

**Ontario Association of Agricultural Societies
Board Meeting
December 10th, 2019 at 7:30pm**



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

Staff: Vince Brennan, Kathryn Lambert

Absent: Wayne Pfeffer, Zach Prescott, Janet Torrance

Minutes

1. Call to Order at 7:43pm due to technical issues with Zoom
2. Welcome/Introductory Comments - Doug Yeo

Thanks for giving up another evening at this busy time to make decisions for the direction of the OAAS.

We hear so much about how many sleeps it is until that exciting day on December 25; meanwhile I have been thinking about how much time there is left until this organizational year is over. Will we achieve our goals for the strategic plan?

- link with OMAFRA** (electronic and verbal communication is established and face to face meeting is requested)
- build sponsorships/partnerships especially Convention** (ad hoc committee is struck and is proceeding; a sponsorship package is created identifying everything that could use a partner; a narrowed list of potential sponsors is being approached)
- people need to know who we are** (Directors are to develop a regional list of organizations and send them all Gazettes, promote fairs through the local media and social media)
- training in emerging technology** (we have had loads of training in many organizational issues BUT I’m not sure in emerging technology –Kathryn did give strategies for handling all the incoming emails, is this still a priority???????)
- establish a chain of command** (communication has taken place with Societies and Districts)
- revamp website** (plan was to have a provider of a new website decided by February with a new website unveiled in 6 months following)

We have come a long way. I hope you are able to share the advance notices that will be coming about the Convention to that list each of you has in your region and possibly with the media connections you have made. The communication is only as strong as the chain of connections that has been developed in your area.

A thank you to Vince for sharing the ROI webinar on Vibrant Boards. It sure puts pressure on organizing a solid agenda in a way to put the topics for decision making at the top of the agenda and not at the end. It has an excellent section on how to choose candidates for open positions. I wonder if each of us was chosen for the trait listed first or one of the other traits. I didn’t get the opportunity to

view it until recently but found it worth my time and wonder how to take sections of it for presenting at the Society level.

A special thank you to Districts 6, 7, and 8 for organizing a mini convention in Cambridge. The concept has been talked about for the last few years and proves Districts can do things together. It was an event that folks who do not want to travel to Toronto could experience in an area nearby. Thanks to Beth and Heather for taking the lead on this.

Directors, thanks for getting the forms and information in from your Districts and Societies. It sure helps Vince get lists updated in a timely manner when everyone helps out. Everyone is busy but sometimes that reminder gets an incomplete act dealt with.

As the year closes off it's a great time to reflect on all the great things that have happened over the year. Encourage someone (maybe even you) to capture that event in print to share with others. We all like to read of the great events. Promote this in your Districts; get your Societies to send one or more story to you so you can brag about your District. Send them to Vince for the website or the next Gazette.

Lastly, thank you, thank you, thank you for taking this position seriously and being passionate about the organization, your District, and your Society. Family still comes first and celebrate that joy family provides –by the way congratulations Vince on being a Grandpa to another grandson. Staff and Directors, you are the image of the OAAS, and your efforts are so valued and do make a difference.

3. Appoint an Action sheet recorder – Colin Pool

4. Roll Call – What drew you to be a leader in the OAAS?

OR What have you done that has given you the most pride when in a leadership role?

Some great answers/responses

5. Around the room short updates, highlights questions or concerns wearing your District hats

District 1 - Sent a summary – traceability and midway concerns

District 2 – gate attendance was roll call for TRIEM– led into some great Discussion

District 5 – 21 out of 23 fairs – at Milton museum. Governance seminar in new year, Traceability not as many questions, what Vince sent out was good. Hard to get attendance numbers at this meeting

District 6 – We had a lower turnout at AGM – 8 out of 12.

