membership to the Northern Ontario Agri-Food Education and Marketing Inc, the display, travel expenses and HST. Accommodation would be extra.

Motion 7: To cancel Maple the Cow for Canada Day and to confirm for the 150th fair Saturday and Sunday at a cost of \$750 plus accommodations.

Moved by Josh Campbell, seconded by Arla Rebman. M.C. (55-05-17)

Wagon Ride – Dave Nichols reviewed the cost for bringing in Twin Maples Farms for wagon rides through the grounds - \$1,000 for 5 hours over 2 days. It was felt that it would be too dangerous for both people and horses through very congested areas to have them running through the day. It was thought that a better use would be for the past-presidents in the parade. Lynn Wilson advised that for one-off events the usual charge is \$600.

Motion 8: To authorize Dave Nichols to negotiate a contract for \$500 if possible, but to a maximum of \$600, for the parade only.

Moved by John Wilson, seconded by Jennifer Glover. M.C. (56-05-17)

Highland Games – John Wilson reported that he has been unable to confirm the Highland Games demo as of yet, but is still working on it. Pat Munroe reminded him that arrangements need to be confirmed for preparation and printing of the flyer which will be handed out at our Canada Day booth.

Archery Demonstration – Lynn Wilson advised the cancellation of the archery people.

Town/Shuttle Bus

Dave Nichols agreed to go to the Town office to discuss a possible change to the route for the Town bus. Heather Hurren will confirm with Hammonds Bus Lines running a shuttle to St. Dominics School and Canadian Tire from 11:00am to 7:00pm on Saturday and from 12:00noon to 4:00pm on Sunday.

Banners/Flags

Lynn Wilson presented the quote from Flags Unlimited for 4 street banners and one 150th white Canadian flag for a total of \$505. Pat Munroe advised that the \$250 amount for the 4 banners was in line with past years. Lynn advised that the Canadian flag would be a larger flag, requiring a new spacer on the pole. She advised that the pole could withstand the large size of the flag.

Motion 9: To purchase 4 street banners and 1 Canadian flag at a cost of \$505.

Moved by John Wilson, seconded by Bill McBride. M.C. (57-05-17)

Lynn Wilson felt that a 10' x 12" banner for across the front of the Canada Day booth tent was too expensive, and that instead, we could adapt our fair parking signs.

Ribbons/Rosettes

Pat Munroe thanked the Directors for their input towards the rosette order. She advised that the order would be going in immediately.

Maintenance

Horse Ring – Dave Nichols reported that work is underway on pushing the poles of the horse ring back down. He advised there are several with broken caps. New caps are being made, and we will decide whether to put metal tops on them or paint them.

Ground Swell – Dave Nichols talked of the low spot on the grounds across from MPPA used for parking. We have an opportunity to use the fill coming out of the excavation for the new fire department building. He reported an unverified estimate of \$3,000 to remove the top soil. As it is Town property, Dave will attend the Town to obtain more information about the possibility of doing this after the fair.

Painting – Lynn Wilson reported that Beaver Creek worked on-site for a day cleaning all the exit signs, walls, and floors, painting the hall, bathrooms and kitchen. They are to return for another day to finish replacing exit sign bulbs and painting the office and doors. She confirmed their availability to assist with fair set-up and tear-down.

Motion 10: To pay the \$750 invoice incurred for the paint and supplies.

Moved by John Wilson, seconded by Heather Hurren. M.C. (58-05-17)

Lynn reported of an opportunity for free paint from Muskoka Lumber through a sponsorship agreement with Benjamin Moore initiated by Nathan Veitch. Pat Munroe commented on the unfortunate timing after having already purchased what we had. Lynn advised that we still had lots more painting to do in the future for the main hall walls. The sponsorship was viewed favourably.

Barrels – Carole Ruttan questioned if the outdoor barrels could be painted for our 150th fair. Lynn will coordinate getting the paint for Carole to use.

Flooring – Pat Munroe provided some information on flooring estimates on behalf of Sheila Stratton who had excused herself from the meeting. Further discussion was tabled to the June meeting.

Other New Business

2-Way Radios – Donna Wallace verified needs for the 2 way radios as this is the time when she places the order.

MPPA School Day – Pat Munroe advised that MPPA is hosting a school day for grades 4/5 on June 7th, and made offer for us to include our material in their goodie bags.

Secretary/Treasurer Absence – Pat Munroe advised of her upcoming vacation and asked for someone to pick up the mail while she is away and take the Minutes for the June meeting. Dave Nichols and Jennifer Glover agreed to these duties respectively.

Adjournment

With no further business presented, Dave Nichols brought the meeting to a close at 9:25pm.

Secretary

President

Next Meeting:

Board of Directors meeting
7:00pm, June 8, 2017
Exhibit Hall, fairgrounds