CALEDONIA FAIR

MINUTES – EXECUTIVE MEETING
Monday, January 20, 2020

Meeting called to order by President Allan Hedley at 6:05pm
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Ben Allison, Doug Townson, Jodie Easson, Lisa Liegler Randall, and Ian Thompson. Also in attendance – John Hussack by invitation.
Regrets: Betsy McBurney.

Minutes of last executive meeting were accepted on a motion by Ben Allison, seconded by Renee Hedley. Carried.

Business arising from minutes
None

Financial report (attached) was presented by Lori Pyle. **Accepted on a motion by Lisa Liegler Randall and seconded by Doug Townson to accept the financial report as presented. Carried.**

Correspondence was read by Ian Thompson. This included a thank you letter from the Food Bank for support in 2019, a letter from Senior Support Services with thanks for participating in the joint shortbread fundraiser, and a resignation letter from Director Glenn Johnson.

BUSINESS:

Financial:

- **Operational Budget Draft** (attached) was presented by Lori Pyle. The executive did not have any changes, so the operational budget presented will go before the members at the AGM for approval.

Events:

- **Upcoming Rentals:** Ian gave a quick report that most Saturdays are booked from February through to October 2020. It was agreed that we should get pricing on round tables, dishes, cutlery, and glassware so that we can stop wasting money renting these items when we know they will be used in the new facility. It was noted that the Armstrong Milling Banquet being held in February would see a loss because of the items we will need to rent to make it work. Lori noted that there is room in the budget to purchase the items we need.
- **Upcoming Fundraisers:** Ian gave a quick listing of Fair fundraisers that have been booked including two purse bingos, a Christmas craft show, Halloween costume party, and the possibility of a Hunter Brothers Concert coordinated by the Douglas Family, and an event Dave Murray and Katherine Hedley are planning.

REC:

- **Financial Update-** Ben Allison circulated a financial report which showed the outstanding pledges not received in 2018/2019, and a forecast for pledges through to 2024 (attached).
- **Construction Update-** Ben Allison noted that there has been a call for wifi in the REC for enhanced control of the HVAC system and the kitchen hood. Lori Pyle noted that it has been worked into the operating budget to provide wifi and a phone line to the REC for use with the security monitoring system- and it is still less than we were previously paying Bell.
    - **Deficiencies Report-** John Hussack, Bryan Tillbury, Ben Allison, Ian Thompson, and Allan Hedley met in the morning with Hank Huitema, Mike Gracie, and John Devries to go over deficiencies in the building. The list that Fair members came up with on Thursday was circulated and seemed to be well received.

- **Proposal from Community Support Centre**: The executive members each voiced their opinions on the proposal from the Community Support Centre. **John Hussack** noted that no money had been pledged specifically towards any of the upstairs rooms, however, it was part of the campaign to mention that there was going to be a hall upstairs. John mentioned that at $600/day, we would have to rent the upstairs hall 100 times to bring in the same revenue which he thought was likely not attainable, at least in the first few years. He noted that he wished there was a way to make the offices work without having the carve up the large hall. **Allan Hedley** noted that it was unfortunate that they had come to us now- since the hall hasn't been given a try yet, we really don't know what the rental situation will be until we try. At that point, Allan Hedley had to excuse himself to chair the agricultural committee meeting in the Kin Hall. Vice President Doug Townson took over as chair for the balance of the meeting. **Jodie Easson** was concerned about noise transfer. Would the tenants eventually prevent us from securing daytime rentals? There was also concern about sharing the lobby space, and whether arguments or issues would harm the reputation of the society. **Ben Allision** noted that having a full-time tenant in the building would cause access issues to the parking lot and lobby area which might be a pain for events renting the grounds with closed access. He suggested we test the noise transfer by playing loud music on the stage and seeing what it sounds like upstairs. **Doug Townson** asked the question whether we need the long-term rental to meet the mortgage payments. Per Ben's reporting, it doesn't appear that we would in the first few years, but year 5-15 of the mortgage would likely be the most trying time since interest will still be front-loaded. **Lori Pyle** said that she didn't like the idea at first, but the more she thinks about it, the more it seems to be a good option. It will be hard to manage the facility with events taking place upstairs, downstairs, and on the grounds. Who gets the kitchen first? Will we lose on a $1000 rental of the downstairs hall, if the upstairs hall is rented for $600? **Renee Hedley** echoed Allan's remark that it really is a shame that the timing of this doesn't give us a chance to give the upstairs hall a fair shake at rentals.
    - It was decided that a meeting be called with the steering committee, fair members on the campaign cabinet, the executive, the directors, and the mortgage guarantors on Thursday January 30th at 7pm to discuss and vote on whether we move forward to negotiations with the Community Support Centre.

FURTHER BUSINESS:

- **Recruitment of Directors and Executive Succession:** Jodie Easson noted that the nominating committee is almost there. There were 4 director positions to be filled this year, and the need for a 2nd vice president. Everyone asked who declined took at least a week, which means they were thinking about doing it. There were many who said that now was not the time, but they would consider in the future. Renee and Lisa also expressed that it was difficult to find homecraft executive members. It was suggested that we may need to ask former presidents to reprise their roles. Ian was asked to contact Russell Douglas or Don Douglas to run the nominations at the AGM.
- **25 Year Pins & Past President Pins:** We will need to order more. Jodie will send pictures of her pins for reflection. Generic 25 year service pins will be ordered and a new past-presidents pin will be designed with input from the executive. John and Pat Hussack were recommended for the Agricultural Service Diploma- Ian was to look and be sure that a non-member could receive it. Ian was given the go-ahead to nominate John and Pat for the Chamber's Citizen of the Year award as well.
- **Vickie Peart Retirement Party:** Vickie was unable to attend on the March 21st date that the executive had previously set. It was proposed that either February 29th or March 14th be chosen once we know if Vickie is available. This will also be the date for our banquet.
- **OAAS Fair Convention:** Vickie is going to participate in a panel for charitable status, so her fee will be refunded as a result. Rooms are booked and the fees have been paid.
- **Change to County Festival Grant Program:** Ian attended a meeting at the County Offices to provide input on the County Festival grant program. Council has not yet approved continuing the program into 2020. Ian reported that staff is optimistic that the program will continue, however,

because of cuts to municipal funding by the provincial government, it is likely the grant will be less. Lori Pyle noted that we have budgeted for only 50% of this grant in the operating budget.

- **Agenda for Annual General Meeting:** a draft of the AGM agenda was circulated and edits were made including adding a layout meeting for the Exhibition Hall
- **Agricultural Meeting Report:** Allan Hedley re-joined the meeting and gave a quick report from the Agricultural Committees meeting. It was recommended at that meeting that the cattle ring area be fenced off daily to help mitigate runaway livestock issues that could arise. This will affect handicap parking near the exhibition hall and will be brought up at an upcoming parking meeting.

Adjournment moved by Allan Hedley at 9:45pm.



CALEDONIA FAIR

Minutes – Agricultural Committee Meeting **Monday, January 20, 2020**

Call to order- 7:40pm by President Allan Hedley

BUSINESS:

2019 Fair Discussion –

- Fruits and vegetables mentioned that the stands from Ancaster Fair worked well. There was a question whether some should be built or if we should continue to rent from Ancaster. It worked okay for hay, but not great for grasses. Ed Houwer offered to build something more suitable.
- The light horse show was good but is very dependent on the weather.
- Dairy had a showmanship clinic with a good turnout
- Beef had a good show but want to do entries ahead like 'Assist Expo'. They mentioned that numbers have gone up 5-6 times over the last few years. They will be changing and adding some classes.
- Heavy Horses- Tyler Wilkieson and Joanne Douglas-Lane will be the new chairs as Bruce Smith and John Douglas will be stepping down. They would like to purchase a tent for the entry booth and to have a few extras available. They suggested to keep the parking area on the north side of the driveway for transports- if they aren't there by noon then it is too late.

Sheep Barn Pen Demolition – The pen demolition has taken place, there may be a work bee necessary for some cleanup.

Rabies Vaccination – Lindsay Farrell-Johnson reported that the directors need to decide how to handle this. It will need to be in the Fair Book that all animals with a commercially available vaccine will need to be vaccinated for rabies and provide a current proof of vaccination.

Premises ID – Mandatory for 2020. Ben has been keeping on top of this. The onus has been on the Fair to record everything. We will be RFID ready and hopefully can share with other fairs in the district

Breakout to Committees – There were suggestions to close off the cattle ring during the Fair to ensure confinement of cattle. It was also suggested that the dirt in the demo ring needs to be checked again to make sure there is no rock. It was mentioned that the video installation in the Exhibition Hall should move- this will be talked about during a layout meeting.

Prize Book Changes – Report to Ian and Chuck (will be in the Office Sat. Feb 1, 9am-11:30am)

OTHER BUSINESS: - No other business

Adjournment at 8:45pm

Special thank you to Lindsay Farrell-Johnson for taking notes.

Ian Thompson

CALEDONIA FAIR

MINUTES – ANNUAL GENERAL MEETING
Thursday, January 23, 2020

Meeting called to order by President Allan Hedley at 7:34pm
Declaration of conflict of interest – None.

President Allan Hedley welcomed everyone to the annual general meeting. He mentioned the tremendous change and successes in 2019. The retirement of long-time manager Vickie Peart was an important occasion to remember. It was a very successful Caledonia Fair because of the hard work from fair members and volunteers. President Allan also thanked all those who were involved in the planning, construction, and oversight for the Riverside Exhibition Centre which he noted was very near completion.

MINUTES of last general meeting were accepted on a motion by Lindsey Farrell-Johnson, seconded by Doug Townson. Carried.

Business arising from minutes
None

FINANCIAL STATEMENTS (attached) were presented by Lori Pyle. **Accepted on a motion by Wendy Makey and seconded by Lindsey Farrell-Johnson to accept the financial statements as presented. Carried.**

OPERATIONAL BUDGET (attached) was presented by Lori Pyle. **Accepted on a motion by Ben Allison and seconded by Lindsey Farrell-Johnson to accept the operating budget as presented. Carried.**

APPOINTMENT OF AUDITOR for 2020. Accepted on a motion by Lori Pyle and seconded by Wendy Makey to appoint Petinelli-Mastroluisi as auditor for 2020. Carried.

OAAS AFFILIATION FEES Accepted on a motion by Ben Allison and seconded by Jodie Easson to forward the payment for the OAAS affiliation fees for 2020. Carried.

Accepted on a motion by Lindsey Farrell-Johnson and seconded by Jayne Townson to approve payment of the OAAS affiliation fees for 2021 in December 2020 to receive the early renewal discount. Carried.

CORRESPONDENCE was read by Fair Manager Ian Thompson. This included a thank you letter from the Food Bank for support in 2019 and a letter from Senior Support Services with thanks for participating in the joint shortbread fundraiser.

ELECTIONS were chaired by John Hussack.

Mr. Hussack asked for volunteers to act as scrutineers on the occasion that a balloted vote was required during the election proceedings. Kim & Dawn Turnbull accepted appointment as the scrutineers.

Mr. Hussack called for the nominating committee to announce their proposed slate of 3-year term directors for 2020. Janice Boyter, Joanne Grant, Wendy Makey, Lindsey Farrell-Johnson, Allan Hedley, Dave Murray, and Tyler Wilkieson were named. With all having previously agreed to stand for election, Mr. Hussack added these names to the list of nominations. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for 3-year term directors closed and congratulated the slate of directors elected.

Mr. Hussack called for the nominating committee to announce their proposed slate of 2-year term directors for 2020. Lorraine Johnson and Bryan Wilkieson were named. With all having previously agreed to stand for election, Mr. Hussack added these names to the list of nominations. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for 2-year term directors closed and congratulated the slate of directors elected.

Mr. Hussack called for nominations for the office of the President. Jayne Townson nominated Allan Hedley who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for President closed and congratulated Allan Hedley.

Mr. Hussack called for nominations for the office of the 1st Vice President. Doug Murphy nominated Doug Townson who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for 1st Vice President closed and congratulated Doug Townson.

Mr. Hussack called for nominations for the office of the 2nd Vice President. Jodie Easson nominated Ben Allison who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for president closed and congratulated Ben Allison. It was noted that Ben Allison would like to retire- and there is an active search for a replacement 2nd Vice President if anyone should be interested.

Mr. Hussack called for nominations for the office of the Treasurer. Jayne Townson nominated Lori Pyle who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for Treasurer closed and congratulated Lori Pyle.

Mr. Hussack called for nominations for the office of the Homecraft President. Jayne Townson nominated Renee Hedley who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for Homecraft President closed and congratulated Renee Hedley.

Mr. Hussack called for nominations for the office of the Homecraft Vice President. Ben Allison nominated Lisa Liegler Randall who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for Homecraft Vice President closed and congratulated Lisa Liegler Randall.

HOMECRAFT BUSINESS

- **Remarks -** Homecraft President Renee Hedley made mention of the difficulty in finding volunteers to fill the homecraft executive roles. Someone has expressed interest in coming aboard in 2021, but there is still a need for more of the younger members to come forward.

- **2020 Fair Theme -** President Renee announced that the 2020 Fair theme would be *Community Harvest*. The goal is to make newcomers feel welcome. Many of the committees are working to include more diverse sections into their classes. She encouraged all committees to work hard to incorporate the theme into their classes.

- **Layout Meeting -** It was decided that there should be a layout meeting to discuss tweaks to the layout of the exhibition hall for the 2020 Fair. Information will be circulated from the office when this meeting will take place. Renee thanked Jayne Townson, Bryan Tilbury, Joanne Grant, and Barb Wilson for their help with the layout planning in 2019.

- **Catering** – Linda Fisher circulated a sign-up sheet for help at a funeral luncheon taking place on February 1st at the Lion's Hall. She mentioned her thanks for all who stepped forward to help with the 4-H Banquet taking place on January 25th at the Fisherville Community Hall.

- **Rotary Lunches** – Renee thanked everyone for their participation in the catering of the Rotary Club lunches in 2019. A 2020 schedule was circulated.

BUSINESS

- **EVENTS**
  - Fair Manager Ian Thompson thanked everyone who helped with the planning and organization of the Christmas Jingle and PJ-Movie Party in November. The events were successful, and we look forward to running them again in 2020.
  - Janice Boyter updated that the Murder Mystery tickets were going well and some were still available for members. The next Designer Bag Bingo is on May 2nd with tickets being sold to the public on February 12th at the Exhibition Hall. Anyone who can help with the Bingo or Murder Mystery was asked to sign up on a sheet that was circulated.
  - Manager Ian Thompson also gave an update on the Ghost Tours in 2019 and provided the dates for 2020.

- **OAAS Convention** – 5 members are planning to attend this year.

- **Spring Cleanup Bee** – The date will be changing from May 2nd because that is the same date as the Designer Bag Bingo!

- **Prize List Update** – Prize list changes are due on February 1st at the Fair Office from 9am-noon.

- **Fair Banquet** – The Fair banquet has been set for March 14th. We will also hold Vickie's retirement open house that afternoon.

- **Tables for the Riverside Exhibition Centre** – President Allan asked manager Ian Thompson to provide quotes for round tables to the directors. **Accepted on a motion by Ben Allison and seconded by Mark Peart to purchase 25 72" round tables from Alumni Classroom Furniture. Carried.** There was a brief discussion that 30 tables should be purchased so that we can accommodate 300. **Accepted on a motion by Lindsey Farrell Johnson and seconded by Wendy Makey to purchase an additional 5 72" round tables from Alumni Classroom Furniture. Carried.**

- **Service Pins** – President Allan asked manager Ian Thompson to present quotes for 25-year service pins and past-president pins to the directors. **Accepted on a motion by Lindsey Farrell-Johnson and seconded by Lori Pyle to purchase 50 each of the 25-year service and past-president pins from King Pins. Carried.**

FAIRGROUND BUILDING PROJECT

- **Building Status** – Ben Allison reported that things were moving along and that the construction workers planned to be out of the facility by February 8th 2020. Most of the major items are completed. A group of members toured the building to discuss deficiencies with the construction manager and those repairs are now being worked on. The kitchen equipment will arrive on January 27th, and the millwork from Winger's should arrive within two-weeks.

- **Fundraising/ Cabinet Update** – John Hussack announced that the campaign team was still hard at it and asked anyone who might know someone with some money to contact them.

OTHER BUSINESS

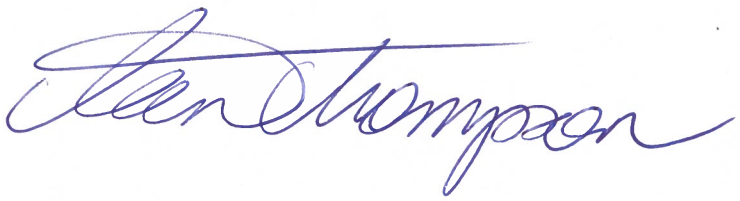
- **Suggestions for the 2020 Fair** – Doug Murphy suggested that we have the same weather we had in 2019.

- **Parking Meeting** – Will be held in February with the demolition derby and horse committees.

ADJOURNMENT

Accepted on a motion by Katherine Hedley to adjourn at 8:38pm.

President Allan Hedley invited everyone to stay for coffee/tea and dessert. John Hussack invited anyone wishing a tour of the Exhibition Hall to follow him down after the meeting.



CALEDONIA FAIR

MINUTES – DIRECTOR'S MEETING
Thursday, January 30, 2020

In attendance: Jan Cranston, Lisa Liegler, Wendy Makey, Patti Zadanyi, Joanne Grant, Chuck Roth, Vickie Peart, Linda Fisher, Renee Hedley, Allan Hedley, Jodie Easson, Doug Townson, Doug Murphy, Bryan Wilkieson, Ben Allison, Dave Murray, Richard Johnson, Dawna Ebert, Katherine Hedley, Janice Boyter, Jamie Daglish, John Hussack, and Manager Ian Thompson.
Regrets: Mark Peart, Lindsey Farrell-Johnson

Meeting called to order by President Allan Hedley at 7:05pm
President Allan Hedley welcomed everyone in attendance, including guests who were asked to come for the discussion about the possibility of a long-term rental. President Allan asked Manager Ian Thompson to tour the group through the upstairs hall before beginning the meeting.

Declaration of conflict of interest– none.

Minutes of last directors meeting were accepted on a motion by Lisa Liegler, seconded by Wendy Makey. Carried.

Business arising from minutes
None

BUSINESS:

- **Donor Recognition Wall Consultation:** Wendy Makey reported that the donor recognition committee had met and think that it is best if we start the consultation process with a company that can design and build our donor recognition wall. **Accepted on a motion by Wendy Makey, seconded by Jan Cranston to approve expenses up to $1,500.00 to hire a donor-wall consultant. Carried.**

- **Donor Recognition TV:** Manager Ian Thompson reported that the donor recognition committee have suggested that a TV monitor be purchased to put up in the lobby to show a slideshow of donors to be present until a donor-wall can be erected. **Accepted on a motion by Wendy Makey, seconded by Doug Murphy to spend up to $1,000.00 on a television monitor to recognize donors until a donor wall can be erected. Carried.**

- **Kitchen Equipment Purchase:** There was discussion surrounding the purchase of the kitchen equipment for the Riverside Exhibition Centre. A bill from Advantage Restaurant supply was presented to the directors. Discounts have been given due to the scratched stainless-steel wall panels ($520) and for price discrepancies with the wire shelving units ($60). There is a faucet on the invoice which has not been delivered- Hank Huitema will investigate getting this from Advantage. **Accepted on a motion by Lori Pyle, seconded by Renee Hedley to forward payment for the kitchen equipment in the amount of $61,917.25. Carried.**

- **Transfer of Funds from Operating to Fundraising Account:** Ian Thompson provided the directors an update on the current balances of the bank accounts and a brief outline of invoices coming due which will need to be paid from the fundraising account. It was necessary to move funds from the operating account (where the HST rebates are deposited) to the fundraising account where project expenses are paid from. **Moved by Ben Allison, seconded by Linda Fisher to move $200,000.00 from the operating account to the fundraising account. Carried.**

Proposal for Long Term Rental of 2nd Floor of Riverside Exhibition Centre

- **Project Finances Update**: Ben Allison presented a detailed report of the project finances. This included a summary of the expenses incurred so far for the building project, a comparison of contract vs actual expenses, and a forecast of completion costs. Also presented were the estimates for cost of borrowing, a summary of forecasted pledges, bank balances, and information about the construction loan at Libro Credit Union.

- **Outline of Proposal**: Ian Thompson outlined the proposal from the Community Support Centre to renovate the new upstairs hall in the Riverside Exhibition Centre into permanent office and programming space and to use the commercial kitchen for meal programs. He answered various questions from those present to the best of his knowledge with the note that there were not many details available because no written proposal had been received to date.

- **Discussion about pros and cons of proposal**: Past-President Jodie Easson had set up a document on the projector where pros and cons were recorded as they were mentioned by those present at the meeting. The following is a summary of the lengthy discussions on this topic.

Vickie Peart: Vickie said that she was conflicted about the decision to go ahead with both phases of the project at once. The fundraiser that was hired said that we could likely raise about $2 million dollars in a campaign so we could budget about $4 million dollars comfortably. The money will not magically appear, and we will have major debt unlikely to be paid for decades. What happens if we have a rainy fair? All of our fundraising efforts are going to go towards servicing debt. There are not many large donations left out there and a $1,000.00 brick is a drop in the bucket. Instead of guaranteeing the success of the organization, we have put it in jeopardy. Vickie mentioned that she was not pleased to entertain the proposal from the Community Support Centre, many problems will arise in scheduling. Ideally, we would find another way to raise money, but we can't rely solely on rentals and fundraisers to cover costs.

Wendy Makey: Wendy remembered that the Community Support Centre had come to the society in 2017 with the suggestion that we partner with them. The Campaign Cabinet and Steering Committee looked at what was necessary for a partnership but could not get the centre to commit to a meeting to have further discussions. Three years later, they are coming to us in a somewhat vulnerable time when we have a brand new and beautiful building and they want to reap the benefits without any blood, sweat, or tears. We presented the building as a multi-faceted facility to prospective donors. Wendy was also concerned about what would happen if we went ahead with the proposal and the centre decided to leave after five years? Where would that put us?

Richard Johnson: Having been involved early in the project discussions, Richard mentioned that the planning team entertained possible community rentals, but no permanent activity. It was never considered that the society would give up full use of the entire facility. How will the centre use the kitchen when there are dog shows or other events? We need steady income but can't interfere with the purpose of the building. Richard expressed that the society would need to be very careful about the wording of a contract.

Ben Allison: Ben mentioned that it is too bad that the centre has approached us now because we have not had a chance to try renting the upstairs halls. We have no idea of the actual potential for the space.

Renee Hedley: Like Ben, Renee felt that if the centre had approached us sooner we could have spent less money on the finishes of the hall. Once a space is renovated, it will never go back to be the same as it was. Renee expressed that rentals should be given a fair shake in the new facility before we consider a long-term tenant.

Lori Pyle: Lori said that her initial reaction was a firm "no." However, from a financial perspective, the hall would need to be rented 100 times per year to bring in the same revenue that the centre has proposed. There are other issues too: can you have dual use of the kitchen? If an event is booked upstairs for $600 and they will use the kitchen, does that prevent a $1000 rental downstairs? How will tables and chairs be moved up and down? Will we give up a bigger rental to use the upper hall? There had been discussion about the potential for grants to support purchasing kitchen equipment- if the centre was able to secure money for equipment would they take it with them if they were to leave?

Renee Hedley: Renee was concerned about what time does the rental constitute 'ownership' of that part of the facility?

Dave Murray: Dave suggested that it might not be too difficult to rent the hall out 200 times. Manager Ian responded to say that it was unfair for the weight of the finances to be put on the sole staff person required to secure rentals. Chuck Roth mentioned that it was unlikely that we would see that number of rentals in the first few years since we will not be established.

Allan Hedley: President Allan mentioned that when the executive first heard of the proposal, it was suggested that they be offered the entire Kin Hall building which they could renovate to suit their needs. Manager Ian Thompson reported that this idea was quickly shot down by the centre.

Joanne Grant: Joanne mentioned that perhaps the centre had not thought about accessibility since a 2nd floor space would mean using the small, slow elevator.

Richard Johnson: Richard mentioned that we should have the space evaluated to see what commercial space of that size would typically cost per square foot. President Allan Hedley had suggested this earlier, but Ian was unable to find a real estate agent who could come in the timeline we needed- it will hopefully be done in the next two weeks.

Patti Zadanyi: Patti suggested that the centre could use the north east stairwell exit door as their entrance to avoid having too many people coming in through the main lobby.

Wendy Makey: Wendy expressed that providing permanent space is very hard since we really need to be able to utilize all the space in the building. Ian Thompson mentioned that an alternate proposal was made to the centre to utilize various spaces in the building to avoid losing the large hall to office space. This alternate proposal was also shot down by the centre.

Ben Allison: If we were renewable on a 5-year term, realistically the centre would be in the space until they decided to leave. It would be near impossible to evict if there were arguments.

Wendy Makey: Wendy asked why they weren't building their own facility and whether they were looking at other locations too?

Jodie Easson: Jodie mentioned that our sovereignty has been weighing on her mind. The proposal would bring steady income that we may not find elsewhere, but does it change what we can do during the day? In past dealings the centre has not been flexible- will they start to dictate what rentals we can have in the building? Will they become our primary source of revenue and restrict other rentals? If we get into conflict what will it do to our reputation in the community?

Renee Hedley: Renee reminded everyone that the society is also a good community organization and we don't want to be portrayed as the bad guys.

Allan Hedley: Allan recalled that in all the times the society met with Ron Hewitt about his contribution, there was never any mention of the centre.

Ben Allison: Ben said that the only pro he could think of was the money. He read a book once which said that to make any decision, you make a chart with pros on one side, cons on the other. Whichever column had the most should give you the decision to make. However, are the pros and cons weighted? We don't know where we will be in five years.

Richard Johnson: Richard echoed Ben to say that money is the number one issue and weighs heavily. Richard expressed that he thought we needed to move forward with the proposal, but with careful consideration of the details. He considered that although there may be disagreements, financially this proposal is necessary for at least the next five years.

Linda Fisher: Linda asked the directors where the society would be if we couldn't pay the bills?

Vickie Peart: Vickie suggested that this regime does not want to be the last- if we pass on this source of income, where else will it come from?

Patti Zadanyi: Patti asked if there was a way we could offer short-term rentals of office space in the facility to bring in similar revenue from other sources?

Wendy Makey: Wendy said that we succeeded with the fundraising plan that was made. We haven't had a chance to put together a marketing plan yet because the building has not been finished. If we market the building and think outside the box will it help show that our space is very flexible? We have capacity for short-term rentals, but the permanent aspect is troubling.

Ben Allison: Ben mentioned that we would have to ask if they expect to pay rent from day 1- if they are turning the space into offices, there will be electrical and other construction which will be necessary.

Vickie Peart: Vickie Peart expressed that the society owes this money and needs to find a solution. It is not fair to the executive, the manager, or the guarantors for the directors to leave it to them to figure out how to pay the bills when there is no money in the account.

Lori Pyle: Lori mentioned that fundraisers make more money than rentals. More fundraisers will help the bottom line.

Vickie Peart: Vickie countered Lori to say that there aren't many more fundraisers we can do. Our volunteers are strapped as it is and without other members stepping forward it was unlikely we could sustain more fundraising events.

Jan Cranston: Jan asked what would happen when the centre walks away? Will they return the facility the way it was when they received it? How do we enforce that in a contract?

Doug Murphy: Doug said that at minimum, we need to at least talk to the centre about a proposal.

Ben Allison: Ben suggested that we need to have a proposal in writing.

Wendy Makey: Wendy said that her gut was saying that the timing is horrible, and that she felt the situation would go bad quickly.

Jodie Easson: Jodie asked what the timeframe was?

Renee Hedley: Renee made the suggestion that we approach them to say we would consider the proposal but at a cost of $8,500.00 per month. She expressed that the proposal would need to be on our terms.

Ben Allison: Ben explained that we shouldn't make the proposal and instead should ask them for something in writing.

Vickie Peart: Vickie mentioned that we could start marketing the kitchen and other parts of the building as soon as they are done.

Jodie Easson: Jodie explained that a group will start to meet soon about the marketing of the building.

Richard Johnson: Richard asked if the centre would also hold their cooking classes in the kitchen, or if it would only be used for Meals on Wheels and other community kitchen programs? Ian Thompson answered that they would be moving all of the programs here if we were to accept the proposal.

Bryan Wilkieson: Bryan asked about the meals on wheels program and if we could rent the kitchen only to the centre to use for the meals on wheels and other community kitchen programs?

Allan Hedley: Allan suggested that the decision that needs to be made tonight would be whether we say 'maybe' (we would ask for a written proposal from the centre for the directors to consider) or 'no' (the society is not interested in moving forward).

Lori Pyle: Lori said that we should ask them for a written indication of what they want, and until then we go forward business as usual.

Richard Johnson: Richard suggested that we make the upstairs hall rentable at least to the end of the fair. Those present were supportive of this suggestion.

Renee Hedley: Renee echoed Ben and Lori to say that we should ask for a written proposal.

Jan Cranston: Jan agreed that a written proposal is a good idea.

Jodie Easson: Jodie suggested that renting the hall until the Fair will also give us an idea of what to expect for rentals.

John Hussack: John suggested that we tell the centre that we will be marketing the space and would not consider their proposal until after the Fair.

Allan Hedley: Allan Hedley asked the group to make an unofficial vote (directors, executive, and invited guests) whether we say 'maybe' and ask for a written proposal, or whether we say 'no' to the proposal. A vote was conducted by show of hands. There were 17 present at end of the meeting (not including Ian or Allan)- 15 agreed to ask for a written proposal and 2 voted to say no to the proposal.

NEW BUSINESS:

- Vickie Peart asked whether the interest from the construction loan was being paid using money from pledges. Manager Ian Thompson said that the interest payments are currently coming from the fundraising account (which is where pledges, grants, and donations are deposited). Unfortunately, before we received the HST rebates for the last two quarters of 2019, we would not have been able to afford paying the interest on the loan any other way. Allan Hedley said that the executive would work to rectify that.

Adjournment: Moved by Lisa Liegler at 9:20pm.

Ian Thompson

CALEDONIA FAIR

MINUTES – PARKING MEETING
Tuesday, February 25, 2020

Meeting called to order by Chuck Roth at 7:00pm
Declaration of conflict of interest– none.
In attendance: Chuck Roth, Jodie Easson, Doug Townson, Tyler Wilkieson, Gil Wooloff, Jeff Dudych, Bruce Smith, Joanne Douglas-Lane, and Ian Thompson.
Regrets: Lindsay Farrell-Johnson - Light Horses.

Welcome –Parking Committee Chair Chuck Roth welcomed members from the heavy horse committee, concession and midway committees, and demolition derby committee.

Chuck began by noting that the area at the East end of the Fairgrounds is a very stressful and somewhat dangerous location at various times throughout the Fair. The hope for this meeting is to alleviate some of that stress and improve safety and traffic-flow conditions throughout the grounds.

Chuck gave a brief overview of the current parking position and noted some of the pitfalls. Lamb's flats is the only public parking on the grounds on Friday and Saturday because of the demolition derbies. In 2019, vendors and midway were parked at the east end of the fairgrounds between the end of the midway and Squire McKinnon's Barn. This posed traffic-flow and safety issues since the vendors often come in and out of the grounds interfering with the horse shows and demolition derbies.

Heavy Horses
The heavy horse committee noted that it is difficult to get everyone in for the horse shows and that the exhibitors were not happy with the way they were parked in 2019. Chuck suggested that it is hard to accommodate tractor trailers with the current parking arrangement- especially when they are the last to pull in. Further, hitching and crossing the walkway is very dangerous for people who may be walking to their cars in Lamb's Flats or to Squire McKinnon's and back.

Chuck has suggested that the cars and vehicles for the horse show be configured differently to make sure there is room for the tractor trailers to load and unload in a safer way.

The difficulty is that we do not want to limit the number of entries in the horse show. Tyler Wilkieson noted that they will try to push for exhibitors to enter ahead online so there is a better indication of the number of trailers coming- they usually have a good idea after attending the Fairs before Caledonia. It was suggested to have the trailers pull in along the north end of the track where vendor and midway parking was located in 2019. This will make it easier for trailers to get in and out efficiently and safely while not boxing in the horse ring. More volunteers will be necessary to help as 'crossing guards' so that pedestrians know to stop when the horses are coming across the walkway.

Midway & Concessions
In 2019, the midway put the rides too close to the fence and so were unable to park vehicles behind and still maintain an emergency pathway. This meant that the vehicles for the midway were parked at the east end of the midway taking up what is usually vendor parking and limiting the public parking in that area on Thursday and Sunday. Jodie Easson – Midway and Concessions Chair said that a meeting with Bloke from World's Finest Shows should be scheduled to make sure this does not happen again in 2020.

The Dodge RAM vehicles also complicated things at the east end because of test-drive vehicles coming in and out. Manager Ian Thompson noted that they would like to return for 2020.

Concession parking has always been an issue. Chuck noted that they are often belligerent and cause drama for fair volunteers at the east end. There is a potential for 67 parking spaces (since there are 67

outside vendors). Jodie Easson mentioned that the 10x20' spaces often need the frontage and not the depth and there is a possibility if they will be staying in place the entire Fair, that they could park a vehicle or trailer behind their spot and not require a vendor parking pass.

Jodie also mentioned that there are some grandfathered concessionaires who park along the river- it is worth it to give them a different coloured car pass to make it easier. It was also suggested that the admission component of the car pass be removed, and we issue extra admission passes to concessions instead.

Chuck has previously measured and determined that about 80 cars can fit in Lamb's Flats- if 80 car passes were printed for Lamb's Flats only, they could be given to vendors and midway and Lamb's Flats could be reserved only for vendor parking. This would require public parking to be moved offsite.

Moving Parking Offsite?
It was noted that we make only about $2,000.00 over the duration of the entire Fair on public parking on-grounds. It would alleviate most of the stress and safety issues if there was no public parking (with exception of accessible parking) on the fairgrounds any day of the fair.

Chuck suggested that we push public parking off-site and run a daily shuttle bus on a 15-minute schedule. Gil Wooloff from the Demolition Derby committee suggested the soccer fields on McClung road as a nearby location where a parking shuttle could be run.

Chuck asked Jodie and Doug to bring this suggestion to the executive to see what their opinion would be.

Demolition Derby
Chuck noted that there was about 80 ft from the accessible parking at the end of the midway where demo cars can load and unload when they come in on Friday and Saturday. They will be parked so that the back of the trailer is against the walkway so they can pull out ahead and turn to exit through the east gate.

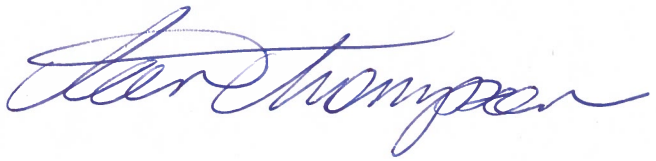
Gil Wooloff suggested that the cars be kept on trailers until all the vehicles are situated- it may be necessary to have the trailers pulled in and then unhitched so the trucks and vehicles can be moved off the grounds to free up space. Realistically about 40 entries should be the cap each night (not per show- per night). That way the show will be shorter (we don't make money when people are in the grandstands past closing time).

Jeff Dudych will contact Doug Leonard and note that the nights will need to be capped at 42 entries. It was brought up that the Power Wheels Derby is also a safety and logistical concern- the demo committee has expressed interest in cancelling that show and will follow up with Doug Leonard to let him know. They will also ask that no pit passes be given out once the cars are on the grounds, that there be absolutely no minors in the pit area, and that there be no early discount for the demo derby entry since the cap will be in place.

Tyler Wilkieson and Joanne Douglas-Lane mentioned that a better job has to be done to keep the demo cars out of the horse ring. The demo committee will set a meeting with Doug Leonard to ensure our rules are being followed and enforced.

Volunteers for Parking
Chuck noted that Gil Wooloff and Glenn Johnson are unavailable this year so more help will be necessary for parking especially on Friday and Saturday.

The Meeting was adjourned at 8:35pm.



CALEDONIA FAIR

MINUTES – EXECUTIVE MEETING
Monday, March 9, 2020

Meeting called to order by President Allan Hedley at 6:35pm
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Ben Allison, Doug Townson, Jodie Easson, Betsy McBurney, and Ian Thompson.
Regrets: Lisa Liegler.

Minutes of last executive meeting were accepted on a motion by Doug Townson, seconded by Ben Allison. Carried.

Business arising from minutes
25-Year Service Pins- because of the coronavirus, the pins (coming from China) are delayed. KingPins expected that we will receive them in April but aren't sure.
OAAS Meritorious Service Award- A non-member can receive the award. Since John Hussack has already received it, a certificate was ordered for Pat Hussack. It was decided that Ian should ask Bryan Tillbury and Joanne Grant to present the award to Pat.

