

# Orangeville Agricultural Society-Board of Directors Meeting-Monday December 2<sup>nd</sup>, 2013

**Location:** Board Room of the Orangeville Agricultural Society

**In Attendance: Executive:** Donna Henderson-President, James Orton-1<sup>st</sup> Vice President

**Directors:** Glenn Holmes, Lavern Trimble, Harold Speers, John Rayburn, Lucas Grit, Diane Holmes, John Dean

**Secretary:** Krystal Martin      **Manager:** Kate Laing      **Treasurer:** Joy Trimble

**Regrets:** Peter King **Absent:** Don Hawkins, Allan Hill, Ron Duncan

**Members:** Alan Lanktree, Trish Bus, Ross Millar      **Guests:** Ron Munro

		MOTIONS	FOLLOW-UP
<b>In Camera</b>			
<b>Call to order</b>	Meeting called to order at 7:05 pm by President Donna Henderson.		
<b>Additions to the Agenda</b>	Under Business add Future Fundraising Draw	Motion to accept the agenda with additions by James Orton, seconded by Lucas Grit-carried.	
<b>Adoption of the Minutes</b>	Revision to the November minutes to change the next meeting date.	Motion to adopt the November minutes as amended by Lavern Trimble, seconded by Joy Trimble-carried.	
<b>Correspondence</b>	<p>Thank you from the <b>Cross Country Committee</b> for offering an affordable meet. With over 1000 runners, 100's of coaches and a huge number of spectators, this first time event was a great success.</p> <p>Thank you from <b>Family Transition Place</b> for the generous donation of passes to the Orangeville Fair. The support and thoughtfulness genuinely make a difference in the lives of the women and children who find refuge in the shelter.</p> <p>Our <b>website</b> had 613 visits in November with 477 being unique visitors.</p> <p>The Secretary read a letter from <b>Keith McKibbon</b> regarding the creation of a Code of Conduct for the Society.</p> <p>The President sent a card to John and Linda Dean on behalf of the Society.</p>		
<b>Treasurer's Report</b>	<p>The Treasurer presented the <b>monthly income statement</b> which shows the financials almost at year end.</p> <p>The <b>proposed new 2013/14 budget</b> was presented. All Directors were mailed a copy prior to the meeting. Some new categories were created to align with the monthly income statement. Some lines that have not been used in years were deleted. A more realistic approach to revenue generation was budgeted. Grants are not included in revenue. There was a discussion on the budgeted amount for legal fees. There was also a discussion on wages and whether employees should sub contract and what kind of liability that leaves the Society open to. There was a discussion on why 'in kind donations' cannot be shown on</p>	<p>Motion to adopt the November Treasurer's Report by Joy Trimble, seconded by James Orton-carried.</p> <p>Motion by James Orton to accept the proposed 2013/14 budget as presented, seconded by John Rayburn-carried.</p>	

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	<p>the budget. Glenn Holmes asked why the Garden Tractor Pull did not have its own line and if the amount was rolled into the Truck and Tractor Pull line.</p> <p>The Treasurer role is changing to more of an expenditure examining role instead of a number crunching role.</p>		<p>The Facility Manager will follow up with the Bookkeeper regarding the Garden Tractor Pull line.</p>
<b>Secretary's Report</b>	<p>We did not apply for the Celebrate Ontario <b>grant</b> this year as the process was very in depth and in a short time frame. We will use this year to document and research so we can construct a quality application for 2015. The Secretary has applied for two different grants from Pioneer/Dupont for Ag Education. The Facility Manager has applied for a grant from the Town of Orangeville and Trees Canada and will be applying for a grant from the County of Dufferin, OMAFRA and the summer student grant.</p>		
<b>Manager's Report</b>	<p>There has been a decrease in the <b>solar panel</b> project offer which would bring monthly income down to \$1766 instead of \$2685.</p> <p>The winter staffing schedule for the facility will be: Grounds Supervisor on layoff beginning December 9 until mid March. The Secretary in varying times. Facility Manager in most days from 8:30am-4:30pm. Please make an appointment if you would like to meet with either the Facility Manager or the Secretary.</p> <p><b>Volunteers are required for help:</b>  <b>December 9/10 and 16/17</b> for show set up and take down.  <b>January 16</b>-AGM set up  <b>January 23, February 3 and 12</b>-show set ups</p> <p>Facility Updates-the new wifi system has been installed.          The new lunchroom is complete (the old cloak room).          The south facing roll up doors are sufficiently operable at this time.</p> <p>There were some boiler issues at start up but these have been repaired under warranty.          There is an issue with the Birch Room heating which should be corrected with a new thermostat.          We require a new mailbox as the current one continues to be vandalized.</p> <p>Tax preparations are underway and Whalen has confirmed that if all documents are submitted by December 15, they will have our financials available for our AGM. We are still waiting for the November bank reconciliation.</p> <p>There are some winter projects that we hope to complete:          Barn and Coverall floor improvements          Stall panel inspections, repairs, replacements          Oak Room painting and repairing          Help is required on an ongoing basis to maintain the</p>	<p>Motion by Lucas Grit to not sign the amended agreement.          Seconded by John Rayburn-carried.</p>	<p>A committee of John Rayburn, Lucas Grit and Lavern Trimble was struck to discuss livestock flooring and bring recommendations to the January meeting.</p>

