



**Shannonville Agricultural Society**  
**MEMBERSHIP MEETING MINUTES**

Date: July 17, 2024

Time: 7:00 p.m.

Location: Jarrell Building



a. Call to Order at: 7:02 pm

Note: This meeting was originally called by the Fair Program Committee. President George announced that given the fast-approaching fair date, that the Fair Program Committee and General Membership Committee would be combined starting tonight. It is expected that we will have weekly Wed. night meeting leading up to the fair.

2. Roll Call: Peter, George, Pat, Kerri, Sandra, Carla, Heather, Carol & Frances

3. Adoption of Agenda: M/S: It was agreed to accept the Agenda as circulated.

4. Minutes of Last Meeting: M/S: George / Heather to approve the minutes of the last Membership Meeting and the last Fair Program Meeting as circulated. - carried

5. Correspondence:

- Security: Received request from Defron Security to provide security at the fair. David replied with request for quote with no reply yet. Note: quote received on July 18<sup>th</sup> at \$1078.25 for the same hours and dates previously requested of the OPP.

5. Follow Up Items:

- a. Family Fun Run (Carla): Carla described concern with the organizers website registration process and they are working to resolve. David provided Carla with Wrist Bands for the pre-registered runners which will be accepted by the Gatekeepers.
- b. Horse Ring Update – Adjacent Building Usage (George): All fence and gate work has been completed. The additional sand has been placed and approval of our work has been received from the Burgess family. Heather to run down suitable white paint for the new gate posts and to secure access to the horse ring announcing tower.
- c. Beer Tent (Don) – Don was absent. Some concern expressed with sizing of proposed tent setup. Don will be requested to secure some of the Legacy physical resources to set up tents and their bar area.
- d. Artisan Alley (Kerri): Kerri currently has 10 registered Vendors. Artisan Alley has been designed to accommodate 22 Vendors.
- e. Food Vendors – Health Unit (Carla): Carla has ensured that our Food Vendors secure the necessary notifications to the local Health Unit
- f. Signs – Jarrell Building (Kerri/Carla): Kerri reported that all signs for the building have been ordered. Team established to install boards on the east side of the barn for these signs on July 19.
- g. Brochure – Production Date/Cost (Kerri): Kerri reported that the Brochure has been finalized and is currently out for printing by Split Second Printing at a cost of about \$860.
- h. Additional Signs (Kerri): Kerri reported that these signs have been ordered.

- i. Vendor Set Up – Timings: George noted that they should reflect out daily gate start times.
- j. CWL Lottery Tickets (Carla): It was agreed that the Catholic Women’s League be allowed to sell tickets on Sat. at the fair,
- k. Work Bee – What’s left to do (George): George reported that completed items include trailer window covering, booth painting, picnic tables, and train repairs. (Big Thanks to Many Members) Some grinding to stage parts still required. George also noted that Elsie’s booth requires a new axle after the fair.
- l. FACT Plus Inc – First Aid Provider (Carla): After a review of the quote for 3 days at \$1130, it was moved by David and seconded by Heather that we sign them up for Saturday only at \$500. Plus tax. - carried
- m. Risk Assessment Form – Emergency Procedure Plan (George): George is working on it.
- n. Posting of Sponsor or Auction Item Guidelines (George): Ongoing.
- o. Radio Advertising (Heather/Carla): Communications with radio station continues and they have our brochure as a guide on setting up announcements. All looks good.
- p. Battlefield Rentals – Lights (Carla): Carla reported that all lighting requirements have been booked.
- q. Bouncy Castles – TSSA (David): David reported that he has signed an updated contract with BlackRock that includes Contract Terms that relate to the actual devices we have booked. David will attend the setup and takedown of the inflatables by BlackRock and receive required training. Given that we know the actual times that volunteers are needed David will secure volunteers and to add any names simply go to our Google Docs site and enter them.
- r. Sponsor Packages (Carla): Carla reported that they are working on them.
- s. Harvest Hastings brochure (Kerri): Kerri reported that it was a no-go. (Maybe next year)
- t. Video/Photography (Kerri/Carla)
- u. Information for Event Announcer’s (George/Carla): Working on it.
- v. Building Repairs – eavestrough, floor repair (George): The quotes are in...
  - o Eavestrough: Moved by Heather, Seconded by Peter that we proceed with a contract to install white eavestrough at a cost of about \$3K. – carried (hopefully before the fair)
  - o Floor Repair: It was decided to defer this issue until after the fair
- w. Jersey Show Results (Heather): All went well including cleanup.
- x. Open House – July 20, 2024 (George): George reported that all facilities have been arranged. Peter will provide backup propane tank. We need to crash promote this week. Poster will go to members with these meeting minutes. David plans to provide a photo slide show of last years fair, minus the sponsor ads.
- y. Radios – Purchase (George): George presented purchase option for 10 walkie talkies (Amazon) as an alternative to borrowing 6 from Bearcom. It was moved by Frances and seconded by Carla that George proceed with this purchase originally estimated at \$249. Plus tax – carried (might be a Prime Time reduction)

- z. Picnic Tables (Heather): Heather reported that the Pascoe family has requested they borrow 6 picnic tables for a family event this Sat. It was agreed on condition that they rent them at a total cost of \$60. Confirmed via text at the meeting.
  - aa. Volunteers (Frances & Carol): Frances & Carol confirmed that they will be signing up and directing these resources where and when needed. They went through their spreadsheet of fair events looking for needed volunteers from those folks prime for various events and activities. They will be publishing the results.
6. New Items
- 6.1: Silent Auction (Pat/Kerri/Carla): Stuff is slowly coming in.
  - 6.2: Zodiac Sign (Heather): After a review of the cost, it was agreed to rent the Zodiac Sign on Hwy 2 at the Salmon River Motel for a month leading up to the fair at a cost of \$200.
  - 6.3: UPL: George reported that UPL graciously provided the rock excavation service for 6 fence posts at the horse ring avoiding a typical cost to us of at least \$6000. It was agreed that we thank them with 10 free Weekend Passes to the fair this year.
  - 6.4: Old Stage Trailer (George): George recommended, and all agreed that we sell the old stage trailer as we do not use it, need it and it just takes up space.
  - 6.5: Bird Auction Sept. 22: (Heather): Heather reported that we have a request to use the barn for another Bird Auction on Sept. 22. It was agreed and that we would restore the original rental fee of \$400. for this event.
  - 6.6: 4-H Sound System: Heather reported that Jim Bates has requested loan of the sound system, like last year. All agreed and it was noted that Jim will also be a judge in the grain/feed category. It was noted that our judging budget might be short about \$150.
  - 6.7: Coverall Repairs: David will be reaching out to Ken Tulloch to see if he can complete repairs to the coverall. His company built the Coverall and he helped with some repairs a few years ago.
- 7 Next Fair Meeting: July 24, 2024 in the Barn at 7:00 pm
8. Meeting Adjourned @ 8:52 pm