Financial report (attached) was presented by Ian Thompson. **Accepted on a motion by Renee Hedley and seconded by Betsy McBurney to accept the financial report as presented. Carried.**

BUSINESS:

Financial:

- **GICs Maturing**: There were several GICs coming up for renewal in 2020. Manager Ian Thompson gave an update on the GICs, their terms, current interest-rate, and the current interest rate for Libro GICs. There was discussion about selecting the lowest term possible because of the current state of the markets with the coronavirus and railroad blockades. **Accepted on a motion by Doug Townson and seconded by Jodie Easson to renew all current GICs as 1-year redeemable GICs at Libro Credit Union.** This motion was emailed to the directors for vote.
- **Transfer of Funds to Construction Loan:** The operating and fundraising accounts both currently have a high balance, and after review it was decided that some funds should be put towards principle on the Libro Construction Loan to save on the interest. **Accepted on a motion by Renee Hedley and seconded by Doug Townson to pay $250,000.00 towards principle on the Libro Construction Loan.** This motion was emailed to the directors for vote.
- **Closing Fundraising Account:** Manager Ian Thompson and Treasurer Lori Pyle have recommended consolidating the banking accounts so that accounting is simpler. Quickbooks does the accounting work for us, so there is not a need to have separate accounts for each aspect of the societies' business. **Moved by Renee Hedley and seconded by Jodie Easson to close the Fundraising Account (3177912) and transfer all funds to Operating (3171287). Carried.**
- **Caretaker Billing Discussion**: There was a discussion surrounding the high billing from caretakers. While we are appreciative that the caretakers are performing tasks that would otherwise cost us $75+/hr for Schilthuis Construction to complete, the rental billings are also high and it has been noticed that 2-3 caretakers have been present on site each day. Renee Hedley suggested that a job description be drafted with input from the caretakers for each type of event so that there are suggestions for how long and how many caretakers each event require. Allan Hedley asked that a meeting be set up with himself, Lori, and Ian to meet with the caretakers and discuss the creation of a budget. Treasurer Lori Pyle has had a discussion with Ian with some concern over the fact that the caretakers who are contractors are only billing the Fair and are therefore considered

employees by the CRA. It should be discussed in the future, but Lori recommends that they become employees to mitigate any risks associated.

Events:

- **Upcoming Rentals:** Ian gave a quick report that most Saturdays are booked from February through to October 2020. Ian noted that Ralph Benedict and Kory Besta (our insurance agent) have reviewed our rental contracts and made revisions for us to use going forwards. Ian reported that we have been contacted about a wedding show in February 2021.
- **Upcoming Fundraisers:** Jodie Easson gave a brief report on the NTS Drama Festival. Ian reported that the Riverside Eatery concession likely made about $600.00 profit from the week. Jodie mentioned that she and Vickie are working on a soup night fundraiser, and that she and Ian will be working on a gift-card lottery too. Jodie has also created an idea book which is now on display in the office for members to submit and perhaps utilize others ideas for fundraisers.
- **4-H Beef Club use of Cattle Barn:** Ian reported that we have been approached by the 4-H Beef Club to use the Cattle Barn for a veterinary display in March. The question about use was whether the traceability of livestock requirements would have an impact on the opportunity to rent the barn. Ben Allison said that as long as they follow the rules- which the beef club should be familiar with – there should be no issue. It was agreed among the executive that this rental should be allowed.
- **Haldimand Art Works Proposal:** A note was received from Haldimand Art Works (who are holding their art auction in the upstairs hall) that they would like to partner with the society for the event. The society would sell 10 event tickets at $25 each, and in return would receive 40% of those ticket sales back, plus 50% of the proceeds on one art item on the auction. It was agreed among the executive that we should accept this proposal and become a partner.

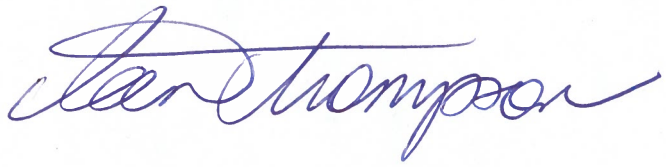
REC:

- **Financial Update-** Ben Allison mentioned that another bill has been received by Schilthuis and that there is another bill from Hank Huitema on the way. These are likely not the final bills.
- **Construction Update-** Ben Allison reported that the building is almost complete. Most of the finishes are done, and most items from the deficiencies list have been resolved to our satisfaction.
- **Long Term-Tenants-** Ian reported that there was not much of an update. After asking for answers to the questions which came up at the directors meeting, the Community Support Centre replied only to say that they weren't at the stage where they could provide a written proposal, and had already given the information requested verbally so weren't sure why it also needed to be submitted as a proposal.
- **Sprinkler System Inspection-** A quote was received from the company which installed the sprinkler system for annual inspection of the sprinkler system and associated back-flow valve. Two options were presented- quarterly inspection at a cost of $960/year for 3-years, or $640/year for 3-years for an annual inspection. **Accepted on a motion by Ben Allison, seconded by Jodie Easson to engage BML Multi-Trades in an annual inspection of the sprinkler system and associated back flow valve at a cost of $640/year for 3-years.** This motion was emailed to the directors for vote.
- **Floor Mat Quotes-** Quotes were received from Canadian Linen and Cintas for floor mat rentals/cleaning. The mats would be removed and cleaned once per week. Canadian Linen quoted at $39.64/week and Cintas at $48/week. Cintas can also provide the kitchen mats at $15/week additional, and mop heads at $2/each and dry mops at $2.30 each. The biggest difference is that Cintas allows us to change the schedule as we see fit- bi-weekly or monthly. Canadian Linen only offers weekly service. **Accepted on a motion by Doug Townson, seconded by Ben Allison to engage Cintas in weekly mat rental for the Riverside Exhibition Centre at a cost of $48/week and $15.00/service for rubberized kitchen drainage mats.** This motion was emailed to the directors for vote.

FURTHER BUSINESS:

- **Vickie Peart Retirement Party-** Renee Hedley updated on the plans for Vickie's Retirement Open House and the Fair Banquet on March 14th. The Open House may be moved to the Kin Hall if the elevator is not running by Saturday. Renee will email the membership to ask for help with setup on Friday. Jodie Easson is organizing a past-president's choir to sing a song she has written "To All the President's You've Known Before." There are quite a few service pins to be distributed by Allan and Ian. It was decided that a $100 pre-paid visa gift card should be purchased for Vickie as a gift, along with a $250 shaw festival gift certificate. Renee will buy a guest book for the open house.
- **OAAS Fair Convention-** Jodie, Allan, and Renee gave reports on what they enjoyed about the Fair Banquet- highlights included good seminars on risk management and insurance, meet your local farmer, the entertainment showcase, and some networking opportunities. Jodie Easson suggested that we book the hotel rooms early to ensure we have rooms in the convention hotel to facilitate more networking opportunities. The biggest highlight was Allan's role in a presentation of *Robin Hood* by Dufflebag Theatre.
- **Schedule for Directors & Executive Meetings-** The executive has set their regular meetings for the 2nd Monday of each month at 6:30pm. Directors meetings were set for the 2nd Tuesday of February, May, September, and November at 7pm. General Meetings are set for April 23, August 27th, October 22nd, and January 28th, 2021.
- **Update from Parking Meeting-** Doug and Jodie attended a parking meeting where it was suggested that all public parking be moved offsite during the Fair to free up space for horses, accessible parking, and demo cars. The executive was supportive of this recommendation but would like prices on a shuttle bus and information from Haldimand Soccer on use of the soccer fields for parking before bringing the decision to the directors.

Adjournment moved by Allan Hedley at 9:35pm.



CALEDONIA FAIR

MINUTES – MARKETING MEETING
Tuesday, March 10, 2020

Meeting called to order by Chair Jodie Easson at 7:15pm
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Lorraine Johnson, Ben Allison, Chuck Roth, and Ian Thompson.
Regrets: Kim Wiley, Jessica Easson.

BUSINESS:

Riverside Exhibition Centre- Chair Jodie Easson suggested that the biggest focus for the marketing group in the near future will be the marketing of the new Riverside Exhibition Centre. While word of mouth will help a great deal, and having people in the hall for events will help spread the word, some targeted marketing will be necessary.

- **Printed Booklet-** Manager Ian Thompson has an idea for a booklet to be created which will professionally market the building for different events. Ian mentioned that he has already been speaking with a professional photography for doing some stylized photo shoots for marketing material. Ian will contact Complete Rent-Alls and others who can help set the building up for different scenarios for the marketing shoot. Ian mentioned that Ruthven Mansion has a very nice booklet which we could use as inspiration for layout. Chair Jodie Easson also suggested that we look at other marketing options for hotels and conference centres too. Lorraine Johnson has heard of a 'Meeting Place on the Grand' which is believed to be in the old Bingo Hall on Six Nations.
- **Web Environment-** Chuck Roth suggested that once we have a print layout, it will not be too difficult to set something up on the website with the same copy.
- **Social Media-** Jodie suggested that we occasionally post to our social media with some rental information.

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- **Prize Books**- Ruth Zadanyi has said she will retire from the artwork for the prize books. She has, however, brought in some ideas which are likely most suited for the school prize book. Ian suggested that Jessica Easson be asked to do some draft designs of prize book covers for the livestock and homecraft/junior fair books since her designs for the school passport posters were great last year. With the new building and Vickie's retirement, it makes sense to change things up a bit.
- **Fair Poster**- Jodie suggested that Jessica also have the first crack at designing a fair poster since we will now be printing most items in-house.
- **Parking Changes**- Jodie mentioned that the parking committee had met and were suggesting moving public parking off-grounds. While the logistics are still being worked out, it will be required to have some new signage made up if our parking and shuttles are going to change.
- **Fair Advertising**- Ian and Jodie re-capped where our advertising money is typically spent. Ian mentioned that he has cut off some of the smaller and earlier advertising that we have bought previously (BuckBoard news). Ian also suggested that since the Sachem is no longer supporting the community the way that they used to, that we stop buying print advertising from them.
- **Video Installation**- Jodie has planned the video installation for the 2020 fair to include information on the local markets, winter wheat, and the food banks.

Other Events
Jodie Easson listed some other events which may need assistance from the marketing group throughout the year including a Soup event, Seedy Saturday, Food Truck Afternoon, Gift Card Raffle, Halloween Dance, Ghost Tours, etc.

Other Business-
Street Sign- Ian mentioned that he was going to ask Hydro One what the cost would be to have the sign at the fairgrounds re-illuminated since it is our best form of advertising (especially now with the traffic caused by the road blockades). Ben Allison noted that it would be great to replace with a digital sign when the budget allows.

Adjournment by chair Jodie Easson at 8:30pm



CALEDONIA FAIR

MINUTES – CONCESSIONS MEETING
Tuesday, March 10, 2020

Meeting called to order by Chair Jodie Easson at 6:05pm
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Doug Townson, and Ian Thompson.

BUSINESS:

Contracts- Manager Ian Thompson mentioned that Ralph Benedict had reviewed all of our rental contracts and had also been asked to review the concessions contract. He suggested changes which had been made for each of the three concession applications.

- **Outside Concessions-** Chair Jodie Easson asked that we add wording to the outside vendor contract to allow vehicles and trailers to be parked inside concession spaces so long as they do not plan to move for the duration of the Fair. After review, several error corrections and changes were necessary to update the contract. These included corrections on the number of passes to be given since the car pass will no longer include admission (as a recommendation from the parking committee). Doug Townson requested that there be an area added which requests vendors to specify their requests for hydro connection in advance, but without a guarantee that we can accommodate.
- **Inside Concessions-** The same changes and updates were also necessary on the inside concessions form.
- **Food Concessions-** It was discussed that the Health Unit has just released updated forms. Manager Ian will make the changes and updates to the food concession form also, then add the Health Unit, Fire Department, and ESA forms in the same file so that vendors know they will all be necessary to complete.

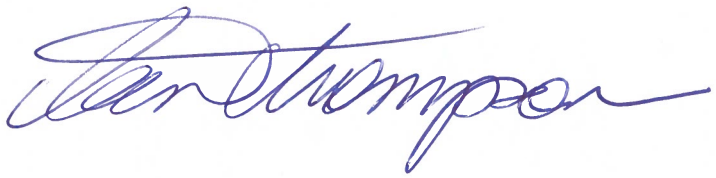
Fees- Chair Jodie Easson suggested that we review the fees we currently charge concessions. Ian noted that the rates had been at the same rate since at-least 2010 so it was time for an increase. After discussion, Doug Townson recommended that we increase the rate slowly over time so there isn't one significant jump all at once.

- **Food Concessions-** For-Profit food vendors will increase to $600.00. After review, it was determined that many food vendors are paying an additional $50 for a corner space- it was decided not to change that policy. Ian Thompson suggested that we reduce the charge for non-profits, or remove it all together since there are now only two attending (Lions and Men's Club). Doug Townson suggested that we leave the fee on the contract at the current amount, and have one-on-one conversations with the non-profits instead so that we can give them a fee reduction rather than charge them nothing. Jodie Easson agreed since we do not want the for-profit food vendors to think that we are raising their prices in order to lower others.
- **Inside Concessions-** It was decided that the rate per-foot should be $22 for-profit, and $18 for non-profits. It was also decided to increase the drapery rental fee to $35.00. Jodie asked Ian to find the bill from Complete Rent-Alls for the drapery and report whether the cost is covered by the inside vendors.
- **Outside Concessions-** It was decided to increase the fee for outside concessions by $25 each.

Midway- Jodie Easson suggested that we request a meeting with Bloke from World's Finest Shows in April so that we can go over suggestions from the parking meeting. Doug Townson suggested that Chuck Roth also be invited to attend.

Committee Members- Jodie Easson said that an effort needs to be made to secure more volunteers for this committee. Ian suggested asking Lynda Kissner at the County to circulate a message to other festivals in the county to see if they may have volunteers or members of their own concessions committees who might want to learn from our experience and network connections with vendors.

Adjournment by chair Jodie Easson at 7:15pm



CALEDONIA FAIR

MINUTES – EXECUTIVE MEETING
Monday, April 13, 2020

Meeting called to order by President Allan Hedley at 6:26pm
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Ben Allison, Doug Townson, Jodie Easson, Betsy McBurney, Lisa Liegler, and Ian Thompson.

Minutes of last executive meeting were accepted on a motion by Ben Allison, seconded by Renee Hedley. Carried.

Welcome
President Allan Hedley welcomed everyone to an unusual teleconference meeting due to the COVID-19 virus. He was thankful that we are Canadian and congratulated all of our politicians for their efforts during this unprecedented time. President Allan then asked everyone to let us know how they were doing and offered support to anyone who needed it.

Financial report (attached) was presented by Lori Pyle. **Accepted on a motion by Lisa Liegler and seconded by Doug Townson to accept the financial report as presented. Carried.**

BUSINESS:

Financial:

- **Construction Loan**: There was discussion about whether the Society should look at turning the interest-only construction loan into a mortgage sooner than intended because of the current situation of the markets and the low interest rates offered at the present time due to the COVID-19 virus. After some discussion, everyone around the table agreed that we should keep the loan interest-only for as long as possible since we are uncertain when we will have any revenue coming in short-term.
- **REC Financial Update:** Manager Ian Thompson noted that the March Schilthuis construction office was paid from the operating account. It was communicated to the office by Libro Credit Union that the loan is not re-advanceable- meaning that since it has reached it's cap, we can not put future invoices against it, even if it is paid down. Ian will contract Haldimand County about the CIP grants and the building permit rebates to see if they can be expedited now that the building is completed.
- **Wage Subsidies:** Treasurer Lori Pyle explained that we will be eligible for the government wage subsidy for the Fair Manager. Ian and Lori will start on the application as soon as it becomes available. Lori also noted that we had received a 10% reduction in federal payroll liabilities for the first two weeks of the virus period in March.
- **Grant Updates:** Manager Ian Thompson announced that the County Grant program has been put on hold. He was unable to reach the staff-person at the County responsible to provide more information. Following the meeting, Ian did reach the staff-person and it was confirmed that the grant program is on hold and the County has cancelled all events until after June 27th at this time. There has not been any news about the OMAFRA provincial Agricultural Society grant at this time. The Dominion Foundry and Steel Co. (DOFASCO) grant has also been put on hold until after the COVID-19 virus is resolved.
- **General Financial Discussion:** The Federal Government has mentioned support for charities, but it has not been announced yet. Following the meeting, there was an announcement that funding would be available for charities through Community Foundations and the United Way- it is not likely that we will fit the criteria but we will explore options once the details are announced.

Events:

- **Upcoming Rentals / Cancellations:** Ian gave a report that all events from March-May have been cancelled or rescheduled. Unfortunately, many of the dog shows had booked last year and did not make deposits. Some small events have been refunded, large events have had the deposits moved to their 2021 events or to new dates later in 2020. We have had cancellations even into June and July with the cancellation of the Erie Shores Dog Show, Celtic Festival, and Canada Day.
- **Report on Fundraisers / Postponements:** Our May Designer Bag Bingo has been cancelled and tickets will now be valid for the October 24th date- we are hopeful that we will be allowed to have the 800 person event on October 24th but will closely monitor the situation- it may need to be halved and spread over two days. Most other fundraisers planned for the summer will also need to be cancelled. Jodie is going to explore Drive-In Bingo, and President Allan asked everyone to brainstorm fundraising ideas which promote social distancing.
- **Written Cancellation Policy:** Manager Ian noted that it is necessary for us to have a written cancellation policy. We currently have a 50% non-refundable deposit required for all bookings, but a full policy should be written. The executive agreed that Ian should draft a cancellation policy and circulate to the executive for approval.

REC:

- **Construction Update:** Ben Allison noted that the building is essentially complete. There are no-longer any workers on site. Some glass film is still to be done and some electrical work is still to be completed. Ian mentioned that the wastewater dumping station on the grounds had been installed.
- **Long Term Tenants:** Manager Ian was pleased to say that the Community Support Centre had approached again and had agreed to put together a written proposal. It also seemed that they were more willing to compromise and use the Kin Hall building for offices instead of the 2nd floor Hall in the Exhibition Centre. Ian will keep everyone up to date should there be any more developments.

FURTHER BUSINESS:

- **Grass Cutting & Spring Maintenance:** Caretaker John Hussack had asked that we discuss lawn and spring maintenance needs. After some discussion it was agreed that Bryan Tilbury, who is our outside caretaker, should be asked to mow the lawns once a week- it should be done in one day and he should be reminded that there is no money for any other tasks at this time. Renee Hedley asked that as soon as we are able we should schedule a work-bee to do grounds and building clean ups. President Allan Hedley also mentioned that we should check with Cayuga Mutual to see how often we need to inspect the buildings on-site to maintain our insurance. Ian has been going into the Kin Hall, Office, and through the REC daily.
- **Nurse Camp on Fairgrounds:** Manager Ian Thompson was approached by a group of local nurses looking for a place to camp to isolate from their families if they were to become exposed to COVID-19 at work. Ian reported that he had spoken with our liability insurance company who had given parameters and recommendations on how to handle the situation. Ian also spoke with the Medical Officer of Health for Haldimand-Norfolk, the Health Unit, the Mayor, and our local council member. The Health Unit would allow RVs to set up on the grounds for quarantine purposes, but no access to buildings, washrooms, or showers would be permitted. There were many limitations. The Medical Officer of Health also noted that the nurses should be told to seek more suitable accommodations first (hotel units) preferably close to work as per the Provincial recommendations. The executive agreed that we would open the grounds if necessary but preferred we did not have to do so to limit liability and risk.

Adjournment moved by Allan Hedley at 7:54pm.

Ian Thompson

CALEDONIA FAIR

MINUTES – EXECUTIVE MEETING
Thursday, April 30, 2020

Meeting called to order by President Allan Hedley at 6:32pm
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Ben Allison, Doug Townson, Jodie Easson, Lisa Liegler, and Ian Thompson. Regrets: Betsy McBurney

Minutes of last executive meeting were accepted on a motion by Lisa Liegler, seconded by Doug Townson. Carried.

Business arising from minutes
President Allan Hedley asked for an update on lawn maintenance. Manager Ian Thompson reported that Bryan Tillbury had been in twice- once to clean up the grounds after the February flood to prepare for lawn cutting and once to cut the lawn.

BUSINESS:

Financial:

- **General financial update**: Manager Ian Thompson gave a brief overview of current finances. The bank balance at the time of the meeting was $239,029.55 with investments of $87,860.87 (plus a GIC holding a grant from Libro for Education Room Equipment for $23,291.60). Ian also mentioned that there were some water & wastewater billing discrepancies which needed to be addressed. Ian also reported that he had turned off 1/3 of the heating systems in the REC and hopes that this will significantly decrease the hydro bill for the month of April. We should see a reduction for May with heat not being necessary for most of the month.
- **REC Financial Update:** Manager Ian Thompson presented two invoices received associated with the project. One for Schilthuis Construction was for $209,076.34 and the other was the final bill from Kalos Engineering for $18,327.98. Ian explained that he had spoken with Hank Huitema from Kalos Engineering who noted that there will still be one more invoice from Schilthuis Construction to complete the project. Ben Allison estimates that it will be between $40-$50,000.00. There was discussion about how to pay these bills- though we have the cash to pay both, it would put us in a precarious situation especially considering the grounds and buildings are still closed because of the COVID-19 pandemic. **Accepted on a motion by Ben Allison, seconded by Renee Hedley to remit $109,076.34 to Schilthuis Construction against Progress Payment 13. Carried.** It was suggested that if the Empire Homes pledge of $100,000.00 comes in for this year, that we pay the balance due on receipt of those funds.
- **Wage Subsidies:** Treasurer Lori Pyle explained that her and Ian had submitted the application for the first period of the Federal Government's 75% wage subsidy program as a result of COVID-19. Our application for the next two periods will need to be submitted after the end date for those periods. Ian has the data necessary to submit these applications when that time comes. We should se about $2,800.00 back each period.

Events:

- **Written Cancellation Policy:** Manager Ian circulated a draft of a cancellation policy which had been reviewed by Ralph Benedict. **Accepted on a motion by Jodie Easson, seconded by Doug Townson. Will be presented at the next directors meeting for approval.**
- **Fundraising Ideas:** President Allan Hedley asked for the executive to brainstorm fundraising ideas which can be brought to the directors for action. Renee Hedley suggested some takeout-food fundraisers from the REC- perhaps a pig roast. Allan Hedley suggested an online auction with items donated by members and local equipment dealers. Jodie Easson has been working on a drive-in

bingo event. Manager Ian Thompson suggested we can ramp up our 50/50 draw and quilt draw since the tickets are printed and the licenses are in-place.

Fair:

- **Thoughts on fair & COVID-19 outbreak:** President Allan asked for Manager Ian to present some information that he had acquired from speaking with other Fair managers in the district. Ian reported that Dunnville Fair had cancelled. Ancaster, Rockton, and Norfolk have made the decision to make a final decision about cancelling their 2020 Fair at their July director's meetings. Norfolk is looking at a way to do a 'limited' fair, or an online Fair. Ian mentioned that the Canadian Association of Fairs and Exhibitions (CAFÉ) was looking to start the process of creating an 'online fair' program that Fairs could use to do judging of homecraft items and livestock remotely.
  Ian also reported that he had spoken to our liability insurer who said that we would be fully covered if we held a Fair- however, we will have to ensure that we have policies and procedures in place that follow any rules or guidelines set by governing bodies for social distancing.
  President Allan Hedley mentioned that 4H is not likely to have any clubs participating in any Fairs or shows this year that they will be working online instead. Renee Hedley expressed concern hosting a Fair with social distancing. Based on the Provincial Government's timeline, Fairs will likely be in the last phase of re-opening.
  It was suggested that Ian try to limit the amount spent on Fair expenses and that the Executive would discuss this topic again at their May meeting since there will be more information available from the Provincial government at that time.

FURTHER BUSINESS:

- **Set date for director's meeting:** After a brief discussion, it was decided that an update letter should be sent to the directors by President Allan, and that a meeting should be called as soon as small-groups are allowed to gather again.
- **Note from Ben:** Ben Allison noted some good news- the interest rate on the construction loan has dropped 1.5% which means a savings of about $4,500.00/month on interest at the current time. As of the date of the meeting, the loan was at 4.45%.

Adjournment moved by Allan Hedley at 7:20pm.

Ian Thompson

CALEDONIA FAIR

MINUTES – EXECUTIVE MEETING
Monday, June 15, 2020

Meeting called to order by President Allan Hedley at 6:30pm
Declaration of conflict of interest – Ian Thompson declared a conflict with the Senior Support item on the agenda since his mother is an employee with that organization.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Ben Allison, Doug Townson, Jodie Easson, Lisa Liegler, and Ian Thompson. Regrets: Betsy McBurney

Minutes of last executive meeting were accepted on a motion by Lisa Liegler, seconded by Ben Allison. Carried.

Business arising from minutes
None

BUSINESS:

Financial:

- **General financial update**: Treasurer Lori Pyle started by saying that we were "In the Hole." Financially we are cash poor and building rich- however, we owe a lot of money on the building! Lori presented the financial statements since the last executive meeting and provided some explanations of different items. Some were subject to change with refunds for rentals and concessions, return of deposits, etc. due to COVID-19. Lori explained that we still have equity. She also mentioned that we should see about $28,000.00 as an HST return on the next quarter. **The financial report was accepted on a motion by Ben Allison, seconded by Lisa Liegler. Carried.**
- **REC financial update**: Manager Ian Thompson provided some information about the construction loan. Libro is in the process of undertaking our financial review. Current interest is at 4.45% and we have paid about $75,000.00 year to date in interest on the loan. President Allan Hedley asked for Ian to check into whether Libro might defer principle payments beyond April of next year. There are still some outstanding pledges for 2020 which will help.
    - **REC bills on account**: There is currently $100,000.00 owed to Schilthuis Construction on the first April invoice, and there is likely to still be another invoice from Schilthuis for odds and ends being completed.

Events:

- **Rental Calendar Update:** Manager Ian explained that most events through to October have been cancelled or postponed. We have only been refunding deposits for small functions or under special circumstances.
- **Fundraising Ideas:** Manager Ian mentioned that there will need to be discussion about the Designer Bag Bingo to be held in October, and mentioned reluctance to refund tickets which total about $26,000.00. Renee Hedley would like to work on organizing some drive-through meals from the kitchen in the Riverside Exhibition Centre. There was a general consensus that we should try to do as much drive-in and drive-through as we can to try to bring in some revenue.
- **Senior Support Services Proposal:** Ian reminded the executive of his conflict of interest, and was asked to give the report. Senior Support Services (not to be confused with the Community Support Centre) has approached the Society and would like to rent the Riverside Exhibition Centre coat room as a permanent office space for $700.00 monthly (inclusive of heat, hydro, water), with access to the washrooms, use of the concession kitchen (or another kitchen on site) for staff to reheat meals for lunches, and a separate space for a locking chest freezer. They would also potentially put a small shed on the grounds (at Squire McKinnon's) for storage. There was agreement from the executive that any income is good, and that the coat room was mostly wasted space since coat

storage could be done almost anywhere without requiring a separate room. It was agreed that the proposal would be brought before the directors for approval once an agreement was drafted, and that Manager Ian should continue negotiations to get us to that point.

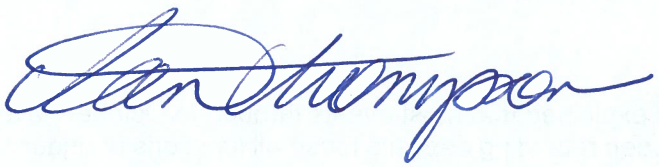
Fair:

- **Thoughts on cancellation of 2020 fair due to COVID-19 outbreak:** President Allan announced that it seemed everyone he had spoken with was on the same page that a Fair could not be held in 2020 considering the pandemic and how it would impact attendance, safety, and finances. The directors were asked to call in to a teleconference to join the executive at 8pm to make a decision on whether a Fair was to be held.
  Attendance was taken with only Jan Cranston, Jeff Dudych, and Dawna Ebert not attending or sending in an emailed vote. **Accepted on a motion by Lindsay Farrell-Johnson, seconded by Linda Fisher to cancel the 2020 Caledonia Fair. Carried.**
  Allan and Renee recorded a video to announce the cancellation on Facebook, and Ian has drafted an official letter to be sent to members, press and concessions.
  Jodie Easson explained that there is opportunity for a virtual fair of sorts to be held and that she would be in touch with committee chairs to help put together some videos which we can release online during what would have been our Fair this year.
  President Allan reminded the directors that we will still run our 50/50 draw and quilt draw this year and will need their help to sell the tickets to friends and family. He also mentioned that we will try to hold drive-in and drive-through fundraisers as soon as we are able.
  President Allan also asked Ian to give the proposal from Senior Support Services to the directors- some questions were answered and the directors agreed that it was worth pursuing.
  Before the directors disconnected, Treasurer Lori Pyle gave a brief overview of the finances and answered any questions which were asked by the directors.

FURTHER BUSINESS:

- **Set date for director's meeting:** It was decided to wait to set a date for the next directors meeting in the hope that the next meeting will be able to take place in-person.

Adjournment moved by Allan Hedley at 8:45pm.



CALEDONIA FAIR

MINUTES – EXECUTIVE MEETING
Monday, August 24, 2020

Meeting called to order by President Allan Hedley at 8:00pm when a quorum was established.
Declaration of conflict of interest – Ian Thompson declared a conflict with the Senior Support item on the agenda since his mother is an employee with that organization. Lori Pyle declared a conflict with the Mary Poppins item on the agenda since she is a compensated bookkeeper for that organization.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Ben Allison, Jodie Easson, and Ian Thompson.
Regrets: Betsy McBurney, Doug Townson

Minutes of last executive meeting will be considered at the next Executive Meeting as a quorum was not established until mid-meeting.

Business arising from minutes
None

BUSINESS:

Financial:

- **General financial update**: Manager Ian Thompson provided a line-by-line explanation of the finances from the attached financial statement. He noted that this was not a reconciled financial statement since we are meeting mid-month. **The financial report was accepted on a motion by Ben Allison, seconded by Jodie Easson. Carried.**

Events:

- **Rental Calendar Update:** Manager Ian explained that most events through to October have been cancelled or postponed. We have only been refunding deposits for small functions or under special circumstances. He also mentioned that the calendar for 2021 is starting to fill in nicely. Dates have been set aside for our regular fundraisers in the hopes that we will be able to run them.
- **Fundraisers – Designer Bag Bingo:** Ian outlined the plan that Janice Boyter and her Bingo committee have put together in respect to the Designer Bag Bingo event which was postponed in May and will not be able to run as normal on the rescheduled date in October. There was discussion about whether the organization should be attempting to undertake any substantial fundraiser of this type during COVID-19 especially considering the risk to community health and safety and the possibility of any issues causing our public perception in the community to be tarnished. Further complicating this matter, the Haldimand Norfolk Health Unit has not been answering calls or emails on the topic of running this event. After lengthy discussion it was suggested by Ben Allison that we not push the Health Unit for an answer on running the bingo fundraisers- it would be better to let them prevent it from happening than for the Executive to tell a very active committee that they would rather we not hold the bingo events for the time being. There was a general consensus that this was the route that should be taken.
- **Senior Support Services Proposal:** Manager Ian explained that Senior Support would be moving in on October 1st, 2020. They have installed a window in the door already and will be installing grey carpet on September 24th. The lease agreement is still to be signed.
- **Mary Poppins:** Manager Ian outlined the events which lead to Mary Poppins Preschool moving to the Kin Hall within a three-day period since serious discussions had begun. He said that there would be some small expenses including fire extinguishers and covers for the fluorescent lights, but otherwise the preschool would be putting the money in to get the facility licensed. Once licensed, it is likely that they will remain in the Kin Hall long-term. Lori Pyle reminded the executive of her conflict, and said that while the lease begins September 1st, their classes would likely not begin until October depending on when their licensing comes through. President Allan Hedley has

connected Manager Ian with Rob Dickie who has donated installation of a new door for the Kin Hall. Our locksmith will be contacted to re-key the door once installed.

- **Camp KidsTown:** Ian outlined a proposal submitted by Camp KidsTown from Milton. They are looking to rent the Commercial Kitchen, Upstairs Hall, Board room, and Kin Hall in July and August 2021 to establish a new kids summer day-camp in the area. They run different programming each week tailored specifically to special-interests of youth- many of which fit in with the values of our organization. It was suggested that we quote the 53-day rental at $12,000.00 (roughly $226/day) and see if the organizers decide to move forward. Some concerns were raised about wear-and-tear on the building having kids present for a long period, and about the fact that renting a large portion of the space might prohibit other community use.
- **Community Support Centre:** Ian explained his frustration in communicating with Andrea and Sandy from the Community Support Centre. The lines of communication have been open, but they do not seem willing to compromise or commit to anything. It was decided that we should stop pursuing them, especially considering we now have a few long-term leases established on site.

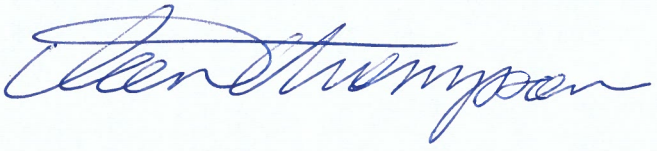
Fair:

- **Virtual Fair Offerings:** Past-President Jodie Easson outlined a fantastic plan for virtual fair offerings. The plan included an introduction video with Russel and Ralph, a Callie the Cow Scrapbook, revealing the 2021 prize book, a series of judging videos, scavenger hunt, and some virtual competitions including High School Challenge, Pet Show, Baby Show, and Pie Eating Contest. Jodie and Ian are going to discuss how to move forward.
- **Fair Food and Movie Night:** Manager Ian expressed frustration that the Health Unit had also not replied or responded to any communication surrounding the possibility of hosting some in-person events on what would have been the Fair Weekend. The problem is that time is running out to coordinate and market these events if they are approved. Ian has sought assistance from Council and will also check in with Norfolk Fair to see if they have hit any obstacles with the Health Unit too.

FURTHER BUSINESS:

- **Riverside Exhibition Centre Grand Opening:** The Grand Opening of the Riverside Exhibition Centre, having been put on hold due to the cancellation of the 2020 Fair was discussed. It was agreed that it should be tentatively set for the Thursday night of the 2021 Fair (September 30th). Ben, Jodie, and Ian each brought up that we will need the donor-recognition areas to be established before any Grand Opening Events.
- **Campaign Cabinet Re-Engaging:** President Allan said that he had spoken with John Hussack about the Campaign Cabinet. He was hesitant to get things moving until there was more economic recovery from the pandemic. Ian mentioned that Pat Hussack has been approaching certain businesses on her list in the hopes that they may still donate something. A brief discussion about finances as they relate to the Exhibition Hall was had where Ian expressed serious concern about finances in the New Year when interest payments begin. It was decided that President Allan would write a letter to the Directors calling them to action since our usual fundraisers based on attendance would likely not be possible in the near future. Ian also mentioned that there had been talk at a community meeting about other organizations looking to start campaigning for their own projects.
- **Communications with members and public:** President Allan suggested that once plans for our virtual Fair offerings are established, a newsletter should be sent out to the membership with updates on the plans.
- **Riverside Exhibition Centre Construction Issues:** Manager Ian outlined a few defects which had been discovered in the Riverside Exhibition Centre which have since been repaired including an issue with the LG air conditioners not having fluid lines tightened, some sewage P-traps giving unpleasant odors, and issues with a handful of door locks.

Adjournment moved by Allan Hedley at 9:45pm.



CALEDONIA FAIR

Director's Meeting Minutes
Thursday, September 17th, 2020

In attendance: Allan Hedley, Renee Hedley, Tyler Wilkieson, Doug Townson, Mark Peart, Katherine Hedley, Lori Pyle, Patti Zadanyi, Jan Cranston, Lindsey Farrell-Johnson, Linda Fisher, Wendy Makey, Lorraine Johnson, Joanne Grant, Jamie Daglish, Dawna Ebert, Bryan Wilkieson, Pam Douglas, Dave Murray, and manager Ian Thompson.
Regrets: Janice Boyter, Ben Allison, Jodie Easson, Jeff Dudych, Betsy McBurney, Lisa Liegler.

Meeting called to order by President Allan Hedley at 7:05pm

President Allan Hedley welcomed everyone in attendance after a long absence of in-person meetings due to the COVID-19 pandemic. He outlined that the Executive had met in person twice and had been teleconferencing fairly regularly.

Declaration of conflict of interest– none.

Minutes of last directors meeting were **accepted on a motion by Lindsey Farrell-Johnson, seconded by Joanne Grant. Carried.**

Business Arising from the Minutes

Sound Mitigation & Sound System Funds for Riverside Exhibition Centre: President Allan Hedley reminded the directors that they had previously approved $50,000.00 to be spent on sound mitigation and a sound system for the stage in the Riverside Exhibition Centre. After outlining some of the financial difficulties posed by the pandemic and the construction loan on the Riverside Exhibition Centre, he asked if there were any suggestions from the directors about what to do with these funds. **Accepted on a motion by Lindsey Farrell-Johnson, seconded by Patti Zadanyi to rescind the motion to approve $50,000.00 for sound mitigation and a sound system for the stage in the Riverside Exhibition Centre. Carried.** Manager Ian explained that no funds had been spent yet and they were being held in the operating account, so no action was necessary except on our operating budget.

Financial Report:

Treasurer Lori Pyle presented the financial report (attached). She outlined some of the hefty revenue decline that we have seen as a result of the COVID-19 pandemic and the closure of our facilities for nearly 6 months. Manager Ian mentioned that even though the statements show we are 'in the black' at the present time, this is only because Libro Credit Union has deferred interest payments on the construction loan for the Riverside Exhibition Centre until 2021. If we had continued to pay the loan interest of approximately $12,000.00-$15,000.00 per month, our funds would have been exhausted quickly. The directors expressed their thanks to Libro Credit Union for their support. **The financial report was accepted as presented on a motion by Wendy Makey, seconded by Lindsey Farrell-Johnson. Carried.** A balance sheet (attached) was also provided.

