

**Ontario Association of Agricultural Societies
Board Meeting
October 22 & 23, 2021 at 7:30pm**



Present: Valerie Allen, Lauren Armstrong, Carol Cann, Randy Creighton, Heather Dillon, Mike Dupuis, Beth Howell-Vervaecke, Andrew Icton, Grace Mullen, Linda Murray, Liz O’Gorman-Smit, Heather Owens, Leonard Riopel, Angie Robinson, Bart Scherpenzeel, Brian Slaughter, Glen Syme, Andrew Taylor

Staff: Vince Brennan, Kathryn Lambert

Absent: None

Guests: None

Minutes

1. Call to Order at 7:32 pm

2. Welcome/Introductory Comments - Beth Howell-Vervaecke

Welcome everyone to the Fall Board Meeting. As a few people have already commented tonight, it would have been lovely to have been in person. Fingers crossed when we see everybody in February, it will be one of those moments when we won’t know if we can hug everybody or just whack elbows or just be oh my god we are able to see you.

At our fall board meeting we come together to share our good news stories about what our Ag Societies and what they have been up to. We are proud, surprised and humbled at their creativity and their desire. We share in their successes as a board as well.

A short update of how things have been progressing with us.

We started this year with another level of COVID with the variants of strains and the uncertainty...

We have pushed through that and have been able to offer:

Starting in the spring: webinars to keep everyone engaged.

We been working on Strat planning: shared with 3 Ag societies the passion for building on their past by helping them with planning for a strong future.

Webinars with Ag Ministers to share our concerns along with ther Ag societies. They have a better understanding of the OAAS and what our Ag societies are all about because of it thanks for having the participation for those of you that were able to join.

Over the summer: the board stepped up and set up a strong strategic plan for our future. This time was spent well and I am very proud of you for taking the time that we did. We have Good actionable items the Board will be able to use in the future.

With the ability to reopen the sigh of relief for our Ag societies and to cheer them on is what we have been doing, fingers crossed we get to see all of them in February.

This weekend brings us together again to learn, share and bring our experiences to the table. We will know that by the end of the weekend we will have a strong financial plan, we will have our 2022 executive and hear from our Youth committee and our guest speakers on data management.

With 4 months before convention, this year has flown by. We need to be proud of our accomplishments, energized about our future and excited to bring our Ag societies together for the 2022 convention.

- 3. Appointment of Action Sheet Recorder – Heather Dillon
- 4. Around the room short updates, highlights or concerns **wearing your District hats**
- 5. Approval of Agenda -call for any addition items
Motion by Liz O’Gorman-Smit to approve agenda as presented
Seconded by Valerie Allen
Carried Yes – 16 No – 0 Abstained – 0

Brian asked that Board evaluations to be added to agenda.

- 6. Declaration of Conflict of Interest
- 7. Reminder that the Code of Conduct signed
- 8. Review Action Sheet

Action	By Whom	When
Investigate whether it would be of benefit for OAAS to have charitable status.	Vince to investigate	Ongoing - Accountant is working on completing the required paperwork
Explore if there is interest in District Directors’ Meeting	Liz and Linda to look into it.	Gather information before next meeting.
OMAFRA list for payment	Provincial Directors to follow up with Districts so that they understand that it will need to be completed.	After Vince sends out payment advisories.

- 9. Approval of August 17, 2021 meeting minutes
Motion by Heather Owens to approve minutes as presented
Seconded by Mike Dupuis
Carried Yes – 15 No – 0 Abstained – 0

10. Any Business Arising from the minutes?

- none

11. Correspondence Received

12. Manager updates – Vince Brennan

A) Change in procedure for distribution of 2022 Competition Cards and Winners Contact Information sheet

- We are proposing that in 2022 we will plan on sending the Directories, Brochures, passports, Competition Cards and Winners Contact Information sheet) directly to

“The OAAS is committed to providing an environment in which all persons are treated with respect and dignity. The Designated Harassment Officers are Brian Slaughter and Andrew Icoeton.”

Agricultural Societies again. For a two year trial, the Agricultural Society in conjunction with the appropriate judges will be responsible for attaching the OAAS Competition cards to the winning items.