District 7 – Biggest concern –not sure why they don't use TRIEM – only 2 out of 19 - good turnout 2/3rds

District 9 – District 9 is going to hold Judging School. New Director coming on Board

District 11 – Most centered around Competitions and youth involvement. Most Directors 50, 60 and older. How to get younger people involved – can OAAS assist? Competitions – concerns about quilting – change size of quilts and separate Domestic quilters from Long arm Quilting. Can we add a yarn craft competition? 20 and 30's getting involved in yarn craft. Photography contests are too specific and centered around larger Fairs. – smaller fairs don't have 4-H

District 12 – Jane unable to attend District AGM -no one stepped forward to be Provincial Director

District 13 – 15 out for 16 – 11 ambassadors. Competition committee will get some emails – is OAAS going to pay for extra pages in the book – could we just add link to webpage.

District 14 – our AGM was same time as Fall meeting. Reviewed their policies and Guidelines – they are paying attention and want to work on it.

District 15 – 100% attendance – meeting held in Kenora. Dryden bought their own ATM – have paid 95% of cost already. Very interesting Competitions – fairs all contributed in all Categories.

*"The OAAS is committed to providing an environment in which all persons are treated with respect and dignity.
The Designated Harassment Officers are Linda Murray and Zach Prescott."*

6. Approval of Agenda -call for any addition items

Motion by Linda Murray to approve agenda as presented

Seconded by Colin Pool

Carried

7. Declaration of Conflict of Interest - none

8. Reminder of Code of Conduct signed

9. Review Action Sheet

10. Approval of Minutes of Oct 18 & 19 2019 meeting

Motion by Jane Armstrong to approve minutes as presented

Seconded by Liz O’Gorman-Smit

Carried

11. Any Business Arising from the minutes? None

12. Board Correspondence Received

- Invitation to the Alberta Association of Agricultural Societies AGM Jan 2020

Their General Manager is coming and speaking at our Convention

Motion by Beth Howell-Vervaecke that the OAAS support Vince attending Alberta

Association of Agricultural Societies by covering his expenses - flights, accommodation, meals, meals if he is willing to attend.

Seconded - Colin Pool

Carried

- IAFE Executive Summit for State & Provincial Managers April 2020

Held every 2 years. Get as much out of it as anything else I have attended.

No registration or other costs – just flight cost

Motion by Colin Pool to support Vince in attending the State & Provincial Manager’s meeting.

Seconded by Judy McFaul

Carried

Manager’s note: we have a Budget item “Professional Development – 5845” that would cover these costs. We also have separate Budget lines for attending IAFE and CAFE Conventions.

- IAFE Zone meetings

Held once a year – different locations each year. Approximately \$2000 cost per person

Motion by Colin Pool to refer the Zone meeting to the Finance Committee to investigate the projected costs to send Vince

Seconded by Judy McFaul

Carried

- Thank you card received from Colin's family in response to our Donation in memory of his mother.
- District 10 Judging concerns - 3 letters were left by Wayne Pfeffer at our Oct meeting. We responded personally to the letters, addressing the specific concerns that were raised in their letters. Since it was indicated that numerous Judges in the District also had concerns, we sent a letter and email to all the people on the Judge's List in District 10. Approximately 20% of the mailed letters have been returned as undeliverable

13. Manager updates – Vince Brennan

- Website update – sent out 7 RFP's – couple have responded that they are not interested but others have responded that they are interested.
- Have not received any resolutions for AGM

14. Convention Administrator updates – Kathryn Lambert

- Thank the Board for sending us to CAFE and IAFE.
- IAFE was amazing – seminars – got more out of them at the ones at CAFE Convention. Going to implement some of the seminar ideas from IAFE, Marketing ideas
- Trade shows – about 50% sold at this point
- Registration – 47 registered - 4 are Ambassadors
- 1 family showcase still open – other showcases are full
- Have a sponsor for an Event App – nothing created or posted yet. Want most of the info in it before we publicize it. It's incredible how much information can be shared

15. CAFE and IAFE reports – Vince

- CAFE – Vince had the opportunity to speak about Traceability – talk was well received, a lot of questions. Different people asked for our PowerPoint presentation
- Discussion about changing CAFE name – to Events instead of Exhibitions – not well received by the membership in attendance
- CAFE is being held in conjunction with SAASE AGM in Saskatchewan next year
- IAFE – networking and contacts – another opportunity to share ideas, have to get out and see what others are doing, they are facing same challenges – burnout, volunteers, Great speakers – Bill Stainton –one of his points - you have to have a lot of ideas to get a great idea.
Numbers down a bit but 29% were first time attendees – our new attendee levels were similar to that last year

16. Committee Reports –

PROGRAMME COMMITTEES

First Impressions

- No report

Ad Hoc - Strategic Planning Program Committee

Recommendation:

- The committee felt the program should be offered as needed NOT in alternate years with First Impressions and felt the program would be better presented using a coach model not a Train the Trainer model.