Building Project:

- **Donor Recognition:** Wendy Makey explained that Sticker-It from Dunnville has been retained by the Donor Recognition Committee to put together a proposal for a Donor Wall and associated signage. The pandemic has delayed work in this area, but Wendy will follow up with them shortly to get the ball rolling again. She mentioned that it is paramount to acknowledge the support of the many donors who made our dream of the Riverside Exhibition Centre a reality. She is also recommending

acknowledgement in newsletters and on the Fair website and social media. There is some behind the scenes work required to collect information from donors which is in progress now. President Allan echoed his support of the donor recognition committee and reminded the directors that despite the financial difficulties we are facing, recognizing our donors should be a very high priority for spending.

- **Report from the Campaign Cabinet:** President Allan said that progress at the cabinet level had stalled due to the pandemic. It would have been irresponsible to have asked businesses for money when they were all closed down. There has been talk about the cabinet meeting in the near future and resuming conversations with some potential donors who have been identified. Allan updated that Pat Hussack has started to go out into the community again and speak with some businesses who she had left packages with at the beginning of the year. He explained that the hope of receiving a donation from Ballantry or Losani Homes (McKenzie Meadows) was likely non-existent at the present time as a result of the native protest which began on that development site in the summer. He expressed hope that another class-action may come about as a result of this protest of which the Fair may be eligible to benefit from.
- **Mortgage and Construction Loan:** Manager Ian Thompson reminded the directors that Libro Credit Union had agreed to defer the interest-only payments on the Riverside Exhibition Centre Construction Loan for 6 months. The 6-month period will end in January 2021, after which we will resume the payment of interest-only until at-least January 2022. Libro had also taken 0.5% off of our interest rate. The current interest rate is 4.45%, and the current balance on the loan is $3,650,000.00. Ian expressed serious concern about the financial state which the organization is in. He advised the directors that once interest becomes payable again our accounts will be exhausted as quickly as December 2021. Sleepless nights are the new normal, and work in the office has been very high stress.
- **Grants:** Manager Ian Thompson outlined that the Office had applied for every eligible program which the Federal and Provincial Governments have offered as a result of the COVID-19 pandemic. A Trillium grant application has been submitted for around $85,000.00 to complete some projects in the Riverside Exhibition Centre that we would not otherwise have funds to complete. A $500.00 Caledonia Community Foundation grant application for sanitation supplies has also been submitted. Ian explained that we had received the temporary wage subsidy and have received the CEWS 75% wage subsidy since it began. He also mentioned that the Province had announced that Agricultural Societies would still receive their annual operating grant in 2020, even if no Fair was held. This is was around $7,000.00 last year and we expect around the same. Ian asked anyone who sees any grants or funding opportunities come across their desk to please forward the information to the office.

Director's Responsibility for Fundraising: Manager Ian alluded to some of the points related to this subject in the discussion about the mortgage and construction loan and grants. President Allan firmly reminded the directors that each director should be working on developing a fundraising idea (or ideas) which can be undertaken during the difficult time of this pandemic. A thank-you was extended to Linda Fisher for her touch-free garage sale and some event catering, and to Renee and Jayne for catering Virginia Peart's wedding.

Second Vice President: President Allan reported that Ben Allison, who has been filling in as second vice president for a few years, will be stepping down in January 2021. He asked for anyone who may be interested in taking on this role to approach a member of the executive.

Rentals

- Manager Ian outlined some regular rentals which have started recently or will be starting soon in the Riverside Exhibition Centre. These include 3 times weekly rentals of the Education Room for transcription, somewhat regular rentals of the Board Room for a court recorder, a fitness class twice weekly in the upstairs hall, and a dance class each week in the upstairs hall. Ian also announced that he would be meeting with the Haldimand Huskies next week to discuss use of the main hall for indoor basketball since the schools are currently not allowing 3rd party rentals due to the pandemic. He also mentioned that the rental calendar for 2021 was filling in nicely. Some rentals are events

which were cancelled or postponed in 2020, meaning that the revenue on rentals will likely be down slightly below where it should be in 2021. Dates have been set aside for regular Fair fundraisers in the hopes that they will be able to take place as usual or modified depending on the stage of the pandemic at that time.

- **Senior Support Lease:** Manager Ian thanked the directors for their support of the Senior Support lease. They have installed a window in the office and will be installing carpet on September 24th. Their move in date is October 1st. This will bring $750.00 monthly which will help to offset some of the operating costs of the Riverside Exhibition Centre. Bryan and Gil have removed the coat racks from the room and all that is left is to paint one wall which required patching after the racks were removed.
- **Mary Poppins Lease:** Manager Ian thanked the directors for their support of the Mary Poppins lease too. Ian outlined that the executive had pursued Mary Poppins late in 2019 to see if there was a possibility of their operations moving into the Riverside Exhibition Centre. Unfortunately, no suitable space was identified. Following a change at the Lions Hall, they found themselves in need of a new space on short notice and asked whether the Kin Hall might be available. They are currently awaiting licensing by the ministry and hope to start operations in October. Ian explained that there had been some expenses involved in preparing the hall including new fire extinguishers and some general maintenance. This will bring in $700.00 monthly which will go a long way towards the operating expenses in the Kin Hall. Closer to Christmas, the hall will be available for rent each weekend.
- **Camp KidsTown:** Manager Ian explained that he had been approached by a Camp currently operating in Milton, ON, looking to expand into our area. The executive had discussed this longer-term rental at a previous meeting and had suggested a price of $12,000.00 for 40 days (all weekdays) in the upstairs hall, board room, show office and kitchen of the Riverside Exhibition Centre, and the Kin Hall. Ian was happy to report that he had negotiated rent of $13,000.00 for the 40 days, plus utilities and waste disposal. Ian answered questions about how many kids would be present each day (no more than 60) and how it would work if the halls were rented on weekends (they will vacate the REC by 3pm on Fridays, and only use the Kin Hall. They are also flexible with outdoor activities and field trips on occasions where rentals require different parts of the facility during the week).
- **Community Support Centre:** President Allan had mentioned earlier in the meeting that we had not moved forward with the long-term lease of space in the Riverside Exhibition Centre to the Community Support Centre. Ian explained that though the communication lines were open, the Community Support Centre did not seem serious about relocating. Besides this, with Mary Poppins and Senior Support renting spaces, there was not sufficient space left on the grounds which would be suitable for the Community Support Centre. Ian mentioned that the Food Bank may consider use of the main floor multi-purpose room (school room) if asked. He will check in with them and update the directors at the next meeting.

Events

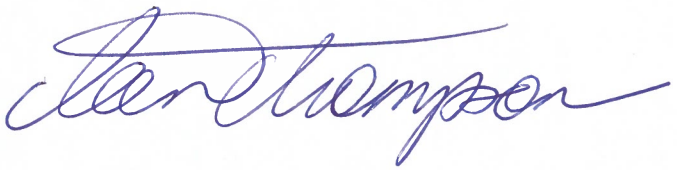
- **Virtual Fair:** Jodie Easson was unable to attend the meeting, so President Allan asked Ian to give an update on the virtual Fair. Ian praised Jodie for her hard work in making the virtual fair happen. He outlined that there would be over 20 special video presentations released throughout the Fair weekend on Facebook and other social media which would help people to feel that they were experiencing certain parts of the Fair without being on-site. He distributed a checklist made by Jessie Easson, a copy of the Advanced Prize List (with cover designed by Jessie), and the colouring contest and scavenger hunt. He encouraged everyone to go to the website and explore the virtual Fair offerings and to continue to like and share posts on social media to help get the word out.
- **Fall Décor Sale:** Jamie Daglish outlined his plans for a fall décor sale. He is asking for donations of small square straw bales, pumpkins, gourds, squash, cornstalks, etc. which will be sold from 12-4 on Fair Saturday at the Fairgrounds, and perhaps again at a date closer to Halloween. Jamie will also offer in-town delivery for a donation which will keep people's cars from getting covered in straw.

- **Touchless Garage Sale:** Linda Fisher announced that the first touchless garage sale had been a success. The directors thanked her for the $1,000.00 that was raised and donated to the Riverside Exhibition Centre. Linda asked anyone who had more donations to drop them off at the Fairgrounds since she was planning another sale for Fair Saturday between 12pm and 4pm.
- **Drive-In Movie Night:** Manager Ian announced that Libro Credit Union has sponsored a drive-in movie night on Fair Friday (Oct 2) where we have licensed Frozen II. We have rented an FM transmitter which will mean people can stay in their cars unless heading to the bathroom or the Riverside Eatery which will be open for movie snacks.
- **Designer Bag Bingo:** Janice Boyter was unable to attend the meeting and so she asked manager Ian to give a report. The Health unit was not supportive of holding an in-person bingo, so a drive-in bingo has been planned to take place over two days. There will be no bar, but extra cards and raffle tickets will still be sold. Though there have been some refunded tickets, Janice is doing her best to sell them to others. The directors thanked Janice, Patti, Nancy, Ruth, and their committee for many years of hard work on the Bingos and for adapting to the difficulties posed by the pandemic. Ian mentioned that more details were available on the website and anyone who had purchased tickets should contact Janice to pick which date they will attend.
- **Rib Takeout:** Renee Hedley explained that Backyard Barbeque Company would be holding a BBQ takeout night on the Saturday of the Fair. Each $50 dinner for two includes a full rack of ribs, half a chicken, baked beans, macaroni, and dinner rolls, with a portion of proceeds supporting the Fair. Brandon Hedley has put together a poster which will be distributed and orders will come through the Fair Office.

New Business

- **Snow Contract**: Manager Ian said that he had received a snow contract which was for the same amount as last year. It was noted that we would need snow clearing earlier because of the Mary Poppins and Senior Support leases. Ian will confirm the quote with Zen Construction and ensure that the pricing is accurate considering we would be a higher priority this year.
- **Ben's Sign Room:** Joanne Grant had spoken with John Hussack and asked whether a decision could be made about moving the banquet supplies in the green chip-wagon into the kitchen so that it can be used as Ben's new sign room. Renee Hedley said that she and Jayne Townson would take care of cleaning it out and organizing its new home in the REC kitchen.
- **Government Funding Question:** Jamie Daglish asked if there was any government funding related to the pandemic which we were eligible for. President Allan and Manager Ian outlined some of the programs that we had benefitted from, and some that we have been ineligible for. President Allan reiterated that every director has a responsibility to fundraise, especially considering the current financial situation.

Adjournment: Moved by Allan Hedley at 8:10pm.



CALEDONIA FAIR

MINUTES – EXECUTIVE MEETING
Monday, November 16th, 2020

Meeting called to order by President Allan Hedley at 6:30pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Ben Allison, Jodie Easson, Doug Townson, and Ian Thompson. Regrets: Betsy McBurney, and Lisa Liegler.

Minutes of last executive meeting **were accepted on a motion by Ben Allison, seconded by Doug Townson. Carried.**

Business arising from minutes
None

BUSINESS:

Financial:

- **General financial update**: Lori Pyle gave a brief financial report from the statements printed (reconciled to end of September 2020). **The financial report was accepted on a motion by Jodie Easson, seconded by Doug Townson. Carried.**
- A brief discussion took place surrounding paying a lump-sum payment towards the principle of the construction loan for the Riverside Exhibition Centre. It was suggested that we do our best to save money to put towards principle to reduce the overall interest and lower our monthly burden when interest payments resume in 2021. It was agreed that the executive would send a recommendation to the directors in the first quarter of 2021 when there is a better outlook on the COVID-19 situation and an informed decision can be made.
- President Allan updated that the Campaign Cabinet has managed to secure some more pledges and has been following up with outstanding 2020 pledges.

Rentals & Events:

- **Rental Calendar Update:** Manager Ian explained that we are no longer seeing many cancellations, and that it seems that people are more confident about booking in 2021. There have not been any updates from the dog show organizers yet, but Ian hopes to have some of these secured before the end of the year.
- **Fundraising Updates:** President Allan suggested that Ian look into organizing an online 50/50 draw like Glencoe Fair. This could replace our usual Fair Draw and have a progressive jackpot that is draw during the Fair. Ian will investigate and report back.

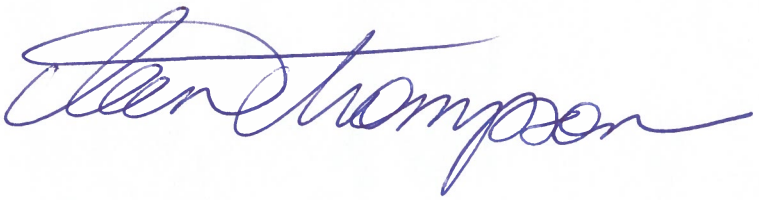
Fair:

- **Reflections on 2020 Virtual Fair:** Past-President Jodie Easson was thanked for her hard work producing a series of videos. It was agreed that there was a great mix of online and in-person events. Jodie mentioned that she would be able to reuse the series of judging videos for the 2021 Fair video installation.
- **Planning for 2021 Fair:** Ian suggested that a committee be struck to help plan for a physically distanced Fair if required. It was agreed that, though vaccine development looks promising, there were many factors which would influence how a Fair could be held. President Allan, Treasurer Lori Pyle, and Vice-President Doug Townson agreed to become members of this committee. The directors will be asked also.

OTHER BUSINESS:

- **Communications with members and public:** It was agreed that a newsletter be sent out at the beginning of December with a call for last-minute donations in 2020. Renee Hedley suggested that a Christmas greetings advertisement be placed in the Haldimand Press to thank the community for their continued support.
- **2021 OAAS Convention:** Ian updated that the OAAS 2021 convention has gone virtual. It was agreed that we would purchase one ticket and would try to get together in the Board Room to take part in the virtual offerings as a group.
- **Caretaker Job Descriptions and Contracts:** A job description and contract were drafted and presented to the executive. **Accepted on a motion by Renee Hedley, seconded by Lori Pyle to approve the job description, contract, and employee handbook as presented.** This motion was emailed to the directors for a vote and has since been **Carried.**
- **Scheduling Caretaker Hours:** A lengthy discussion was held surrounding the need to schedule caretaker hours. It was agreed that, for better control of costs, the manager should put together weekly schedules based on the rentals and necessary repairs and maintenance. President Allan asked that the directors be notified of this change. Jodie suggested that a monthly staff meeting be held where the next month's task list could be drafted and jobs requiring multiple people could be completed. Renee Hedley suggested that President Allan and Vice-President Doug should meet with Ian and the caretakers to inform this change to procedure.
- **Annual General Meeting:** President Allan suggested that we hold our AGM in person and with the option to tune-in via Zoom. Ian will reach out to District 6, OAAS to confirm use of the Zoom account for the AGM. Past-President Jodie suggested that we put forward the current executive for the same positions in 2021, though an effort should be made to find a 2nd vice-president to replace Ben. It was asked whether there were term-limits prescribed by our constitution- to which it was determined there were not.
- **COVID-19 Policy: Accepted on a motion by Ben Allison, seconded by Doug Townson, to approve the COVID-19 Policy as presented.** This motion was emailed to the directors for a vote and has since been **Carried.**

Adjournment moved by Allan Hedley at 8:10pm.



MINUTES – EXECUTIVE MEETING
Tuesday, January 12th, 2021

Meeting called to order via ZOOM by President Allan Hedley at 6:30pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Ben Allison, Jodie Easson, Doug Townson, Betsy McBurney, and Ian Thompson. Regrets: Lisa Liegler. Wendy Makey was in attendance to speak about donor recognition.

Minutes of last executive meeting **were accepted on a motion by Renee Hedley, seconded by Jodie Easson. Carried.**

Business arising from minutes
President Allan reported that he, Doug and Ian had met with the custodians to explain the changes that the executive had discussed at the November meeting. He reported that the meeting was civil and was without issues. It was explained that schedules would be put out for custodian hours to ensure that we can better budget and forecast expenses associated with maintenance wages. Allan further reported that John Hussack had blown up on Ian at a later date after the first schedule had come out. Allan waited 24 hours before calling John to discuss with him. By the end of the phone call the situation had calmed down. After a brief discussion, the executive agreed that we continue with the plan to schedule hours once the new lockdown and state of emergency is lifted.

BUSINESS:

Donor Recognition

- **Recommendations on Donor Wall:** President Allan welcomed Donor Recognition Chair Wendy Makey to the meeting and thanked her for coming to make a recommendation. Wendy explained that the committee had received proposals from three different sign companies. After detailed review, the committee would like to recommend that we engage Dee Signs from Burlington to design our donor wall, signage, and related components. Manager Ian mentioned that the directors have already approved $1,500.00 in design costs associated with donor recognition, and that, should the executive agree with the engagement of Dee Signs, it would not be necessary to go to the directors for vote until the supply and installation phase was reached. Some samples of work by Dee Signs were shown to the executive. **Accepted on a motion by Ben Allison, seconded by Betsy McBurney to engage Dee Signs to design the donor wall and donor recognition signage for the Riverside Exhibition Centre. Carried.** Manager Ian will reach out to Dee Signs and will work with the donor recognition committee on next steps. Wendy thanked the executive and signed off.

Financial:

- **General financial update**: Lori Pyle gave a brief financial report from the unaudited statements for the 2020 fiscal year. She noted that we were over-budget for income in 2020. She also noted that savings were attempted wherever possible, resulting in an overall loss of around $20,000.00. **The financial report was accepted on a motion by Ben Allison, seconded by Betsy McBurney. Carried.**
- **Operating Budget:** Manager Ian presented a draft operating budget for the 2021 fiscal year as put together by Ian, Lori, and Ben. The budget presents a conservative estimate of income, and a more liberal estimate on expenses which will hopefully result in a surplus which can be used to pay additional funds against the construction loan. **Accepted on a motion by Jodie Easson,**

seconded by Renee Hedley to present this draft budget for approval by the directors at the Annual General Meeting. Carried.

- **Update from Campaign Cabinet:** President Allan reported that the Campaign Cabinet had continued to meet in the Fall and were successful in obtaining most of the outstanding pledges due in 2020. He also mentioned that a successful mailing campaign at the end of the year had brought in an additional $30,000.00. The cabinet feels that most leads are exhausted, but will continue to meet occasionally to review the list of possible donors and help to collect outstanding pledges. Further, President Allan noted that John Hussack (campaign chair) had asked the cabinet a question at the end of the last meeting: "If this was your own personal project, what would you do to raise capital?" He suggested that this question be posed to the directors for contemplation. It also reminded that a strategic planning session should be held once the pandemic comes to an end. Past President Jodie Easson mentioned that strategic planning would be necessary to help expand our fundraising potential. Following the pandemic, she believes that the environment is going to be more of a focus and that we could tailor ourselves in that stream to drive interest in our organization.
- **Salary Review:** Manager Ian was asked to remain in the meeting during this discussion, though it was noted that he had a personal interest in the discussion because of the nature of this agenda item. Treasurer Lori Pyle reported that the Consumer Price Index reported a cost-of-living increase of 1% in 2021 over 2020. 1.6% was another increase reported by the Canadian Chamber of Commerce and 1.9% by the Ontario Chamber of Commerce. After discussion, it was determined that an average rate should be used to calculate what a cost-of-living increase would look like within our organization. **Accepted on a motion by Doug Townson, seconded by Ben Allison that the Fair Manager receive a cost-of-living salary increase from $50,000.00 per annum to $50,725.00 per annum effective January 1st, 2021.** This motion was emailed to the directors for consideration and the results are recorded in the email votes ledger. **Accepted on a motion by Jodie Easson, seconded by Betsy McBurney that the Custodians receive a cost-of-living wage increase from $16.00 per hour to $16.23 per hour retroactive to January 1st, 2021.** This motion was emailed to the directors for consideration and the results are recorded in the email votes ledger.
- **Employee Benefits Review:** Treasurer Lori Pyle presented two benefits options for 2021. Singular coverage for the fair manager would remain at $157.70 per month. This is the coverage currently offered. The option also exists to add spousal coverage, which brings the premium to $293.05 per month. After a brief discussion, it was decided that coverage should remain singular at this time.

Rentals & Events:

- **Rental Calendar Update:** Manager Ian explained that there have been some postponements from the first quarter of 2021 to later in the year. All activity until January 23rd has been cancelled due to the second lock-down period as a result of the virus. Ian expressed hope that the vaccination rollout would prevent too much from being cancelled in the second quarter of 2021.
- **Fundraising Updates:** Manager Ian reported that the Ghost Tours, two Bingos, and the Christmas Market were on the docket for 2021. Another drive-thru breakfast with Mary Poppins has been planned for February 13th. President Allan said that he is hopeful that more directors will step forward with ideas.

Fair:

- **Planning for 2021 Fair:** President Allan noted that he is hopefull the vaccine rollout will be quick and that some form of Fair will be possible in 2021. A committee has been struck and there have been several volunteers. Ian will send a poll out in the near future to determine date and time that this committee can meet on Zoom.

OTHER BUSINESS:

- **Recruitment of Directors & Executive Succession:** Allan and Jodie have been contacting all of the current directors who have expiring terms to see if they will stand for re-election. They have been speaking with Wendy Makey to see if she would consider coming on as 2nd vice-president. Manager Ian noted that there is still one vacancy from 2020 which has not been filled. Allan and Jodie will continue to make calls and hope to have a full slate for election at the AGM.
- **Agenda for Annual General Meeting:** A draft agenda was presented, and it was agreed that this agenda should be presented for the AGM on January 28th.
- **Sign Update:** Manager Ian gave an update on the new Fairgrounds sign to be installed by Brooks Signs. Due to a hydro-setback of 16 feet, the new sign will have to go on the inside of the Fence to ensure clearance. Brooks has had the locate done, and the new sign will likely be installed in January. Ron Young has been contacted for the electrical hookup which should be able to come from the Kin Hall rather than having the sign metered separately.
- **Trillium Grant Update:** Manager Ian gave a detailed update on the three components of the trillium grant. Deposits have been made for the stage curtaining, internet network, and sound installation. RNR Staging from Toronto has designed a curtaining system with install scheduled for February, 2021. Fast Computers from Hagersville has been engaged to install wireless and hard-wired internet infrastructure throughout the Exhibition Centre. Coverage should extend through most of the building except for stairways, maintenance areas, and washrooms. John Van Mil has been engaged to install a sound system in the main hall. Manager Ian explained that the sound system will ultimately cost about $6,800.00 more than was budgeted. This is because a full system would include speakers and sub woofers. Ian explained that there is $5,500 in the grant dedicated for signage and that we could ask OTF for permission to utilize those funds for the sound system overages. It was agreed that Ian should ask OTF to transfer the $5,500 from signage to sound system, and that the operating account would cover the balance. Following the meeting, Ian did receive this permission from OTF and so the subwoofers were put on order. President Allan thanked Ian for his hard work on securing the OTF grant and ensuring that everything was ready so that work could begin as soon as possible.
- **Canada Summer Jobs 2021:** Manager Ian reported that there was a brief discussion about the Canada Summer Jobs program following the last campaign meeting. It was explained that the amount of work in the office is significant, especially with the heavy workload associated with donor recognition, grants, and wrapping up the campaign. Ian proposed that an application be submitted for the Canada Summer Jobs program to hire up to two temporary-full time employees who could assist with work in the office over the summer. The program is usually for 8-10 weeks, 35 hours per week, and the government covers 100% of the cost of minimum wage and the associated payroll deduction expenses (vacation pay, EI, CPP). They do recommend that the pay be at-least $1 higher than minimum wage, the cost of which is what the organization applying for the program would pay. It was agreed that Ian should apply for this program. Once the application is completed, if approved, the directors can vote whether we move forward.
- **Preventative Maintenance (REC HVAC):** Manager Ian had forwarded a preventative maintenance quote from CJ Express- the company who installed the HVAC systems in the REC. It was determined that the amount seemed high and that another quote should be obtained. Ian hoped to have a quote from Middleport Mechanical, but had not received it at the time of the meeting. Following the meeting, a quote was received, and a motion made. The results are recorded in the email votes ledger.

Adjournment moved by Allan Hedley at 8:05pm.

MINUTES – ANNUAL GENERAL MEETING
Thursday, January 28, 2021

Meeting called to order by President Allan Hedley at 7:38pm
Declaration of conflict of interest – None.

President Allan Hedley welcomed everyone to a new kind of annual meeting. He reiterated that 2020 was only the second time in the history of the organization that a Fair was not held. He expressed hope that a Fair will be possible in 2021 because of the vaccine rollout currently underway. He thanked Manager Ian Thompson for adapting to many changes throughout the year, the custodial staff, Treasurer Lori Pyle for her hard work, and the Executive, Directors, and Members who volunteered time, talent, and treasure to the organization. The support we received as an organization helped us through a very difficult year. He also gave a sincere thank-you to Libro Credit Union for their willingness to be flexible with the terms of our construction loan.

MINUTES of the last general meeting were accepted on a motion by June Wise, seconded by Faye Farrell. Carried.

Business arising from minutes
None

FINANCIAL STATEMENTS were presented by Lori Pyle. Lori explained several components of the financial statements. She noted that our balance sheet shows a decrease in cash, but an increase of total value because of the completion of the Riverside Exhibition Centre. She noted that current liabilities include payroll and deductions. She explained that part of the reason the report looks the way it does is a result of donations restricted to the Riverside Exhibition Centre being classified as deferred contributions. These donations are recorded as income against the building as it depreciates in value. She also explained that the Construction Loan for the Riverside Exhibition Centre appears as a current liability because the organization has not maintained a debt-service-ratio of 1.2% as is required by Libro Credit Union in the terms for the loan. While Libro has said they do not intend to collect on the loan immediately, they cannot provide this confirmation in writing. To maintain this ratio, our net income should equal 120% of the principle and interest payments for the year. Due to the pandemic, this was not possible. Lori thanked Libro for their understanding and cooperation. She also thanked Petinelli Mastroluisi for completing the audited statements. **Accepted on a motion by Bryan Wilkieson and seconded by Jamie Daglish to accept the financial statements as presented. Carried.**

OPERATIONAL BUDGET was presented by Lori Pyle. Lori explained that the budget was made with conservative income estimations, and aggressive expense estimations. Principle payment is a balancing item, so we are hopeful that we will be able to pay more against the principle at the end of the year if the finances allow. **Accepted on a motion by Lindsey Farrell-Johnson and seconded by Mark Peart to accept the operating budget as presented. Carried.**

APPOINTMENT OF AUDITOR for 2021. Accepted on a motion by Jan Cranston and seconded by Jim Hussack to appoint Petinelli-Mastroluisi as auditor for 2021. Carried.

OAAS AFFILIATION FEES Accepted on a motion by Cindy Murphy and seconded by Rachel Vaarkamp to forward the payment for the OAAS affiliation fees for 2022 in December, 2021 to receive the early renewal discount. Carried.

CORRESPONDENCE was read by Fair Manager Ian Thompson. This included a thank you letter from the Food Bank for support in 2020 through the Drive-In Movie Night, Drive-Thru Trick or Treating, and Christmas Market.

ELECTIONS were chaired by John Hussack.

Mr. Hussack asked for volunteers to act as scrutineers on the occasion that a balloted vote was required during the election proceedings. Linda Fisher and Mary Hubert accepted appointment as the scrutineers.

Mr. Hussack called for the nominating committee to announce their proposed slate of 3-year term directors for 2021. Dawna Ebert, Pam Douglas, Jamie Daglish, Patti Zadanyi, Doug Townson, Doug Murphy, Katherine Hedley, & Ben Allison were named. With all having previously agreed to stand for election, Mr. Hussack added these names to the list of nominations. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for 3-year term directors closed and congratulated the slate of directors elected.

Mr. Hussack called for nominations for the office of the President. Lindsey Farrell-Johnson nominated Allan Hedley who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for President closed and congratulated Allan Hedley.

Mr. Hussack called for nominations for the office of the 1st Vice President. Doug Murphy nominated Doug Townson who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for 1st Vice President closed and congratulated Doug Townson.

Mr. Hussack called for nominations for the office of the 2nd Vice President. Mark Peart nominated Wendy Makey who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for president closed and congratulated Wendy Makey.

Mr. Hussack called for nominations for the office of the Treasurer. Jan Cranston nominated Lori Pyle who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for Treasurer closed and congratulated Lori Pyle.

Mr. Hussack called for nominations for the office of the Homecraft President. Janice Boyter nominated Renee Hedley who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for Homecraft President closed and congratulated Renee Hedley.

Mr. Hussack called for nominations for the office of the Homecraft Vice President. Lorraine Johnson nominated Lisa Liegler who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for Homecraft Vice President closed and congratulated Lisa Liegler.

HOMECRAFT BUSINESS

- **Remarks -** Homecraft President Renee Hedley wished everyone good health and opened with a quote from Dolly Parton: "The way I see it, if you want the rainbow, you gotta put up with the rain." She hopes that the membership will remain optimistic and that we will be organizing a Fair in 2021.

- **2021 Fair Theme -** President Renee announced that the 2021 Fair theme would be *Community Harvest*. The goal is to make newcomers feel welcome. Many of the committees are working to include more diverse sections into their classes. She encouraged all committees to work hard to incorporate the theme into their classes.

- **Layout Meeting -** It was decided that a layout meeting would be scheduled closer to the Fair.

- **Catering –** Homecraft President Renee thanked those who participated in the few opportunities for catering in 2020. She mentioned that there would not be a 4H Banquet in 2021.

- **Rotary Lunches –** Renee mentioned that the Rotary Club has not been meeting in-person. When meetings resume, Jayne Townson will reach out to the committees to remind them of the lunch schedule.

BUSINESS

- **EVENTS**
    - Fair Manager Ian Thompson thanked everyone who helped with the planning and organization of the Designer Bag Bingos, the Virtual Fair, Fair weekend events, Drive-Thru Trick or Treating, and the Christmas Market. He expressed hope that we will be able to host more fundraisers in 2021 as the pandemic restrictions relax.
    - Fair Manager Ian Thompson also updated on rentals of the Riverside Exhibition Centre, Kin Hall and Fairgrounds. He thanked Senior Support and Mary Poppins Preschool for starting long-term leases in 2020. Rentals are holding for the summer and fall of 2021, but many of the spring rentals have started to be cancelled or rescheduled.

- **OAAS Convention –** will be held online in 2021. Members were encouraged to look at the convention website and contact the office if they wish to participate.

- **Spring Cleanup Bee –** The date is tentatively scheduled for May 8th- but will change if the pandemic restrictions necessitate.

- **Prize List Update –** The Prize List from 2020 will be used in 2021. If anyone has changes, please email the office or contact Chuck Roth.

- **Fair Banquet –** The Fair banquet will not be held in 2021 as a result of the pandemic restrictions.

- **Suggestions for 2021 Fair** – President Allan Hedley announced that a committee had been struck to start planning so there are contingencies in place if we are able to hold a 2021 Fair with different restrictions in place. This committee will meet beginning in February. If you have any Fair suggestions, please contact the office.

FAIRGROUND BUILDING PROJECT

- **Trillium Grant –** Fair Manager Ian Thompson provided an update on an Ontario Trillium Foundation grant that the Society has received. This grant will allow for the installation of theatre curtaining on the stage, wired and wireless internet throughout the Riverside Exhibition Centre, and a sound system for the main exhibition hall. These installations should all be completed by the end of March. Not related to the trillium grant- Ian also provided an update on the new sign that has been purchased for the roadside to replace the one destroyed by a wind-storm in November. Once pandemic restrictions are lifted, this new sign will be installed.

- **Fundraising/ Cabinet Update –** John Hussack announced that the campaign team was still hard at it and asked anyone who might know someone with some money to contact them. Most activity in 2020 was following up with donors who had outstanding pledges at the end of the year, and asking existing donors to make a further contribution. President Allan thanked the cabinet for their hard work and dedication to fundraising for the Riverside Exhibition Centre.

OTHER BUSINESS

- **Fair Membership** – President Allan asked Manager Ian to remind the membership that their annual dues should be paid as soon as possible. Senior members are $20 and Junior members (under 18) are $10. To pay your membership, contact the Fair office.

ADJOURNMENT

With no objection, President Allan declared the meeting adjourned at 8:43pm. He thanked everyone for attending and expressed hope that we would all be together in-person soon.

MINUTES – PANDEMIC FAIR PLANNING
Tuesday, February 2nd, 2021

Meeting called to order via ZOOM by President Allan Hedley at 7:03pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Doug Townson, Jayne Townson, Mark Peart, Janice Boyter, and Ian Thompson. Regrets: Lori Pyle.

President Allan Hedley welcomed everyone to this first meeting of this new committee. He explained that we are all hoping and praying that we will be able to host some kind of Fair this fall. President Allan asked Manager Ian to speak about the vision for this committee.

Manager Ian Thompson explained that he hopes that this committee can review the different aspects of the Fair to come up with contingency plans based on the different pandemic restrictions that may be in place at Fair time. This will give us something to fall back on if we are unable to host a full Fair without necessitating scrambling at the last minute to make decisions. It will also put us in a good place to lead other similar-sized Fairs.

President Allan asked for a volunteer to chair this committee. 1st Vice-President Doug Townson volunteered and was congratulated by the committee for accepting the position.

BUSINESS:

Chairman Doug asked the committee how they would like to start reviewing the components of the Fair. Manager Ian presented a document which showed the various aspects. He mentioned that if anything was missing it could be added. The committee agreed to work through this list at meetings.

GATES –
Overview: Mark Peart who is chair of the gates committee spoke first. He suggested that we will need to label sidewalks leading up to the gates for distancing and will need volunteers in PPE to direct pedestrian traffic. Ticket-takers may need to be eliminated because of the additional volunteers required for traffic direction.

Barriers & PPE: Mark emphasized the need for PPE for all gates volunteers. He also mentioned that the booths at East and West gates may need to be expanded. **It was agreed that PPE be purchased and supplied for all volunteers.**
Jayne Townson suggested plexi-glass be added to the east and west booths for protection rather than expanding them. **It was agreed that some kind of plastic barrier be put on the booths for protection.**
Renee Hedley suggested perhaps more booths be added at these gates to reduce the line that could form. Mark Peart suggested there would be fewer people coming out, but Jayne Townson said that it is hard to gauge since many will be looking for an opportunity to get out of the house after a long period of no activity.

Counting at Entry/Exit-Points: Manager Ian suggested that one of the biggest hurdles will be counting people who are inside the Fair if there is a limited attendance permitted. How will we do this with multiple entry and exit-points? **Research will need to be done to determine what type of equipment can perform this task.**

Handling Cash: Manager Ian also asked about money handling. It would be ideal to offer debit and credit at the gate, but we cannot do this without internet. Something temporary could likely be put together for the main gate, but the East and West gates are far from the other buildings to piggy-back on existing

infrastructure. Mark Peart suggested we emphasize the online ticket purchasing to avoid handling cash. **We should investigate temporary internet service to the east and west gates.**

Safety & Traffic Control: Chairman Doug said that outside crowd control may mean we need more paid duty or private security to help. Ian mentioned that we could apply to close Caithness Street East from Aberdeen to Edinburgh Square for better safety.
Janice Boyter suggested we put no-parking signs along the midway side of Caithness St. E.. Ian suggested that the 'sidewalk' area on that side of the road is very narrow and would still be unsafe even without cars parked there.
Mark Peart suggested we utilize a portion of the asphalt surface in front of the Fair Office (main gate, office side) to queue people up rather than keeping them on the sidewalk. **It was agreed that this option was safest and easiest.**

FAIR DRAW –
Overview: President Allan said that the Fair draw went very well in 2020. It was suggested that it stay the same as last year. Jayne Townson suggested holding back a few hundred tickets to sell during Fair time but encouraging members to sell early as in 2020. Renee Hedley suggested we start selling in the Spring.

COMMUNITY TENT –
Overview: Jayne Townson chairs this committee. She said this would be something easy to maintain. Instead of having multiple groups, she suggested using a smaller 10x10 tent with only one group at a time inside. Markings could be put on the asphalt in-front for distancing.

KIDZONE –
It was agreed that KidZone should not take place in 2020 because there are too many touch-points. The area could instead be used as a queue for the big white tent. Renee Hedley suggested that we would need other free alternatives for kids. Ian suggested expanding the passport program throughout the Fair and encouraging kids to participate.

EXHIBITION HALL –
Drop Off: President Allan suggested we assign designated drop off times for each class. It was discussed that this would be very difficult since most people exhibit in multiple classes. Jayne Townson suggested that we split drop-off over two days (Tuesday and Wednesday).
General: It was suggested that baking and canning classes be eliminated in 2021 since judges would not be willing to taste home-made food. **It was agreed that these classes be eliminated. After the meeting, there was discussion by email which suggested we not eliminate these classes. A meeting will be held with June Wise and Sue Honchar to get their thoughts, and Jayne and Renee will report back to this committee.**
There were suggestions that the Hall be made into a one-way circuit for distancing with a dedicated entry point (Caithness St. doors) and exit point (Fairgrounds doors) with signage and pipe and drape to separate the lobby. **This configuration was agreed upon.**
Parenting Station: Without the Secret Garden, REACH could use the whole education room. It was agreed that if they were willing, the space be offered to them as usual.
Pick Up: Similar to drop-off it was suggested that this be done over two days, or limited in some way. Perhaps volunteers would gather items for each exhibitor and bring them out to them? More discussion is necessary.

CONCESSIONS –
Inside: It was decided that we limit inside concession space on the main floor to ensure there is room for distancing. There could be a few mixed in with exhibits as usual, but the rest could be put in the Mutual Room upstairs? **It was agreed that the majority of inside concessions be put on the second floor in the Mutual Room.**

Outside: Manager Ian suggested that we stagger concessions on both sides of each walkway so that there is open space in-between and across from each concession. We will have to reduce the number of concessions to accommodate this. We could also put up one-way signage in the narrow aisle, but it will be hard to enforce. **It was agreed to work with this configuration.**

MIDWAY- Manager Ian updated the committee with information from a phone conversation with Barry Jamieson of World's Finest Shows. If they are able to operate, they will be here in one form or another. Concerns were raised about distancing and policies. Ultimately World's Finest Shows will need to demonstrate to us that they have policies in place for sanitation and safety. Perhaps the Midway should be one-way on each side?

