



Shannonville Agricultural Society

MEETING MINUTES

Date: May 8, 2024

Time: 7:00 p.m.

Location: Rec. The Barn



1. **Call to Order** at: 7:00 pm
2. **Roll Call:** George, Terry, David, Carla, Mac, Francis, Don & Heather
3. **Adoption of Agenda:** M/S: David / Carla - carried
4. **Minutes of Last Meeting:** M/S: David / Carla - carried
 - **Minutes from Final Fair Program Meeting** of April 24: M/S: Carla / Kerri - carried
5. **Treasurer's Report:** M/S: Carla / David -carried
 - Chequing Acct 36565.69 and Investment at 15233.03
 - Noted that OMAFRA grants have been received, including 1500. from our Ag Careers Display at the fair.
6. **Correspondence:** DUUO for Vendors
 - David noted that DUUO changed their link for our website. It has been updated. So, if anyone has digital copies of our vendor contracts on their computer or devices, they should delete them and download a new one from the website.
7. **Old Items of Business & Items carried from the last meeting minutes:**
 - 7.1: Poultry Auction Outcome – George
 - All went well, big crowd, high prices and we received \$150. for facilities.
 - 7.2: Our By-Laws & Ontario's Not-For-Profit Corporations Update – David
 - Just an update that David & Heather are progressing on updating Constitution & By-laws. Draft copy of Constitution Articles handed out.
 - 7.3: MOU Team Update – (Carla, George, Peter & David)
 - The team was trimmed down a little and George has called for our first team meeting on Thursday, May 23'rd at 1:00 pm at his house. Come prepared with thoughts and ideas.
 - 7.4: Pop Corn & Candy Floss Machines Update – Peter
 - Peter's absence was planned, so we will hear more later. It was noted that the group was super interested in having Candy Floss for the fair. Possible entry to the Twp Canada Day activities.
 - 7.5: July 1 Participation with Twp Event – Carla
 - Carla has participated in meeting #1 of a very small group (3) of uninformed volunteers.
 - More work to be done, but we certainly will have an opportunity to participate.
 - 7.6: Jarrell Auction Outcome – Francis
 - Oops, this item was successfully completed last week, Thanks Francis.
 - 7.7: Sheep Sheering – Kerri
 - Project died a natural death.

8. New Business

8.1: How to Process Our On-Line Vendor & Sponsorship Requests – David

- This was a handout describing the steps to find our Sponsorship, Vendor & Food Vendor fillable contracts on our website.

8.2: The Horse Ring Future & Options – George

- As noted in the Fair Spreadsheet, George has confirmed event with Jodi and reviewed our needs to create a south entrance gate and additional sand mix at entrance and around barrels at an additional cost.
- Concern expressed about the Twp making the entire ring into a skating rink by digging up the sand.
- Some discussion about future of ring and our involvement opportunities.
- It was decided that we should request an opportunity to make a presentation to Twp council on our fair plans for this year, to hi-lite our new events and would include changes to the horse ring. Looking to target their next meeting on June 5'th.
- Somehow this discussion also noted how we should be sending out thankyou cards to previous sponsors.

8.3: The Barn Repair Issues – George

- George has received feedback from an engineer.
- We have permission from the Twp to complete a test excavation at the man-door and George hopes to punch a hole in the floor, just to see.
- Waiting on quote to install eaves trough on the barn.
- More to come.

8.4: Spec's for Sponsor Signs on the Barn – George

- It was agreed that these signs will be 2' x 4' and that suitable wood strapping would be applied on the east outside wall to mount the sponsor signs.

8.5: On-Line Advertising Guidelines Review – George

- George expressed a concern about consistent and fair advertising via our social media
- Something to think about for the next meeting.

8.6: Membership – Carla

- Carla expressed a concern about keeping track of our members and their contact information
- We have 41 members but only email addresses for 19 of them, noting that a good number of these members prefer it that way.
- Carla handed the Member Book to Heather and there was some thought that maybe Francis and Carol W. might come up with a plan.

8.7: Sponsorship Spreadsheet – Carla / Kerri

- Carla & Kerri re-introduced our sponsorship list using Google Sheets, which is like a live version of Microsoft Excel.
- Noted that not all members are equally comfortable with various computer applications.
- Carla will re-email instructions and we will do our best.

8.8: 2024 Fair Program – Review & Update 2024 Fair Program Spreadsheet – attached

- The spreadsheet was reviewed and updated with the latest info.
- Note that Silent Auction on page 4 and Sponsors on Page 5 will probably be removed from this document as these records have taken a whole different life more. Or possibly retain the subjects just to record actuals.

8.9: The Presidents Training Course Feedback – George

- George remarked on his training with fellow Ag Societies in Perth last weekend and handed out some homework for us to think about for the next and future meetings. (Train the Trainer?)
 - Overview of DiSC handout (sorry Sec. can't copy without breaking the law)
 - Our Constitution thoughts on fair
 - A Code of Conduct
 - Orientation Package for Volunteers
 - Vision / Mission Statement
 - Emergency Plan for the Fair
 - Risk Assessment Routine prior to each fair day.

10. **Next General Meeting:** Date: June 12, 2024, Time: 7:00 pm _____, Location: **The Barn**

11. **Meeting Adjournment @ 9:45 pm**