



BRACEBRIDGE AGRICULTURAL SOCIETY
Board of Directors Meeting
Minutes
May 10, 2018

The Bracebridge Agricultural Society met for their Board of Directors meeting on May 10, 2018 in the Exhibit Hall at J.D. Lang Park, Bracebridge. The meeting was called to order at 7:00pm by President Dave Nichols.

In Attendance: Josh Campbell, Ben Carter, Jennifer Glover, Heather Hurren, Dave Nichols, Carole Ruttan, Paul Sisson, Heather Stevens, Sheila Stratton, Donna Wallace, Lynn Wilson

Absent/Excused: Miranda Turnbull, Lynda Nicholson

Guests: Sharon Sisson, Gary Simmonds

President Dave Nichols extended greetings to all those in attendance and confirmed there was a quorum at the beginning of the meeting with 11 of the 13 Directors present.

Additions to the Agenda

The following items were added into the agenda for discussion:

1. Monday night work schedules – Dave Nichols
2. budget for tools – Dave Nichols
3. donation of leftover table skirting – Sheila Stratton

Amendments to the Minutes / Approval of Minutes

The Minutes of the Board of Directors Meeting of April 12, 2018 had previously been distributed.

Motion 1: To accept the Minutes of the Board of Directors Meeting of April 12, 2018.
Moved by Heather Hurren, seconded by Sheila Stratton. M.C. (39-05-18)

E-Mail Motions

Pat Munroe read into the Minutes the email motions that had previously been voted upon in March.

E-Mail Motion 1/18: To hire the mini chuck wagons at a cost of \$2,500 (+HST) to include 3 shows plus interactive kids' demos on Saturday, September 15, 2018.

Moved by Carole Ruttan.

Motion had been carried with votes of Yea - 10, Nay – 1, Abstentions – 1.

Paul Sisson was called by telephone and voted. Vote by President Dave Nichols was not required.

E-Mail Motion 2/18: To increase the total potential prize payout for the Heavy Horse & Haflinger Shows by \$3,535 to \$13,955.

Moved by Heather Hurren on behalf of Bill McBride.

Motion had been carried with votes of Yea - 7, Nay - 0, No Response - 4. Paul Sisson was unable to participate. Vote by President Dave Nichols was not required.

E-Mail Motion 3/18: To hold a Goat Show with a total potential prize payout of \$1,350, if all monies are paid out.

Moved by Jennifer Glover.

Motion had been carried with votes of Yea - 9, Nay - 0, No Response -2. Paul Sisson was unable to participate. Vote by President Dave Nichols was not required.

Business Arising

Painting

Lynn Wilson reported that the Beaver Creek crew would be here on Monday to remove all stuff from the kitchen and office, and to paint the Exhibit Hall walls. She advised that they would be unable to return to place stuff back into the kitchen and office. They would be returning in July for any other work to be done and again before and after the fair weekend.

Post-Monday: Lynn reported that the upstairs floor and walls were painted; windows, ceiling fixtures, display cabinet, trophies and wall plaque were cleaned; all steel uprights along hall walls were swept for cobwebs; signs moved in outer building. She also advised that new electrical cover outlets are required.

Flooring

Dave Nichols advised that he had a sander rented for Tuesday; Sheila Stratton was going to go in and wash the floors and Wednesday; then the flooring could start to be laid in the kitchen on Thursday. Sheila advised that it would then take several coats of sealer. She also advised that we would need to have a special type of floor cleaner which she would obtain from Kennedy's; Heather/Donna to advise Laurie for cleaning.

Ben Carter enquired whether or not the cost of the sealer and the labour to apply it was included in the flooring quote; Sheila to advise.

Post-Meeting: Treasurer Pat Munroe has since been able to obtain a copy of the quote directly from Kennedy's. She advised that it did not specify what is meant by floor preparation, nor did it include the cost of purchase and application of the sealer.

A key will need to be issued to Kennedys, and the toilets removed so that they can be installed/sealed on top of the new floor.

Heather Hurren advised that renters are to have access to the building on May 31st.

Exhibit Hall Building Washrooms

Lynn Wilson outlined the updated quote from Home Healthcare. It was determined that toilet seat risers were not what was desired, but rather, the higher 16" comfort toilets. Paul Sisson cautioned that we need to ensure we get the high volume flush toilets.

Motion 2: To increase the 2018 accessibility budget to include the replacement of all toilets in the Exhibit Hall building, including that in the office, with high volume flush 16" comfort toilets.

Moved by Carole Ruttan, seconded by Heather Hurren. M.C. (40-05-18)

It was also decided that we would re-use the existing handrails, changing their height if necessary, and add the ones required at the back above the toilets.

Some discussion ensued on types of hand faucets, with a desire expressed to migrate from turn and paddle handles to push on/off tap style.