ENTERTAINMENT-

Karaoke: Renee Hedley asked how many people take part in Karaoke each year? Manager Ian said that it was mostly used as a cheap form of entertainment which also acted as a kind of cheap security to keep people from gathering in the Big White Tent after dark. **It was agreed that Karaoke not be held in 2021.**

SuperDogs: It was suggested that the Big White Tent be made smaller so that there could be a larger viewing area for the SuperDogs. Small bleachers cannot be used because of distancing requirements, so it is important to have a larger viewing area so spectators can distance properly. **It was agreed that this was a good way to accomplish this.**

Baby Show: It was suggested that the Baby Show be held virtually in 2021. **It was agreed that this be recommended.**

Pet Show: After some discussion **it was agreed that the pet show be cancelled or done virtually in 2021.**

Demolition Derby: President Allan asked if we could livestream this event and charge people to view? Manager Ian suggested that it is likely too dark and too complicated to get a good video of the action. Jayne Townson suggested that it will take a remarkable number of volunteers to control pedestrian traffic around the grandstands and to ensure distancing. Ian suggested perhaps we hold the derbies outside of the Fair on another weekend where we can have a bar and concession to make more money. **It was agreed that if gatherings are limited too much, that holding the derbies as a separate event would be recommended.**

At this point there was a brief discussion around vaccines. President Allan asked if we could ask for proof of vaccination and whether we could have vaccination restrictions in place? **Ian will reach out to the OAAS to see if they can help us to find this answer.**

High School Challenge: Renee Hedley suggested cancelling the High School Challenge. Manager Ian mentioned that it was an important part of the Fair. Teenagers hate everything- but they love the Fair and High School Challenge. Ian suggested if it is not possible to hold this event during the Fair, it be done as a separate event. In later conversation on the phone, Jodie Easson suggested that it could be paired with a movie night in the Summer.

Church Service: It was agreed that a Church Service not be held in 2021.

Opening Ceremonies: It was agreed that a pared-down opening ceremonies be held without dignitaries or OAAS members being invited.

Touch-A-Truck: It was agreed that this not be held at the Fair in 2021, unless it was just for observation. Anything emphasizing 'touch' will likely not be permitted.

Pie Eating Contest: Manager Ian suggested this would be possible since it is already done somewhat distanced and requires no money or additional volunteers.

Stage One & Riverside Stage: It was suggested that the Riverside Stage could be eliminated if necessary. Instead roving entertainers could be sought out to discourage crowds gathering in one place. Stage One will still be necessary since it is the official welcome to the Fair and will appease people queued up on the street/ outside the Fair Office.

Battle of the Butter Tarts: It was suggested that this event either be cancelled, or that we run only professional baker and organization classes to ensure food is prepared in an inspected kitchen. **Later emails about exhibiting baking and canning may impact thoughts about this event.**

LIVESTOCK SHOWS –

4H: Renee Hedley said that 4H has been running clubs virtually. No decision about in-person meetings will come until June. She said if able, most clubs will want achievement day at the Fair.

Other Shows: President Allan suggested we invite the livestock chairs to the next meeting to discuss how their shows can run. **It was agreed that this be the topic of discussion at the next meeting.**

Squire McKinnon's: Manager Ian will reach out to Ben & the McConachies to see what their thoughts are- it could likely be done with distancing.

Milking & Shearing Demonstrations: President Allan suggested these be moved outside- perhaps to Squire McKinnon's Barn where there is more room.

MORE HOMECRAFT –

Jayne Townson suggested that we ask all homecraft committees to eliminate low-performance sections so that it is easier to fit everything in a physically-distanced hall, and will require fewer volunteers present for drop-off and pick-up. Renee Hedley suggested we put a cap on the total number of entries in each section. Manager Ian expressed hesitation at setting limits on entries since it discourages exhibitors from participating. **Renee and Jayne will draft a letter to homecraft committees to ask them to eliminate underperforming sections for 2021.**

Adjournment declared by Doug Townson at 8:45pm.

NEXT MEETING: TUESDAY, MARCH 2ND, 2021 ON ZOOM

MINUTES – PANDEMIC FAIR PLANNING
Tuesday, March 2nd, 2021

Meeting called to order by President Allan Hedley at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Jayne Townson, Byron Hedley, Tyler Wilkieson, Lindsay Farrell-Johnson, Joanne Douglas-Lane, and Ian Thompson. Regrets: Janice Boyter, Mark Peart, Lori Pyle.

President Allan Hedley welcomed everyone. He explained that we are all hoping and praying that we will be able to host some kind of Fair this fall. The purpose of the committee was explained to the livestock chairs who were invited to attend.

Doug Townson was unable to attend, so President Allan chaired the meeting in his absence.

BUSINESS:

LIVESTOCK SHOWS –

4H: Renee Hedley said that seven of the twenty-two Haldimand clubs are running, and of those, six are livestock clubs. She explained that these clubs would likely want to have their achievement day at the Fair. Byron Hedley suggested that perhaps 4H shows could all be run on one day without any open Fair shows to keep attendance numbers down. Lindsey Farrell-Johnson offered the miniature horse club the opportunity to hold their showmanship within the Fair's open show. Renee reminded that the clubs themselves decide how they will hold their shows.

Light Horses: Lindsey Farrell-Johnson said that there is typically not too much public viewing the light horse shows. It would be slightly more complicated for the mini show if the grandstands could not be used. Typically the mini and the youth show run simultaneously in the horse ring and the track at the grandstand and she announces both. That would not be possible since there really isn't too much room at the track. Fencing would be required to make a show ring for the minis. With a demo-derby unlikely, the show could be rescheduled to take place on a different day or at a different time since they could run later into the afternoon/evening.

Beef Cattle: Byron Hedley suggested that the livestock shows could be better split-up over the three full days of Fair (Fri-Sun). Byron also suggested that if the beef show was held out in the midway area or down by the horse ring, then farmers could tie the cattle to the trailers instead of using the barns. He suggested that all entries be submitted online a minimum of one week before the Fair to ensure that space in the barns can be coordinated if that is the route we go. Byron suggested that judges could be shared among districts, or that they could be asked not to take a fee this year. Byron asked if the wash-racks would be allowed for use. Manager Ian suggested we would need to see what earlier fairs decided and make our decision based on that.

Heavy Horses: Tyler Wilkieson expressed concern that notice of the heavy horse shows would have to be well in advance. If there are not shows, the farmers are not likely to shoe the horses. He also suggested that an option be placed in the online entry system for exhibitors to donate their prize money for a tax receipt if the total is over $20. Joanne Douglas-Lane added that the heavy shows are already fairly distanced because of the size of the animals, so running these shows in the normal way should be possible.

General: President Allan said that better crowd control would be necessary for any shows in the Cattle Ring. Manager Ian suggested there be a one-way loop around the exhibition Hall for traffic-flow.

HOMECRAFT –

General: Jayne Townson reported that she had heard mixed reports about canning and baking judges. Manager Ian updated that he has secured two judges each for baking and canning who are willing to taste as normal. A brief discussion took place surrounding judging day, limiting the number of volunteers who are in the hall, and about how we would have to offer a bag-lunch for judges to eat at their station, and committees would be responsible for bringing a bag-snack (muffins etc.) for their own committee and judges.

OTHER BUSINESS:

Primary Topic for Next Meeting: Tyler Wilkieson, Jamie Daglish, Kim Turnbull, and Ed Houwer should be invited to discuss display for vegetables, hay & silage.

Adjournment declared by Allan Hedley at 8:45pm.

NEXT MEETING: TUESDAY, APRIL 6th, 2021

MINUTES – EXECUTIVE MEETING
Tuesday, March 16th, 2021

Meeting called to order by President Allan Hedley at 6:30pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Jodie Easson, Doug Townson, Lisa Liegler, and Ian Thompson. Regrets: Wendy Makey & Betsy McBurney.

Minutes of last executive meeting **were accepted on a motion by Doug Townson, seconded by Lisa Liegler. Carried.**

Business arising from minutes
None

BUSINESS:

Donor Recognition

- **Recommendations on Brick Campaign:** Wendy Makey was unable to attend the meeting and asked that Ian give the recommendation from the donor recognition committee. Ian reported that after several meetings and discussions, the donor recognition committee had opted to put the brick recognition campaign inside rather than using brick pavers outdoors. This decision came after a member of the campaign team had made promises to brick donors that the bricks would be inside. Public backlash necessitated considering putting the bricks inside if a suitable design could be drafted. Roberta from Dee Signs presented a draft to the donor recognition committee which they thought was suitable. A copy of this draft was shown to the executive. The cost was expected to be around $5,800- outside quotes were in the $15-$25,000 mark. There was some discussion about alternatives posed by the executive. There was some concern about placement of the wall adjacent to the washrooms. It was suggested by Ian that we give the hallway a 'sentimental' name, so that it isn't called the 'Washroom Hallway.' Signs with this name could be put inside and outside the hallway above the doors. **Accepted on a motion by Lisa Liegler, seconded by Jodie Easson to engage Dee Signs to design the brick campaign wall for the Riverside Exhibition Centre. Carried.** Manager Ian will reach out to Dee Signs and will work with the donor recognition committee on next steps.

Financial:

- **General financial update**: Lori Pyle gave a report from the financial statements for January and February. **The financial report was accepted on a motion by Jodie Easson, seconded by Lisa Liegler. Carried.**
- **Grants Received:** Manager Ian presented a list of grants that had been received these included: $7,000 from OMAFRA for the 2021 Fair Operating Grant, $36,796.53 from OMAFRA for exceptional need, $10,000 from the Province for small business funding, $4,316.08 from the province in utility support, $1,000 from the province for PPE purchase, $2,500.00 from Grand Erie Business Centre to purchase debit/credit terminals and scanners for the gates. Ian explained that he had also applied for $20,000 from Agri-Spirit through Farm Credit Canada to purchase the balance kitchen equipment- two fryers, flat top griddle, ice maker, etc. and if the budget allows- fire suppression in the Kin Hall. Doug Townson thanked Ian for his hard work in applying for and securing these funding opportunities.

- **CEBA Loan:** Manager Ian announced that we had received the full $60,000.00 CEBA loan from the Federal Government. Lori and Ian will confirm the repayment schedule for this loan. **Accepted on a motion by Renee Hedley, seconded by Lori Pyle to purchase a $40,000.00 1-year non-redeemable GIC with Libro Credit Union at 1.05% representing the repayable portion of the CEBA loan.** This motion was circulated to the directors for vote. The results are recorded in the email votes ledger.
- **Discussion on Principle Payment:** Manager Ian provided bank balances and a list of outstanding expenses related to the new sign, and the trillium funded projects. He also reported deferred interest of around $125,000.00 will be due in April. The current loan balance is $3,648,950.00. It was decided that between $150,000.00 to $200,000.00 should be kept in the operating account at any given time to pay regular expenses and interest when it resumes in April. Libro Credit Union has calculated that about $125,000.00 interest will have been deferred when the April payment is due. We can either pay this in a lump sum, or add it to the principle balance. **Accepted on a motion by Lori Pyle, seconded by Doug Townson to pay the deferred interest from the operating account when it comes due in April, and to consider a payment against the principle of the loan after the Empire Homes pledge for 2021 arrives.** This motion was circulated to the directors for vote. The results are recorded in the email votes ledger.

Rentals & Events:

- **Rental Calendar Update:** Manager Ian explained that there have been some postponements from the first quarter of 2021 to later in the year. Jodie Easson reported that she and Vickie Peart have put together a 'From Soup to Stock Pot' event which will see community members donate extra produce to make soup- funds raised selling the soup will be donated to the food bank. A poster was shown.
- **Fundraising Updates:** Manager Ian mentioned that 50/50 tickets were printed and could be sold immediately. It was decided that we should start selling soon through our membership. Bingo tickets have started to sell for May 1st, not as quickly as usual, but that is likely because it is scheduled as a drive-in bingo. A spaghetti supper will be held with Mary Poppins on April 17th.

Fair:

- **Planning for 2021 Fair:** President Allan and Vice-President Doug Townson provided updates from the pandemic planning committee. They mentioned suggestions about the gates, a successful meeting with livestock chairs, and the ever-changing nature of our plans until there is a better idea of when the vaccine rollout will be completed. Jodie Easson gave some suggestions about concessions and said she would be happy to meet with the committee when the time came.

OTHER BUSINESS:

- **Sign Update:** Manager Ian gave an update on the new Fairgrounds sign to be installed by Brooks Signs. The footings should be poured in the next few weeks with the sign construction to follow shortly thereafter. We will owe the balance of $14,048.73 after installation.
- **Trillium Grant Update:** Manager Ian gave a detailed update on the three components of the trillium grant. The curtaining and internet are now completed and functional. The sound system install is well under way and should be completed by the end of the month. There are two payments outstanding from the Trillium Foundation that total another $16,000.00. The next is expected in April, with the last payment released after all work is completed and a final report is submitted.
- **Canada Summer Jobs 2021:** Manager Ian reported that an application had been submitted and an answer should come in early April.
- **Office Changes:** Manager Ian reported that a new desk has been purchased for the Fair Office to replace the 40+ year old desk which fell apart in the previous week. Some reconfiguring has taken place. Ian is likely to donate paint and some other supplies to brighten it up a bit more.

Adjournment moved by Allan Hedley at 8:10pm.
Next Meeting: April 13th, 6:30pm in the Education Room (or on Zoom if necessary)

MINUTES – PANDEMIC FAIR PLANNING
Tuesday, April 6th, 2021

Meeting called to order by President Allan Hedley at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Tyler Wilkieson, Janice Boyter, Lori Pyle, Mark Peart, David Murray, Doug Townson, Kim Turnbull, and Ian Thompson. Regrets: Jayne Townson.

President Allan Hedley welcomed everyone. He explained that we are all hoping and praying that we will be able to host some kind of Fair this fall. The purpose of the committee was explained to the invited guests from Hay & Silage, Fruits & Vegetables, and Field Crops committees.

Doug Townson had some difficulty joining the meeting, so President Allan chaired the first half.

BUSINESS:

HAY, VEGETABLES, & FIELD CROP DISPLAYS –

President Allan explained that he had met with Renee Hedley, Doug & Jayne Townson, and Bryan Tilbury to design new display racks for hay & silage, fruits & vegetables, and field crops for the Fair. It was noted that the display racks borrowed from Ancaster took up a fair bit of space which would not be available since the stage curtaining will prevent that platform being used for exhibition space. The group chose a design based on what we were able to accomplish using the bleachers in the 'Old Arena' space before the Riverside Exhibition Centre renovation. Field crops would be displayed to the right of the overhead door, hay & silage in front, and fruits and vegetables to the left. The design called for wood-decked 'steps' with and 18" riser which would be positioned against the south, west, and north wall at the west end of the Exhibition Hall. President Allan said that Ed Houwer had volunteered to help to build the displays using metal material repurposed from the old handrails in the Old Arena. President Allan called for opinions and comments from the committee chairs.

Kim Turnbull: Kim explained that for his committee, 18" risers would be too high. He volunteered to build smaller risers which can sit freely on the new displays which will make it possible to display more materials in a smaller space without wasting any of the available height.

David Murray: Dave said that 18" would likely work for all of their displays except the collection of vegetables which have a 24" square box. He also suggested, like Kim, that 18" risers were too high. Kim offered to build the same smaller risers for fruits and vegetables also. Dave also noted that the Ancaster displays were great for what they needed. Dave suggested that we build the displays so that they can be easily stored. President Allan suggested they be on castors so they will not have to be carried down from the barns each year. Dave mentioned concern that there may not be room for everything to be displayed. There was a brief discussion about a possible need to limit entries or cut off entries at a certain date.

Tyler Wilkieson: Tyler noted that his committee liked the displays from Ancaster, but also suggested that the 18" riser would work for them. Tyler suggested there may be a way to set these new display racks back-to-back to allow for more exhibition space and make it easier for people to view 360 of the exhibits.

Doug Townson joined the meeting and gave more specific information about what would be built. There would be 8 sections built. Each would be 8ft length and 6' depth with 18" risers.

The invited guests departed at 7:30pm.

CONCESSIONS –

Manager Ian reported that he had met with Jodie Easson about concessions. Jodie had several different layout options using the concessions space. Ian expressed that it was very difficult to sign concessions on right now since we don't know 1) if we will have a fair, 2) if food concessions will be allowed, 3) how many days the Fair will be if we have it, and 4) what to charge when attendance will be limited.
It was suggested by the committee to survey past concessions to ask them what they think about this year- whether they would attend a 3-day fair, etc. This will be done before the next meeting.

GATES –
Manager Ian reported that the gates committee had met to look at a new system for online ticket purchase and scanning, and debit/credit terminals for the gates, funded by a grant through the Grand Erie Business Centre. Mark Peart added that the new system is an upgrade which will simplify many aspects of ticketing and balancing.

OTHER BUSINESS:
After attending a district 6 executive meeting, Ian posed the question, "How far do we lower the bar before we cancel?" He asked that everyone take time to think about what makes the Fair special. Lori Pyle suggested if we modify too much that perhaps we do not call it a 'Fair.'

President Allan asked when Prize Books should go to print. Manager Ian expressed that it was a difficult decision. Typically, the prize books would go up in July or so to give people time to prepare. We are printing in house, but it will still take time to produce and distribute. Do we mail to retained exhibitors? Still many decisions to be made.

Lori suggested that school exhibits will likely not come in through the schools, and instead would be much more sporadic coming from parents. The school committee will meet to discuss and devise a system.

Adjournment declared by Allan Hedley at 8:08pm.

NEXT MEETING: TUESDAY, MAY 4th, 2021

MINUTES – EXECUTIVE MEETING
Tuesday, April 13th, 2021

Meeting called to order by President Allan Hedley at 6:33pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Jodie Easson, Doug Townson, Lisa Liegler, Wendy Makey, and Ian Thompson. Regrets: Betsy McBurney.

Minutes of last executive meeting **were accepted on a motion by Lisa Liegler, seconded by Wendy Makey Carried.**

Business arising from minutes
None

BUSINESS:

Financial:

- **General financial update**: Lori Pyle gave a report from the financial statements for January to March. Wendy Makey asked for confirmation on what the regular interest would be on the construction loan for the Riverside Exhibition Centre. Manager Ian confirmed that the interest is currently prime + 1.5% (averages between $12,000 to $14,000 per month in the lifetime of the loan. **The financial report was accepted on a motion by Jodie Easson, seconded by Renee Hedley. Carried.**
- **Discussion on Principle Payment:** Allan Hedley asked what amount we should be paying towards principle once the Empire contribution for 2021 comes in. Lori Pyle suggested that we wait to make a decision until the money is in our account. At that time we will have a better idea of our financial situation, and whether we will be holding a Fair.
- **Grants Received:** Manager Ian announced that there was an additional $10,000.00 coming from the Ontario Small Business Support grant the maximum we can receive under this program ($20,000.00). Ian also mentioned that there is a second Trillium grant that we are able to apply for- this would help cover regular operating costs including utilities, wages, etc. the deadline for which is at the end of April. There is also a reconnecting festivals and events program, but our eligibility will be dependent on what we offer for a Fair in the fall. The deadline is also in April, which makes it very difficult to draft an application when plans for the fall are still so uncertain.

Rentals & Events:

- **Rental Calendar Update:** Manager Ian explained that there have been more postponements and cancellations since the last meeting. Unfortunately, due to a community complaint the Church who has been renting the Exhibition Hall is now unable to continue. Their rental made up about 60% of our rental revenue. Many of the sports groups have cancelled their rentals for the balance of the Spring as a result of the most recent stay-at-home order since they will be able to resume outside practices in the warmer weather when the order ends. It is not likely that we will see many rentals this summer.
- **Fundraising Updates:** Manager Ian reported that spaghetti supper sales were not strong, but there would be some profit. The Riverside Eatery ice cream fundraiser was reported as doing very well. They had made a profit after a few hours on their first day and were flying through the ice cream very quickly. President Allan asked when 50/50 tickets should start to be sold. After a brief discussion it was suggested that the tickets go out to the membership next week. Ian will put packages together and schedule a drive-thru pickup to minimize contact.

Fair:

- **Planning for 2021 Fair:** Doug Townson updated the Executive on the activities of the pandemic fair planning committee. Four meetings have been held and discussions have taken place surrounding the viability of many of the larger aspects of the Fair. Manager Ian reported that he had a brief discussion with Bloke from World's Finest Shows and that they are hopeful and optimistic that they will be operating some sort of midway in the fall. There was some discussion surrounding whether public health would prevent us from having a Fair. Manager Ian reminded that the Fairgrounds are private property, so many of the community regulations do not apply in the same way. So long as Provincial regulations are followed, there are only a few areas where the Health Unit has authority, mainly surrounding food concessions. Wendy Makey suggested making early contact with the Health Unit to share our plans and work through their suggestions. Ian will reach out and try to get some answers. It was also suggested that we approach Norfolk Fair to try to work together to lobby the Health Unit. Ian will reach out, but is not optimistic that Norfolk will be helpful.

OTHER BUSINESS:

- **Sign Update:** The pouring of footings has been delayed again due to rain. It is not likely to happen until May now.
- **Custodian List:** Manager Ian had emailed a list of requests from the custodians which the executive decided to review at this meeting rather than over email.
    - Cut up wood boards in poultry barn to put under stage (3 hours for two men). The executive would like to know why the custodians would like to keep these boards. If it is likely they will be used they could be cut at a work bee and put away for storage under the stage or at the far end of the sheep barn. If it is not likely that we will use them they should be sold or discarded.
    - Use excavator to level and repair track, take lower boards off the fence at demo ring to accommodate. Paul Makey has volunteered to do the excavating and grading in this area. A work bee could remove the boards to help reduce the amount of paid labour necessary.
    - Relocate water lines in the sheep barn. President Allan suggests that this be done during a work bee.
    - John Hussack would like to become the new night security at the Fair. Manager Ian explained how the current night security arrangement works. It was decided that we should keep with the current arrangement. The custodians are busy enough during the Fair that this would likely be asking too much, and would not meet the 'security' needs if John plans to spend some time asleep.
    - Greasing the stage poles. Rather than greasing the poles, the executive does agree with the custodians to use WD40 and a wire brush to clean the poles. Rather than doing this in the summer, it could be done as a work bee when the stage is set up next.
- **Scoops Proposal:** A proposal was read from the Riverside Eatery committee to run the ice-cream fundraiser on weekends and holidays through the Spring and Summer of 2021. They would also like to hire 4-6 part-time students to work alongside volunteers. Wendy Makey suggested that there be outreach to the membership to get more volunteers to spread the work out more. Jodie thought it was a brilliant idea since many festivals and events are cancelled and people will be looking for things to do. Wendy asked why Shaw's Ice Cream had been suggested over Hewitt's and thought that perhaps they should be given an opportunity to quote. Speaking unofficially as a Hewitt's employee, Manager Ian noted that Hewitt's does not provide wholesale ice-cream pricing, discounts, or donations. **Accepted on a motion by Doug Townson, seconded by Lisa Liegler to operate an ice-cream parlour fundraiser on weekends and holidays throughout the Spring and Summer of 2021. Further, to create paid seasonal part time 'Concession Worker' positions to facilitate long-term operations of this fundraiser.** This motion was sent to the directors for vote.
- **Next Directors Meeting**: It was suggested that the directors should meet in-person for an update as soon as it is safe to do so. A date will be discussed in May.

- **Caretaker Hours**: Manager Ian noted that the caretaker hours had been reduced only to lawn maintenance to save costs during the stay-at-home order.
- **Strategic Planning**: Wendy Makey noted that based on grant discussions she thought it was important that we consider strategic planning. Manager Ian will look into the planning offered by the OAAS and will update at the next meeting.

Adjournment moved by Allan Hedley at 7:54pm.
Next Meeting: May 11th, 6:30pm in the Education Room (or on Zoom if necessary)

MINUTES – PANDEMIC FAIR PLANNING
Tuesday, May 4th, 2021

Meeting called to order by President Allan Hedley at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Janice Boyter, Lori Pyle, Mark Peart, Doug Townson, Jayne Townson, and Ian Thompson.

President Allan Hedley welcomed everyone and fulfilled the role of Chair until Doug Townson was able to join the meeting.

BUSINESS:

RIBBONS & ROSETTES
Manager Ian mentioned that in order to receive ribbons and rosettes in time for the Fair they would need to be ordered this month. There was discussion about ways to make the rosettes generic so that they could be used in 2022 if we are unable to have a Fair in 2021. It was decided that the year not be put on any of the ribbons or rosettes, but that an order should be placed this month so that we have supplies here in time for our Fair dates. President Allan mentioned that Byron Hedley had met with some beef farmers who had pushed back against the idea that we might ask them to donate prize money back to the society for a tax receipt.

ENTERTAINMENT
Manager Ian explained that we do have some deposits carried over from 2019/2020 for the 2021 Fair. Optimism surrounding having a fair is spreading with the recent news about vaccinations and travel restrictions. Ian posed the question about whether we engage more entertainment in order to beat the crunch which will come later in the Summer. It was suggested by Doug Townson that we try to secure a right of first refusal with entertainers rather than putting down large deposits. It was agreed that Team T&J should be secured with a deposit. President Allan suggested that if some entertainers will not tentatively book us without a deposit that it may be better to offer a smaller deposit to maintain cashflow.

MIDWAY
Manager Ian reported that he had spoken with Barry Jamieson from World's Finest Shows. They do not anticipate having any of their large equipment operating in the fall unless there is a drastic change which would allow them to operate in the Summer. Barry has said that if we have a Fair, they will be here likely with food, games, and perhaps some of the 'kiddie' rides which are less expensive to certify with the TSSA. It was noted that without a midway, it was not likely that a Thursday night would be lucrative for us.

GRANDSTAND SHOWS
Manager Ian posed a question to the committee about whether they would consider grandstand shows (like Demo Derby and High School Challenge) if they are allowed in the Fall. It was noted that if there was a smaller midway, the area beside the middle washrooms could have portable grandstands installed for additional seating. Moe volunteers would be necessary to encourage distancing on the grandstands. Mark Peart suggested that a separate ticket could be reserved online which would grant access to the grandstand area to help control the number of people there. Ian will reach out to Smash Motorsports (our derby provider) to see what their thoughts are.

VOLUNTEERS
President Allan noted that as soon as it is possible to have a general membership meeting in person we should schedule it. We will need to get a sense of how many of our volunteers will be comfortable attending and working at a Fair this year.

CONCESSIONS
Manager Ian reported that he had sent out the Concession forms to vendors who had previously shown at our Fair and had received back an overwhelming number of applications. Payments will be refundable up until the Fair and will be automatically sent back if we have to cancel the event. This is a good sign.

EXHIBITION HALL
President Allan reported that he had spoken to Ed Houwer who was still willing to build the new display racks for Hay & Silage, Field Crops, and Fruits & Vegetables. Allan will coordinate drop off of the materials salvaged from the Old Arena.

Manager Ian asked Renee and Jayne whether they thought we should mail the prize book, entry form, and passes out to retained exhibitors in the first week of June as is the norm. They suggested that a letter be sent with instructions to enter online and an offer to mail a prize book on request.

4H
President Allan mentioned that he and Renee had participated in a 4H meeting and that the 4H organizers are still unsure of which livestock clubs will be running in 2021. If they do decide to move forward, they will meet with this committee to talk about scheduling to make sure there are not too many in the cattle ring at any one time.

Adjournment declared by chairman Doug Townson at 8:00pm.

NEXT MEETING: TUESDAY, JUNE 1ST, 2021

MINUTES – PANDEMIC FAIR PLANNING
Tuesday, June 1st, 2021

Meeting called to order by Jayne Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Mark Peart, Jayne Townson, and Ian Thompson.

Jayne welcomed everyone and fulfilled the role of Chair in Doug Townson's absence.

BUSINESS:

GRANDSTAND SHOWS
Manager Ian reported that he had a conversation with Doug Leonard from Smash Motorsports about the feasibility of running a demolition derby. Doug was confident that our regular programming for demolition derbies could be run if a Fair is held in 2021. He mentioned that there had been some summer shows in 2020 which were successful. It was suggested that Ian meet with Doug and the members of the Demo committee to discuss and report back to the Pandemic Planning Committee during the next meeting.

The demolition derby has a cost of around $21,000.00 and income of around $9,500.00. The net cost is around $11,500.00. It was noted that this is what drives the gate admissions on Friday and Saturday evenings. It was also noted that without grandstand shows, the admission and hours would likely need to be adjusted.

FINANCES
A general financial discussion took place, where Manager Ian outlined the expenses and income associated with the Fair. He provided financial figures which represented an average from the 2018 and 2019 fairs.

Cost of 2019 Fair $117,170.34 (+ maintenance supplies & labour)
Cost of 2018 Fair $117,636.12 (+ maintenance supplies & labour)

Generally, admission fees have covered the cost of the Fair, the profit generated is almost exclusively tied to our take from the Midway.

Midway Take 2019: $52,789.94
Midway Take 2018: $46,537.47

Ian also provided some breakdown of some of our largest Fair expenses:
Homecraft & Livestock Exhibition $30,500.00 (inc. judges fees, prize money, ribbons & rosettes)
Entertainment: $30,000.00
Advertising $14,000.00

There was some discussion about ways to curb costs- reduce advertising, charge a youth admission on Thursday and Friday, push for more Friends of the Fair Contributions, encourage exhibitors to donate prize money, pay only a percentage of the prize money owed, and to ask committees to get prize money donated.

It was decided that with the rapid changes taking place surrounding the pandemic, a meeting should be scheduled earlier than July- it was decided a meeting would be held June 15th in-person if possible. If there have not been significant changes, a meeting will be held July 6th instead.

President Allan suggested that this committee have a goal to provide a recommendation on the 2021 Fair to the directors at their next meeting currently scheduled for July 13th.

Adjournment declared by chairman Jayne Townson at 8:00pm.

NEXT MEETING: TUESDAY, JUNE 15th 2021, 7:00pm in the Education Room

MINUTES – EXECUTIVE MEETING
Tuesday, June 22nd, 2021

Meeting called to order by President Allan Hedley at 6:37pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Jodie Easson, Doug Townson, Betsy McBurney, Wendy Makey, and Ian Thompson. Regrets: Lisa Liegler.

Minutes of last executive meeting **were accepted on a motion by Doug Townson, seconded by Wendy Makey Carried.**

Business arising from minutes
None

BUSINESS:

Financial:

- **General financial update**: Lori Pyle gave a report from the financial statements for January to end of May. Ian reported bank balances as follows: Operating $441,288.88, Investments $190,854.29, Lottery $311.46, loan balance $3,648,950.00.
    - Wendy Makey asked if there was an idea of what the profits were from the Riverside Eatery Scoops to-date. Manager Ian explained that it was still hard to determine at this point since there were significant startup costs, and because the payroll is two-weeks in arrears. Ian and Lori confirmed that a better idea of regular profit could be provided once the June reconciliations are completed in time for the July Executive Meeting.
    - President Allan asked whether the private loan from Gil and Linda Wooloff had been repaid. Manager Ian confirmed that the Wooloff's were required to provide 90-days notice which brings us towards the end of July. It was decided that the cheque should be hand delivered to Gil if he is around at that time, rather than mailing. **The financial report was accepted on a motion by Wendy Makey, seconded by Jodie Easson. Carried.**
- **Grants:**
    - Manager Ian provided an update on our successful Trillium Grant from the end of 2020. A 10% holdback should be paid within the next 4-6 weeks. It could be sooner, but the final report does not allow for early submission, so we cannot trigger the payment process until July 2nd at the earliest.
    - Ian mentioned that there is a second Trillium Grant for which we have submitted an application. This is unrestricted funds meant to support operating costs such as utilities and is around $27,000.00 in value. We should be hearing about this grant in the next 4-6 weeks.
    - A third trillium funding opportunity has been announced and specific details will be provided in the Summer. Ian reported that he has started to meet with the Huskies and other sports organizations about this grant since it focuses on sport and recreation. The goal would be to apply for funding for a portable sport-flooring surface and other equipment for the Riverside Exhibition Centre.
    - Ian also reported that he was in the process of applying for the Green and Accessible Communities fund- a federal program which would provide 80% funding to help make the Kin Hall and Middle Washrooms fully accessible, with energy-efficient fixtures and lighting. There is a software component which requires us to generate an efficiency report- Ian will be reaching out to Chuck Roth for possible assistance with this.
    - The Canada Summer Jobs Grant has been secured and both of the candidates who were offered positions have accepted. They will start on June 28th and work until September 3rd, 2021. The government has provided an advance of $6,083.00 which will cover wages and

mandatory employment related costs until the end of July. The balance will be paid following submission of a final report in September.

Rentals & Events:

- **Rental Calendar Update:** Manager Ian explained that there have been more postponements and cancellations since the last meeting. With restrictions easing, he mentioned that it may be possible for the Kilbride Dog Show to go ahead in early August. There are some rentals in the Fall/Winter, but we are not nearly as full as we were pre-pandemic. Some key changes have been made in the Riverside Exhibition Centre to protect our interests over the summer when the camp will be operating. Ian expressed some frustration with the camp organizers who have been incredibly high maintenance. There is optimism that everything will work out with the camp, but we are going to be watching cautiously to ensure our assets are protected.
- **Fundraising Updates:** Manager Ian reported that almost half of the 50/50 draw tickets are out with members for sale right now. The hope is that we will sell out before the Fair. The Riverside Eatery Scoops is operating all summer, and costs for supplies and payroll are under tight control. The Bingo event rescheduled to August is still selling tickets, but not nearly as many as a typical Bingo. The committee hopes to hold an indoor event in October or November if restrictions allow. Jodie and Ian met with Jim Conklin and Barry Jamieson in May about the possibility of installing a carousel and trackless train at the Fairgrounds over the Summer. Ian updated that because restrictions are easing, Jim has opted to focus on his existing operation in Brampton because he knows that it is profitable. Linda Fisher has an outdoor-distanced garage sale planned on the Fairgrounds in July. There is also to be another Panzeroli drive thru event in July, but our volunteers will not be involved this time.

Fair:

- **Planning for 2021 Fair:** Doug Townson updated the Executive on the activities of the pandemic fair planning committee. Manager Ian provided a further update with new information from World's Finest Shows and the Haldimand Norfolk Health Unit. Discussion with World's Finest Shows has been much more positive. Barry Jamieson anticipates a more substantial midway than originally promised. He expects about 10-12 pieces of equipment plus food and a reduced number of games. This is a significant change over the last discussion. A phone meeting with the Health Unit revealed that the Health Unit does not see any barriers to holding a near-normal Fair in 2021. They do not anticipate outdoor gathering restriction limits or distancing requirements. They anticipate some limits on indoor gatherings and mask-wearing, but otherwise do not expect any other COVID-19 regulations or restrictions to impact our plans. Wendy Makey asked what our risk would be if we were to hold a near-normal Fair. Manager Ian explained that based on webinars and meetings he has attended, there is very little legal risk associated. As far as reputational risk, it was discussed among the group that it could be more harmful to not hold a Fair, and that the risk should be no more than in any normal year. Renee Hedley wondered if manpower may be an issue, since some volunteers may be reluctant to be out in public at a large event. After brief discussion it was determined that holding some workbees and an early General Meeting in July may help us to see what the membership thinks about this. It was decided that the pandemic planning committee should meet on July 5th, and that the Director's meeting should be rescheduled to July 6th. The pandemic committee will be encouraged to make a recommendation to the Directors at this July 6th meeting. The General Meeting will be moved up from late August to July 22nd. These meetings will hopefully be held in-person. A further pandemic meeting will also be held on July 12th with livestock chairs invited with the hopes of producing our livestock show schedule and prize book for distribution in mid-July.

OTHER BUSINESS:

- **Sign Update:** The new sign is installed! Ron Young should be here this week to hook up the electrical. New letters and a pole to affix them will be picked up soon.

- **Custodian List:** Manager Ian provided feedback from the custodians about direction from the Executive on the list presented at the April meeting. After further discussion, the executive made the following directions:
    - The board from the old arena benches in the Cattle Barn should be sold at Linda's garage sale fundraiser. Whatever is not sold will be disposed of/distributed to interested members.
    - The grading work proposed by custodians is too much for this year. Instead, Paul Makey should be asked to fix the damage to the track so that it is usable before the end of July. The fence boards that have been removed should be replaced- the executive does not support permanent removal of this fence.
    - The heavy fence used in the demo-derby area at Fair time should be kept and used this year. We should ask the fence rental company if they will take it following the Fair for a deal in 2022- or it could be sold for scrap provided the cost of rental fence to replace this is not extravagant.
- **Custodian Discussion:** Manager Ian reported some water damage in the Senior Support Office. Ian has authorized the custodians to plumb relief valves in the mechanical room directly to the drains and to seal the floor area to prevent water seepage. There was a lengthy in camera discussion surrounding an HR issue among the custodians. After much discussion, it was proposed that an HR committee be formed with a member of the executive, a director, a member at large, and the Manager. This committee would meet regularly to provide performance and wage reviews, to perform disciplinary action when necessary, and to support the Manager in HR related tasks.

Adjournment moved by Allan Hedley at 9:09pm.
Next Meeting: July 13th, 6:30pm in the Education Room.

MINUTES – PANDEMIC FAIR PLANNING
Monday, July 5th, 2021

Meeting called to order by Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Mark Peart, Jayne Townson, Doug Townson, and Ian Thompson.

