



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

Date: Aug. 14, 2024

Time: 7:00 p.m.

Location: Jarrell Building



1. Call to Order at: 7:04 pm
  2. Peeps in the Room: Carla, Sandra, David, Frances, Mac, Carol, Peter, George, Bruce, Don, Kerri, Heather
  3. MOTION to ADOPT AGENDA: M/S David / Kerri - carried
  4. MOTION to APPROVE MINUTES OF LAST MEETING: M/S: Peter / George - carried
  5. Correspondence: What has been received has been passed on to those Prime
  6. Old Items and Business carried forward
- 6.1: Fair Program Items
- a) Family Run: (Carla) Update
    - Anthony was absent. All things appear to be in place and an incoming cheque for \$315 is in the mail.
  - b) Horse Ring: (George/Heather) Update (DONE)
  - c) Artisan Alley Vendor Update (Kerri) Update
    - 9 Vendors booked and their Silent Auction items coming in
    - Trans Canada Pipeline booth will be Sunday only
  - d) Jarrell Building Signs (Kerri/Carla) Update (DONE)
    - Peter & Mac completed
  - e) Risk Assessment Form (George) Update (DONE)
    - Referred to as The Emergency Procedures Manual with two copies published in booklet
    - One copy for the Office & one copy for the SAS Booth
    - David to attach a copy of these procedures with the minutes of this meeting for all to read and become familiar with the process
  - f) Hazard Assessment (George) Update (DONE)
    - Draft completed and approved
    - David to publish in a book form for the Office for check-off each morning of the fair
  - g) Sponsor Sign & Banner (Carla) Update (DONE)
    - Cooperators have one coming in
  - h) Volunteer Recruitment (Frances/Carol) Update
    - Frances and Carol currently have 31 volunteer names on file and they keep coming in
    - The various task/shifts are filling in and will make people available wherever & whenever is needed.
    - All volunteers will be provided with Orange Wrist Bands (Weekend Pass) regardless of how many hour or days they volunteer

- i) Volunteer Food: Update – Update
  - Cherie will be judging, but also available in the kitchen to facilitate feeding folks
  - Peter will be picking up 20 cases of water Sat morning
  - Carla will be doing the Metro thing in advance
  
- j) SAS Booth (Frances / Carol) Update: the Booth will include
  - First Aid Centre
  - SAS Vest Deployment
  - Volunteer Dispatch Centre
  - Donation Jar (David remember to bring)
  - Lost & Found Centre
  - Bean Jar Game (adults and kids)
  - David to print off 2025 Membership cards for new members
  
- k) Gatekeepers (David) Update
  - David reviewed the Gatekeepers Kit Box content and their use
  - Noted that for each cash run, a fresh bag containing a float will be given to the Gatekeepers in exchange for the bag containing fresh cash receipts and pass ticket stubs
  
- l) Beer Garden (Don) Update
  - Tables and chairs seem to be coming together
  - Tubs are to be picked up at Heather's and she also has a freezer they can borrow
  - Tents going up Thurs into evening and recommended that fencing be completed then as well
  
- m) Volunteer & Free Passes (All) Update (DONE) under 6.1 h
  
- n) Event Co-ordinator Review (George) Update
  - Primeships were added and updated
  - Document is an attachment to the minutes and recommended that copies be located in the Office and SAS Booth
  
- o) Horse Pull (Carla) Update
  - After a brief discussion, it was agreed that the Horse Pull Teamsters need to pay their personal entrance fee at the gates, like everyone else. (DONE)

#### 6.2: Fair Program Work-Bee items to be completed by Aug. 17. (See Table on page 2)

- Install Large Road Signs (DONE)
- Remove fencing at Tractor Track (DONE)
- Clean Pit Area (Next Week)
- Assemble Cow Cutout to a base (2) (DONE)
- Clean / Inspect any remaining Exhibit Stuff (Need to bring remaining trailer stuff to barn)
- Assemble Gate Signage (Installed but needs some modifications)
- Finish painting horse chute gate panels (DONE)
- Regrade horse ring (when needed)
- Pick up Auction Items (if needed)
- Level gravel in Coverall for stage (DONE)
- Take anything not to be used this year back to trailer storage (or otherwise)
- Molson's have stuff to deliver

#### 6.3: Fair Week Schedule of Resources & Activities

- Most actions pretty well known and will attack as we see fit, pending weather

7. New Business Items

7.1: None

8. Next Meeting: Aug. 21, 2024 in the Barn at 7:00 pm

9. Meeting Adjourned at 8:50 pm