- This will allow the prize winners to be identified at the time of judging. In the past, the District Directors had been responsible for attaching the card to the winning item at most fairs

B) Proposal re District Funding

- Provide \$200 towards cost of hiring OAAS certified Instructors for each Judging School for up to 2 Judging Schools in each District. If a District holds more than 2 Judging Schools in the year, they can apply for additional funding – if not all Districts hold 2 schools, the additional funding can be distributed to the Districts holding more than 2.
 $\$200 \times 15 \times 2 \text{ schools} = \$6,000.$
 - Following provisions must be met PRIOR to reimbursement of expenses to the District:
 - District must register their Judging School at least 45 days prior to the date by submitting the Event Form and add additional questions to the current form.
 - District must have OAAS certified Instructor running the school. If there is not a certified OAAS instructor available for the topic, they can oversee the school and a subject matter expert can be brought in to teach the topic.
 - Judging School topics must follow the timeframes set out in Appendix G i.e. Quilting = 1 day; Junior work takes ½ day. We had one District indicate they were covering 6 topics within 1 day school
 - District must submit a list of successful participants and the updated Judges' List Excel spreadsheet to the OAAS Manager
- Provide \$200 towards the cost of hiring OAAS Judges for the District Competitions
 $\$200 \times 15 \text{ Districts} = \3000
 - Following provisions must be met PRIOR to reimbursement of expenses to the District:
 - District must register their District Competition/AGM at least 45 days prior to the date by submitting the Event Form and add additional questions re District Completion to the current form
 - Must use certified OAAS Judges
 - Submit the District Winners Contact Information form to Kathryn listing the District Winners that will be submitted to the Convention
 - **Outline this procedure to all Judges at Judging School this year - Randy**

C) Discussion around Board meeting in person

- Should we consider having one meeting in person rather than two – i.e. the spring meeting happens soon after convention, so have the fall meeting in person and spring is virtual
- Since new directors don't have a lot of time to get to know board colleagues, could we make the Wednesday night meeting prior to Convention an expectation for new directors to attend, rather than optional and give them duties for the convention as well as they can participate in the social time

D) Manager's activities

- Sending out Agricultural Society membership fee notice
- Meeting/corresponding with Agricultural Societies and Districts having significant challenges
- Attended Bayfield and Paris Fair Openings and met with Manager and viewed new facilities at Ancaster Fair
- Speak/correspond with OMAFRA and our fair industry counterparts
- Normal Day to day activities

13. Convention Administrator updates – Kathryn Lambert

With approximately 115 days until the 2022 Convention, planning is well underway. Here is a summary

- Hotel has recently announced that meeting space and tradeshow capacity is now back at full capacity !!! (let's hope it stays that way)
- Alternate hotels are listed on OAAS website, for people looking for hotel rooms
- 95% of the sessions are confirmed, with a Risk Management session schedule as a PreConference session for most of the day Thursday
- Shana McEachren (<http://www.shanamceachren.com/>) will be the Friday morning keynote speaker (sponsored by Egg Farmers of Ontario)
- Susan Stewart (<https://susanstewart.ca/>) will send folks home on Saturday morning with her comical address, as the closing speaker
- Currently there is a lack of interest in terms of entertainment showcase, the executive will have further discussions if needed. (historically 15-20 applications are received by this time)
- Currently 10 tradeshow booths have been booked. (potential for 60 booths)
- There will be a silent and limited live auction at the auction
- The OAAS hospitality suite will be located in the Ballroom, rather than on the 10th Floor, to help with social distancing. OAAS is working with potential sponsors to host such an event.
- A number of different displays will be setup during the convention from the 175th anniversary committee
- The provincial honey and maple syrup competition will have an information area setup, with a fun class to judge for the convention delegates
- Registration will open December 1.
 - The early bird rates are: 3-day rate is \$125 +HST & the 1-day rate is \$100 + HST, which will be accepted until Friday January 28, 11:59pm.
 - The rate after January 28th will increase to \$150 + HST, for the full 3-days & \$125 + HST for the one-day rate.
 - Registration completed after February 16 will be: \$175 + HST for the 3-day rate and \$150 + HST for a one day.

14. Committee Reports

Motion by Brian Slaughter to accept committee reports as received

Seconded by Carol Cann

Carried Yes – 16 No – 0 Abstained – 0

PROGRAMME COMMITTEES

- OAAS Programs - September & October reports posted to website

Motion by Randy Creighton that an Honorarium of \$1000.00 be paid to Theresa Wever for her contributions to the Strategic Planning and assistance with the 3 societies in the pilot project this year.

Seconded by Mike Dupuis

Amendment by Mike Dupuis that a gift card of \$200 be given to Theresa Wever for her contributions to the Strategic Planning and assistance with the 3 societies in the pilot project this year

Carried Yes – 15 No – 1 Abstained – 0

Motion by Leonard Riopel to set a budget with a maximum of up to \$1000.00 to be used for facilitating the “Strategic Plan Webinars” for our Agricultural Societies.

Seconded by Randy Creighton

Carried Yes – 16 No – 1 Abstained – 0

- Youth – Reports posted on website – discussion on Saturday

STANDING COMMITTEES

- Finance - August and October reports posted to website

Motion by Randy Creighton that funds that are currently designated for travel within the districts by District Directors, be distributed for supporting judging schools and District Competitions instead.