Chairman Doug welcomed the committee to the meeting.

BUSINESS:

Stage 2 Regulations: Manager Ian was asked to go through the details of Ontario's Stage Two Re-Opening Plan and how it relates to the Fair. Ian mentioned that based on the 25% capacity calculation (determined using the formula provided by the Province) our capacity would be around 2,500 people. It was noted by Gates Chairman Mark Peart that this number would be very close to our peak point on a busy day. The Stage 2 regulations were discussed further, and there was a great deal of discussion about how Stage 2 was not as strict as anticipated and may mean that Stage 3 and the regulations beyond Stage 3 could be even more conducive to having a near normal Fair at the very end of September.

There were discussions about the need for extra volunteers (possibly 8) to count at washrooms and entrances to the Exhibition Hall. Additionally, distancing stickers or signs may be required throughout the grounds. Manager Ian said that the Office would ensure this type of signage is available to anyone requesting it during the Fair.

Grandstand Shows: Manager Ian reported that, following a demo committee meeting, the Demo Derbies would be planned to run as normal. There was discussion about grandstand distancing and how that may limit the number of spectators. Unfortunately, there is no opportunity for additional portable bleachers to be brought in because of space limitations.

Discussion with Health Unit: Manager Ian explained that he had a discussion with the Health Unit. It was noted that they were optimistic that there would not be any COVID regulations in place in time for the Fair, but that it may be necessary for masks to be worn inside. The Office will continue to update the Health Unit and will provide updates on any changes as more regulations are announced and restrictions removed.

Discussion with World's Finest Shows: Manager Ian recounted his previous discussions with Barry Jamieson, President of World's Finest Shows. Barry was first reluctant to commit to any Midway in the Fall, but discussion in the late Spring was much more optimistic. Barry promised a near-normal midway with between 12-15 pieces of equipment (typically we would see 16-18 pieces). However, Ian's most recent conversation with Barry was slightly more realistic. Barry has said that WFS will be at the Fair, and will have rides, but no commitment can be made to the number of pieces of equipment because of issues with maintenance, staffing, and finances. Ian will continue to talk with Barry and update the committee as more information is available.

Livestock: It was suggested by Allan Hedley that the livestock Chairs be called to a special meeting on July 12th to discuss the 2021 prize book, and figure out how their shows will operate. All agreed to set this meeting date.

Exhibition Hall: It was suggested that perhaps quilts could be displayed on the rail of the mezzanine to free up some floor space. There was also a discussion about the option to donate prize money being added to our online entry system. Chuck Roth will be approached with this question.

Adjournment declared by chairman Doug Townson at 8:20pm.

NEXT MEETING: MONDAY, JULY 12th 2021, 7:00pm in the Grand Hall of the Riverside Exhibition Centre

CALEDONIA FAIR

Director's Meeting Minutes
Tuesday, July 6th, 2021

In attendance: Tyler Wilkieson, Jamie Daglish, Doug Murphy, Doug Townson, Mark Peart, Lorraine Johnson, Katherine Hedley, Jodie Easson, Ben Allison, Dawna Ebert, Patti Zadanyi, Wendy Makey, Dave Murray, Jan Cranston, Linda Fisher, Lori Pyle, Allan Hedley, Renee Hedley, Joanne Grant, Ian Thompson, Sierra Broker, Meghan Kopacz

Regrets: Bryan Wilkieson, Lisa Liegler, Janice Boyter, Jeff Dudych, Pam Douglas, Betsy McBurney, Lindsey Farrell-Johnson

Meeting called to order by: President Allan Hedley at 7:04pm

President Allan Hedley welcomed everyone. President Allan Hedley thanked manager Ian for all his demanding work over the last year. A letter will be going out to encourage past donors/ members to send donations. He stated there will be a lot of volunteers required for the upcoming year. Ian introduced summer jobs students, Meghan, and Sierra. All members present in the meeting introduced themselves.

Declaration of conflict of interest– none.

Minutes of last directors meeting were **accepted on a motion by Doug Murphy and seconded by Doug Townson - Carried.**

Financial Report

Treasurer Lori Pyle presented the financial report. She outlined that less specific classifications will be used in the future, and we will be sticking to the "fair" class. Miscellaneous income represents stale cheques that had not been cashed. In terms of Scoops, the expenses are lower than the profits that Scoops have brought in, there were significant start-up costs that will be paid back in the future. It was expressed that marketing expenses have been less than in previous years because you cannot advertise what you do not have. In the area of HST, it was expressed that we get 75% back if anything is attached to building or 60% for all other HST. President Allan Hedley thanked Lori Pyle for the financial information. Manager Ian expressed that we have been asked to repay a $100,000 private loan early, which will come out of the account in July. He then asked if there were any questions, and there were none. Financial Report was **accepted on a motion by Jan Cranston and seconded by Katherine Hedley – Carried.**

Grants

Manager Ian expressed that there is a grant available for green/accessible buildings that we are eligible to apply for. This grant, with a minimum project budget of $250,000 would be used to renovate washrooms in the middle of the grounds as well as the Kin Hall washrooms. The grant in question is only 80% coverage and the other 20% ($50,000) would need to be provided by the Caledonia agricultural society. The question was, is this grant something that we want to pursue? Wendy Makey pointed out that an accessible facility is necessary, and 80% coverage is a good opportunity. The grant requires a program to measure green efficiency. The writing of the grant, and the program will be time consuming, and Ian would have Chuck Roth assist him. Ian expressed that the caretakers are worried because the middle washrooms have not had water turned on in 2 years, they are afraid that something may go wrong so they plan to call the town to turn the water on. In the Kin Hall washroom, one of the men's urinals is leaking and rotting, the water has been shut off to that fixture. The Ontario Accessibility Act dictates that by 2024 all public spaces must be accessible. Based on the timelines provided grant will take 2 months to determine eligibility. Wendy

Makey questioned whether other bids would be necessary. Ian replied that we will need 3 bids on the project. President Allan Hedley expressed that grants may be scarce in the next few years due to the end of covid. **Accepted on a motion by Wendy Makey and seconded by Lori Pyle to move forward with the grant application – Carried.**

In terms of the Trillium Grant, there is still $8320 owed by July 30th 2021
The Canada Summer Jobs advanced funds until the end of July and will advance again in August 2021.

Donor Recognition

Wendy Makey is excited to share that the donor recognition committee has been working extremely hard over the last year. Last September they had planned to use a company out of Dunnville; however, after much follow up with no response they had moved on. The company chosen to move forward with was Dee Signs. The donor wall will be between the washroom hallway and the concession. There will also be donor recognition signs throughout the building as well as general signs indicating washrooms, doors, etc. In terms of the Brick Campaign, this has been an interesting journey as they originally expected this to go outside, however significant costs resulted in a change of plans. It was recommended to the executive that the brick campaign be put inside. The bricks will be installed after donor recognition wall. The hope is to have this ready for the fair so that we can properly highlight our donors. Ian expressed how fantastic the design was. President Allan Hedley thanked Wendy Makey.

Director's Responsibility for Fundraising

President Allan Hedley asked directors to help create some major fundraising events to bring down the mortgage, and a thank you to those who have been able to so far. President Allan firmly reminded the directors that each director should be working on developing fundraising ideas that also involve distancing, through social media, etc.

Rentals

Manager Ian outlined that we have lost most rentals this summer due to the circumstances in the last year.

- **Camp Kids Town:** Manager Ian expressed Camp Kids' Town has rented for 8 weeks (about 2 months). There are some underlying concerns regarding the operators as they were high maintenance during the discussions and negotiations surrounding the planning of the rental. Camp Kids town started July 5th/2021 and have run smoothly so far. Ian states that they have paid the full total for rental as well as the security deposit.
- **Dog Shows:** Ian expressed that the Kilbride kennel club plans to go ahead first week of august; they are waiting on a final approval from the Canadian kennel club. We are hoping that this dog show going ahead will pave the way for other events to get back up and running. Most indoor dog shows have been cancelled; however, they may reschedule some of these dates come stage 3.
- **Other:** Ian stated that although we have had to cancel most rentals, we have had a few stag and doe's as well as a few weddings rescheduled due to the covid-19 pandemic; all that has been paid regarding these is the deposit. The group that has done the family day festival is looking at different dates.

Events

- **Scoops Eatery:** Manager Ian reported that it is difficult to determine the ongoing profit of the Scoops because of the two-weeks in arrears pay cycle and the prepaid expenses for products not yet sold. The hope for Scoops is that we will be low on supply after fair weekend; and it is planned

to open thanksgiving weekend to sell out of any final product leftover. Thanksgiving weekend is expected to be the last time that scoops operate in 2021. President Allan Hedley mentioned that more Volunteers are needed for Scoops Thursday-Sunday, and Ian expressed emphasis on the importance of that because without volunteers the shop will have to close for the day, but any workers previously scheduled would still need to pay paid the minimum of 3 hours.

- **Purse Bingo:** The drive-in purse bingo has so far brought in less than the original indoor designer bag bingo because it is supposed to be a social event and that is not possible given the circumstances we are in. There is hope for another designer purse bingo in October, which will hopefully be in person.
- **Touchless Garage Sale:** Linda Fisher has organized a touchless garage sale for Saturday July 10th/2021. Linda has stated that any volunteer help on this day would be appreciated. Linda also mentioned that anyone with items they would like to bring in to sell would be accepted on Saturday.
- **Panzeroli Truck:** July 16 from 5-8pm and July 17th from 12-8pm there will be a drive thru panzeroli truck on the fairgrounds. We will not be providing them with volunteers which we have done for them in the past.

2021 Caledonia Fair

- Doug Townson expressed that the fair is expected to go as planned, with what seems like very few restrictions. In stage 2 we can occupy 25% of our total occupancy which is calculated total square meters divided by 16 and then rounded down to the nearest whole number; this is estimated 2500 people. Extra cleaning will be required due to the covid pandemic. KidZone will not be moving forward this year as social distancing is not possible with these activities. We are not sure of the stage 3 restrictions; however, we hope to know by the end of next week. If stage 3 changes the occupancy to anything over 50% of our total occupancy, people will not need to be counted entering the fair. It was discussed that if a family wants in, we will cut our capacity after the family, so no members of a group are turned away. A restriction that we see possible is that masks may be required indoors. We may have to monitor number of people that come buildings during fair depending on restrictions in September. Ian meets with OAAS which may give us more information tomorrow. Stage 2 rules as they relate to midway are that people must be seated with distancing on rides and masks must be worn on rides as well. Ian has had discussions with Barry Jamieson, World's Finest president regarding the midway. The first discussion was not promising because there was a significant cost to safety all the equipment. The second discussion was better, more promising. Then, during the third discussion, Barry promised that we will have enough to satisfy people however what extent that is, we are not sure. It was also suggested that we should review other midway providers at the next contract renewal. The actual fair cost is about $117, 000 which we usually make back on admissions. Typically, the Caledonia Agricultural Society only profits off the midway, which is sometimes $50,000 however, this year that is unlikely. There will be no wristband night but another special instead. Ian is confident that the fair will run smoothly. We will be planning a normal demolition derby. Regulations require 25% of full capacity of the grandstands at the present time. Full capacity of the grandstands is 1080.This may need to be policed, which may require volunteers to walk the grandstands and distance people. Based on each person taking up 36 inches, about 400 seats will be available between all grandstands. Ian mentioned that he had looked at the possibility to bring in a third set of grandstands; however, the issue is that fire department needs emergency space, so we are not able to do this. Regarding the prize book, it was discussed to find an option where winners may donate prize money back for a tax receipt. The committee went through extra number of volunteers needed; President Allan Hedley calculated an 8 extra volunteers. It is up in the air whether we will be able to use the barns because of current covid regulations.

New Business

- President Allan Hedley opened the floor to questions. It was stated that Ancaster, Binbrook and Paris will all be having a fair. Jamie Daglish asked about liability insurance regarding Covid. Ian responded that regarding liability, we have no coverage for anything covid related, however it would be difficult to prove that they contracted Covid at our fairgrounds. Our liability insurer has confirmed that our coverage will cover normal operations of the fair if we are following all covid guidelines.
- Jamie Daglish asked what to do about new members. Ian expressed that we often do not let people become members if they have not volunteered for at least one year. In this case, we should try to get new volunteers rather than new members.
- Lori Pyle suggested adding something to fill in midway equipment to replace what is not coming to the fairgrounds in the upcoming year. Air Bounce could be a possibility.
- Doug Townson expressed that the entire track is washed out in one spot. The track needs to be graded and filled. Doug Townson mentioned reorganization of the shipping containers and what is stored in each. President Allan Hedley anticipated that we would set a workday for everyone to get together and tackle some of the work that must to be done; it is predicted that this day will be scheduled in August.
- Patti Zadanyi started a discussion about the dumpsters by the river being an eye-sore from the mutual room. Ian suggested that dumpsters could go over by sheep barn. However, in the wintertime we do not want people walking too far to take garbage out. This will need to be thought about and a solution should be brainstormed.

Adjournment: Moved by Allan Hedley at 8:23pm.

MINUTES – PANDEMIC FAIR PLANNING
Monday, July 12th, 2021

Meeting called to order by Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Mark Peart, Jayne Townson, Doug Townson, and Ian Thompson. Regrets: Janice Boyter.
Also: Joanne Douglas-Lane, Tyler Wilkieson, Byran Hedley, Eugene Tjepkema, Lindsey Farrell-Johnson, Kevin Schweyer, Isabel Miller, Peter Burrill, Brian Whitwell, & Rodney Fox (livestock committees & 4-H guests).

President Allan Hedley acted as Chair for this meeting. The Chair welcomed the pandemic committee and the guests from Haldimand 4-H and the Fair's livestock committee chairs. He expressed hope that we will be able to safely coordinate 4-H achievement, showmanship, and our regular Caledonia Fair livestock shows in 2021.

Accepted on a motion by Renee Hedley, seconded by Jayne Townson to approve the minutes from the last meeting – CARRIED.

BUSINESS:

Stage 3 Regulations: Manager Ian was asked to go through the details of Ontario's Step Three Re-Opening Plan and how it relates to the Fair. Manager Ian started by reviewing the Step Three Regulations- based on calculations of guest-accessible walkways and open areas, the capacity of the fairgrounds would be 17,037. Indoor capacity would be 817 in the Riverside Exhibition Centre. Capacity of the barns, washrooms, and other outbuildings would be limited to 50%. Masks will be required to be worn indoors. Any lines will require 2 meters of distance between households. Tents must have at-least two sides without walls open to the outside air. Stages and entertainers are permitted without barriers provided there is 2 meters of distance between the front of the stage and the first row of seating. Cleaning of washrooms and high-touch areas will be necessary as "frequently as necessary to maintain sanitary conditions." Grandstand shows will require masks if distancing is not possible. A maximum of 75% of regular seating is required in grandstands, and all guests seated for shows must have a reservation for tracking. The Society will be required to post capacity limits in plain sight for each building and area and will be required to have a safety plan prepared. Masks are required on midway attractions. Ian then gave an idea of attendance at the 2016, 2017, 2018, and 2019 fairs to show that we would never approach the total capacity of the fairgrounds, and therefore would not be required to 'count' admissions to the grounds. Grandstand capacity was also calculated based off of 36" per/person. This equaled a total capacity of 1080 people (which is on the low-end). 40 people per row, 9 rows per section, and 3 total sections of grandstand. 25% capacity would be 270 people. 75% capacity would be 810 people.

4-H
It was noted that 4-H clubs would hold achievement days on Saturday at the Fair. The Rabbit club will have the morning and the Beef Cattle will have the afternoon. There will be no Dairy showmanship at the Fair this year since the Dairy Calf Club will not be running. This will provide more room for the Beef Cattle in the barns. The Rabbit show starts early in the morning to ensure judging is completed- it takes a long time to judge rabbits. It was discussed that the Beef Cattle typically enter the grounds between 7-8am, then prepare the cattle for show later in the day. Eugene Tjepkema asked if there was enough space to show 2 meters apart, and it was determined that there would be. This would mean that masks would not be necessary for participants. The judge may need to wear a mask.

Dairy Cattle
Rodney Fox mentioned that the Dairy Committee does not have enough time to pull together a show or display this year. There was a discussion about running an open dairy show which 4-H leaders thought 4-H members would be likely to enter. It was agreed that Renee Hedley would contact 4-H members to see if any were interested in an open show. After the meeting Rodney asked that Renee not do this. There was discussion that we should be looking to support Rodney and help to find more volunteers for the Dairy committee since we do not want to lose our Dairy Shows at the Fair.

Beef Cattle
Brian Whitwell said that they plan to hold their normal show. He mentioned that Paris Fair is having their show but will not be offering prize money.

Heavy Horses
Joanne and Tyler are planning for a normal show. They do not see any issue with distancing, since they already have to do this on a regular basis.

Light Horses
The 4-H Miniature Horse club will not be running this year. Lindsey said that there will be no issue running our typical youth show and miniature horse show this year. Without touch a truck, the miniature horse show will be moved to Fair Sunday. This will help to free up Lindsey's time since both shows typically run at the same time. Lindsey suggested trying to get the livestock exhibitors to enter in advance to avoid congestion in the show rings.

Ribbons and Rosettes
Manager Ian mentioned that ribbons and rosettes for the Fair have been ordered without dates to be cautious. 4-H ribbons and rosettes will have the dates printed on them and have also been ordered.

Finances
President Allan mentioned that Fair finances are tight because of the Exhibition Hall renovation and the pandemic pressure. There has been discussion about providing exhibitors the ability to donate prize money for a tax receipt. Manager Ian mentioned that we do have provisions in the rules that say we can pay a percentage on the dollar for our prize money if we need to for financial reasons. It was suggested that committees try to find sponsors for their prize money as much as possible to avoid a reduction.

It was suggested based on the activities of other fairs surrounding us, that 50% Prize money be offered in 2021.

Manager Ian explained that exhibitors are the heart of the Fair. If we seem greedy, or don't value them, he worries that we will see a decline in exhibitors for future fairs. He recommended not reducing the prize money.

The livestock committee chairs agreed that they would contact their 2019 exhibitors to ask if they would be receptive to showing in 2021 and if they would accept 50% prize money.

Prize Book
There was discussion about the timing for the prize book. Committees were encouraged to submit their changes to the Office ASAP to ensure a book can be printed and mailed in the first week of August. It was mentioned that some chairs could hand-deliver the printed books to previous exhibitors that they knew.

Traceability of Livestock
Premises ID tracking will be required this year. Paris Fair has good wording which we can borrow. There has not been much talk at the district level about an RFID machine. Brian Whitwell suggested that he or another farmer may buy one and rent it to the local fairs. Lindsey Farrell-Johnson reiterated that rabies

vaccines are required for any animal who have a vaccine approved and are over 4 months in age. Brian Whitwell mentioned that some of the other fairs are only requiring rabies vaccines if the animals have direct contact with the public. It was asked whether we need to ask for proof- the short answer was “yes” for liability purposes.

Cattle Ring Safety
It was discussed that some good heavy fence should be rented or borrowed to go between the poultry barn and Exhibition Hall to close off the cattle ring and prevent any runaway livestock. The 4-H sheep committee may allow the Fair to use their fencing since they are not running this year and may not require it. Renee Hedley will ask.

New Business
Brian Whitwell asked whether the office would provide a sponsorship request letter so that there was something standardized for the committee chairs to use. Manager Ian said a template will be circulated via email.

Adjournment declared by President Hedley at 8:20pm.

NEXT MEETING: MONDAY, AUGUST 9th 2021, 7:00pm in the Education Room of the Riverside Exhibition Centre

MINUTES – GENERAL MEETING
Thursday, July 22nd, 2021

Meeting called to order by President Allan Hedley at 7:10pm.
Declaration of conflict of interest – None.
In attendance: Recorded on attendance sheets.

President Allan welcomed everyone to the first in-person general meeting in quite some time. He announced that we are lucky to have a late-September Fair this year since pandemic restrictions are likely to be reduced in the Fall as the vaccination rate increases. In addition to Caledonia, Rockton, Paris, Ancaster, and Binbrook Fairs are all planning to take place with some limitations. President Allan thanked Manager Ian for his hard work during the Pandemic and for working on securing as many grants as possible in a time when fundraising and rentals were not possible. He provided a further thanks to Treasurer Lori Pyle and the Executive for meeting by Zoom, and all of the Directors who stepped up with creative fundraising ideas to keep things going. He also thanked the custodial staff for their work. President Allan ended his welcome by encouraging members to bring in family and friends as volunteers at Fair time since it will be likely that we need more help to control crowds.

Manager Ian Thompson introduced Meghan Kopacz and Sierra Broker who were hired to work in the Office full time over the summer thanks to funding from the Canada Summer Jobs Program.

Minutes of the October 24th 2020 General meeting **were accepted on a motion by Lindsey Farrell-Johnson, seconded by Jayne Townson Carried.**

Business arising from minutes
None

Financial:

- **General financial update**: Ian Thompson gave a report from the financial statements for January to end of June. Ian reported bank balances as follows: Operating $459,861.40, Investments $190,854.29, Lottery $611.46, prize account $2,742.12, and loan balance $3,648,950.00.
    - **The financial report was accepted on a motion by Lindsey Farrell-Johnson, seconded by Doug Townson. Carried.**
- **Grants:**
    - Manager Ian provided an update on our successful Trillium Grant from the end of 2020. A 10% holdback should be paid within the next 4-6 weeks. It could be sooner, but the final report does not allow for early submission, so we cannot trigger the payment process until July 2nd at the earliest.
    - Ian mentioned that there is a second Trillium Grant for which we have submitted an application. This is unrestricted funds meant to support operating costs such as utilities and is around $45,600.00 in value. We should be hearing about this grant in the next 4-6 weeks.
    - A third trillium funding opportunity has been announced and specific details will be provided in the Summer. Ian reported that he has started to meet with the Huskies and other sports organizations about this grant since it focuses on sport and recreation. The goal would be to apply for funding for a portable sport-flooring surface and other equipment for the Riverside Exhibition Centre.
    - Ian also reported that he was in the process of applying for the Green and Accessible Communities fund- a federal program which would provide 80% funding to help make the Kin Hall and Middle Washrooms fully accessible, with energy-efficient fixtures and lighting.

There is a software component which requires us to generate an efficiency report- Ian will be reaching out to Chuck Roth for assistance with this.
    - The Office was contacted this week with news that our Farm Credit Canada Agri-Spirit grant had been approved for $20,000.00 towards the purchase of deep fat fryers, a 36" gas griddle, ice machine, and other supplies for the Commercial Kitchen in the Riverside Exhibition Centre. Additionally, it will put a suppression system in the Kin Hall kitchen which is long overdue.
- **Correspondence:** Manager Ian mentioned that the Directors had received correspondence from Mary Poppins Preschool asking for their lease to be renewed for the 2021/2022 school year. The Directors have reviewed changes and approved their new lease.

Riverside Exhibition Centre

- **Donor Recognition:** Donor Recognition Chair Wendy Makey provided the membership with updates on the progress of the donor recognition signage installation. She announced that the design phase was complete for the wayfinding and sponsored room signs, the donor wall, and the brick campaign wall. Dee Signs from Burlington were hired to design, produce, and install the recognition components. Wendy thanked the hard work of the donor recognition committee to pull all of the data together to make this possible. The signage is set to be installed next week.

BUSINESS:

- **Information about 2021 Fair:** President Allan Hedley announced that a Pandemic Planning Committee has been meeting at least once per month to create contingency plans for operation of the Fair this fall. The most recent change to pandemic restrictions as step 3 of the Province's Reopening Plan will allow us to hold a near-normal Fair. We will be hosting our full exhibition including all homecraft and junior fair classes (with the exception of group display), and all of our livestock classes (with the exception of Dairy Cattle, and some 4-H clubs which are not running this year). It is likely that we will see a slightly reduced midway since Barry Jamieson's friends from Quebec who he typically brings in to supplement his own offerings may not be available to play our show. Touch-A-Truck and Kidzone will not be offered in 2021 since they emphasize 'touch' and close contact. Income has been a challenge during the pandemic, so President Allan encouraged all committees to attempt to have their prize money sponsored to help lighten the financial burden following the Fair. The Society maintains the ability to pay only a percentage of the prize money due to financial strain or burden at the discretion of the Directors.
- **Volunteer Board:** A new volunteer board has been created and was made available for sign-up. It will be vitally important that we have all positions filled ahead of the Fair. President Allan again encouraged members to help attract new volunteers to lend a hand.
- **Work Bee:** President Allan announced an outside work bee to take place on the morning of Saturday, August 14th at 9:00am. A task list from the custodians will be circulated ahead.
- **Insurance:** Manager Ian explained that our current liability insurer has opted not to renew any policies for Fairs after a change of appetite regarding risk. The current insurer provided less than one-month of notice. The Office has received a quote from Shawn LaPalm of the Cooperators who regularly presents at the OAAS convention each year. This quote provides slightly broader coverage at slightly higher limits, and is marginally cheaper than our current insurance. The down-side is that in order to secure liability coverage from the Cooperators, we will also have to switch our directors and officers (currently through Travellers), and our Property Coverage (currently through Cayuga Mutual). Unfortunately, there was no quorum among the Directors present. The Directors will be asked to vote on this topic via email to ensure there will be no gap in coverage.

HOMECRAFT BUSINESS:

- **Riverside Exhibition Centre Fair Layout Update:** Jayne Townson was asked to briefly explain layout changes in the Exhibition Hall. Now that the stage is curtained, it can no longer be used for exhibition space. Concessions which normally sit along the north and south walls will be put into the Mutual Room and Board Room upstairs, freeing up quite a bit of exhibition space. New display

racks are also being built for fruits and vegetables, hay & silage, and field crops. The Quilting committee would like an additional rack- it could be that quilts could be hung from the railing along the mezzanine. Jayne encouraged anyone with questions to give her a call.

- **Awards Procedure:** Homecraft President Renee Hedley suggested that we could present special awards from the stage in the REC on Friday.
- **Sunday Clear Out:** President Hedley mentioned that the Sunday clear out in 2019 was very successful and suggested that the same procedure be followed again for 2021.
- **Judging Day:** It was decided at a pandemic planning committee meeting that no snack break will be provided this year to encourage judges not to socialize. Committees are asked to bring their own snacks to provide to judges and committee volunteers to eat in their areas. Lunch will likely look a bit different since we are not likely allowed to have everyone dine in the Kin Hall simultaneously. Ian has secured judges for all committees except Field Crops who are still to provide their judges information to the office. Renee again encouraged committees to find sponsors to cover the cost of their prize money.
- **Catering:** Linda Fisher said that she will provide Breakfast on the weekend and lunches during the Fair. A donation sheet will be in the office with a list of items that Linda is looking for.
- **Fair Apparel:** Manager Ian is looking at some new options for fair apparel. Updates will be sent out with an order form at the end of August.

Events, Fundraisers, and Rental Updates:

- **Rental Calendar Update:** Rentals are beginning to resume now that pandemic restrictions are lifting. We are seeing more flyball tournaments and dog shows keeping their dates in August and September. Some events like stag and does will also be resuming soon. 2022 looks busy, but we still have some weekend availability.
- **Touchless Garage Sale:** Linda Fisher announced that $1,421.90 was raised at the touchless garage sale in July. She was thanked for her hard work organizing this event.
- **Designer Bag Bingo:** has been rescheduled to August 28th and will remain a drive-in event. Ticket sales are good, but not as strong as a typical bingo. The hope is to return to a normal indoor bingo event in 2022.
- **Riverside Eatery Scoops:** Has been operating since the Spring and is doing well. The dedicated volunteers supervising our youth staff were thanked, and members were encouraged to contact the office if they would like to sign up to volunteer in this area.
- **Community Harvest Soup Event:** Jodie Easson reported that seeds have gone out and the community has been asked to donate extra produce in mid-September for soup to be made and sold the weekend before the Fair with proceeds going to the food bank.
- **Grand Opening of the Riverside Exhibition Centre:** President Allan Hedley hopes that a Grand Opening of the Riverside Exhibition Centre will take place on April 23rd, 2022.

FURTHER BUSINESS:

- **Gate Committee:** Chairman Mark Peart announced that tickets for the Fair will be sold online through our website. In addition, we will accept debit and credit cards at all of our gates for the first time this year. A training session will be held to help volunteers at the gates understand how to use the system.
- **Marketing Committee:** Chair Jodie Easson mentioned that it will be important that everyone is sharing the same message of positivity and responsibility surrounding the Fair this year. Safety is a priority. Jodie asked anyone with lawn signs to contact the Office to let us know so we can take inventory and determine if we need to purchase any more for this year. It was decided at a recent committee meeting that we will not put decorations around town this year. Jodie mentioned that social media responses are strong and our summer students have been working on posting regularly. She mentioned that we hope to find someone to monitor and post on social media throughout the Fair. She also asked anyone with photos to send them in to the office to be added to our digital archive. There is hope that we will put together another survey following the Fair to

help gauge interest in the different aspects of the Fair and help us improve. A photo/video disclaimer sign will be added to the gates this year. A program will be published and printed ahead of the Fair. Jodie encouraged all members to talk up the Fair- you are our best form of advertising- and you're cheap!

- **Traceability/Rabies Report:** Lindsey mentioned that there was nothing new to add at this time.

NEW BUSINESS

- Lindsey Farrell-Johnson suggested that a video could be put together sitting down with various Fair Members to help recruit new volunteers.
- President Allan reminded members to pick up their books of 50/50 tickets in the Office- the goal is to sell out before the Fair.

Adjournment moved by Allan Hedley at 8:40pm.
Next Meeting: October 28th, 7:00pm in the Riverside Exhibition Centre Grand Hall.

MINUTES – EXECUTIVE MEETING
Tuesday, September 7th, 2021

Meeting called to order by President Allan Hedley at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Jodie Easson, Doug Townson, Wendy Makey, Lisa Liegler, and Ian Thompson. Regrets: Betsy McBurney. Also in attendance: Pandemic Planning Committee Members Janice Boyter, Jayne Towson, Mark Peart, and guest Patti Zadanyi.

Minutes of last executive meeting **were accepted on a motion by Renee Hedley, seconded by Lisa Liegler. Carried.**

Business arising from minutes
None

BUSINESS:

Financial:

- **General financial update**: Lori Pyle gave a report from the financial statements for January to end of May. Ian reported bank balances as follows: Operating $342,248.26, Investments $190,854.29, Lottery $2,111.46, loan balance $3,648,950.00.
    - **The financial report was accepted on a motion by Jodie Easson, seconded by Lisa Liegler Carried.**
- **Grants:**
    - Manager Ian announced that we would be receiving $20,000 from Farm Credit Canada (Agri-Spirit) for kitchen equipment.
    - Manager Ian announced that we would be receiving $10,000 from Libro Credit Union for kitchen equipment. He mentioned that they will be having a cheque presentation on Friday September 10th at 10am.
    - Manager Ian reported that we should be hearing back any day about an operating grant from the Ontario Trillium Foundation. He also mentioned that the Society will be applying for another Trillium Foundation Grant which would see a portable sports-surface floor installed in the Exhibition Hall along with score table, seating, and basketball/pickleball nets.

Rentals & Events:

- **Rental Calendar Update:** Manager Ian reported that we have a very busy September between dog shows, election, and a variety of regular weekly rentals including fitness class, drive instruction courses, grief share, and a bible study group. The COVID-19 vaccine passport is likely to have a negative affect on rental revenue since it is an additional barrier to hosting events at our facilities. There was discussion surrounding how we will handle the passport program- the responsibility is on the property owner/operator, so we will have to provide volunteers or staff to check proof of vaccination for 3rd party events.
- **Fundraising Updates:** Designer Bag BINGO was successful this year even though it was heavily modified. The ladies have decided to wait until 2022 to host another with hopes that it will be able to be held indoors with alcohol. The Ghost Tours and Christmas Market will return this year.

Fair:

- **Pandemic Planning**- the pandemic Planning portion of the meeting has been recorded in their minutes. It was decided that a special General Meeting should be called to share COVID-19 safety information with all our volunteers.

OTHER BUSINESS:

- **Custodian Discussion:** An in camera session was held to discuss further HR issues among the custodians.
  Moved by Renee Hedley, seconded by Lisa Liegler to post a job opening for a custodian position with the goal of hiring before the Fair. This motion will go to the directors of consideration.

Adjournment moved by Allan Hedley at 10:20pm.

MINUTES – PANDEMIC FAIR PLANNING
Tuesday, September 7th, 2021

Meeting called to order by Allan Hedley at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Mark Peart, Jayne Townson, Doug Townson, Janice Boyter, and Ian Thompson. Also in attendance: Executive member Lisa Liegler, Jodie Easson, and guest Patti Zadanyi.

BUSINESS:

COVID-19 Safety Plan: Our COVID-19 safety plan was distributed by Ian and explanations were given for the different aspects.

Demolition Derby & High School Challenge: It was decided that re-entry should be allowed in the grandstands. A roll of double tickets will be used for re-entry. Volunteers counting people into the grandstands and scanning tickets will administer the re-entry program.

Exhibition Hall: To avoid congestion, a maximum of 150 people will be permitted in the Exhibition Hall- this will cut down on the number of volunteers necessary. While the capacity downstairs is very high, the upstairs capacity is only around 120- setting the overall capacity to 150 will mean volunteers are not required to count at the entrance and exit to the second floor. It was decided that additional radios will be required for volunteers to communicate back and forth for people entering and exiting the exhibition hall and livestock barns. It was suggested perhaps the Lions or Knights of Columbus might work the doors? Or an outside security company? This would be the spot where we would have problems, rather than at the vaccine-check booth.

Gates: There was discussion surrounding accepting cash at the gate or forcing online admission. It was decided to keep the gates as they usually are with some changes. Cash will be accepted all gates except main gate office side which will be for online tickets only. There was discussion about collecting contact tracing information at the gate. Ultimately it was decided that seating for the stages and superdogs be removed to eliminate any need for contact tracing. Renee Hedley volunteered to take care of contact tracing at 4H shows so that they can use the green bleachers. Livestock committees will still have to do contact tracing if they choose to use bleachers at their shows.

Vaccine Passport: The new Vaccine Passport Program will come into effect on September 22nd. It does not apply to staff, volunteers, exhibitors, performers, concessions, or anyone *working* on site. It will apply to any guest to the Fair who plans on entering one of the buildings (Riverside Exhibition Centre and Livestock Barns). The Committee entertained whether to require vaccinations at the gate, or to set up a booth where guests could provide their proof of vaccination to receive a wristband for access to indoor spaces. Ultimately the later was chosen to avoid conflict and bottlenecks at the gates. Signage will be purchased for a booth to be set up in front of the Kin Hall and at the East Gate where guests can provide proof of vaccination and show their I.D.

Additional Volunteers: It was noted that there would be significantly more volunteer shifts required to handle the counting/vaccine check stations. 1 information person at the main gate, 2 in the vaccine booth, 2 at the Exhibition Hall doors, 1 at the Exhibition Hall washrooms, 2 at the Middle washrooms, 2 at the cattle barn, and 4 at the grandstands during shows. Ian will order an additional volunteer board with these jobs listed for members to sign up. It was decided a special General Meeting should be called and members should be told about these extra tasks in email.
Adjournment declared by President Hedley at 9:00pm. An Executive Meeting Followed.

MINUTES – GENERAL MEETING
Thursday, September 16th, 2021

Meeting called to order by President Allan Hedley at 7:05pm.
Declaration of conflict of interest – None.
In attendance: Recorded on attendance sheets.

President Allan welcomed everyone to the meeting and explained that the primary purpose was to share COVID-19 protocols for guests and volunteers. He thanked Manager Ian for his work preparing a detailed COVID Safety Plan to help guide us, and also the Pandemic Planning Committee for reviewing protocols for the Fair.

Minutes of the last General meeting **were accepted on a motion by Lori Pyle, seconded by Wendy Makey, Carried.**

Business arising from minutes
None

Financial:

- A financial report was not given at this meeting.
-

- **Grants:**
  - Manager Ian announced that we will be receiving an additional $45,600.00 from the Ontario Trillium Foundation to support operating costs including utilities, internet, phone, etc.
  - Manager Ian announced that we have received $10,000 from Libro Credit Union towards kitchen equipment for the Commercial Kitchen in the Riverside Exhibition Centre.
  - One final announcement was that Farm Credit Canada's Agri-Spirit Fund had approved a $20,000.00 grant for the Society for further kitchen equipment purchases.
  - An update was provided on a previously mentioned grant through the Federal Government to renovate the middle washrooms and Kin Hall washrooms for accessibility. After several attempts, it was determined that our eligibility was a stretch and that it was not worth the time required to produce an application. We will continue to seek funding opportunities for these projects.
  - An update was also provided on additional Trillium Foundation funding which will be requested for the purchase of a portable sport floor surface and various sporting equipment for the Riverside Exhibition Centre. The application is due on September 28th- the Society will be working with the Haldimand Huskies Basketball Club for this opportunity.
- **Correspondence:** None received.

BUSINESS:

- **Information about 2021 Fair & COVID Safety** President Allan Hedley asked Manager Ian to review the COVID-19 Safety protocols with the membership and answer any questions that they may have.
- **Volunteer Board:** There are still many holes in the volunteer board and all are encouraged to sign up tonight or visit the office before the Fair.
- **Fair Draw Tickets:** Fair Draw tickets are still available- we hope to sell out before the Fair so that volunteers can be utilized elsewhere. If you require more, please visit the office.

