

Orangeville Agricultural Society-Board of Directors Meeting – Monday, February 6th, 2017

Location: Birch Room of the Orangeville Agricultural Society

In Attendance: Executive: Jim Orton - President

Directors: Gord Archer, Jen Arnold, Harold Speers, Lavern Trimble, Lucas Grit, Patrick Harris, Don Hawkins

Secretary: Kate Laing (*interim*)

Manager/Treasurer: Kate Laing

Regrets: Linda Reed

Absent:

Members: Keith McKibbon, Michael Lindsay, Karen McClellan, Donna Henderson, Erin Henderson **Guests:** Kim Lawson

		MOTIONS	FOLLOW-UP
Call to order	Meeting called to order at 7:01pm by President Jim Orton.		
Additions to the Agenda	<ul style="list-style-type: none"> • Lotteries Conversation added to Agenda by Keith McKibbon • Thank you to previous Board of Directors members for their service • Thank you to Past President, Donna Henderson for her dedication and leadership 	Motion to accept the agenda by Don Hawkins, seconded by Harold Speers. Carried	
Adoption of the Minutes	<ul style="list-style-type: none"> • Confirmation that the Bookkeeper Role discussion was included in the Minutes from the previous meeting 	Motion to adopt the January 9 th minutes by Don Hawkins, seconded by Gord Archer. Carried.	
Business Arising from Agenda	<ul style="list-style-type: none"> • Cleaning staff discussion 		Kate to set up a meeting with the cleaning staff and Jim Orton
	<ul style="list-style-type: none"> • Lions Club Home and Garden Show 		Karen and Elspeth to discuss, get volunteers to man the booth.
	<ul style="list-style-type: none"> • Discussion regarding Budgeting presented by Patrick Harris, clarifications requested for the following: <ul style="list-style-type: none"> • Bookings amounts – Kitchen revenue budget, Grounds, Car show • Advertising amounts • Surplus shavings, and anticipated savings • Legal and Accounting fees in light of Assets sale, and Town of Mono Official Planning conversations • Payroll (CPP, EI, WSIB) • Bar Revenue and Expenses set at \$0.00 for FY2017 • Additional costs of principal payment to Meridian Mortgage not accounted for in Budget • Facility Maintenance costs may be too low • Decrease in Grants revenue budgeting, due to unconfirmed status 		Addition of Patrick Harris to the Budgeting Committee Concerns proposed by <i>ad hoc</i> committee that met on February 3 rd to be reviewed and addressed by the Budgeting Committee. Budget to be further evaluated in an attempt to offer a balanced budget
Correspondence	<ul style="list-style-type: none"> • AgScape membership (formerly Agri-Food Education) 	Motion to purchase membership to AgScape for FY2017 by Harold Speers, seconded by Patrick Harris. Carried.	

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Treasurer's Report	<ul style="list-style-type: none"> Treasurer's Report (up to December 31st, 2016) reviewed 	Motion to adopt the December 2016 Treasurer's Report by Don Hawkins, seconded by Lavern Trimble. Carried.	Board Members to review Budget and advise questions or revisions for next meeting
	<ul style="list-style-type: none"> Discussion regarding the bookkeeping dating practices regarding booking deposits by clients 		Directive from the President and Vice President to follow the practices as outlined by our Review Engagement accountant, G. Bowler
Manager's Report	<ul style="list-style-type: none"> Volunteers required for: <ul style="list-style-type: none"> Thursday, February 9th for Lions Club Dance set-up Wednesday, February 22nd Rat Pack Dog Agility, to roll the Ag ring 		
	<ul style="list-style-type: none"> Security repair to South-facing door in Ag Hall (Hall B) 		
	<ul style="list-style-type: none"> Manager's Vacation – May 3rd to May 10th, 2017 – Out of the Country 		
	<ul style="list-style-type: none"> Staff return to work date – February 27th, 2017 		
	<ul style="list-style-type: none"> Grants information - Submitted: County of Dufferin (12/30/16), Canada Summer Jobs (01/19/17), OMAFRA (01/30/17), Dufferin Federation of Ag To be submitted on approval of budget (due immediately) 		
Committee Reports	<ul style="list-style-type: none"> HR Committee: Posting of job description for Fair Coordinator/Office Administrator, 8 resumés received for the position. Resumés to be reviewed. Discussion regarding the process by which the job position was phrased and how the resumés were requested. 		Board to discuss resumés received for Fair Coordinator/Office Administrator Position, no requirement for HR involvement
	<ul style="list-style-type: none"> Fair Committee: Follow up on meeting of January 12th 		NEXT FAIR MEETING: Thursday, February 16th
	<ul style="list-style-type: none"> Homecraft Committee – Positions and Volunteer Info 		Karen or Elspeth to advise what positions will need to be filled by volunteers
	<ul style="list-style-type: none"> Ag Ed Committee - 		Deferred to March 6 th Board Meeting
	<ul style="list-style-type: none"> Social Media Committee – we have a minimal social media footprint at this time due to staffing constraints. Patrick would like to open a committee to expand your presence. Discussion regarding professional contractors, and contractor from Fair discussed 		Patrick Harris to get quotes for professional contracting services
Further Business	<ul style="list-style-type: none"> Job Posting for Fair Coordinator and Office Administrator <ul style="list-style-type: none"> Job description questioned, was retrieved from the 2012/13 job description with input Krystal Martin prior to her departure in 2015 		Resumes received, further discussion will result prior to hiring of new employee.
	<ul style="list-style-type: none"> Interim help by Krystal Martin for Prize book 		Further discussion required
	<ul style="list-style-type: none"> AGM Report, AGM Member's Motion 		
	<ul style="list-style-type: none"> Succession of Board, Signing authorities, Change of Guarantors, Keys required for new Board Members? 		Request for keys must be approved by the Board, but

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			all keys from prior members have been retrieved
	<ul style="list-style-type: none"> Ontario Hydro Rebate/Programs 		Further research to be undertaken by Kate and Board to mitigate increased costs
	<ul style="list-style-type: none"> Client Questionnaire – Improvements 		Future development to be discussed amongst Board Members
	<ul style="list-style-type: none"> Fundraising – Lotteries 		Kate to discuss with Les Halucha investment rules for AGCO Trust funds
	<ul style="list-style-type: none"> Property Severance – Mark Early, Laura Ryan 		Further discussion required with Town of Mono
	<ul style="list-style-type: none"> Maintenance Contracts 		Deferred to March 6 th Board Meeting
	<ul style="list-style-type: none"> New members: Tracey Walsh 	Motion to accept Tracey Walsh by Jen Arnold, seconded by Don Hawkins. Carried.	
Adjournment	Meeting adjourned @ 9:17pm	Motion by Jen Arnold	
Next Meeting	Monday, March 6th, 2017 @ 7:00pm		

President: Jim Orton February 7th, 2017

Secretary: _____