

Distribution of material and procedures 2022

- The OAAS head office will be sending the “ Competition Cards” and “OAAS Competition Record Sheets’ form to each Agricultural Society with their Passports, Directories, brochures in the spring. We will be sending the District Competition Ribbons their Passports, Directories, brochures to the District – Secretary
- We are not holding an in-person Board meeting so we cannot send the supplies with the Provincial Director to Distribute.

Responsibilities of the District Board

- Notifying OAAS office regarding district events – must submit the “**OAAS District Event Registration Form**’ form for every in-person District event at least 45 days prior to the event to ensure that you and your participants are covered by the OAAS General Liability insurance. If I am not notified of your event and there is an incident or accident at one of your events, our insurance could refuse to cover you.
 - Updating contact lists – must be submitted asap after your elections and whenever there is a change to the Directors or their contact info
 - Police checks – District fall under the same policies and guidelines as the Provincial Board so Police checks must be submitted within 60 days of your elections but, there are a few that are taking up to 8 weeks to return. This is NON-NEGOTIABLE – anyone that is unable or unwilling to submit a Vulnerable Sectors Check – Cannot be on a District or Provincial Board. Must be submitted every 3 years
 - Code of conduct – must be submitted yearly. We are in the process of updating it and will post the new version shortly
 - Sharing dates and events with neighboring districts – important to share dates with local districts especially Judging School
- Updated policies – we should have a copy of your policies – and you need to send an updated one whenever changes are made. I suggest you attend the ONCA webinar on Dec 14. The OAAS organization and All Agricultural Societies will be required to be compliant by October 2023
- Financial Statements and AGM report – are to be submitted annually
 - Etc.

Judging Program information

- Board voted to provide \$200 each for 2 Judging Schools in each District in both 2022 and 2023 to help defray costs to help encourage Districts to hold Judging Schools. Some Districts have reported that it costs them money to hold a school – the Board priority to is have at least 2 Judging Schools in each District in 2022 and 2023
- Important that Districts work together when scheduling Judging Schools to try and avoid overlap of dates and topics to ensure that we get all the seats filled at every Judging School. We have limited number of Instructors and many people will travel to attend a Judging School so it is in everyone’s benefit to try and schedule accordingly.
- It’s important to pick your dates and send me the dates & topics and/or the “*District Event Registration*” form asap so we can advertise it on our website.
- We previously changed the “Requirements ??” document to indicate that the deadline for recertification was extended to January 1st, 2023 and we are working on document that will give specific dates based on the last Judging school attended.

Questions

1. Alternatives to having district directors could be a discussion? With the role of provincial director expanding so much over the years the role of directors has almost become obsolete to the point where districts could have committees look after meetings, judging schools. (District Director D11)

I do not believe that the role of District Directors have become obsolete. They have certainly changed with their focus on their District and their Agricultural Societies and no longer on the Provincial organization. I was speaking with Shawn LaPalm regarding the OAAS General Liability Insurance, and they view the District Boards as an extension or more similar to a committee than an actual Board. The OAAS also views the District Boards as an extension of the organization and therefore fall under the Policies and guidelines of the OAAS.

With our previous board format the Directors from each District were expected to participate in their local District Board to organize District Activities (Judging Schools, District Meetings, Competitions) as well as assisting the Agricultural Societies as well as providing programs for them as well as participate at a Provincial level to run the provincial organization.

With the reorganization, these were split into 2 completely different roles. 1) District Director who would continue, with assistance from the Provincial Director, to organize all District activities and continue to assist the Agricultural Societies as well as and provide programs for them. 2) Provincial Directors who participate at Provincial level to guide and ?? the Provincial organization and programs. As well they are to be the channel of communication between the District Board and Agricultural Societies and the Provincial Board.

District Boards include the District Directors, Provincial Directors and Secretary and Treasurer. Secretary and Treasurer are non-voting members of the Boards, but their input should be encouraged. In many Districts, they are the one constant on the Board as Directors are elected and retire from the Board

We have recently added a District Judging Representative to the District Boards to have a specific Judging Program contact for myself and to oversee the Judging Program in the District. They must have an interest in the District Judging Program and may be a District Director or a member from a District Agricultural Society.