HOMECRAFT BUSINESS:

- **Judging Day:** It was decided at a pandemic planning committee meeting that no snack break will be provided this year to encourage judges not to socialize. Committees are asked to bring their own snacks to provide to judges and committee volunteers to eat in their areas. Lunch will likely look a bit different since we are not likely allowed to have everyone dine in the Kin Hall simultaneously. Ian has secured judges for all committees except Field Crops who are still to provide their judges information to the office. Renee again encouraged committees to find sponsors to cover the cost of their prize money.
- **Sunday Supper:** Due to COVID-19 restrictions, there will be no Sunday supper following the Fair this year.

FURTHER BUSINESS:

- **Fair Apparel:** Samples will be available in the Kin Hall with order forms- orders will be ready for the Christmas Market at the end of November.
- **Baby Show:** Linda Jongerden has asked for a volunteer to help with the registration and setup of the Baby Show on Fair Sunday since she is unable to attend this year. Anyone interested should contact the Fair office.
- **Straw, Pumpkins, Cornstalks:** President Allan asked anyone who has small straw bales, pumpkins, or cornstalks to consider bringing them for decoration.
- **Work Bees:** Work Bees take place Monday- Wednesday of Fair Week from 9am- if you are available, please come down to lend a hand.

Adjournment moved by Allan Hedley at 8:00pm.
Next Meeting: October 28th, 7:00pm in the Riverside Exhibition Centre Grand Hall.

MINUTES – EXECUTIVE MEETING
Tuesday, October 19th, 2021

Meeting called to order by President Allan Hedley at 7:04pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Lori Pyle, Jodie Easson, Doug Townson, Wendy Makey, Lisa Liegler, and Ian Thompson. Regrets: Betsy McBurney.

President Allan welcomed everyone. He conveyed a sincere thank you to Ian Thompson for his hard work in ensuring that it was possible and safe for us to hold a Fair in 2021. He also thanked everyone who brought on additional volunteers- there were many new faces who worked diligently to put on a fantastic Fair.

Minutes of last executive meeting **were accepted on a motion by Doug Townson, seconded by Wendy Makey. Carried.**

Business arising from minutes
None

BUSINESS:

Financial:

- **General financial update**: Lori Pyle gave a report from the financial statements for January to October 13th. Ian reported bank balances as follows: Operating $613,844.71, Investments $191,863.04, Lottery $11.76, prize payout $13,987.13, loan balance $3,648,950.00, member loans of $210,000.00, and a CEBA loan of $60,000.00.
  Manager Ian provided some information about fundraiser income including a record breaking $75,000.00 midway take for the 2021 Fair. This was negotiated down to 32% from the 33.5% which we would have been owed based on the contract. He also reported on profits from Riverside Eatery Scoops (about $10,000), Designer Bag Bingo (about $15,000), and highlighted that a sold our Fair Draw brought in $4,590.02, and near-full concessions resulted in income of around $26,000.00.
    - **The financial report was accepted on a motion by Lisa Liegler, seconded by Jodie Easson Carried.**
- **Principle Payment:** President Allan asked Ian and Lori about their opinions on making a principle payment. There was hesitation about doing it now considering we are riding on a fantastic fair, and there is still uncertainty about the future due to the pandemic. It was suggested that we review again in the new year before the construction loan is converted to a mortgage. Lori suggested that we create a policy to ensure that we have at least one year of operating expenses in the operating account at all times. It was agreed that we would re-visit a principle payment after the AGM in January.
- **Grants:**
    - Manager Ian announced that we had received the Agri-Spirit and Libro grants, that kitchen equipment had been ordered, and that he would be working with Jayne and Renee on some additional items under the kitchen grant.
    - Manager Ian reported that we had been approved for the Operating Grant from the Trillium Foundation, and that with the director's approval, tables and chairs had been purchased with these funds. He also mentioned that the Society has applied for another Trillium Foundation Grant which would see a portable sports-surface floor installed in the Exhibition Hall along with score table, seating, and basketball/pickleball nets.

Rentals & Events:

- **Rental Calendar Update:** Manager Ian reported that while there was an initial dip in rentals due to the vaccine passport, it seems that most have realized that there are so few unvaccinated that it will not negatively affect their events. In consultation with other Fairs, a policy was adopted to pass the responsibility for checking proof of vaccination and other COVID requirements on to the person/organization renting the facility. They will sign a separate policy with their rental agreement which acknowledges that any fines or corrective action at an event will be the responsibility of the renter and not the Society.
- **Fundraising Updates:** Ian mentioned that plans for the Halloween Trick-or-Treating are going well. Lots of candy has been donated and it looks like a fun time will be had on Halloween. A Halloween Dance was suggested and planned at the last minute, but tickets are not going well and it is likely to be cancelled. There was discussion that it may be too soon for an indoor event, and that the Chamber's cancellation of the Santa Claus Parade is bringing us some negative press, even though we are not involved in the planning of that event. Ian reported that the Farmer's Market is here for two weeks since the Canadian Tire parking lot is being resurfaced- he is trying to have them switch permanently, but they are reluctant. Ian encourages anyone who knows any of the vendors and organizers to encourage them to change their location back to the Fairgrounds. There was also discussion about the Community Foundation Christmas Light display in Kinsmen Park and how installing new hydro infrastructure in that park may be detrimental to Fairground rentals for festivals and events. It was suggested that Ian speak with Vickie to see why it was not proposed to do the lights at the Fairgrounds and make an attempt to have them change their plans for the future.

Fair:

- **Debrief on 2021 Fair**: There was a great deal of informal discussion on the 2021 Caledonia Fair. One area which will see significant change for 2022 will be concessions. Chair Jodie is going to meet with Ian to discuss changes to the pass policy, pricing, and the structure for inside concessions. Ian thanked Jodie for her hard work during the Fair and asked that the Executive help to find another person to sit on the Concessions Committee- it is simply too much for one person and Ian is not of much help in that area during the Fair because of other responsibilities.

OTHER BUSINESS:

- **Agenda for General Meeting:** The General Meeting will be held on October 28th at 7pm in the Grand Hall. The standard Oct. meeting agenda will be used.
- **Director's Meeting**: President Allan called a joint Executive/Directors meeting to take place on December 1st at 7pm in the Grand Hall.
- **Manager Vacation**: Manager Ian will be vacationing in sunny Florida from November 15th to 26th and asked for a volunteer to be the emergency contact during this period. Renee Hedley said that she could take emergency phone calls. Jodie may pop into the office to check things from time to time during this period. Ian asked Lori to consider learning the safe in the office so that someone else is able to access it. On the chance that Ian may not be able to return on the 26th, someone would need to open it on the 27th to get the Christmas Market float out.

Adjournment moved by Allan Hedley at 8:55pm.

MINUTES – GENERAL MEETING
Thursday, November 4th, 2021

Meeting called to order by President Allan Hedley at 7:04pm.
Declaration of conflict of interest – None.
In attendance: Recorded on attendance sheets.

President Allan welcomed everyone to the meeting. He thanked everyone for all of their hard work during the Fair, recalling that we had 3 of the best days of the entire Fall season.

Minutes of the last General meeting **were accepted on a motion by Jayne Townson, seconded by Lori Pyle, Carried.**

Business arising from minutes
None

Financial:

- Treasurer Lori Pyle presented the Financial Report which was **accepted on a motion by Lindsay Farrell-Johnson, seconded by Jan Cranston, carried.**
- Manager Ian reported that we had received $75,000.00 from World's Finest Shows- far surpassing our previous record midway take of $59,000.00. Had this been a contract year, we would have received nearly $85,000.00, but World's Finest asked us for a reduction for this year only to help them with the additional costs associated with operating during the pandemic.
- President Allan said that the Directors will review the finances at the end of the year to determine whether it would be possible to pay down some of the principle on the Construction Loan for the Riverside Exhibition Centre. He noted that we have paid down a private member loan worth $100,000.00 in the Summer which has reduced our liabilities.

- **Grants:**
  - Manager Ian announced that we will be receiving an additional $45,600.00 from the Ontario Trillium Foundation to support operating costs including utilities, internet, phone, etc.
  - Manager Ian announced that we have received $10,000 from Libro Credit Union towards kitchen equipment for the Commercial Kitchen in the Riverside Exhibition Centre.
  - One final announcement was that Farm Credit Canada's Agri-Spirit Fund had approved a $20,000.00 grant for the Society for further kitchen equipment purchases.
  - The Office is looking into a Heritage Canada grant which will help us to celebrate our 150th birthday next year.

Correspondence: None received.

BUSINESS:

- **Fair Convention:** President Allan reminded the membership that the OAAS annual Convention would be taking place February 17-19, 2022. If anyone is interested in attending, they should contact the Office ASAp.
- **Director's Meeting:** President Allan has called a joint Director's and Executive meeting to take place on December 1st at 7:00pm in the Riverside Exhibition Centre.
- **Annual General Meeting:** Will take place on January 27th at 7:00pm in the Riverside Exhibition Centre. We will be looking for a new Director and a 2nd Vice President. If anyone is interested, please contact either Allan Hedley or Jodie Easson.

HOMECRAFT BUSINESS:

- **Homecraft Meeting:** Homecraft President Renee Hedley announced that there will not be a homecraft meeting held this fall.
- **Theme for 2022 Fair:** Renee announced that the Fair for 2022 would be 'Country Kaleidoscope' Committees are encouraged to work this into their classes so that we have a vibrant Exhibition Hall for our 150th Fair in 2022.
- **Annual Banquet:** The Annual Fair Banquet will return in February, 2022. A date and more information will come at the AGM in January.
- **Catering Update:** Jayne Townson reported that the catering crew had done a takeout lunch for the Oneida Plowmen. Linda Fisher thanked everyone for their support during the Fair and mentioned that the catering crew were supplying breakfast for a Cayuga Mutual Banquet in November.

NEW BUSINESS:

- **Fair Apparel:** Samples are available in the Coat Room with order forms- orders will be ready for the Christmas Market at the end of November.
- **Grand Opening of the Riverside Exhibition Centre:** A Grand Opening event will be held on April 23rd. More details will come at the Annual General Meeting in January.
- **Prize List Changes:** Prize list changes should be submitted to the Office before January 31, 2022. Committees are responsible for confirming all of their specials and prize money sponsorships and collecting funds before the prize books are printed in May, 2022.
- **2022 Fair Dates:** The dates for the 2022 Fair are September 29 & 30, and October 1 & 2.
- **Reports on Events:**
    - **Ghost Tours:** The Ghost Tours are now completed. Ian is looking for a volunteer to take over leading the tours- if anyone is interested, please contact the Office.
    - **Christmas Market:** Janice Boyter reported that some volunteers were still needed for the Christmas Market to be held November 27th, 2021. There are nearly 70 vendors booked for this outdoor market. Reservations for visits with Santa Claus are available on the website.
    - **Riverside Eatery Scoops:** Janice Boyter thanked all of the volunteers who helped support the Scoops inaugural year and passed along hopes that we would open the ice cream parlour again in 2022.

FURTHER BUSINESS:

- **Suggested Improvements for 2022 Fair:**

  Linda Jewell brought up a security issue near the grandstands and suggested that we increase security in that area. There was some discussion about the difficulty in securing local paid duty officers, and the need to better instruct the officers to ensure that they are covering high-traffic areas.

  John Hussack asked the Directors to consider what to do about the ruts in the Grounds following World's Finest Shows departure during the Rain. He also thanked the Donor Recognition Committee for their hard work in the Exhibition Centre and announced that another row of 'bricks' would be opened up to Fair members for purchase. Anyone interested should contact the Office before the end of November.

Adjournment moved by Mary Hubert at 7:45pm.
Next Meeting: January 27th, 2022, 7:00pm in the Riverside Exhibition Centre Grand Hall.

MINUTES – DIRECTORS MEETING
Wednesday, December 1st, 2021

Meeting called to order by President Allan Hedley at 7:01pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Jodie Easson, Lindsey Farrell-Johnson, Patti Zadanyi, Doug Townson, Wendy Makey, Lorraine Johnson, Joanne Grant, Lori Pyle, Jamie Daglish, Doug Murphy, Dave Murray, Mark Peart, and Linda Fisher
Regrets: Ben Allison, Katherine Hedley, Tyler Wilkieson, Bryan Wilkieson, Jan Cranston, Betsy McBurney, Dawna Ebert, Jeff Dudych, Pam Douglas, Lisa Liegler, and Janice Boyter

President Allan welcomed everyone and explained that we have a goal to hold 4 directors meetings each year, this being the fourth when we include the virtual meetings and combined director's/executive meetings held this year.

Minutes of last executive meeting **were accepted on a motion by Jamie Daglish, seconded by Lindsey Farrell-Johnson. Carried.**

Business arising from minutes
None

BUSINESS:

Financial:

- **General financial update**: Ian Thompson gave a detailed line-by-line financial report to the end of November, 2021. Bank balances were as follows: Operating $538,020.60, Investments $192,071.81, Lottery $12.23 prize payout $1,795.57, loan balance $3,648,950.00, member loans of $210,000.00, and a CEBA loan of $60,000.00.
    - There was discussion about expenses related to the minimum charge on the water meter for the Riverside Exhibition Centre. Manager Ian asked that the directors reach out to council to ask them to provide some relief- the minimum charge for our meter is over $600, and our usage typically does not come anywhere near this amount- the Old Arena had us paying a reduced minimum charge, but when the new larger meter was installed, this grandfathering disappeared. Wendy Makey asked that Ian provide what the standard water bill was for the Old Arena before the renovation so that Directors can provide a direct comparison to Council. Ian will look up 2017 water bills and provide this amount at the next meeting.
    - President Allan asked Ian to update the directors on what transpired over the summer with liability insurance. An update was provided which explained that Stone Ridge Specialty Insurance had cancelled all liability policies for Fairs and Exhibitions due to a change in appetite from their underwriters. As a result, we had to quickly find new liability coverage- the Cooperators were an easy choice since most other Fairs are covered under their policies. As a result of this change, we were required to change our directors and officers insurance, and will also be required to change over our property insurance in 2022. We can look for alternatives in Spring 2022, though the Cooperators rates do seem reasonable.
    - **The financial report was accepted on a motion by Lindsey Farrell-Johnson, seconded by Wendy Makey. Carried.**
- **Principle Payment:** President Allan reported that the Executive suggests we re-visit a principle payment after the AGM in January. He noted that we did make a $100,000 payment towards a member loan this year which has reduced our overall liabilities significantly.

- **Grants:**
    - Manager Ian expects to hear back from the Trillium Foundation on the sport flooring grant any time now. He also mentioned that he has applied for another Trillium grant after receiving an invite from the foundation for additional funding for COVID-19 recovery. A Honda Canada grant has also been submitted asking for in-kind contribution of some lawn and winter maintenance equipment.
- **Salary Review for Manager & Custodians:**
    - 2021 Salaries and Wages were reported as $16.24 for the custodians ($16 for Sam Lomanto- the newest custodian) and $50,750.00 for the Manager. Manager Ian excused himself from the room during the discussion- the motions below were recorded by President Allan Hedley.
    - Custodians: **Moved by Doug Townson, seconded by Lindsey Farrell-Johnson to increase the wages for Bryan Tilbury, John Hussack, and Gil Wooloff to $17.00 per hour effective January 1, 2022. Carried.**
    - Manager: **Moved by Doug Murphy, seconded by Wendy Makey to offer Ian Thompson a one-time bonus of 2.5% of his current annual salary on his December 2021 pay cheque, and further to increase his salary by 5% effective January 1, 2022. Carried.**

Rentals & Events:

- **Christmas Market:** Patti Zadanyi thanked everyone who helped at the event- it was a very successful fundraiser. Allan and Ian thanked Janice for all of her hard work organizing this event.
- **Ghost Tours:** Ian asked the Directors to put the word out that we are looking for someone else to take on leading the Ghost Tours. Ian will remain involved, but believes they will be more successful if someone with more dramatic flair was leading the groups. If anyone knows someone who may be interested, please reach out to the office. The commitment is 2 hours each Saturday evening in October.

OTHER BUSINESS:

- **Grand Opening of Riverside Exhibition Centre- April 23, 2022:** President Allan asked for volunteers to help with the planning and organizing of this special event. The hope is that it will be a great party, and will hopefully bring in some additional pledges to help us with our debt. Lindsey Farrell-Johnson expressed interest in joining the committee.
- **2022 Fair Banquet:** Renee Hedley asked the directors what their thoughts were about holding the banquet in February. It was decided that, because of the new Omicron COVID variant, and with uncertainty about restrictions, we should wait until the new year to make a decision. Jamie Daglish and Wendy Makey suggested that we consider a social instead of a seated banquet.
- **2022 AGM:** Is tentatively scheduled for January 27, 2022 at 7pm in the Riverside Exhibition Centre Grand Hall. Jodie and Allan will be asking directors with expiring terms if they will continue. We are also seeking one new director and a 2nd vice-president. Both Allan and Renee will be moving to Past-President's this year.
- **OAAS Convention:** Will take place at the Sheraton Hotel in Markham from February 17-19, 2022. Anyone who would like to attend should contact Ian at the Office.
- **Infrastructure Grants:** Dave Murray noted that Ancaster Fair had received around $5.7 million for their horse palace from the Provincial and Federal Governments and wondered if there was a way that we could apply for similar money. Manager Ian explained that because our project is already completed, we are not eligible for any infrastructure grants. The government sees it as debt servicing once the projects have been completed. Ian mentioned that he does look for new grants weekly and if anyone has any leads to please contact the office.

- **Adjournment moved by Allan Hedley at 8:43pm.**

MINUTES – EXECUTIVE MEETING
Tuesday, February 8th, 2022

Meeting called to order by Vice President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Lisa Liegler, Wendy Makey, Lori Pyle, Ian Thompson, Regrets: Jodie Easson, Renee Hedley, Doug Townson.

Vice President Wendy chaired the meeting since President Doug was stuck at work.

Minutes of last executive meeting **were accepted on a motion by Lisa Liegler, seconded by Lori Pyle. Carried.**

Business arising from minutes
None

BUSINESS:

Financial:

- **General financial update**: Ian Thompson provided the bank balances at February 8th. Lori Pyle gave the financial report from the statements up to January 31st, 2022. The financial statements **were accepted on a motion by Lisa Liegler, seconded by Allan Hedley. Carried.**
- Allan Hedley mentioned that he would forgive his $25,000.00 private member loan to the society if the $25,000.00 was put towards the construction loan principle. **Moved by Lisa Liegler, seconded by Beth Wise to pay $25,000.00 towards the construction loan principle.** This motion will be considered by the directors at their March 8, 2022 meeting.
- Ian Thompson announced that the Province was providing Agricultural Support Grants for $1,000.00 to all Agricultural Societies, along with additional hardship funding determined by 2019 gates. This is expected to be received by March 31st.

Rentals & Events:

- **Rental Calendar Update:** Manager Ian explained that rentals are still being delayed or rescheduled as a result of the pandemic. It has been rumored that the Province will be making some changes to COVID-19 restrictions which will hopefully result in a strong spring and summer.
- **Fundraiser Updates:**
    - Manager Ian outlined a proposal received from the Caledonia Lions about a joint fundraiser proposed for April 23rd. It was agreed that since the Grand Opening of the Exhibition Centre is set for April 23rd, that if a joint fundraiser were to take place, it should be on a different date. Ian will draft a letter to the Lion's outlining why we cannot partner on April 23rd, but that we are open to meeting to partner in the future. There were concerns raised about involvement with Craig Peters and it was suggested that if we were to partner for a fundraiser, it should be requested that multiple members of each organization be involved. It was also noted that any joint fundraiser must be a 50/50 division of work and profits.
    - Many members of the Executive volunteered to plan the Grand Opening event on April 23rd and a meeting date was set for February 22nd at 7pm. Lindsey Farrell-Johnson has also expressed interest in joining this committee.

OTHER BUSINESS:

- **Caretaker Discussion:** An in-camera session was held surrounding HR issues with the custodial team.
- **2nd Vice President:** Allan Hedley announced that Jodie Easson had agreed to fill in as second vice-president until another candidate came forward. **Accepted on a motion by Allan Hedley, seconded by Lisa Liegler to appoint Jodie Easson as 2nd Vice President until such time that another Director will stand for election.**
- **Set dates for Agricultural & Homecraft Meetings:** It was agreed that it was important for these meetings to be held. Dates will be determined at a later date.
- **150th Anniversary Celebrations:** Manager Ian updated that Barb Patterson-Tuck was working on artwork for our 150th Fair Poster- we can have prints made and sell them. A logo design has also been created to use on T-Shirts and novelties by Ruth Zadanyi. Ian has been corresponding with OMAFRA about the 150th Anniversary Plaque which is customary for Ag Societies to receive. A committee was struck at the last Director's Meeting to discuss special celebrations for the 150th anniversary- Mark Peart should be invited to join this committee, and an invitation should go out to the membership. It was decided there could be some initial discussion after the Official opening meeting since many of the members serve on both committees.

- **Adjournment moved by Lisa Liegler at 8:48pm.**

MINUTES – ANNUAL GENERAL MEETING
Thursday, January 27, 2022

Meeting called to order by President Allan Hedley at 7:02pm
Declaration of conflict of interest – None.

President Allan Hedley welcomed everyone to the meeting.

MINUTES of the last general meeting were accepted on a motion by Cindy Murphy, seconded by Jan Cranston. Carried.

Business arising from minutes
None

Director Vote on Compensation: President Allan read a motion that had been made at the January Executive Meeting and asked that the Directors present a the AGM cast their vote. It was determined that there were enough directors present to constitute quorum. **Accepted on a motion by by Doug Townson, seconded by Lisa Liegler to put in place an RRSP program where the Society will match Ian's RRSP contributions up to 2.5% of his annual salary effective from March 1, 2022. Carried.**

Presentation of audited financial statements: The statements prepared by PETMAS were presented by Lori Pyle. Lori explained several components of the financial statements. She explained that part of the reason the report looks the way it does is a result of donations restricted to the Riverside Exhibition Centre being classified as deferred contributions. These donations are recorded as income against the building as it depreciates in value. She also explained that the Construction Loan for the Riverside Exhibition Centre appears as a current liability because the organization has not maintained a debt-service-ratio of 1.2% as is required by Libro Credit Union in the terms for the loan. While Libro has said they do not intend to collect on the loan immediately, they cannot provide this confirmation in writing. To maintain this ratio, our net income should equal 120% of the principle and interest payments for the year. Due to the pandemic, this was not possible. Lori also noted that we are at a liquidity risk and interest rate risk as a result of the mortgage on the Exhibition Centre. She explained that the auditors do not have significant confidence in our ability to meet our financial obligations, and explained that fundraising will need to be a priority to ensure we can remain viable. Lori thanked Libro for their understanding and cooperation. She also thanked Petinelli Mastroluisi for completing the audited statements. Manager Ian went over the revenue and expenditures as presented and noted that PETMAS categorizes and consolidates line items in a way that it isn't easy to translate between our internal statements and the audited statements, but that the bottom line is the same. Ian offered our detailed statements to anyone who wished to review them further. **Accepted on a motion by Jodie Easson and seconded by Lori Pyle to accept the financial statements as presented. Carried.**

OPERATIONAL BUDGET was presented by Lori Pyle. Lori explained that as a result of the construction loan becoming a mortgage in April, the significant increase to the expenditures line also resulted in the need for significant increases to income. Manager Ian and President Allan also reiterated the importance of fundraising to ensure we meet our revenue goals. **Accepted on a motion by Lindsey Farrell-Johnson and seconded by Jim Hussack to accept the operating budget as presented. Carried.**

APPOINTMENT OF AUDITOR for 2021. Accepted on a motion by Dawna Ebert and seconded by Lorraine Johnson to appoint Petinelli-Mastroluisi as auditor for 2022. Carried.

OAAS AFFILIATION FEES Accepted on a motion by Dave Murray and seconded by June Wise to forward the payment for the OAAS affiliation fees for 2023 in December, 2022 to receive the early renewal discount. Carried.

CORRESPONDENCE was read by Fair Manager Ian Thompson. This included a thank you letter from Senior Support with attached $1,274.69 from the shortbread and chocolate pretzel fundraiser.

ELECTIONS
John Hussack was selected as election chair on the nomination of Patti Zadanyi, seconded by Kathleen McBlain.

Mr. Hussack asked for volunteers to act as scrutineers on the occasion that a balloted vote was required during the election proceedings. Gil Wooloff and Linda Fisher accepted appointment as the scrutineers.

Mr. Hussack called for the nominating committee to announce their proposed slate of 3-year term directors for 2022. Jan Cranston, Jeff Dudych, Jodie Easson, Lorraine Johnson, Mark Peart, Lori Pyle, Bryan Wilkieson, and Paul Makey were named. With all having previously agreed to stand for election, Mr. Hussack added these names to the list of nominations. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for 3-year term directors closed and congratulated the slate of directors elected.

Mr. Hussack called for nominations for the office of the President. Renee Hedley nominated Doug Townson who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for President closed and congratulated Doug Townson.

Mr. Hussack called for nominations for the office of the 1st Vice President. Tara Bacher-Roszel nominated Wendy Makey who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for 1st Vice President closed and congratulated Wendy Makey.

Mr. Hussack called for nominations for the office of the 2nd Vice President. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for president closed and confirmed the vacancy. Anyone interested in taking on this position should contact the Office.

Mr. Hussack called for nominations for the office of the Treasurer. Jan Cranston nominated Lori Pyle who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for Treasurer closed and congratulated Lori Pyle.

Mr. Hussack called for nominations for the office of the Homecraft President. Janice Boyter nominated Lisa Liegler who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for Homecraft President closed and congratulated Lisa Liegler.

Mr. Hussack called for nominations for the office of the Homecraft Vice President. Lorraine Johnson nominated Beth Wise who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for Homecraft Vice President closed and congratulated Beth Wise.

Mr. Hussack then declared elections closed and turned the chair of the meeting to newly elected president Doug Townson.

Past President Allan Hedley read heartfelt remarks and thanked everyone for their support during his time as President.

Homecraft Past President Renee Hedley read heartfelt remarks and thanked everyone for their support during her time in office.

New President Doug Townson wished everyone a happy new year. He noted that the year was starting a bit shaky, but that there are hopes that we will be celebrating our 150th with gusto later this year.

HOMECRAFT BUSINESS

- **Remarks -** Homecraft President Lisa Liegler explained that she was looking forward to serving as homecraft president. She thanked Allan and Renee for their hard work during a difficult time for the organization. She shared optimism that 2022 will see a very successful and memorable Fair for everyone.

- **2022 Fair Theme –** Homecraft President Lisa announced that the 2022 Fair theme would be *Country Kaleidoscope*. She encouraged all committees to work hard to incorporate the theme into their classes.

- **Layout Meeting -** It was decided that a layout meeting would be scheduled closer to the Fair.

- **Catering –** It was noted that there would not be a 4H banquet in 2022.

- **Prize Book Changes-** Homecraft President Lisa encouraged everyone to bring their prize list changes to Ian. He will be in the office Saturday, January 29 from 9am-noon. All specials should be confirmed, with money received at the office before April 30th in order to remain in the book.

BUSINESS

- **EVENTS**
    - Fair Manager Ian Thompson thanked everyone who helped with the planning and organization of all of the fundraisers in 2021. He made mention of several fundraisers planned for 2022 including Designer Bag Bingo, Christmas Market, and Riverside Eatery Scoops. He encouraged all members to get involved with fundraising and event planning.
    - Fair Manager Ian Thompson also updated on rentals of the Riverside Exhibition Centre, Kin Hall and Fairgrounds. He thanked Senior Support and Mary Poppins Preschool for continuing long-term leases in 2021. Rentals are holding for the summer and fall of 2022, but many of the spring rentals have started to be cancelled or rescheduled as a result of the pandemic restrictions and uncertainty surrounding the omicron variant.

- **OAAS Convention –** will be held in person February 17-19. Members were encouraged to look at the convention website and contact the office if they wish to participate.

- **Spring Cleanup Bee –** The date is scheduled for May 7th

- **Fair Banquet –** A decision on when a Fair Banquet will be held will be made at a later date when we have a better idea of pandemic restrictions. The goal will be to hold a fun and safe banquet.

- **Suggestions for 2022 Fair** – Anyone with suggestions for the Fair should reach out to the office or a member of the executive. Doug Townson asked for volunteers to help plan some special celebrations for our 150th Year. Renee Hedley, Lindsey Farrell-Johnson, and Lisa Liegler agreed to join a committee.

OTHER BUSINESS

- **Meeting Dates:** President Doug read a list of meeting dates. Directors will meet March 8, May 10, July 12, September 13, and November 8, 2022. General Meetings will be held April 28, August 25, and October 27, 2022.

ADJOURNMENT

With no objection, President Doug declared the meeting adjourned at 8:06pm. He thanked everyone for attending and expressed hope that we would all be together in-person soon.

MINUTES – EXECUTIVE MEETING
Tuesday, February 8th, 2022

Meeting called to order by Vice President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Lisa Liegler, Wendy Makey, Lori Pyle, Ian Thompson, Regrets: Jodie Easson, Renee Hedley, Doug Townson.

Vice President Wendy chaired the meeting since President Doug was stuck at work.

Minutes of last executive meeting **were accepted on a motion by Lisa Liegler, seconded by Lori Pyle. Carried.**

Business arising from minutes
None

BUSINESS:

Financial:

- **General financial update**: Ian Thompson provided the bank balances at February 8th. Lori Pyle gave the financial report from the statements up to January 31st, 2022. The financial statements **were accepted on a motion by Lisa Liegler, seconded by Allan Hedley. Carried.**
- Allan Hedley mentioned that he would forgive his $25,000.00 private member loan to the society if the $25,000.00 was put towards the construction loan principle. **Moved by Lisa Liegler, seconded by Beth Wise to pay $25,000.00 towards the construction loan principle.** This motion will be considered by the directors at their March 8, 2022 meeting.
- Ian Thompson announced that the Province was providing Agricultural Support Grants for $1,000.00 to all Agricultural Societies, along with additional hardship funding determined by 2019 gates. This is expected to be received by March 31st.

Rentals & Events:

- **Rental Calendar Update:** Manager Ian explained that rentals are still being delayed or rescheduled as a result of the pandemic. It has been rumored that the Province will be making some changes to COVID-19 restrictions which will hopefully result in a strong spring and summer.
- **Fundraiser Updates:**
    - Manager Ian outlined a proposal received from the Caledonia Lions about a joint fundraiser proposed for April 23rd. It was agreed that since the Grand Opening of the Exhibition Centre is set for April 23rd, that if a joint fundraiser were to take place, it should be on a different date. Ian will draft a letter to the Lion's outlining why we cannot partner on April 23rd, but that we are open to meeting to partner in the future. There were concerns raised about involvement with Craig Peters and it was suggested that if we were to partner for a fundraiser, it should be requested that multiple members of each organization be involved. It was also noted that any joint fundraiser must be a 50/50 division of work and profits.
    - Many members of the Executive volunteered to plan the Grand Opening event on April 23rd and a meeting date was set for February 22nd at 7pm. Lindsey Farrell-Johnson has also expressed interest in joining this committee.

OTHER BUSINESS:

- **Caretaker Discussion:** An in-camera session was held surrounding HR issues with the custodial team.
- **2nd Vice President:** Allan Hedley announced that Jodie Easson had agreed to fill in as second vice-president until another candidate came forward. **Accepted on a motion by Allan Hedley, seconded by Lisa Liegler to appoint Jodie Easson as 2nd Vice President until such time that another Director will stand for election.**
- **Set dates for Agricultural & Homecraft Meetings:** It was agreed that it was important for these meetings to be held. Dates will be determined at a later date.
- **150th Anniversary Celebrations:** Manager Ian updated that Barb Patterson-Tuck was working on artwork for our 150th Fair Poster- we can have prints made and sell them. A logo design has also been created to use on T-Shirts and novelties by Ruth Zadanyi. Ian has been corresponding with OMAFRA about the 150th Anniversary Plaque which is customary for Ag Societies to receive. A committee was struck at the last Director's Meeting to discuss special celebrations for the 150th anniversary- Mark Peart should be invited to join this committee, and an invitation should go out to the membership. It was decided there could be some initial discussion after the Official opening meeting since many of the members serve on both committees.

- **Adjournment moved by Lisa Liegler at 8:48pm.**

MINUTES – DIRECTORS MEETING
Tuesday, March 8th, 2022

Meeting called to order by President Doug Townson at 7:35pm.
Declaration of conflict of interest – None.
In attendance: Jan Cranston, Jodie Easson, Dawna Ebert, Pam Douglas, Linda Fisher, Allan Hedley, Katherine Hedley, Renee Hedley, Lorraine Johnson, Lisa Liegler, Paul Makey, Wendy Makey, Doug Murphy, Dave Murray, Mark Peart, Ian Thompson, Doug Townson, Tyler Wilkieson, Beth Wise, Patti Zadanyi.
Regrets: Ben Allison, Janice Boyter, Jamie Daglish, Jeff Dudych, Lindsey Farrell-Johnson, Joanne Grant, Lori Pyle, Bryan Wilkieson.

Minutes of last executive meeting **were accepted on a motion by Renee Hedley, seconded by Doug Murphy. Carried.**

Business arising from minutes
Non

BUSINESS:

Financial:

- **Financial Report**: Manager Ian provided a detailed financial report from statements up to February 28, 2022. He mentioned that the statements were not 100% accurate since Lori had not had a chance to reconcile February's books before the meeting- as such, some expenses and potentially some income were not reflected. **Accepted on a motion by Paul Makey, seconded by Jan Cranston. Carried.**
- **Grants:** Manager Ian reported that we had received a utility support grant from the Provincial Government to cover the cost of utilities in January, 2022- a second round of support for utilities in February, 2022 was opened and Ian has applied for additional funding under same program. A $10,000 small business support grant is also expected before the end of March. The Minister of Agriculture and Rural Affairs has also announced another round of Agricultural Support grants with $1,000 in base funding and additional hardship funding which our Society should receive before March 31st. A Trillium grant application for additional updates and new equipment in the Exhibition Hall is currently under review.
- **Construction Loan Payment:** Manager Ian explained that one of the members who had loaned the Society money, had offered to forgive their loan, provided the $25,000.00 was paid to reduce the principle on the Construction Loan. The Executive made the decision that this was a prudent financial decision since it will reduce our liabilities by $50,000.00. Ian also provided details surrounding the remaining member loans and when they become due. Paul Makey suggested that the Society undertake a sustainability plan to help to guide the directors to reduce debt in their decision making process. He will investigate this and provide information for the directors to review at their next scheduled meeting.

Grounds & Buildings:

- **Turf Repairs:** When the midway pulled out following the Fair, some damage was done to the lawns- in addition a recent wrestling event resulted in significant damage to the concession and midway areas which will require repair at the earliest convenience. Paul Makey and Doug Townson will meet with Bryan Tilbury to discuss repair.
- **Education Room Stove:** A proposal was presented to purchase and install a stove and over-the-range microwave in the Education Room to help to make it more appealing for rentals. Manager

Ian explained that funds were available from the Libro Credit Union and Farm Credit Canada grants which would cover the purchase of this kitchen equipment. **Accepted on a motion by Wendy Makey, seconded by Renee Hedley, to purchase a Frigidaire Stove and Microwave from Wardell's for use in the Education Room utilizing Libro Credit Union/ Farm Credit Canada Grant Funds. Carried.**

- **Kitchen Updates:** Manager Ian explained that we were expecting the other kitchen equipment purchased as part of these grants around the end of March- this includes 2x 40lb deep fryers, a 36" griddle, and the associated accessories. There are still funds to be spent for kitchen supplies- the Kitchen and Riverside Eatery committees will meet to discuss.

Fundraisers:

- **Designer Bag Bingo:** Patti Zadanyi provided an update on the Spring Designer Bag Bingo to be held May 6 and 7 at the Exhibition Hall. Purses have been purchased, license obtained, and details are being worked out. Tickets will go on sale on April 1st online. Paul Makey suggested that a men's bingo be organized. It will be added to the idea book if anyone is interested in stepping up to plan that event.
- **Riverside Eatery Scoops:** Patti Zadanyi announced that Scoops will be opening select days through the March Break. The hope will be to hire a supervisor for Scoops under the Canada Summer Jobs program to reduce the burden on volunteers to oversee the staff working in the ice cream parlour. The Committee will be opening applications for paid concession worker positions before Easter and hopes to have a slate of recommendations for the Directors to approve at their May meeting. Patti requested that the Directors approve the purchase of a new freezer to replace one of the older, smaller, and less functional models currently in use. It was suggested that some of the additional grant funds available from Libro and FCC could be used for this purchase. **Accepted on a motion by Doug Murphy, seconded by Dave Murray to purchase a new Freezer from Wardell's at a cost of around $1,000.00, utilizing Libro Credit Union/ Farm Credit Canada Grant Funds. Carried.**
- **Garage Sale & Junk in the Trunk:** Linda Fisher announced that she would like to hold another garage sale and junk in the trunk event this Summer. This event will include a bake sale. Linda will discuss possible dates with Ian.
- **Men's Club Suppers:** Linda Fisher has been speaking with the Men's Club to arrange for the Fair to host some of their meetings and provide supper to about 50 men at each. She is hoping for income of around $23 per club member, which should cover the cost of food and the hall rental. Linda asked anyone who was able to help to reach out to her.
- **Ghost Tours:** Manager Ian is still looking for someone to take over leading the Ghost Tours. It was suggested the drama clubs at the high schools be contacted.
- **Facility Rentals:** Manager Ian asked that a rental committee be formed to help tour prospective renters, issue keys, and put together rental agreements.