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	<p>kitchen cleanliness and inventory. As previously agreed, a corrected quote was provided to a client (with a 3% increase). At this time, the client has indicated that they will not be returning. Dufferin County 4H has approached us about sponsorship for the top Intermediate Judge again this year. We have paid \$100 in the past but last year they did not cash the cheque. Our print advertising was up for renewal. There was discussion on spending funds for print advertising instead of web advertising as well as increasing our presence against our competition. We would like to increase our ad size as well as heading listing. The Facility Manager presented a 'wish list' of facility improvements and request for a strategic plan. There was a lot of discussion on the lack of concrete future planning. Ron Munro from Dufferin.biz was in attendance to provide some input and will take away information and come back with ways to help make the facility more attractive and profitable. There was a discussion on ways to obtain funds in order to free up some of our budgeted funds. There was a discussion on the parking issue as it pertains to Can Am and other client events. Diane thanked Kate Laing, Ron Munro and Ross Millar for their work on this.</p>	<p>Motion by John Dean to pay the \$100 debt as well as the \$100 sponsorship for this year. Seconded by Harold Speers-carried. Motion by Lavern Trimble to increase our advertising presence. Seconded by John Dean-carried.</p>	<p>The President to bring up the request for kitchen maintenance help at the next Home Craft meeting.</p> <p>Ron Munro to work with the Facility Manager to move forward with opportunities. Ron Munro suggested putting the wish list in priority sequence.</p>
<p><b>Committee Reports</b></p>	<p><b>Fair Report:</b> There was a recent topline livestock meeting. Separate horse and cattle meetings will be scheduled for the new year. There was discussion on admission prices. The discussion was that we should not be reducing our budget by 10% as well as dropping gate fees. <b>Ambassador Program</b>-the committee would like to move the ambassador competition to August 29 (the Friday of Fair weekend) and include a cake auction. There was discussion on location for the competition as well as timing. All present agreed that this was a good idea. There was a discussion on providing an ambassador scholarship. All present thought this was a good idea. Further discussion is required. There was discussion on the hall closing times over Fair weekend. Nothing has been decided yet. <b>Property</b>-nothing to report <b>Partnership</b>-the Partnership draw needs to be scheduled.</p>	<p>Motion by John Rayburn to keep the gate admissions the same price for all 3 days and offer weekend passes. Adult price (14+):\$10, Child (6-13):\$6, Pre-school (5 and under):free. Adult Weekend Pass:\$25 (advance \$20). Family Weekend Pass (2 adults, up to 3 children):\$50, each extra child \$5 (advance \$40) Advance sales up to August 1. Seconded by Lucas Grit-carried.</p>	
<p><b>Business</b></p>	<p><b>Future Fundraiser</b>-There was discussion on a future fundraiser and the designation of revenue. Harold Speers, Janet Speers, James Orton, Joy Trimble and Kate Laing will form the committee. It was noted that the lottery application must meet the goal of our mandate and the</p>	<p>Motion by John Rayburn that the OAS go ahead with a new RTV fundraiser and apply for a lottery license to build a covered walkway between the barn and coverall.</p>	

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	<p>motion of funds usage must accompany the application. The Facility Manager has learned that we are also able to apply to change existing lottery application designations. <b>Director Code of Conduct</b>-information was sent home with Directors but discussion was tabled until the next meeting.</p> <p><b>KayCee Gardens</b> opens December 6<sup>th</sup>. Thank you to all who helped set up this years display, it seemed to be set up faster than ever.</p> <p><b>District 5 Report</b>-Donna Henderson, Trish Bus, Katrissa Baxendale and Emily Manzerolle attended the District 5 meeting on behalf of the Orangeville Agricultural Society. Donna Henderson brought back 2 items for discussion. The <b>Tri-Board Meeting</b> was held in Grand Valley and Shelburne, Grand Valley and Orangeville attended. Joy Trimble, Diane Holmes and Donna Henderson attended on behalf of the Orangeville Agricultural Society</p>	<p>3000 tickets will be created and sold at \$10/each. The draw to take place at 3pm on August 31, 2014. There will not be a payout to the ticket seller. The application to be reviewed by the Town of Mono. Seconded by John Dean-carried.</p> <p>Motion by Lavern Trimble that the membership fee will be increased from \$50 to \$60 to help outlay expenses for District 5. Seconded by Joy Trimble-carried.</p> <p>Motion by James Orton that we do NOT support the motion "that each Fair pay \$50 for the District 5 PR Table during the Plowing Match in Barrie September 16-20, 2014" until more details are shared. Seconded by Diane Holmes-carried.</p>	
<b>Business Arising from Executive Meeting</b>	None		
<b>Adjournment</b>	<b>Meeting adjourned @9:20pm.</b>	Motion to adjourn by Donna Henderson.	
<b>Next Meeting</b>	<b>Monday January 6<sup>th</sup>, @7:00pm Executive-November 19<sup>th</sup> @4:30pm.</b>		

President: \_\_\_\_\_

Secretary: Krystal Martin - December 5, 2013