Amended that funds from the OAAS that are currently designated for travel within the districts by District Directors, be distributed for supporting judging schools and District Competitions instead for a 2 year trial period.

Seconded by Carol Cann

Carried Yes – 15 No – 2 Abstained – 0

Motion by Liz O’Gorman- Smit that the price of the 2022 OAAS Fair Passports be increased from \$50.00 to \$75.00.

Seconded by Glen Syme

Carried Yes – 17 No – 0 Abstained – 0

- Human Resources /Board Meeting prior to Fall Meeting.

Motion by Glen Syme that an increase in salary be given to our Convention Administrator

Seconded by Heather Dillion

Motion by Bart Scherpenzeel to set Kathryn Lambert’s salary.

Seconded by Mike Dupuis

Kathryn has accepted a 2 year contract

- Nomination – report posted to website

*“The OAAS is committed to providing an environment in which all persons are treated with respect and dignity.
The Designated Harassment Officers are Brian Slaughter and Andrew Ioceton.”*

- Sponsorship/Funding
- Governance – September report posted to website - Carried to Saturday morning

CONVENTION COMMITTEES

- Ambassador
- Auction -

Motion by Brian Slaughter that the OAAS Board of Directors accept the proposed plan to direct all funds raised through fundraising at the 2022 OAAS Convention to the new OAAS Scholarship Program.

Seconded by Linda Murray

Carried Yes – 14 No – 2 Abstained – 0

- Speakers/Sessions - August report posted on website
- Registration
- Competitions - August report posted on website
- Hospitality

AD HOC COMMITTEES

- Judging Panel
- 175th Anniversary – report posted on website

15. Executive Election Nomination Report – Brian Slaughter

- President: Liz O’Gorman-Smit
- 1st Vice President: Glen Syme
- 2nd Vice President: Heather Owens

16. Board evaluation i.e. 360 survey we should consider to help make us a stronger board. Helps with cohesion and setting goals. Help you get outside your comfort zone. Self reflection Vince will work with Val to get some ideas.

17. Adjourned until 9:30 am on Sat Oct 23

18. Motion by Glen Syme at 9:40 pm

19. Social time/ice breaker etc –

List two items on your bucket and/or wish list of things you would like to do or achieve in the future?

20. Call back to Order 9:32 am sharp

Present: Valerie Allen, Carol Cann, Randy Creighton, Heather Dillon, Mike Dupuis, Beth Howell-Vervaecke, Andrew Icton, Grace Mullen, Linda Murray, Liz O’Gorman-Smit, Heather Owens, Leonard Riopel, Angie Robinson, Bart Scherpenzeel, Brian Slaughter, Glen Syme, Andrew Taylor

Staff: Vince Brennan, Kathryn Lambert

Regrets: Lauren Armstrong

Guest: Kevin Jackson - Data Management

20. Guest speaker Data Management Presentation

Motion by Brian Slaughter that we give Vince permission to investigate Data Management and at least one other database programs for price and capabilities.

Seconded by Grace Mullen

Carried Yes – 15 No – 0 Abstained – 0

➤ Governance – September report posted to website

Constitution and Bylaws report

Motion by Carol Cann to accept changes as proposed by Governance Committee as amended

Seconded by Mike Dupuis

Carried

21. Update with Strategic plan

Reminder of the 5 priorities

22. Finance Report

- Income and Expense Statements
- Bank Balance Statements
- Investments Due Nov 15
- Etc.

Motion by Glen Syme to accept financial reports as circulated/presented

Seconded by Liz O’Gorman-Smit

Carried Yes – 13 No – 0 Abstained – 0

23. Review 2022 OAAS Budget

Motion by Linda Murray to accept draft budget as presented

Seconded by Randy Creighton

Carried Yes – 14 No – 0 Abstained – 0

26. Break noon lunch

27. Draft Scholarship application – to be announced Feb 2022 – form released next fall. presented February 2023

27. Spring- Fall meetings – virtual/in-person

- Fall meeting in fall – in-person – imperative
- Spring - virtual
- Convention – in-person – during the convention starting Wednesday evening – short meeting Saturday afternoon

New directors invited to observe at meetings after their election prior to Convention

Hard to take time off work – prefer virtual in the Spring

Motion by Mike Dupuis to hold virtual meetings in the spring and in-person in the Fall.