Fair:

- **Gate Admission Proposal:** A proposal was presented by Mark Peart to increase gate admissions for the 2022 Fair. **Accepted on a motion by Mark Peart, seconded by Allan Hedley to adopt the proposed gate admission increases. Carried.**
- **150th Anniversary Celebration Committee:** Renee Hedley has agreed to chair a committee to celebrate the 150th anniversary of the Fair. The committee will be looking for volunteers to help- Mark Peart, Katherine Hedley, Jodie Easson, Janice Boyter, Patti Zadanyi, Lisa Liegler, Allan Hedley, Doug Townson, Jayne Townson, Beth Wise, and Lindsey Farrell-Johnson have volunteered so far.

New Business:

- **Grand Opening of the Exhibition Hall:** A committee has been formed to plan the Grand Opening of the Riverside Exhibition Centre on April 23rd. The celebration will include an open-house in the

afternoon and an evening dance called ‘Crank it Up.’ Directors are being asked to donate raffle items for the dance and for help on the day of the event.

- **Fair Banquet:** The Executive will look to plan an open-house style social event for members rather than a sit-down banquet this year. Information will be provided at the next Directors meeting.
- **Friends of the Fair:** Manager Ian would like to revamp the Friends of the Fair program and is asking for volunteers to sit on that committee. Katherine Hedley and Jodie Easson have volunteered.
- **Caretaker Discussion:** President Doug explained that due to a performance issue, John Hussack was suspended from his custodial duties for a two-week period. He has since returned to work and the Executive hopes that no further action will be required.
- **Homecraft Meeting:** Homecraft President Lisa Liegler announced that the homecraft committees would be asked to meet following the April General Meeting.
- **Agricultural Meeting:** Allan Hedley suggested that the livestock committee chairs meet in April to discuss traceability requirements under the CFIA.

Adjournment declared by Doug Townson at 9:20pm.

MINUTES – EXECUTIVE MEETING
Tuesday, March 8th, 2022

Meeting called to order by President Doug Townson at 6:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Allan Hedley, Renee Hedley, Lisa Liegler, Wendy Makey, Ian Thompson, Doug Townson, Beth Wise. Regrets: Lori Pyle.

Minutes of last executive meeting **were accepted on a motion by Wendy Makey, seconded by Lisa Liegler. Carried.**

Business arising from minutes

BUSINESS:

Financial:

- **General financial update**: Will be provided during the Directors Meeting to follow.

Rentals & Events:

- **Fundraiser Updates:**
  - **Lion's Partnership Proposal**: A brief discussion took place surrounding a proposal received by the Lion's Club about a joint fundraiser. It was agreed that profits would need to be evenly distributed between the organizations, rather than each organization keeping profits from specific aspects of the event. Wendy Makey suggested that the Lion's present their proposal after which the Executive can share their feedback. It was also suggested that there be members from both organizations taking part in an organizing committee. A meeting with members from the Lion's Club took place at 6:30pm- the Lion's mentioned they had invited the Fire Department to be part too and agreed to an even split of profits between the three organizations. A committee will be formed to organize the event.
  - **REC Grand Opening:** Jayne Townson joined the Executive for discussion surrounding the grand Opening Open House and party in celebration of the Riverside Exhibition Centre. Several updates were presented and details were discussed surrounding structure for the events. The band 'Crank' will be engaged for an evening dance which will be called 'Crank it Up' Tickets will be $35 including HST and will include a beef on a bun evening snack. Fair Directors will be asked to donate raffle prizes. A meeting will be held on March 22nd at 7pm to continue planning this event.

OTHER BUSINESS:

- **Caretaker Discussion:** An in camera session was held to discuss ongoing HR issues.
- **Set dates for Agricultural & Homecraft Meetings:** Homecraft President Lisa Liegler will hold homecraft discussions following the General Meeting on April 28th. Allan Hedley suggested that an Agricultural Meeting be called in April to discuss the livestock traceability requirements.

Adjournment declared by Doug Townson at 7:35pm.

MINUTES – EXECUTIVE MEETING
Tuesday, April 12th, 2022

Meeting called to order by President Doug Townson at 7:15pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Allan Hedley, Renee Hedley, Lisa Liegler, Wendy Makey, Lori Pyle, Ian Thompson, Doug Townson. Regrets: Beth Wise.

Minutes of last executive meeting **were accepted on a motion by Renee Hedley, seconded by Lisa Liegler. Carried.**

Business arising from minutes
None

Correspondence
Manager Ian read four pieces of correspondence.

- Letter from Phill Botting RE: Posters for display in the Exhibition Centre. Phill Botting offered several posters from his Country Music Festivals which could be hung in the Exhibition Centre. The Executive decided that it was not a good fit for the facility and politely declined. Phill also wished to come to present an idea for a Country Music Festival to the Board- it was agreed that he should be invited to the May meeting to make a presentation.
- Letter from Rachel & Danielle Vaarkamp RE: Meet Your Local Farmer. The organizers of Meet Your Local Farmer requested an increase in compensation from $125.00 to $150.00 per day, for three days for participants at the Meet Your Local Farmer event at the Fair. Jodie Easson mentioned that the request would only result in additional expenses for one day, since Entertainment would typically be booked in the tent on Fair Friday. It was agreed that the proposed increases be accepted.
- Letter from Joyce Osinga RE: Jennie Deagle Dream Foundation Recognition Signage. Joyce Osinga wrote to ask whether a permanent donation plaque could be erected in the Exhibition Centre to recognize donors to the JDDF. The Executive decided that it was not a good fit for the facility and politely declined.
- Letter from Pat Hussack RE: Need for changes to rental policies. Pat Hussack submitted a letter outlining suggestions for changes to rental policies and procedures to ensure a good experience for those renting the facility and for better control of maintenance and upkeep. Manager Ian recommended that staff be on-site for all large events rather than having renters issued keys. It was suggested that a job description be drafted for a new position with the hope of hiring at least two people to undertake this role. Ian will put together a job description for the Directors to review at the General Meeting.

BUSINESS:

Financial:

- **Financial Report was accepted on a motion by Renee Hedley, seconded by Jodie Easson. Carried.**
- **General Financial Update**- Lori Pyle provided bank balances and reviewed changes proposed by the Auditors following their report of 2021 finances.
- **Mortgage**- Ben Allison, Allan Hedley, Lori Pyle, and Ian Thompson will be meeting with a Libro representative on Thursday, April 14 at 4pm to discuss the terms of the mortgage. A report will be provided at the General Meeting.

- **Grants-** Manager Ian announced that additional Trillium Funding had been received for various projects around the Fairgrounds and that work had already started. He also mentioned that the Kitchen Grants from Libro and Farm Credit Canada were wrapping up- Jayne Townson has purchased dishes and is working on cups and mugs. The kitchen grant included funding for a new fire suppression system in the Kin Hall, however, the project became cost prohibitive as it required a hood and exhaust fan replacement. It was decided that we should order an electric range to replace the two gas ranges which we can sell if the directors approve. This will bypass the need for fire suppression or ventilation changes. Ian also reported that the Canada Summer Jobs and Reconnecting Festivals and Events grant programs should be providing updates/decisions within the next couple of weeks.

Rentals & Events:

- **Rental Calendar Update-** Manager Ian explained that most weekends are completely booked, including many Fridays. Weekday rentals and recurring business rentals during the day on weekdays are starting to increase too.
- **Fundraiser Updates-**
  - Practically Hip- Wendy Makey and Jayne Townson provided an update on the planning of this joint fundraiser with the Lions Club and Firemen. Plans are well under way and tickets have started to be sold.
  - Official Opening- Renee Hedley provided a brief update noting that RSVPs are beginning to come in and tickets for the evening dance are being sold online. It was suggested that posters be printed and distributed as soon as possible, and further that an email go out to the members with the link to buy tickets for the dance.
  - Designer Bag Bingo- Ian Thompson announced that around $27,000.00 worth of tickets had been sold between the two bingo events. He also explained the new VIP tickets.
  - Pancakes & Paw Patrol- this eat-in breakfast event sold 450 tickets in less than 24 hours. Another will be held in the future. Jodie Easson suggested a children's concert on a Sunday afternoon may be a way to capitalize on unpopular rental dates and get ourselves into the children/family concert market.

OTHER BUSINESS:

- **150th Anniversary Celebrations:** no update provided
- **Agenda for General Meeting:** Ian will circulate a draft agenda for approval.
- **Vacancy on Board of Directors:** With the unfortunate passing of Joanne Grant, there is a vacancy for a one-year term director. It was suggested that Jessica Easson might accept. Allan Hedley will speak with her.
- **County Relationship:** Jessica Easson reported (via Jodie) that County Staff had varying levels of knowledge about what the Fair offers the community. Jodie suggested that we network with County Staff, invite key positions to tour the facility and provide an opportunity to explain how the Fair can help to achieve county goals and vice versa. Jodie and Ian will work on this.
- **Strategic Planning:** Wendy Makey suggested that Strategic Planning sessions be held towards the end of this year. It was also noted that it would be a good time to make constitutional changes including possibly reducing the number of directors, creating an organizational plan for how directors work on different committees, etc. It was agreed that we should look to set a date for strategic planning.
- **Avian Flu:** The Office received a notice from OMAFRA that all poultry shows were to be suspended until at least May 31 due to a rapidly spreading avian flu. We are not certain yet, but if the ban is extended, it could effect the Fair.
- **Grounds Repair:** President Doug presented quotes for equipment to repair damage to the Fairgrounds from the Midway and Wrestling. Bryan Tilbury and Doug will work together on this.

Adjournment declared by Doug Townson at 9:52pm.

MINUTES – GENERAL MEETING
Thursday, April 28th, 2022

Meeting called to order by President Doug Townson at 7:03pm.
Declaration of conflict of interest – None.
In attendance: Recorded on attendance sheets.

President Doug welcomed everyone to the meeting. He thanked everyone who attended and organized the official opening of the Riverside Exhibition Centre held the previous weekend.

Minutes of the last General meeting **were accepted on a motion by Lindsay Farrell-Johnson, seconded by Lori Pyle, Carried.**

Business arising from minutes
None

Financial:

- Treasurer Lori Pyle presented the Financial Report which was **accepted on a motion by Lindsay Farrell-Johnson, seconded by Beth Wise, carried.**
- Lori Pyle presented the mortgage rate offers from Libro Credit Union and explained that the directors were considering a 5-year fixed rate term at 4.25%. The Directors present cast their votes which were later combined with email votes from directors unable to attend the meeting.

- **Grants:**
  - Manager Ian announced that we will be receiving an additional $63,200.00 from the Ontario Trillium Foundation to install a sound system in the Mutual Room, presentation system in the Board Room, for improvements to the Education Room, Stage Curtaining enhancements, and electrical upgrades.
  - Manager Ian announced that the kitchen grants from Agri-Spirit and Libro Credit Union had been finalized and after a donation by Doug & Jayne Townson, we now have 300 sets of silverware, dishes, mugs, and drinking glasses for the Grand Hall.
  - Manager Ian mentioned that the Canada Summer Jobs funding had been approved resulting in three full-time summer positions being available at the Fairgrounds- two in the Fair Office and one to supervise the Riverside Eatery Scoops.

Correspondence: None received.

HOMECRAFT BUSINESS:

- **Homecraft Meeting:** Homecraft President Lisa Liegler asked homecraft committee members to stay following the general meeting for a brief homecraft meeting.
- **Prize Lists Online, Printing in May:** Lisa mentioned that the prize lists are now available online and will be printed in May for distribution to retained exhibitors. Member prize books will be available for pickup at the Office.

BUSINESS:

- **Fair Apparel:** Samples are available at the Office- an order will go in before the Summer.
- **Victoria Day Fireworks:** President Doug asked for volunteers to assist with setup of the Stage at the Dam on May 22nd for the Victoria Day Fireworks event. Volunteers should contact the office.
- **Upcoming & Reports on Events:**

- **Designer Bag Bingo:** Janice Boyter circulated a list to sign up to volunteer at the Spring Bingo events on May 6 & 7. Tickets have sold very well.
- **Riverside Eatery Scoops:** Janice Boyter provided an update on Scoops saying that interviews had been held and training will be held in a couple of weeks ahead of re-opening on the Friday of the May long weekend.
- **Official Opening & Crank It Up:** Chair Renee Hedley thanked all who were involved in the exciting events of the previous weekend. She thanked the committee, volunteers, and the custodians for all of their support. The event was well attended and showcased the functionality and beauty of the facility.
- **Pancakes & Paw Patrol:** The event resulted in nearly $2,000.00 profit for both Mary Poppins and the Fair. The organizing committee hopes to hold another in the Fall and will be asking for Fair volunteers to help in the kitchen.
- **Practically Hip:** This joint fundraiser with the Lions Club and Fire Department will be held Friday, May 27 at the Riverside Exhibition Centre. Over 700 tickets have been sold to date. Lisa Liegler reported that the committee is made up of members of all three organizations. She asked anyone who may be willing to help on May 27th to speak with her or Jayne Townson following the meeting.

FURTHER BUSINESS:

- **Strategic Planning:** The Executive hopes to schedule a strategic planning session to take place later this year to help guide the future of the organization. More details will be shared when dates are chosen.
- **Fair Banquet/ Summer Picnic:** Since it is important for us to get together for some social activity, it has been proposed that a summer picnic be held in place of the Banquet this year. Renee Hedley & Jayne Townson have agreed to Chair the event. Date will be announced soon.
- **Fair Ambassador Program:** To help engage our local youth, we are seeking a volunteer to join the Youth & Education Committee to help organize participation in the OAAS ambassador program.
- **District 6 Fall Meeting:** Will be held in Caledonia on November 5th. We are seeking volunteers to join a committee- we will need to serve lunch and provide an entertainment program.
- **Riverside Eatery Scops Hiring Committee Recommendations (Directors Vote)**- was held by email.
- **Approval of Canada Summer Jobs Job Descriptions (Directors Vote)**- was held by email.
- **Property Insurance Policy (Directors Vote)**- Manager Ian provided a brief overview of changes to insurance as a result of a package deal for property and liability with the Cooperators. The Directors voted by email.
- **Report from Nominating Committee**: Allan Hedley of the nominating committee recommended that Jessica Easson be asked to fill the director position vacated with Joanne Grant's passing. **Accepted on a motion by Allan Hedley, seconded by Lindsay Farrell-Johnson to appoint Jessica Easson to the Board of Directors for a 1-year term. CARRIED.**

Adjournment declared by Doug Townson at 7:54pm
Next Meeting: Thursday, August 25th, 2022, 7:00pm in the Riverside Exhibition Centre Grand Hall.

MINUTES – DIRECTORS MEETING
Tuesday, May 10th, 2022

Meeting called to order by President Doug Townson at 7:30pm.
Declaration of conflict of interest – None.
In attendance: Jessica Easson, Jodie Easson, Linda Fisher, Katherine Hedley, Lorraine Johnson, Lisa Liegler, Wendy Makey, Doug Murphy, Ian Thompson, Doug Townson, Beth Wise, Patti Zadanyi.
Regrets: Ben Allison, Janice Boyter, Jan Cranston, Jamie Daglish, Pam Douglas, Jeff Dudych, Dawna Ebert, Allan Hedley, Renee Hedley, Lindsey Farrell-Johnson, Paul Makey, Dave Murray, Mark Peart, Bryan Wilkieson, Tyler Wilkieson.

Minutes of last executive meeting could not be approved since quorum was not established.

Business arising from minutes
None

BUSINESS:

Financial:
- **Financial Report**: Lori Pyle provided a financial report and balance sheets reconciled until May 9, 2022. The financial report was not approved since quorum was not established.
- **Grants:** Manager Ian reported that money from the Trillium Foundation had arrived and that projects were underway and expected to be completed in time for the Fair. The County approached the Fair about a Tourism Relief Fund Grant, however, the deadline made it near impossible for us to get an application submitted in-time. Ian thanked Jessica Easson for passing along the information.
- **Mortgage Presentation:** Treasurer Lori provided further information about the Mortgage Terms that the Directors had accepted. She mentioned that if we stick to the budget this year, a $57,000.00 principle payment would be possible at the end of the year.

Grounds & Buildings:
- **Insurance:** Manager Ian provided further information about the property Insurance policy from the Cooperators. He mentioned that himself, Doug Murphy, and Allan Hedley would meet before the full-package renewal in August to go over any changes to policy limits, contents, etc. to make sure we have exactly what we need.
- **Custodians:** Manager Ian provided an update on Bryan Tilbury's health. President Doug suggested that the directors should consider hiring another custodian to help support our existing team during the time that Bryan is off work, and to relieve some additional pressure during the busy summer months. A proposal will be sent to the directors for consideration via email.
- **Event Custodian:** Manager Ian discussed a proposal from the Executive to hire a handful of event custodians whose role would be to open and close the buildings, perform general janitorial duties, set up tables and chairs, etc. for events held at the Riverside Exhibition Centre and Fairgrounds. With the additional complications involved in opening and closing the Exhibition Centre, setting the alarm, and due to the size and scope of many of the events taking place on site, the Executive feels this position would be beneficial. A proposal will be sent to the directors for review via email.

Fundraisers:
- **Designer Bag Bingo:** Janice Boyter was absent and so this agenda item was not discussed.
- **Riverside Eatery Scoops:** Janice Boyter was absent and so this agenda item was not discussed.

Fair:

- **150th Anniversary Celebration Committee:** Renee Hedley has agreed to chair a committee to celebrate the 150th anniversary of the Fair. The committee will be looking for volunteers to help- Mark Peart, Katherine Hedley, Jodie Easson, Janice Boyter, Patti Zadanyi, Lisa Liegler, Allan Hedley, Doug Townson, Jayne Townson, Beth Wise, and Lindsey Farrell-Johnson have volunteered so far.

New Business:

- **2022 Fair Banquet/ Summer Picnic:** It was agreed that a Summer Picnic be held for Fair Members and their families on Sunday August 28th, 2022 at 1pm. The Fair will provide hot dogs and hamburgers, entertainment, and will ask members to bring pot-luck salads and desserts.

Adjournment declared by Doug Townson at 8:15pm.

MINUTES – EXECUTIVE MEETING
Tuesday, June 14th, 2022

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Allan Hedley, Renee Hedley, Wendy Makey, Lori Pyle, Ian Thompson, Doug Townson, Beth Wise. Regrets: Lisa Liegler.

Minutes of last executive meeting **were accepted on a motion by Renee Hedley, seconded by Wendy Makey. Carried.**

Business arising from minutes
None

Correspondence
Non Received

BUSINESS:

Financial:

- **Financial Report was accepted on a motion by Wendy Makey, seconded by Beth Wise. Carried.**
- **Mortgage**- Allan Hedley & Doug Townson updated that they had both signed the mortgage documents. As a bit of surprise, Libro has released all of the guarantors. Allan gave a sincere thank-you to Libro for their support.
- **Grants-** Ian updated that the Trillium funded projects were all underway. The first payment against the Canada Summer Jobs project has been provided with the balance to come after completion. Ian also mentioned that an application had been submitted to the Caledonia Community Foundation. The Reconnecting Festivals and Events Grant Program should have successful applicants notified soon. Ian also mentioned that Jess Easson and Haldimand County had been in touch about a possible tourism recovery grant that would allow us to work on establishing bike/canoe/kayak rentals. It was determined that there was not enough time to pull the grant together with less than two weeks until the deadline. Jess Easson is doing a great deal of research and leg work to support a future application.

Rentals & Events:

- **Rental Calendar Update-** Manager Ian explained that nearly every weekend is completely booked in the Grand Hall until late November including many Fridays. Weekday rentals and recurring business rentals during the day on weekdays are starting to increase too.
- **Fundraiser Updates-**
  - Practically Hip- Wendy Makey provided an update on this joint fundraiser. It was noted that a wrap-up meeting had been held and that the groups were discussing holding another similar event next year. Many suggestions for improvements were discussed.
  - Riverside Eatery Scoops- is open and has been making good money so far. The Canada Summer Jobs student will start work this week and is expected to help reduce labour costs further.
  - Christmas Market- Ian and Janice will be meeting shortly to start the planning process.

- Halloween Dance- A committee will be established to plan the Halloween Dance. The hope is to replicate the success of the Practically Hip event with all proceeds supporting the Fair.

OTHER BUSINESS:

- **150th Anniversary Celebrations:** Ian will circulate possible meeting dates- the committee should meet as soon as possible.
- **Fair Picnic:** Beth Wise has agreed to chair. She will draft an email for Ian to send to the membership announcing the picnic.
- **Lamb's Flats Issues:** Complaints from one of the neighbours has resulted in a meeting with Haldimand County. Municipal Bylaw enforcement has provided an update to say that the Lamb's Flats property is not zoned for camping, RV parking, or vehicle parking. As a result, it may be necessary to re-zone the property at the Fair's expense. A long discussion took place surrounding our options for dealing with the property. Ian mentioned that he had sent a brainstorming email to Dan Lawrence to provide some points for discussion and consideration. Wendy asked that these emails be forwarded to the executive. It was decided that a meeting should be held with county stakeholders as soon as possible to try to find a simple resolution which will allow us to continue using Lamb's Flats as we have been for over 60 years.
- **County Tourism Meeting:** Jodie Easson mentioned that herself and Ian had a great meeting with the Economic Development and Tourism staff from Haldimand County. They toured our facility, learned more about what we do, and made suggestions about how we can work together to facilitate tourism in Haldimand with our existing facilities. They have detailed statistics which can be shared with the society to help with marketing and promotions.
- **Hiring Custodians: Accepted on a motion by Wendy Makey, seconded by Beth Wise to post an opening for two additional custodians to relieve pressure on the existing custodians. Carried.**
- **Event Custodians:** It was agreed that event custodians should be put on hold until the regular custodial positions are filled.

Adjournment declared by Doug Townson at 10:13pm.

MINUTES – DIRECTORS MEETING
Tuesday, July 19, 2022

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jan Cranston, Jamie Daglish, Jessica Easson, Jodie Easson, Dawna Ebert, Lyndsey Farrell-Johnson, Allan Hedley, Katherine Hedley, Renee Hedley, Larraine Johnson, Doug Murphey, Dave Murray, Mark Peart, Ian Thompson, Doug Townson, Patti Zedanyi.
Also: Shayla Basiuk, Meghan Kopacz.
Regrets: Ben Allison, Janice Boyter, Pam Douglas, Jeff Dudych, Linda Fisher, Lisa Liegler, Paul Makey, Wendy Makey, Bryan Wilkieson, Tyler Wilkieson, Beth Wise.

President Doug Townson welcomed everyone in attendance. Manager Ian Thompson introduced the new summer students, Meghan Kopacz and Shayla Basiuk who wrote the minutes for tonight's meeting.

Minutes of the last directors meeting were **accepted on a motion by Lindsey Farrell-Johnson and seconded by Jamie Daglish. Carried.**

BUSINESS:

Financial:

- **Financial Report:** Ian Thompson presented the financial report which was **Accepted on a motion by Lindsey Farrell-Johnson, seconded by Katherine Hedley. Carried.**
- **Grants:** Manager Ian Thompson discussed a new Community Foundation Grant which has been received to purchase a point-of-sale system for the ticket wicket. He also mentioned that the second Trillium payment has come in. Jodie and Jamie Easson have recently installed a presentation system in the board room. Also, Ron has made special cords for the concessions, the stage has been perfected and the side walls painted, and the education room floor is done. Ian said that we are waiting to hear back on the province's reconnecting festivals & events grant which was delayed due to the election. If the grant does come through it will double the entertainment and marketing budget for the Fair.

Grounds & Building:

- **Custodians:** Manager Ian said we have had 3 applicants for the new custodian position, he hasn't reviewed them in depth yet, but it seems there is at least one viable candidate who is a retired county worker. Doug offered to sit in and help perform interviews. There was also discussion of having Gil sit in on the interviews. Ian also said that Bryan is officially retiring but he is not off the payroll just yet because he is going to help at the fair and should be paid for that. A side note was that Bryan had won the Canada Day 50/50 draw.
- **HVAC Discussion:** Manager Ian Thompson led the HVAC discussion. Right now, he said there is no air-conditioning or heat in the entire building, and it hasn't been for two months. The LG system is not working, the carrier units have not been functioning for months and the make-up air system is also down. Braneida came and got the fan going on the makeup air system, but it is untreated air going through the building. The cause of the issues is not confirmed, but the best

guess is a lightning strike on the roof of the Exhibition Centre. Allan Hedley asked whether we could get Braneida to sign off on this as the cause so that we might be able to go through insurance to cover the repairs. Cost for the repairs is unknown at this time.

- **Golf Cart:** Manager Ian Thompson presented the issues regarding the golf cart. He said that the cart is not repairable and that the custodians have been making do and using their own vehicles. Mark Peart called in favours and Skyway Lawn Equipment has a used 2014 four-seat club-car for $6,200. Mark suggested that we could rent a cart for about $500 a month and it might be something to consider as we only need cart 6 months out of the year. Another consideration brought up by Jamie Daglish was an ATV and maybe with a tow wagon built. Jamie Daglish said his brother in-law refurbishes these types of things and may be able to help. A decision was made to rent now on a month-by-month basis. **Accepted by Lyndsey Farrell-Johnson and seconded by Jodie Easson to rent a golf cart from Skyway Lawn Equipment on a month-by-month basis. Carried.**
- **Lamb's Flats Issues:** Manager Ian Thompson discussed issues with Lamb's Flats. After the dog show that took place in June of 2022, Dan Lawrence said there were complaints from a neighbor living in front of Lamb's Flats. He said that bylaw determined that Lamb's flats is zoned differently than the rest of the fairgrounds and does not allow for parking or camping. Ian Thompson said there have been many emails back and forth between the municipality, Dan Lawrence, and the fair. It has now been a month since the complaint and Dan Lawrence advised leaving it alone and hopefully it will go away. There are other allowable uses for Lamb's Flats such as using it for midway, horse ring, livestock pasture. Jodie Easson mentioned that it is an election year, and that council can override staff, but questions is if they will. Ian will speak to Michael Philpott to see if he has any suggestions on remedies for these issues based on his experience working with land issues in relation to the Agricultural and Horticultural Societies Act. Once we have more information together, we can approach council and make our case.

Fundraisers:

- **Practically Hip:** Doug Murphy said it was a successful event and was good to work with firemen and Lions for community support. There were no problems selling tickets or with the band selection key, and everyone pitched in and helped. One recommendation is that if we do it again, we should let each organization take turns chairing. The Firemen were great with clean up and washrooms.
- **Riverside Eatery Scoops:** Patti Zadanyi explained that summer student Amy has been doing an excellent job managing the Riverside Eatery. Patti reported that the recent Canada day event was very busy. She stated that although Riverside Eatery received a Shaw's delivered that day, they still ran quite low on ice-cream. Knowing that the wages of the summer students are covered is a huge help, and Riverside Eatery profits should be much higher than last year.

Fair:

- **150th Celebration Committee** Renee Hedley spoke about the 150th Celebration Committee and their meeting a month and a half ago. She mentioned Patti Zadanyi and her mom have worked on a logo and it will look great on merchandise and possibly a flag. Mark Peart suggested a parade on the Sunday that would start at 1:00. The parade would be vintage themed and involve fair members, tractors, cars, trucks, maybe an old ambulance or a hearse. The parade would commence on the track, go out the east end of the grounds, out front of the building and then back into the fairgrounds. Afterwards, the vintage pieces would be parked at the fair for display and there would be heritage games and a birthday cake. There was discussion about having an hour on a fair day where the fair members would dress up in period costumes. Furthermore, Renee mentioned that they would like to do more for the 4H show on Saturday

and have banners or streamers to pop up the event. There were also ideas about a Fair Queen and Dairy Princess reunion. In addition, the float that was used for Canada day is being stored at the Makey's and it will also be displayed in the Exhibition Hall for the fair along with the Wilkieson's tractors. Jodie Easson spoke up and asked if there is a budget of $3000 that would be available for prize money for heritage games for a grandstand show for Sunday afternoon after the parade. **Accepted on a motion by Jodie Easson, seconded by Jan Cranston to offer $3,000.00 prize money for the heritage games. Carried.**

The Youth and Education Committee will be reviving our Ambassador Program for 2023. Jodie asked the directors if they preferred the ambassador program to be held during the Fair or at a summer event- it was agreed that it should be held during the Fair.

Other Business:

- **2022 Fair Banquet/Summer Picnic:** Doug Townson stated that the Fair Banquet/ Summer picnic has been scheduled for August. More details will follow by email.

New Business:

- **Straw for the Fair:** 50 bales of straw are needed for the Fair. Lindsey Farrell-Johnson said she would provide the small bales for the Fair and Agstravaganza. There is still a need for 4 large rounds for the kid's zone and heritage games.
- **Fair Manager Meetings**: Ian Thompson explained how he organized a meeting of fair managers in the district back in June which went well. This meeting was successful as there was an agreement made to share concession lists and make that information into a collective database for all fairs to use. There was also talk about some collective marketing. Ancaster Fair has volunteered to hold the next meeting in October.
- **Marketing Meeting:** Jodie Easson states that the marketing meeting will be next Thursday. She is looking for a social media savvy person to join the marketing committee for a fresh take on marketing at the Caledonia Fair. We are on TikTok now which is being led by two summer students, Shayla Basiuk and Meghan Kopacz.

Adjournment declared by Doug Townson at 8:15pm

MINUTES – EXECUTIVE MEETING
Tuesday, August 9th, 2022

Meeting called to order by President Doug Townson at 7:07pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Allan Hedley, Renee Hedley, Lori Pyle, Ian Thompson, Doug Townson.
Regrets: Lisa Liegler, Wendy Makey, Beth Wise.

Minutes of last executive meeting **were accepted on a motion by Renee Hedley, seconded by Allan Hedley. Carried.**

Business arising from minutes
None

Correspondence
President Doug received a letter outlining sewage line replacement under the River which may impact access to the West Gate. The County has come to the office to talk with Ian, and have assured that access will be maintained. The County has asked to bring the excavators into the area through the Fairgrounds since the trailers cannot navigate the steep slope on Nairne Street.

BUSINESS:

Financial:

- **Financial Report was accepted on a motion by Allan Hedley, seconded by Jodie Easson.**
- **Grants-** Ian announced that we were a successful recipient of the Reconnecting Festivals and Events Grant Program and will receive $32,190.00 to be spent towards marketing and entertainment at the Fair. President Allan is able to apply for funding from Bayer for a project- it was suggested to apply for curtaining along the mezzanine to help with sound baffling in the Exhibition Hall. Ian will continue to source and apply for different grant programs.

Rentals & Events:

- **Rental Calendar Update-** Manager Ian explained that nearly every weekend is completely booked in the Grand Hall until mid December including many Fridays. Weekday rentals and recurring business rentals during the day on weekdays are starting to increase too.
- **Fundraiser Updates-**
  - Riverside Eatery Scoops- is open and has been making some money. For the little administration work required, the return is good.
  - Fall Bingo- bags have been purchased for a Fall bingo event on October 22nd.
  - Halloween Dance- Ian asked for band suggestions for the Halloween Dance. It was decided that the Beatles tribute, 'the Caverners' should be asked. Tickets will be $25, we will have a bar and raffle, plus a costume contest with a $500 prize.
  - Christmas Market- Renee and Jayne will be organizing the market. Vendors have started to book spaces online.

OTHER BUSINESS:

- **150th Anniversary Celebrations:** The committee has been meeting and are planning a Heritage Day on the Sunday of the Fair. This will include a parade organized by Mark Peart, the heritage games (organized by Jodie and Doug M.), and other programs. More updates to follow. Jodie has also finished scanning slides and old photos to create a detailed and organized photo archive. It is available on OneDrive or USB memory sticks at the Fair Office.

- **Fair Picnic:** A reminder will be sent out soon asking for RSVPs, so far there have been very few.
- **REC HVAC Issues:** Ian updated that most of the HVAC issues were nearly resolved. The makeup air system has been repaired and is functioning fully. The LG heat-pump/air conditioning units need a new compressor, which is luckily covered under warranty and will be installed later this week. The system is active at a limited capacity until the defective compressor is replaced. The Carrier air conditioning units which treat the Grand Hall are locked to 72 degrees to provide basic air conditioning. Full repair of the Carrier units requires a back-ordered part to come in. Ian is putting pressure on our HVAC contractors to get everything functioning properly.
- **Fair Entertainment:** The Reconnecting Festivals and Events grant program will allow us to have a very full entertainment schedule this year. Three stages- Riverside Stage, Stage One, and the Stage in the Exhibition Centre will have programming throughout the Fair. There will also be extended shows from the PC Superdogs. Ian and Jodie investigated doing a large grandstand show on Thursday night to utilize the entertainment portion of the grant, but even with the grant, the Fair would have had to put forward around $35-$40,000.00 additional to do a concert with a 'known' country musician, so the idea was scrapped.
- **Hiring Custodians:** Three applications were received and interviews were planned for Friday this week, however, two applicants are no longer interested in the position and the office has not been able to reach the third applicant. For the time being, we will have to make due. Ian suggested putting it out to the membership again, and possibly re-posting the position.
- **Event Custodians:** Ian explained that he has been working seven days per week for the last few years between the Fair and a couple of part time positions. This has made it more difficult to focus 100% on the Fair, and has resulted in some rushed exits to get from one place to another. He is feeling a bit burnt out, but requires the additional income in order to make a living. Since we have had difficulty finding anyone with interest in the event custodian positions, he asked the Executive to consider hiring him to fill this role. Treasurer Lori Pyle thought that this was a viable option. She explained that if we were able to bring someone in from the outside, they would likely be spending much of their time doing personal tasks while 'babysitting' the rentals. She mentioned that Ian has demonstrated the value he brings in his role, and that it would be more economical, more practical, and more efficient for him to work in that capacity. Following the meeting, Lori put together a proposal which would see Ian's contract add 10.5 hours per week with an increase of salary to $74,358.00. Renee Hedley recommended that the Directors be asked to come to the General Meeting 30 minutes early to review this proposal.

NEW BUSINESS

- **Meal Tickets**: Jodie Easson asked whether the membership had been told about the change in the Meal Ticket policy. After brief discussion it was decided that it should be brought up at the General Meeting and it should be emphasized that we are providing snacks, etc. in the Kin Hall, rather than emphasizing that the meal tickets would not be issued this year.
- **Gates**: Manager Ian said that since some Trillium funded items came under budget, it was possible to buy 4 new Apple iPads which will be used at the Gate. Metro Loop is going to put internet into the Sheep Barn, the Horse Barn, and the Ticket Wicket.

Adjournment declared by Doug Townson at 9:15pm.

MINUTES – GENERAL MEETING
Thursday, August 25, 2022

Meeting called to order by President Doug Townson at 7:05pm.
Declaration of conflict of interest – None

Minutes of the last directors meeting were **accepted on a motion by Lindsey Farrell-Johnson and seconded by Paul Makey. Carried.**

Financial Report– Lori Pyle
Lori Pyle went over the financial statements to July 31st.
Moved by Lindsey Farrell-Johnson and seconded by Jodie Easson

Grants – Ian Thompson

Ian Thompson said that our Reconnecting Festivals and Events Grant was successful and has been used towards our entertainment and marketing. The fair will have three full stages of entertainment for this year. The Trillium grant will be wrapped up by the end of the summer. Ian Thompson encouraged the members to also keep an eye out for grants for the future. The middle washrooms are the next goal for improvement.

Correspondence - None

Homecraft Business– Lisa Liegler

Lisa Liegler said that drop-off time for Exhibitors is 3pm-9pm on Wednesday the 28th and expressed that the committee members should be present. Each committee oversees coffee, tea, and snacks for their committee judge. She encouraged recruiting volunteers, especially younger ones. Each department should have an educational theme to be displayed. She said that Jodie has pictures for each department that can be used to decorate and celebrate the 150th. On Sunday, the hall closes at 6:00pm, members should be in the hall for 5:30pm to be ready to tear down. The pizza supper will be held in the exhibition hall on the Sunday as usual, sign up is in the Fair office.

Business – Doug Townson

Catering - Linda Fisher
Breakfast will be served Friday, Saturday and Sunday and lunch is throughout the week of the Fair. Linda wants to line up food in the kitchen and have each department grab their own food on judges' day.
Linda mentioned that Junk in the Trunk is September the 3rd and encourages members to get people to participate.
Doug mentioned that Fair apparel is available for purchase.
Patti Zadanyi said that the Riverside Eatery Scoops is doing well and an upcoming event, Designer Bag Bingo, is on December 22nd.

Ian Thompson mentioned that the plan is to do a Halloween Dance on Saturday, October 29th, 2022. He then discussed the Ghost Tours and said that the Easson's are stepping up to help. Tickets are already selling online for ghost tours.

Mark Peart talked about the 150th celebration and the parade. He said it will be at 1:00pm and they are hoping to get some horses and tractors. It will only last about 15-20 minutes and loops around the grounds and street to circle back to the grandstands. Mark asked that Fair members dress in period clothing to add to the event. There will also be T-shirts for sale and cake at the end of the event.

Fair – Doug Townson

Food tickets will not be available this year and snack and refreshments will be available in the Kin Hall instead. The Setup Bee is September 14th at 7:00 and Clean up Bee is October the 5th. The sign-up board for Fair volunteering will be available in the office.

Jodie Easson discussed marketing. Jodie said that the Fair has increased the ad buys and our presence on CHCH. We have also increased our radio presence, reaching further into Brantford and Hamilton. There are also interviews taking place and digital ads on social media. Our presence on social media has increased, we have started TikTok and are trying to keep up to date. Jodie said that outside and inside vendors are oversold.

Jodie discussed the ambassador program and how we are launching a program for 2023. This new program is to be represented as a youth recruitment strategy with leadership components. Jodie has discussed with others and said that running it in the summer seems like the best idea, possibly Canada Day.