Motion 3: To purchase 4 sets of push on/off tap style faucets up to a maximum of \$500.
Moved by Carole Ruttan, seconded by Sheila Stratton. M.C. (41-05-18)

Automatic Door

Pat Munroe reported on the site visit by Orillia Glass for the automatic door and explained that we could go ahead and start with the installation of the post for the push button and the hand rail. She would review with Ben Carter who would take over coordination with the company.

Table Coverings/Skirting

Gary Simmonds presented his report from the table covering/skirting committee, providing a material sample. He reviewed the options and issues. He recommended white material so that the tablecloths could be decorated in colours and/or rented out. He recommended the purchase of storage bins.

Motion 4: To purchase white table coverings and bins for a maximum of \$2,000 (plus HST).
Moved by Josh Campbell, seconded by Ben Carter. M.C. (42-05-18)

Concession Row Electrical

Lynn Wilson presented a quote from Dawsons Electrical to fix the 2 leaning poles, purchase and install 16 outdoor receptacles and 1 new main breaker for \$2,970 (+HST). She had not yet received a quote from Taverners. She would be prepared to present all quotes to the June meeting.

Status of Attractions

Pat Munroe had previously advised signed contract for the Sunday Ostrich Guy in place. She also presented the Fire Guy/Hula Hoop invoice, amount and specifications as expected. She reviewed the contract for the mini chuckwagon race and its requirements of us. Pat to confirm number of wagons and trailers.

Correspondence

Incoming

1. Glendon Danotti Quality Products – reach out as potential replacement for J & H Cleaning (past suppliers no longer in business). Pat reported free delivery and flexibility of timing.
2. CCHPA – rules for 2018. Copy provided to Paul Sisson.

Outgoing

1. Tony Clement, MP – request for exemption of fairs for Bill S-228, Child Health Protection Act
2. Knox Presbyterian Church – donation and thank you for use of hall

Financial Report

Cash Flow Statement

Pat Munroe presented the Cash Flow Statement for the month of April, highlighting key revenues and expenses, particularly prize books, travel expenses for Booking and Storage Coordinators, and the OMAFRA grant funds.

Advertising

Pat reported approximately \$600 remains outstanding in advertising funds. All advertisers have been sent invoices.

Maturing GIC

Pat reported our GIC of \$53,112 will mature on May 15th. Instructions are in place for the funds to be deposited into the chequing account. It is these funds from which we will draw for payment of the painting, flooring, accessibility projects and electrical work.

Motion 5: To accept the Treasurer's report as presented.
Moved by Donna Wallace, seconded by Josh Campbell. M.C. (43-05-18)

Other New Business

150th Wall Plaque

It was decided that the large 150th wall plaque would be mounted on the wall above the fountain in the hallway.

Work Schedules

Dave Nichols requested that Directors review the schedule of work party nights and select at least to attend. He advised that some nights more people would be required than on others, but that a crew needed to be there when required.

Website

Jennifer Glover reported that the new website has been designed on paper, but that she was still having difficulties accessing the program. She and Pat would discuss. Pat to send her soft copies of documents.

Kitchen Supplies

Sheila Stratton requested a budget for replenishing kitchen supplies as she sorts the kitchen this year. It was identified that a new electric frying pan is needed.

Gary Simmonds volunteered to sharpen all kitchen knives.

Motion 6: To approve a budget of \$100 for new kitchen supplies.
Moved by Sheila Stratton, seconded by Carole Ruttan. M.C. (44-05-18)

Pellet BBQ Parts

Paul Sisson advised that it was necessary to purchase a new grease tray for the pellet BBQ. He advised that Muskoka Pioneer Power Association would pay 50%.

Motion 7: To approve the payment of 50% of the cost of a new grease tray for the pellet BBQ, payment of the other 50% to be made by MPPA.
Moved by Josh Campbell, seconded by Heather Hurren. M.C. (45-05-18)

Old Table Covering/Skirting

Sheila Stratton requested if we could donate the old table covering/skirting material to the Milford Bay Community Centre. Approval given, no motion required.

2-Way Radios

Donna Wallace reviewed this year's requirements for the 2-way radios. She will place the order.

Director Shirts

Donna Wallace questioned if we were reverting back to the burgundy shirts for Directors. Discussion ensued. New Directors requiring shirts include Ben Carter and Miranda Turnbull. Other Directors may also require new shirts (Pat, Jennifer). All are to advise Donna of sizing.

Tools

Dave Nichols requested a budget for replenishing tool supplies for use around the grounds and buildings. Example needs include ratchet set, drill fittings, and screwdrivers.

Motion 8: To approve a budget of \$100 for tool supplies.
Moved by Paul Sisson, seconded by Ben Carter. M.C. (46-05-18)

Pipeline Building Painting

Ben Carter advised that he will be obtaining 2 quotes for spray painting the Pipeline building exterior. He advises the colours will match the existing colours of the Exhibit Hall.

Adjournment

With no further business presented, President Dave Nichols brought the meeting to a close at 8:40pm.

Secretary

President