Seconded by Grace Mullin

Carried Yes – 15 No – 0 Abstained – 0

28. Youth Committee handbook report – reports posted to website

Youth Committee Terms of Reference

Created a “Handbook for Youth Involvement in Agricultural Societies”

- Hope 1 Agricultural Society in each District will pilot and provide feedback
 - Agricultural Societies offer the programs for Youth rather than the OAAS offering programs
- Package that is ready to go as a framework for Agricultural Society to increase Youth Participation

Want to launch from 2022 Convention during a seminar

May look at putting the resources on our website for Agricultural Societies that don't attend convention.

Looking for pilot Agricultural Societies – how do you want to proceed?

Linda would like to continue to be an ad hoc committee member

Glen – do we need seminars for Ag Societies on how to accept youth involvement in our societies

Andrew T – need to break down barriers that doesn't allow or accept that youth can fully participate

Carol – need to get involved with other organizations within the community – what else can this involve?

Policy change re District Directors

Motion by Carol Cann that

a) The Provincial Director is a voting member of District Director Executive Board

b) Provincial and District Director are unique positions

c) Any person that is a member in good standing of any Agricultural Society that is in good standing with the OAAS is eligible to run for Provincial Director and is voted in/upon by the designated voting delegates from each Agricultural Societies members at the District AGM.

Seconded by Brian Slaughter

Motion by Carol Cann to table this motion to Wednesday

Seconded by Linda Murray

Carried Yes – 15 No – 0 Abstained – 0

Email vote on Wednesday October 27

Motion by Carol Cann to amend the “District Board and District Director Roles and Responsibilities- Appendix E” document

Seconded by Linda Murray

Carried Yes - 17 No - 1 Abstained - 0

Question: Videos of 175th clips – where do I send them - Kathryn or Vince – via WeTransfer

29. Information only – Provincial District Elections are open in District 2, 5, 8, 11, 12, and 14

30. Wrap-up – comments

What did you take away from this weekend

Invite the new directors to our next meetings

General consensus – great work on the Youth Program

Thanks for the meeting this weekend

31. Adjourned

Next meeting November 30, 2021

Next Board Meeting dates: ~~Dec 24~~, Jan 18, 2022, Feb 17–19, 2022, March 8 or 15th, 2022, April 1 - 3rd

Data Management – Kevin Jackson

BizZone – specializes in associations

R3

Greater reach within the community

Increased renewals

Improved relevance

Association DNA – bilingual

Fully integrated – updates instantly available on all sections

Mobile accessible and scaled

Innovative – get money from SHRED (government program and funding)

All clients are non-profits

Supportive – toll free support line/email support(tracked), self serve knowledge base

Developed in 2002

Cloud based – in Canada

Customer-driven software

Has Zoom integration – conference and event management

Integration with accounting software, report exports

Fastest growing AMS (Association Management System) provider in Canada

Backend – staff and volunteers have access

Frontend – members and public have access

Each person with access has their own username and access – audit trail

System matched to your association
Can add all kinds of charts and graphs
Can do year over year comparison of income and revenue
Quick search box on each screen
Data model – break down by district, ag society, member
You can assign roles to people and it allows them specific access to their societies information
Send emails to specific people according to their roles and keeps track of what was sent
Front end – password is encrypted – user resets their own password
Dashboard is completely configurable – can show outstanding invoices, etc
They can add or edit people/contacts and delegate roles
Backend Event registration – fee – can set up the event and publish the event and people can log in and register and pay
Frontend – will see a list of events that they can register for
One contact from Ag society can register multiple people
Can request certain information and can verify that info i.e. email is valid
Payment screen – asks for billing contact, multiple ways to pay; if paying by cheque they can select that option and an email invoice with instructions will be sent to them. This invoice is still in DNA if it needs to be resent. On the front end they can see the invoice and how to pay and details – download invoice or select method to pay
Email receipt is sent and invoice is created and marked paid – can export all transactions to Quickbooks and set up invoice and mark as paid
When you set up event in the program you add the quickbook codes
Works with both online and desktop versions of Quickbooks – bridge platforms available if needed
Can do receipts and refunds directly to Moneris/credit card
Backend can update invoices if required – audit report on all actions
All info should be with in DNA and pull reports to send via email
Set up datafields as per your needs when implementing the program
Can create a section for Judging lists
Can set up an email that goes out on a monthly basis when Police check is expiring
Connect to your website
Can design a website or take over your current website to merge with DNA
Implementation
Continuous integration with 3rd party integration
API
Major version updates every 2 years – charge for these updates – approximately 10% of upfront cost
No monthly fees for program – hosting costs of \$50 monthly
Rational of install costs versus capital costs – fixed cost for implementation
Upfront discovery to determine base cost and configuration with final budget
Initial cost is a capital investment
Typical timelines – 6 to 8 mos from start to finish – shorter times usually stressful on organization
Suggest more than one person from the organization involved as a back up

DRAFT

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