Roles and Responsibilities – in no particular order

- **District Organization and structure**
 - **Organize all District Board and Annual Meetings, Judging Schools and other events.**
 - **Ensure that your District Policy Documents are up to date and are understood and used.**
 - **Ensure that Vulnerable Sector checks and Code of Conduct documents are completed by each member of the District board**
 - **Ensure that reports, documents as required or requested are submitted to the OAAS Manager**
- **Work with and assist Agricultural Societies**

- **Communicate with District Agricultural Societies throughout the year, to collect information, assist with planning workshops and training sessions, as well as promote the benefits of attending District Meetings and activities .**
- **NOTE: As of October 22, 2021, this directive is suspended for two years – Fair / Agricultural Society visits** - Directors should endeavor to ensure that all Agricultural Societies in your District receive visits on a regular basis by rotating visits among all Agricultural Societies in the District i.e. if an Agricultural Society doesn't get a visit one year, it should get a visit the next year, if possible. District Directors to work in collaboration with the Agricultural Societies to determine if they would be attending a meeting or another agricultural event (one visit per year)
- **In cooperation with the Provincial Director, assist Agricultural Societies with any concerns or issues , upon their request.**
- **Assist Agricultural Societies with general ongoing responsibilities and activities**
 - Assist Societies in your District to ensure their constitution and bylaws are up to date and that both are understood and used.
 - Assist the Agricultural Societies in your District to properly word any resolutions or proposals submitted on their behalf. Submitters should refer to the Resolution Factsheet. Submissions are to be forwarded to OAAS Manager 60 days prior to convention.
 - Encourage the treasurers and/or secretaries of the Agricultural Societies to forward the annual OAAS Membership fees and fair summary information etc. promptly to the OAAS Manager to avoid the late charge.

➤ **Judging Program**

- **Assist the District Judging Contact to promote the importance of a strong OAAS Judging Program and training of OAAS Judges and the Agricultural Societies engaging OAAS judges, whenever possible to judge their competitions**
 - ensure judges' training workshops are organized as needed in your District.
 - assist Agricultural Societies with the selection of qualified judges, as requested

➤ **District and Provincial Competitions**

- **With the assistance of the District Judging Contact, organize and promote District Competitions to be held at Fall AGM.**
 - Work with Agricultural Societies to ensure that their winners are aware of date and time of District Competitions
 - Ensure the 'OAAS Competition Record Sheets' are completed by each District and submitted to the Convention Administrator.
 - Work with the Provincial Director to ensure that District Competition Entries are transported to and from the Provincial Competition at Convention, if the winning entrant or an Agricultural Society representative is not attending Convention to ensure entries arrive on time.

2. How can we engage each of the Agricultural Society members more in our District? Can we set up subcommittees to share ideas, and help our members i.e via Zoom? (D11 Secretary-Treasurer) Beth and Liz replied to this question

3. Can we set up a network system where the 15 Districts can connect more on a peer to peer basis to share ideas and help each other. What I mean by peer to peer is that the District Secretary/Treasurers would meet quarterly via Zoom for example. What I can see is that currently there is a network system for the Provincial Directors, but what about doing this for the other roles? (D11 Secretary-Treasurer) [Beth and Liz replied to this question](#)

4. My question is how Judging handbooks going to be distributed?

The updated Homecraft Judging Standards Handbooks will be distributed as per our directive in the spring of 2019 – they will be provided at no cost to Judges and Apprentice Judges that attend Judging Schools. Each District has to order the required amount from the OAAS Manager & return or purchase the extras.

Judges can order one online before that if they wish. It is also available on the website.

We are working on updating the Agriculture and Horticulture one in the coming months.

5. Who will be responsible for organizing Judging Schools especially now that the province has taken all the funding? (D4 Secretary-Treasurer)

Not sure I understand the question – the Districts will continue to organize Judging Schools as they have in the past- except as mentioned previously that for the next two years the funding that has been assigned to covering District Director Travel to fairs will be directed towards the Judging Program. We provided funding for District travel in the past but we have not been providing funding for the Judging Schools.

Covid has put a hold on our Judging program for the past 2 years and the Board has decided that it is a priority to ensure our Judges recertified and new ones trained so we have decided to reassign the money from the District Travel Budget to the District Judging Schools.

We had heard from some Districts that it cost them money to hold a Judging School so we are providing funding to help with the cost of holding two Judging Schools in each District. If your District holds more than 2, they can submit the information for it and if there is money left from this allotment we will distribute it.

This money will be distributed after the Judging Schools and the Districts will have to fulfill certain obligations to be eligible for it – we are currently working on those but it will include:

- Submit the Event Registration form at least 45 days prior to the Judging School – has always been required for General Liability Insurance for the event
- Submit a list of attendees
- Minimum attendance required – we want to ensure that we provide as many opportunities as possible for people to attend Judging Schools
- Submit an updated Judges' List
- Etc.

Some Districts have indicated that their judging schools have always broken even so this money may assist them to hold more Judging Schools or they may decide to put the extra funds toward District Director travel to the fairs.

We want to promote our Provincial and District Competitions so we are providing \$200 towards the cost of holding the District Competitions. As well, the OAAS will be adding Maple Syrup and Honey classes to the Provincial Competitions at the Convention so there will be some extra costs involved for the District to engage the extra Judges. We are hoping that by encouraging participation in the District and Provincial competitions that it will help to increase participation at our local fairs.