

**Ontario Association of Agricultural Societies
Board Meeting
Tuesday September 17th, 2019**



Present: Carol Cann, Randy Creighton, Heather Dillon, Beth Howell-Vervaecke, Rodger Lyster, Judy McFaul, Linda Murray, Liz O’Gorman-Smit, Colin Pool, Zach Prescott, Leonard Riopel, Glen Syme, Brenda Tipping, and Doug Yeo

Staff: Vince Brennan, Kathryn Lambert

Regrets: Bart Scherpenzeel, Janet Torrance, Jane Armstrong, Wayne Pfeffer, Brian Slaughter,

Time: 7:30 p.m.

Place: Zoom Meeting

Minutes

1. Call to Order
2. Welcome/Introductory Comments - Doug Yeo
Special welcome to Carol who is joining us for tonight
3. Roll call – “Name of a potential organization/business which might be approached as a corporate sponsor, a hospitality sponsor, or a competitions sponsor”
Hospitality sponsor – St Albert Cheese, Vodkow, OSSTF, FS Partners, Reef Estate Winery
Coyote Tractor – Canada, Northcott Fabrics Wonderfil Thread both Canadian companies
Anderson Craft Ales, Pelee Wine, Hydro One, Home Hardware (ST Jacobs), Giant Tiger, TD
Charles Jones – Steel wheel and Bell City Breweries, TSC, Cowbell Brewery, Enbridge
Food land Ontario
4. Appointment of Action Sheet Recorder – Liz O’Gorman-Smit
5. Approval of Agenda
Motion by Colin Pool to approve agenda as presented
Seconded by Linda Murray
Carried
6. Declaration of Conflict of Interest - none
7. Approval of July 16th, 2019 Minutes – sent earlier
Motion by Brenda Tipping to approve minutes as presented
Seconded by Liz O’Gorman-Smit
Carried
8. Zoom meeting etiquette reminder- muting phone, voting etc.
9. Action Sheet was reviewed by Vince
10. Board Correspondence Received
 - Pat Munroe’s resignation letter - District 11
 - Carol Cann - Bio

Motion by Colin Pool to accept the appointment of Carol Cann as the Provincial Director for District 11 to complete Pat's term.

Seconded by Judy McFaul

Carried

- CNE thank you letter

11. Kathryn shared ideas how to organize your emails and word files etc., below are some points

Folders – divided into years

Different folders under each year i.e Annual Report, Ambassadors

Sub Folders i.e. (separate one for Code of Conduct under Ambassadors)

Flag important letters

Can tag emails from specific people

Different settings for how long emails are saved for

Carol added - Can create an independent database – sits on your computer and can move emails to this database and isn't affected by your email providers' policy. Keep it backed up all the time!!!!

Documents

Folders – divided into years

Different Folders and subfolders

How to do Searches to find items if mis-filed

12. Receive all Committee Meeting reports as submitted.

Motion by Liz O'Gorman Smit that committee Reports be accepted as received.

Seconded by Brenda Tipping

Carried

Recommendations/Actions from reports:

Terms of Reference – to be an OAAS Reception rather than Presidents Reception – introduce Board to the Ag Societies

Motion by Rodger Lyster that we approve the Terms of Reference for OAAS Convention Reception Committee.

Seconded by Liz O'Gorman-Smit

Carried

Committee to be determined in October meeting

- Finance Committee:

Recommendation:

Motion by Linda Murray that new rate for 2021 Registration fee be: before Jan. 24: \$130, after Jan. 24: \$155, day of conv: \$180 for 3 days PLUS tax.

Before Jan. 24: \$105, after Jan. 24: \$130, day of convention: \$155 for 1 day PLUS tax and new rate for 2020 Family showcase fee be \$75 plus tax.

Seconded by Heather Dillon

Carried

Recommendation/Action:

That the Competitions Committee look at the prizes for all the competitions and see if they need to be increased. As well the Committee is asked to look at the payment made to judges to see if it should be increased.

Motion by Beth Howell-Vervaecke that Competitions Committee to contact Sponsorship Committee to let them know what their financial requirements will be.

Seconded by Randy Creighton

Carried

Recommendation:

That the finance committee should consider and recommend other information requested when Societies are making application for their fees to aid in future decisions on affiliation fees and statistics useful when talking with government officials.

The OAAS Affiliation Fee invoice F14.8 has been modified to request additional information

Recommendation:

Motion by Beth Howell-Vervaecke that OAAS provide CAFE with a \$250 cheque and 2 registrations to the OAAS Convention as its participation in the Partnership Package.