Motion by Leonard Riopel to approve plan to offer the Strategic Planning Program as necessary in person but electronically if necessary. (not by electronic means only)

Seconded by Randy Creighton

Carried

Motion by Leonard Riopel to approve covering travel expenses for coaches delivering the Strategic Planning Program

Seconded by Linda Murray

Carried

Motion by Randy Creighton that the Board approve the revised "Terms of Reference" for the First Impressions Committee.

Seconded by Beth Howell-Vervaecke

Carried

This approved motion will now rename the First Impressions Committee to the OAAS Program Committee

Youth Program Committee

Recommendation:

- The Youth Committee has chosen to focus on developing a junior/youth Director program that could be adopted by the Societies.

Motion by Carol Cann to approve Youth Program Committee goal of creating guidelines and suggestions to assist Agricultural Societies create a Youth/Junior Director Program with mentoring being a key component and matching youth with useful and meaningful responsibilities.

Seconded by Linda Murray

Carried

Motion by Brenda Tipping that the Board appoint Corinne Bateman and Alisha MacDonald as non-Board members of the Youth Committee

Seconded by Linda Murray

Carried

Website - Ad-Hoc

- Have sent out RFP's – have had interest from most

Sponsorship – Adhoc

- No report

Nominations:

*"The OAAS is committed to providing an environment in which all persons are treated with respect and dignity.
The Designated Harassment Officers are Linda Murray and Zach Prescott."*

- No meeting

Judging Panel:

- No meeting

STANDING COMMITTEES

Finance:

- No meeting

Governance Committee

- Financial Policies & Procedures 6.1 – Financial Management Board & District Operations was revised again to clarify expenses that will be approved for District & Provincial Directors and expenses for video and telecommunication Costs to help address the distance factor some Directors face.

Motion by Linda Murray to approve revised “Financial Policies & Procedures 6.1 – Financial Management Board & District Operations” Policy as presented

Seconded by Brian Slaughter

Motion rescinded by Linda Murray and Brian Slaughter

Motion by Judy McFaul to send the Policy back to the Governance Committee for review regarding” Financial Policies & Procedures 6.1 – Financial Management Board & District Operations”

Seconded by Brenda Tipping

Carried

The Factsheet for completing “District Director Travel Claim” for attending Fairs had the actual online address for the form added.

Motion by Rodger Lyster to send this revised “District Director Travel Claim” factsheet as back to Governance Committee for discussion

Seconded by Brenda Tipping

Carried

Human Resources

- No meeting

CONVENTION COMMITTEES

Ambassador Committee:

- No recommendations were presented.

Speakers/Sessions

- No recommendations

Registration

- No meeting

Convention Competitions

- No meeting

Hospitality

- No meeting

Auction Committee:

Kathryn responded to the committee questions

New Should each Committee have a summary report for our AGM report?

Moved by Linda Murray that the Board request that summative reports on all Program and Standing Committees handed to Vince by Dec 31 for the AGM report.

Seconded by Liz O’Gorman-Smit

Carried

17. Finance Report –year end update etc.

Preparing for review/audit following our year end

Have received all the District travel claims and Provincial District meeting and travel claims.

18. In Camera meeting

Motion by Jane Armstrong that the Board move into an “in camera” session

Seconded by Rodger Lyster

Carried

At this point in the meeting the Manager and Convention Administrator signed out of the meeting.

Motion by Judy McFaul that the Board move out of its “in camera” session

Seconded by Jane Armstrong

Carried

Motion by Beth Howell-Vervaecke that the Board continue the policy for recognizing staff at Christmas

Seconded by Jane Armstrong

Carried

19. Adjourned

Doug adjourned the meeting at 9:44pm.

Next meeting January 21, 2020 by Zoom