Seconded by Linda Murray

Carried

- Governance

Recommendation:

When a Fair has sent an invitation to the President to attend a special Anniversary Fair, if they or a member of the Executive is unable to attend, the President may ask the Provincial Director for that District to attend providing that,

2 Options:

- 1) the President has not already committed their entire budget to attending other Fairs, exhibitions or Society events. OR
- 2) That Finance Committee look into setting an additional budget for this travel and if those funds have not already been committed, the President may ask the Provincial Director for that District to attend.

Motion by Colin Pool to send it back to the Committee for clarification – what is considered to be a special Anniversary or special event

Seconded by Beth Howell-Vervaecke

Carried

Recommendation:

Motion by Judy McFaul to refer to Governance Committee to define what travel allotment amounts refers to

Seconded by Brenda Tipping

Carried

- Provincial Director Secession planning - general consensus new policy not required.

Recommendation:

that *Provincial Directors indicate intentions to District Executive and member Societies at least 6 months prior to end of term. As part of roles of Provincial Director Roles document*

Recommendation:

Distribution of revised Role of Provincial Director (upon its completion) to all District Executive and member Societies.

Recommendation: replace “Oath of Office” in the policies with “Code of Conduct”

Motion by Randy Creighton that we replace “Oath of Office” in the policies with “Code of Conduct”

Seconded by Carol Cann

Carried

Vince indicated that 50% of the District Directors do not have a police check completed

Recommendation/Action: Vince has almost completed creating templates for District Board data and Agricultural Society data.

- Provincial Directors will attempt getting the information that is incomplete by Vince’s records to Vince before the October meeting)
- The District Secretary is responsible to get the information that is incomplete from the data sent by Ag Societies

- **Realignment Ad Hoc**

Recommendation:

Continue to update the map (with all the fairs located) as changes occur.

Recommendations:

Motion by Leonard Riopel to leave all districts as is.

Seconded by Colin Pool

Carried

To encourage/develop training for Districts to prepare for succession planning for District & Provincial Directors positions to help ensure that we have contributing members to both the District & Provincial board levels.

Recommendation:

For OAAS Board to discuss collaboration between Districts, scheduling events, etc. and next steps if any for this committee. Encourage Districts to share info with their neighbours

Motion by Colin Pool to dissolve the Realignment Ad Hoc Committee as committee has completed its task.

Seconded by Leonard Riopel

Carried

13. Manager’s Report

- Finance update
In Budget mode – We are at similar spot financially as last year this time
- Convention committees – please submit budgets before Sept 23rd
- Livestock Traceability update – ongoing; doing a seminar at CAFE
- Website update – progress - narrowed it down to 3 applications – will be sending them to the Committee this week. Plan on holding a meeting in Sept or early October so we can present a proposal to the Board at the October meeting
- Judging Panel update
 - Panel is working on updating the Judging Standards Handbook
- District AGM dates and complete information for insurance purposes haven’t received many yet.

14. Convention Administrator Report

- Starting to come in 11 TS booths, Holiday Inn has rooms available, website is updated for showcase, service members, etc.

- Take pictures and send to Kathryn for Convention slide show – Round tables moved to another room. Photo competition TV will be in brochure room. Keynote speaker is Farmer Tim – Tim May – great on Social media on Ag Education, waiting for confirmation for closing meeting
- Colin – are we doing a Governance Style workshop at Convention?
- Judy – some people are looking forward to the next steps seminar or Judging School or Instructors' course. Good to have something to offer for people coming in earlier on Thursday

15. 175 Anniversary in 2021 questions, comments, ideas etc.

- Colin – Think it's pretty cool to be at this point – need to capitalize on 175 years with our new Sponsors
- Competition at 175 – make the Competition the theme that year- put OAAS back on the map
- Find some Ontario businesses that started in the same year and get them as sponsors
- T-shirt as fund raising

Nominating committee

Bart and Judy – will be making calls to touch base re nominations

16. Some agenda items for Fall Board meeting in Oct

- 175th Anniversary
- Hospitality Committee
- Provincial Director roles
- Website
- Finance and Budget
- Ambassador and Youth programs
- Wow factor for Convention

Adjourn – moved by Brenda Tipping

Tentative OAAS next meeting dates

Oct 18-19 Fall Meeting , Nov 19, Dec 10, Jan 21, 2020, Feb 13 -15 2020 Convention

Our Fall Board meeting is at

Sheraton Parkway Toronto North, Hotel & Suites
600 Highway 7 Richmond Hill, Ontario