Further Business

Wendy Makey gave an update that strategic planning is at a point where the directors are looking on to bring a facilitator.

Doug Townson reminded the members that the OAAS District 6 fall meeting will be on November 5th in Caledonia. Doug said that a committee is needed for that.

Next Meeting
The next general meeting will be taking place on Thursday October 27th, 2022 at 7:00pm

Lamb's Flats was brought up and Ian mentioned that a neighbor lodged a complaint about camping during the dog show held at the Fair. As of now, Lamb's Flats cannot be used for what it is normally used for, but the local councilor is helping guide the Fair through this process. Hopefully there will be a permit process so it can be used for the Dog Show and during the Fair.

Adjournment moved by Lindsey Farrell-Johnson.
Adjournment at 7:55pm.

MINUTES – DIRECTORS MEETING
Tuesday, September 13, 2022

Meeting called to order by President Doug Townson at 7:35pm.
Declaration of conflict of interest – None.
In attendance: Ben Allison, Jan Cranston, Jamie Daglish, Jessica Easson, Jodie Easson, Dawna Ebert, Lindsey Farrell-Johnson, Linda Fisher, Katherine Hedley, Lorraine Johnson, Paul Makey, Wendy Makey, Doug Murphy, Dave Murray, Mark Peart, Ian Thompson, Doug Townson, Bryan Wilkieson, Tyler Wilkieson, Beth Wise, Patti Zadanyi.
Regrets: Janice Boyter, Pam Douglas, Jeff Dudych, Allan Hedley, Renee Hedley, Lisa Liegler.

President Doug Townson welcomed everyone in attendance.

Minutes of the last directors meeting were **accepted on a motion by Lindsey Farrell-Johnson and seconded by Katherine Hedley. Carried.**

BUSINESS:

Financial:

- **Financial Report:** Lori Pyle presented the financial report which was **Accepted on a motion by Lindsey Farrell-Johnson, seconded by Ben Allison. Carried.**

Correspondence:

- Manager Ian read letters from two fair members- Janice Anderson and Brenda Ferris, who submitted resignation letters effective following this year's Fairs. Janice is the chair of the cross-stitch committee and since she is the only member of that committee, a replacement will be necessary to ensure we can continue to offer these classes.

Grounds & Building:

- **Custodians:** Tim Green started last week and has been doing very well so far. Lots of compliments from the other custodians.
- **HVAC Discussion:** Manager Ian Thompson updated that Braneida has the LG units and makeup air system functioning normally. The Carrier Units are working, but at a limited capacity. We are waiting for a replacement part. AN LG compressor required replacement- luckily the parts fell under warranty and we were only required to pay for labour. All-in for the LG units and makeup air system, we were required to spend just over $8,000.00 for repair.
- **Golf Cart:** Manager Ian Thompson presented further issues regarding the golf cart. The custodians are not happy with the rental cart, and have found an alternative company who believe they can re-build the cart to get it functioning again. Without authorization, a $400 expense was incurred, it is estimated to take a further $1,000.00, however, there is no guarantee that the cart can be fixed. The custodians have asked the directors to approve this $1,000.00 expense with the hopes that the cart can be repaired as it's configuration is ideal for the work that they do. Several directors had questions surrounding whether it was responsible to spend further money on the cart without guarantee that it will run again. It was suggested

that the Society could approach different dealers to see if a Kubota or gator could be purchased instead. It was noted that gas engine components can be replaced and repaired much easier than electrical/computer components. **Accepted on a motion by Wendy Makey, seconded by Jan Cranston to not invest further money in the Golf Cart, and instead research a viable replacement to be purchased at a later date. Carried.** Paul Makey volunteered to reach out to dealers for quotes and will report at the next meeting.

- **Lamb's Flats Issues:** Manager Ian Thompson received word from the county via Dan Lawrence that the County will be re-zoning the Fair's portion and their portion of Lamb's Flats so that it can continue to be used for parking of vehicles and for camping. In order to use the County's portion, a Certificate of Insurance will have to be sent to the County along with a Special Events Application. A written letter confirms that bylaw will not take action in the interim period between now and when the property is re-zoned next year.

Fundraisers:

- **Riverside Eatery Scoops:** Patti Zadanyi explained that summer student Amy has been doing an excellent job managing the Riverside Eatery. The Fair weekend will be the last weekend for Scoops this year.
- **Designer Bag Bingo:** Tickets are selling a bit slower than in Spring, but we expect numbers to be good. The purses for the bingo games have been purchased, but the volunteers are waiting to purchase for raffles until closer to the event.
- **Halloween Dance:** Simply Queen has been engaged, and tickets have started to sell online. Paul Makey asked whether quotes had been requested for sound/lighting. Sound Productions has been engaged for the dance. A discussion about sound mitigation in the Hall began and it was noted that future priority should be given to addressing the sound issues in the Grand Hall.
- **Christmas Market:** Vendor spaces have been selling well for the Market on November 26th. The Santa Claus parade will be taking place the same day.

Fair:

- **150th Celebration Committee:** Wendy Makey provided an update on the activities of this committee including a report on a Parade, Heritage Games, T-Shirts designed by Ruth Zadanyi, and to request that directors were heritage clothing for a few hours on Sunday of the Fair. Jodie Easson reported that the Fair Queen Reunion will feature 4 prior Fair Queens- we are still waiting for some responses. If anyone knows Jennifer Fraser, please reach out to Jodie. We are also still in search of round bales of straw for the Heritage Games/ Kidzone, and for shelled Corn for Kidzone.

Other Business:

- **Event Custodian:** At the August General Meeting a motion of the directors was carried to assign additional duties RE: rentals to Manager Ian, however, due to comments made by a director following the vote, a second motion was carried to put the prior motion on hold until the comments were addressed. Treasurer Lori Pyle and President Doug Townson investigated the comments and reported that they did not believe there was any reason for concern and that the hold should be removed so the prior motion could stand. It was **accepted on a motion by Lindsey Farrell-Johnson and seconded by Patti Zadanyi to amend Ian Thompson's contract to assign the additional duties of the event custodian position (an additional 10.5 working hours per week) effective September 30, 2022, with review at the end of March, 2023, and with an amended salary of $74,358.00 per annum to reflect said duties. Carried.**

New Business:

- **Sewage Main Replacement Under River:** Neighbours properties will be used for construction staging. We have been promised minimal impact from this work during the Fair.
- **National Day for Truth and Reconciliation:** The Society was approached by New Credit to provide space for a vigil to be held the Friday evening of the Fair. A further letter was received notifying the Fair that the vigil would be cancelled due to further healing required between New Credit, Six Nations, and Haldimand County, but with encouragement that the Fair acknowledge the day. There were several suggestions about how to move forward, and it was eventually decided that a moment of silence be observed on stage one, Friday evening at 7:00pm.

Adjournment declared by Doug Townson at 9:20pm

MINUTES – EXECUTIVE MEETING
Tuesday, September 13th, 2022

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Allan Hedley, Renee Hedley, Wendy Makey, Lori Pyle, Ian Thompson, Doug Townson, Beth Wise. Regrets: Lisa Liegler.

Minutes of last executive meeting **were accepted on a motion by Jodie Easson, seconded by Renee Hedley. Carried.**

Business arising from minutes
None

Correspondence
Manager Ian received two resignation letters, both effective following this year's Fair, from Brenda Ferris and Janice Anderson.

OTHER BUSINESS:

Financial:

- **Strategic Planning:** Manager Ian expressed that strategic planning should be completed before the AGM so that any constitutional changes that come about as a result of the plan can be voted through at the AGM at the end of January. Wendy Makey volunteered to reach out to different facilitators to try to schedule the Strategic Planning for November of this year.
- **Custodian Purchase Requests:** It was noted that the custodians have been undertaking projected without approval, including purchasing certain maintenance supplies, equipment, and materials which would likely not have been approved, and/or would be likely to be completed at a work bee. It was decided that the custodians be given purchase approval up to $50. Purchases between $50 and $500 will need to be approved by the Manager. Purchases over $500 will require a vote of the directors. **Accepted on a motion by Allan Hedley, seconded by Wendy Makey. Carried.**
- **Event Custodian:** A motion of the directors to assign additional duties RE: rentals to Manager Ian was carried at the General Meeting in August, but was put on hold due to comments from a director following the vote. Treasurer Lori Pyle and President Doug Townson investigated the comments and reported that they did not believe there was any reason for concern, and that the hold should be removed and the motion stand. The Executive discussed the matter in order to make a recommendation to the directors at their meeting this same evening.

Adjournment declared by Doug Townson at 7:30pm.

MINUTES – EXECUTIVE MEETING
Tuesday, October 11th, 2022

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Wendy Makey, Ian Thompson, Doug Townson. Regrets: Allan Hedley, Renee Hedley, Lisa Liegler, Lori Pyle, Beth Wise.

Since Quorum was not established, the meeting was held for discussion purposes only.

Approval of the minutes of last executive meeting will be deferred until the November executive meeting.

Business arising from minutes
None

Correspondence
None

Financial Report
Financials were discussed briefly. A formal report will be presented at the November executive meeting.

OTHER BUSINESS:

- **Strategic Planning:** Wendy Makey has approached two consultants. She has scheduled an initial meeting with Heather Graham of Heather Graham & Associates next Thursday. Ian, Doug, Allan, and Wendy will call-in to discuss our needs. There was a question about whether we should defer until the spring- it was agreed that we should pursue the planning as soon as possible so that we have guidance moving forward. Constitutional changes can be informed by the strategic plan and can be put forward at the 2024 AGM.
- **Fair Debrief:** All agreed that it was a fantastic Fair this year. Weather, leveraging of our advertising grant, and the fact that we held a Fair in 2021 were all contributors to our success this year. A few items were brought up for further discussion: a fire at Norfolk Fair prompted a suggestion that our emergency plan be reviewed early next year and that more focus be put on volunteer/employee training. The Gates committee is asking that some money be set aside to make some changes to the ticket wicket and main gate to allow for smoother entry/exit. Some safety concerns surrounding the demolition derby were mentioned. The Heritage Games and Heritage Parade were both very well received. The Heritage Games could perhaps become their own event similar to the Haldimand Motors Tricycle Race which has not taken place for a number of years.
- **Fundraisers:** Manager Ian provided updates on fundraisers. He thanked Jodie Easson for taking on the Ghost Tours this year. The Boyter/Zadanyi crew have put together another fantastic bingo later this month. Tickets are selling slowly for the Halloween Dance, but we do expect to turn a profit. Vendors are coming in for the Christmas Market, we will need to begin promoting it soon. Mary Poppins will hold a Breakfast with Santa that morning too with the blessing of the Presbyterian Church who held the Breakfast with Santa for over 30 years.
- **Custodian Discussion:** Doug Townson mentioned that there had been some custodial conflict and inappropriate behaviour exhibited during the Fair this year. Communication strategies and suggestions for improved relations were discussed. The discussion will need to continue when more executive members are present.
- **Agenda for October General Meeting:** Some additions were proposed for the October General Meeting including a marketing report. Changes included a correction for the date of the District Fall

Meeting, and a suggestion to use a SWOT process on post-it notes for the Fair improvements discussion.

NEW BUSINESS:

- **OAAS Convention:** Jodie Easson, Doug Townson, and Wendy Makey expressed interest in attending the Fair Convention. Ian will book four rooms for the time being, they can be cancelled up to 24 hours before the first night. The convention registrations will open December 1st.

Adjournment declared by Doug Townson at 9:52pm.

MINUTES – GENERAL MEETING
Thursday, October 27th, 2022

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.

President Doug Townson welcomed everyone to the meeting and thanked the membership for all of their support during a very busy Fair. The OAAS Meritorious Service Award was presented to Allan & Renee Hedley, and 25-year service pins were awarded to several members.

Minutes of last executive meeting **were accepted on a motion by Lindsey Farrell-Johnson, seconded by Glenn Johnson. Carried.**

Business arising from minutes
None

Correspondence
Correspondence received was addressed in the homecraft portion of the meeting.

Financial Report
The financial report was presented by Manager Ian Thompson. Gross Fair gates for 2022 were $260,117.85, and the gross midway take was $104,616.37. Grants of $187,442.17 have been awarded to the Society in 2022. Bank balances were also presented. The Financial report was **accepted on a motion by Lindsey Farrell-Johnson, seconded by Jan Cranston. Carried.**

BUSINESS

- Doug Townson thanked everyone for attending workbees and helping to set up and tear down the Fair.
- President Doug announced that the District 6 Fall Meeting and AGM would be held at Caledonia on Saturday, November 19th. Jayne Townson is organizing lunch- anyone who is able to assist should reach out to Jayne.
- The OAAS Fair Convention will take place in Richmond Hill from February 16-18. Anyone interested in attending to represent Caledonia should reach out to the office before the end of December.
- Marketing Report- Jodie Easson was not present, so a report was not provided.
- Upcoming and Reports on Events:
    - Designer Bag Bingo- President Doug thanked Janice, Patti, Ruth, Nancy and their volunteers for planning another successful bingo which took place October 22nd. Janice mentioned that attendance at the bingos has been declining, and suggested that only one be held in 2023.
    - Riverside Eatery Scoops- Janice Boyter thanked Amy Moore and Manager Ian for their hard work for Scoops over the Summer. She noted that having a supervisor in Scoops reduced the amount of volunteering necessary. She is hopeful that another member will take over coordinating Scoops next year.
    - Halloween Dance & Ghost Tours- Ian Thompson thanked Jodie Easson for leading two of the 2022 Ghost Tours. The tours were successful and saw a great number in attendance over the three weekends. The Halloween Dance will take place this coming weekend and volunteers are needed- anyone able to assist should contact the Office.
    - Christmas Market- Renee Hedley asked for volunteers to sign up for specific shifts at the Christmas Market on November 26th. She also mentioned that we are looking for someone

to organize the parade float. The Fair and Mary Poppins Preschool will be holding a breakfast with Santa prior to the Christmas Market.

HOMECRAFT BUSINESS

- Homecraft President Lisa Liegler thanked all of the committees for their hard work leading up to the Fair, especially to those who stayed all day on Thursday to get the Hall open.
- A Homecraft meeting will be held on November 22nd at 7pm in the Mutual Room where changes for 2023 will be discussed and a theme will be selected.
- The School Specials Committee is seeking new members for 2023 to replace Matie Paul and Jean Lyall who are retiring after many years of service. Lisa asked anyone interested to approach her or Beth Wise.

FURTHER BUSINESS

- Suggested Improvements for 2023 Fair- Wendy Makey facilitated a SWOT session where members could write their suggestions for successes, weaknesses, opportunities, and threats for the 2023 Fair on Post-It Notes. Wendy will consolidate and present the suggestions at the AGM in January.
- The 2023 Fair will be held September 28, 29, 30, and October 1st
- Strategic Planning- Wendy Makey mentioned that some executive members had an initial consultation with Heather Graham Consulting and that it was recommended that we undertake some Board Governance workshops prior to starting a new strategic planning process. This will ensure there is engagement in creating the strategic plan. Once the plan is completed, it will inform revisions to our constitution and bylaws.
- The AGM for the Society will be held on Thursday, January 26th at 7:00pm in the Grand Hall.

Adjournment declared by Doug Townson at 8:00pm.

MINUTES – DIRECTORS MEETING
Tuesday, November 15, 2022

Meeting called to order by President Doug Townson at 7:32pm.
Declaration of conflict of interest – None.
In attendance: Janice Boyter, Jan Cranston, Jamie Daglish, Jodie Easson, Dawna Ebert, Linda Fisher, Allan Hedley, Katherine Hedley, Renee Hedley, Lorraine Johnson, Paul Makey, Wendy Makey, Doug Murphy, Dave Murray, Ian Thompson, Doug Townson, Patti Zadanyi.
Regrets: Ben Allison, Pam Douglas, Jessica Easson, Jeff Dudych, Lindsey Farrell-Johnson, Katherine Hedley, Lisa Liegler, Mark Peart, Bryan Wilkieson, Tyler Wilkieson, Beth Wise.

President Doug Townson welcomed everyone in attendance.

Minutes of the last directors meeting were **accepted on a motion by Lori Pyle and seconded by Renee Hedley. Carried.**

Correspondence- A thank-you card was received from Karen Douglas & Family acknowledging the Fair volunteers for providing the luncheon at Russell Douglas' funeral.

BUSINESS:

Financial:

- **Financial Report:** Lori Pyle presented the financial report which was **Accepted on a motion by Paul Makey, seconded by Doug Murphy. Carried.**
- A special thank-you was made to Janice Boyter & Patti Zadanyi with a note from Paul Makey that much of the fundraising revenue on the statements had been due to their organization of fantastic events.
- **Grants:** Manager Ian provided updates on the grant funds received in 2022, noting that each of the grants had now been closed out and fully paid.
- **Annual Salary Review for Manager & Custodians:** The directors discussed a variety of options for salary increase and a one-time bonus for the custodians in recognition of their hard work over a very busy year. Patti Zadanyi suggested that rather than a bonus, we purchase equipment that the custodians have been requesting. Paul Makey volunteered to search for an electric flat-bed cart to replace the existing non-functional cart. Lori Pyle suggested that a wage increase corresponding to inflation would be significant, because average inflation was currently sitting over 7%. **Accepted on a motion by Paul Makey, seconded by Allan Hedley, to increase the custodian's hourly renumeration from $17.00 per hour to $17.51 per hour effective January 1, 2023. Carried.**
  Manager Ian departed from the room so that the directors could speak freely surrounding his review. **Accepted on a motion by Paul Makey, seconded by Jamie Daglish, to increase the manager's total annual salary by 3% from $74,358 to $76,588.74, and further, to increase the maximum employer match of retirement savings contributions to 5% from 2.5%. Carried.**
- **Mortgage Principle Pre-Payment:** A brief discussion was held surrounding making a pre-payment towards the principle of the mortgage. Since prepayment privileges were

unknown, it was **accepted on a motion by Paul Makey, seconded by Jan Cranston, to wait to make a prepayment decision until prepayment privileges are known. Carried.**

Fundraisers:

- **Riverside Eatery:** Janice and Patti thanked those who helped volunteer in the Spring before our summer student Amy was hired. They hope that Amy will return next year, and that she and Ian will take on the role of keeping Scoops going. The coffee-maker in the eatery is in need of repair or replacement.
- **Designer Bag Bingo:** All were thanked for their support of another great bingo. It was noted that cleanup was very quick due to a great turnout of volunteers.
- **Halloween Dance & Ghost Tours:** Ian thanked Jodie for leading the ghost tours this year. They are a consistently good fundraiser for us, and Jodie has agreed to continue next year. The Halloween dance was also successful, with the combined profit from both Halloween events just over $5,000.00. The volunteers who stepped up for the dance were thanked.
- **Christmas Market:** Renee Hedley provided a report on the Christmas Market- thanking those who had signed up to volunteer and asking for further support from the directors. Santa visits have been scheduled and are fully reserved. Manager Ian updated that there are just over 70 vendor spaces booked outside. Linda Fisher will be coordinating the bake sale. Renee asked the directors if anyone could coordinate the Fair's float for the Santa Claus Parade this year since she will be busy with the Christmas Market organization.

New Business:

- **Demolition Derby Fence:** John Hussack and the demolition derby committee have suggested selling or disposing of the heavy metal fence which the Fair owns and has previously used to fence the demo ring. Due to the weight and size of each section, it is becoming dangerous to erect. In the last couple of years, the third-party rental fence has been sufficient and the heavy fence has not been used. It was suggested that we investigate the weight to determine if we can make more selling the metal for scrap, or trying to sell it as fencing. Ian and John Hussack will work to get the best price for selling or disposing of the fencing.
- **Ongoing/Monthly Lotteries:** Renee Hedley suggested that the Fair investigate running an ongoing or monthly online lottery as a fundraiser. Lori Pyle said that she and Liz O'Reilly would investigate and report back at the next directors meeting.
- **Men's Club Suppers:** Linda Fisher has been asked if the Fair will host a few evening suppers for the Caledonia Men's Club. Each meal is for 40-45 people, and they each pay $21. There was some concern about hall cleanup, and setup of tables/chairs. The directors agreed to host the January meeting since it was on the same date as the next directors meeting so volunteers would be present to set-up and clean up.

Adjournment declared by Doug Townson at 9:25pm

MINUTES – EXECUTIVE MEETING
Tuesday, November 15th, 2022

Meeting called to order by President Doug Townson at 6:34pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Allan Hedley, Renee Hedley, Wendy Makey, Lori Pyle, Ian Thompson, Doug Townson, & Guests: Bill Hazell, Craig Peters, Steve Skidmore. Regrets: Lisa Liegler, Beth Wise.

Minutes of the September & October Executive Meetings were approved on a motion by Wendy Makey, seconded by Jodie Easson. Carried. It was noted that the October meeting did not have quorum, and that the minutes were for informational purposes only.

OTHER BUSINESS

- Joint Fundraiser with Lion's and Fire Fighters: The guests from the Caledonia Lions and Caledonia Volunteer Fire Department expressed interest in holding another joint fundraiser dance at the Exhibition Centre in Spring, 2023. Craig Peters, speaking on behalf of the Caledonia Lions mentioned that there was frustration/upset from members of the Lions Club since the Fair had booked Simply Queen for the Halloween Dance at the end of October. While none present could recall Simply Queen being specifically mentioned for a future joint venture, an apology was provided and it was suggested that the shared community event calendar be revived so that organizations could look ahead to see what others were planning.

  Doug Murphy suggested that each group go back to their organization to get confirmation that each would like to participate in another joint venture. It was also suggested that a committee meeting should be called quickly to ensure a suitable band can be booked for the event. May 26th is being tentatively held in the Fair's rental calendar for the event.

- Santa Claus Parade & Christmas Market: Craig Peters, speaking on behalf of the Christmas In Caledonia Committee expressed concern that the Christmas Market planned on Parade Day was in competition with the events that the Christmas In Caledonia Committee had planned on the same day. It was explained that the Christmas Market had been held for many years, and that it was intended to compliment the other events being planned and make the town more of a destination on parade day.

- Strategic Planning Update: Wendy Makey explained that she had heard back from Heather Graham with a proposal of $2,700 +HST to hold a single board governance workshop, which was recommended to be completed before strategic planning to ensure an informed plan was created by an engaged group. It was decided that other alternatives should be explored which may be more in-line with the financial investment that the Society can afford at the present time.

Adjournment declared by Doug Townson at 7:20pm.

MINUTES – HOMECRAFT MEETING
Tuesday, November 22nd, 2022

Meeting called to order by President Lisa Liegler at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Mary Hubert, Linda Fisher, Shirley Robson, June Wise, Sue Honchar, Jayne Townson, Renee Hedley, Patti Zadanyi, Lorraine Johnson, Margie Bernhardt, Linda Wooloff, Barbara Wilson, Pat Fearman, Coby Osinga, Kathleen McBlain, Lois A. Douglas, Faye Farrell, Connie Stubbs, Cindy Benedict, Wendy Makey, Beth Wise, Lisa Liegler, and Ian Thompson.

President Lisa Liegler thanked all committees for a fantastic Fair- the Hall looked beautiful.

COMMITTEE REPORTS

- Flowers and Plants: Lorraine Johnson mentioned that there was a good number of entries. There was concern when one judge brought 5 apprentices, having only suggested that 2 would be in attendance prior to the Fair. **It was accepted on a motion by Lorraine Johnson, seconded by Beth Wise that a policy be put in place allowing only one apprentice to shadow each judge and only with prior permission from the Fair. Carried.** Lorraine also suggested that someone be stationed at the entrance to the Hall on Wednesday to help direct exhibitors to the proper section. Jayne Townson volunteered to ensure that the map showing the location of each committee will be put out next Fair. Lorraine also mentioned that she has the curtains that were formerly hanging in the hospitality room of the Old Arena. She will bring them to Jayne Townson who will be able to re-purpose them.
- Baked Products: June Wise noted that entries in pies were down this year, and that the party planner section has been steadily declining in entries. It was suggested by Patti Zadanyi that perhaps a charcuterie section could be used to replace the party planner? The committee noted that an alternative hinge or configuration of the existing bake cases is necessary since the doors are awkward to open and very heavy.
- Canned Goods & Preserves: Kathleen McBlain said that numbers were excellent this year. The committee would like a third judge to start on specials, then work backwards to meet up with the second judge.
- Needlecraft: Jayne Townson noted that entries in needlecraft were significantly down, but the sections still looked full. After a further complaint about wool-samples vs. wool-labels, it was **accepted on a motion by Jayne Townson, seconded by Renee Hedley to standardize the rules for a wool-sample across all needlecraft classes and sections.**
- Quilts: Faye Farrell reported that there were 94 entries. No hand quilts this year, but enough machine quilts and long-arm quilts to cover the whole railing along the mezzanine. It was suggested that perhaps a wood railing could be built on the south side of the building so that more quilts could be displayed.
- Art: No Report
- Photography: Mary Hubert mentioned that all of the sections in photography were updated this year. There were over 400 entries, meaning that 6 sections had to be split. It was suggested that they start splitting at 40 entries rather than 30 to help keep prize costs down. She noted that they are seeing younger exhibitors in photography.
- Crafts: No Report
- Christmas Corner: Connie Stubbs said that while entries initially looked up, many did not show up. Some changes will be made for 2023. The committee is requesting another volunteer to help.
- Halloween Hollow: No report.
- Antiques and Nostalgia: Pat Fearman noted that entries were good this year. The tall orange cabinets have been disposed of, so a new display will need to be built for the next Fair.

- Group Display: Jayne Townson reported that all 4 spaces were filled. Next year she would like to try decorated mantels.
- School Fair: Barbara Wilson reported that entries were great this year. Having the baking display outside of the School Room allowed for more area to hang art on the walls. Two new members will be joining the committee to replace Minnie McBlain and Brenda Ferris who are retiring.
- School Specials: Barbara Wilson reported that Matie Paul and Jean Lyall are retiring and that new committee members will be necessary to ensure the School Specials section continues.
- Jr. Baking: Lisa Liegler said that entries were strong this year, and that they were very happy with their judge.
- Jr. Homecraft: Cindy Murphy submitted a report, read by Renee Hedley. She thanked Laura Van Mil who has brought two classes worth of entries from special needs students at a school in Hamilton. Lego entries are ever-popular. The committee were not overly impressed with their judge this year.

Theme for 2023: Many fantastic suggestions were presented, those gathered agreed that 'Autumn Leaves & Pumpkins, Please!' would be the theme for the 2023 Caledonia Fair.

Other Business:

- Manager Ian gave a personal thank-you to all homecraft members, noting that homecraft is what makes the Fair so special. The work of the homecraft volunteers to make the Hall look so beautiful, to showcase exhibitor entries, and to make judges feel accommodated is one of the reasons we have such a successful showcase from our exhibitors.
- Manager Ian suggested that we move to a flat-rate of $100 for all homecraft judges in recognition of their hard work on judging day, and the increasing cost of travel, judges schools, etc. **Accepted on a motion by Renee Hedley, seconded by Linda Fisher to increase the judges renumeration to $100 from $50, and remove mileage consideration. Carried.**
- June Wise suggested that the Fair resume providing coffee and muffins for judges in the morning on judging day. It was suggested that instead of a morning break, the refreshments be provided as judges arrive. **Accepted on a motion by June Wise, seconded by Linda Fisher that committees donate muffins, and the catering committee provide coffee/tea as judges arrive. Carried.**
- Catering: **Accepted on a motion by Linda Fisher, seconded by Jayne Townson that the self-serve meal be continued on judging day, rather than resuming a banquet-style hot meal. Carried.**
- Prize List Changes: It was noted that the Office will be open on January 28th from 9am-noon for committees to submit prize book changes in-person. A form will be emailed out to everyone in December.
- Change to Entry Drop- Off Hours: It was suggested at the General Meeting that drop-off hours be changed so that committees did not need to be at the hall so late on Wednesday. **Accepted on a motion by Beth Wise, seconded by Wendy Makey that entry drop-off hours be changed to allow for drop-off from 3pm-8pm on Wednesday of Fair Week. Carried.** It was further suggested that entry pick-up time be changes. **Accepted on a motion by Renee Hedley, seconded by Jayne Townson that the Exhibition Hall be closed at 5pm so that entry pickup can begin at 6pm when the Fair closes. Carried.**

Adjournment declared by Lisa Liegler at 8:20pm.

MINUTES – EXECUTIVE MEETING
Tuesday, January 10th, 2023

Meeting called to order by President Doug Townson at 7:07pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Allan Hedley, Renee Hedley, Wendy Makey, Lori Pyle, Ian Thompson, Doug Townson, & Beth Wise. Regrets: Lisa Liegler.

Minutes of the November Executive Meeting was approved on a motion by Wendy Makey, seconded by Beth Wise. Carried. It was noted that the December meeting was not held due to scheduling conflicts.

Correspondence: The Office received a note from Dorothy Beemer that she would be retiring as a Fair Member due to declining health.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Wendy Makey, seconded by Jodie Easson. Carried.**
- **Grants:** Manager Ian noted that he had applied for a federal program to support local entertainment at the Fair. The Canada Summer Jobs grant has been submitted and notifications should be made mid-April. Ian has also applied for another round of Trillium Funding which will help to support board governance training, strategic planning, industry association memberships, education for staff and volunteers, networking events, software and some new portable technology items. He also noted that the Fair will receive $1,000.00 of in-kind graphic design work through the Develop to Market program offered by the South Western Ontario Tourism Corporation (SWOTC). When the Celebrate Ontario information becomes available, if we are eligible, Ian will apply again.
- **Operating Budget**: A draft operating budget was presented by Treasurer Lori. The Executive agreed that this budget should be presented to the membership for approval at the AGM.

Rentals & Events

- **Rental Calendar Update:** Manager Ian noted that the Grand Hall is booked nearly every Saturday from March through until the end of October. Many Fridays are now filling in during the peak summer months.
- **Fundraiser Update:** Patti Zadanyi and Janice Boyter have decided to hold a Spring Designer Bag Bingo. A Paw Patrol Breakfast is being held Family Day Monday. Various Fair members have been meeting with the Lions and Fire Department about another fundraiser dance in May. It was noted that the Canada Day Committee has submitted their resignation to the Chamber is waiting on an answer from them surrounding transferring funds in the Chamber's Canada Day account for the committee to plan the annual festival under the Fair's umbrella. Senior Support is partnering with the Society to put on a business breakfast for Haldimand County mid-February. Mary Poppins will partner with the Society to run a Toy-Bingo in November. Renee and Jayne have agreed to Chair a Christmas Market Committee and will look for volunteers to support planning a larger event.

Fair

- **Set Dates for Agricultural & Homecraft Meeting:** It was agreed that and Agricultural Committee meeting should be held on February 9th at 7:30pm. There was discussion that the Sheep and Dairy Committees need support to ensure that there is educational programming at the Fair this year. Beth & Lisa will discuss dates for a Spring Homecraft meeting.

OTHER BUSINESS

- **Strategic Planning**: Wendy Makey noted the importance of producing a quality strategic plan. It was decided that a governance, human resources, and volunteer coordination committee should be formed with Wendy Makey and Jodie Easson as co-chairs to help guide some new policies based on member input prior to undertaking board governance training and strategic planning sessions.
- **Membership Policies:** A new membership policy is necessary to ensure we can recruit new members and retain existing members. The committee noted above will work on this.
- **Custodian Discussion:** Ian noted that there had been an altercation between two custodians during the Fair, and that since no action has been taken to correct the behaviour, a meeting should likely be held with all the custodians to remind them of our workplace policies. It was suggested that Wendy, Jodie, and Ian be present for the meeting.
- **HVAC Discussion:** Manager Ian reported that he had spoken with an HVAC specialist who had installed the Carrier Rooftop system at the Exhibition Hall. The specialist came on site to try to diagnose some HVAC issues and discovered a myriad of problems including incompatible hydronic thermostats (essentially meaning the in-floor heating is not working), and the lack of a central controller to keep systems running properly and at optimum efficiency. A quote of $28,000.00 was presented to resolve the noted issues. It was decided that the quote should be presented to the Directors ahead of the AGM.
- **Report from Nominating Committee:** The nominating committee (Allan & Doug) have confirmed with all directors up for a new term and they have all agreed to stand. Ben Allison is retiring as a director and Renee Hedley has graciously agreed to stand for election. Allan & Doug will be contacting some of the directors who have not been regularly attending meetings and if they agree to step aside, will offer the positions to Lisa and Beth who are Executive members because of their homecraft positions, but are not currently directors. They are still actively looking for a 2nd Vice President to allow Jodie to retire from the Executive.
- **Agenda for AGM:** A draft agenda was circulated and approved for use.
- **SWOT Exercise:** Wendy Makey reviewed some of the suggestions for opportunities and weaknesses from the October General Meeting. She will send the entire document to the executive, and will ask members to work in teams to suggest further opportunities and weaknesses in a group setting at the AGM.

Adjournment declared by Doug Townson at 10:35pm.

MINUTES – ANNUAL GENERAL MEETING
Thursday, January 26, 2023

Meeting called to order by President Doug Townson at 7:10pm
Declaration of conflict of interest – None.

President Doug Townson welcomed everyone to the meeting and introduced the various guests who were in attendance including Paul Anderson & Terri Mand from OAAS District 6, MPP Bobbi Ann Brady, Deputy Mayor John Metcalfe, and Councillor Dan Lawrence.

A moment of silence was offered for Fair Members who had passed away in 2022: Russell Douglas, Joanne Grant, Richard Harrison, Eleanor Hyslop, Elsie Lang, and Helen Peirson.

Minutes of the last general meeting were accepted on a motion by Beth Wise, seconded by Renee Hedley. Carried.

Business arising from minutes
None

Presentation of audited financial statements: The statements prepared by our auditors Petinelli Mastroluisi (PETMAS) were presented by Treasurer Lori Pyle. **Accepted on a motion by Jan Cranston and seconded by Katherine Hedley to accept the financial statements as presented. Carried.**

Presentation of unaudited financial statements: Lori also presented a profit/loss and balance sheet showing a further break down of income and expenses incurred during the 2022 year. She noted that we surpassed our budgeted income in many areas, resulting in a surplus which was used to make a $350,000.00 principle payment on the mortgage for the Riverside Exhibition Centre in 2022.

Operational Budget: The operating budget for 2023 was presented by Treasurer Lori Pyle. **Accepted on a motion by Wendy Makey and seconded by Doug Murphy to accept the operating budget as presented. Carried.**

Appointment of Auditor for 2023: Accepted on a motion by Lori Pyle and seconded by Allan Hedley to appoint Petinelli-Mastroluisi as auditor for 2023. Carried.

OAAS AFFILIATION FEES: Accepted on a motion by Paul Makey and seconded by Lori Pyle to forward the payment for the OAAS affiliation fees for 2024 in December, 2023 to receive the early renewal discount. Carried.

CORRESPONDENCE was read by Fair Manager Ian Thompson. This included an invitation to farm meetings being held by MPP Bobbi Ann Brady and an invitation to participate in the Knights of Columbus Chili Cookoff at the Exhibition Centre on April 22.

ELECTIONS
John Hussack was selected as election chair on the nomination of Allan Hedley, seconded by Paul Makey. Carried.

Mr. Hussack asked for volunteers to act as scrutineers on the occasion that a balloted vote was required during the election proceedings. **Rick Mitchener & Chuck Roth were selected as scrutineers on the nomination of Paul Makey, seconded by Jayne Townson**. **Carried.**

Mr. Hussack called for the nominating committee to announce their proposed slate of 3-year term directors for 2023. Janice Boyter, Jessica Easson, Lindsey Farrell-Johnson, Linda Fisher, Allan Hedley, Wendy Makey, Dave Murray, and Tyler Wilkieson were named. With all having previously agreed to stand for election, Mr. Hussack added these names to the list of nominations. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for 3-year term directors closed and congratulated the slate of directors elected.

Mr. Hussack called for the nominating committee to announce their proposed slate of 1-year term directors for 2023. Renee Hedley was named. Having previously agreed to stand for election, Mr. Hussack added this name to the list of nominations. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for 1-year term directors closed and congratulated the slate of directors elected.

Mr. Hussack called for nominations for the office of the President. Mark Peart nominated Doug Townson who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for President closed and congratulated Doug Townson.

Mr. Hussack called for nominations for the office of the 1st Vice President. Jodie Easson nominated Wendy Makey who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for 1st Vice President closed and congratulated Wendy Makey.

Mr. Hussack called for nominations for the office of the 2nd Vice President. Lori Pyle nominated Jodie Easson who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for 2nd Vice President closed and congratulated Jodie Easson.

Mr. Hussack called for nominations for the office of the Treasurer. Lorraine Johnson nominated Lori Pyle who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for Treasurer closed and congratulated Lori Pyle.

Mr. Hussack called for nominations for the office of the Homecraft President. Wendy Makey nominated Lisa Liegler who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for Homecraft President closed and congratulated Lisa Liegler.

Mr. Hussack called for nominations for the office of the Homecraft Vice President. Linda Fisher nominated Beth Wise who agreed to stand for election. Mr. Hussack called three times for nominations from the floor- hearing none, he declared elections for Homecraft Vice President closed and congratulated Beth Wise.

Mr. Hussack then declared elections closed and turned the chair of the meeting to president Doug Townson.

Allan Hedley acknowledged that Ben Allison was retiring as a Director- he thanked Ben for his service as a Director, a Past-President, and a significant supporter of the Society.

HOMECRAFT BUSINESS

- **2023 Fair Theme –** Homecraft President Lisa announced that the 2023 Fair theme would be *Autumn Leaves & Pumpkins, Please!* She encouraged all committees to work hard to incorporate the theme into their classes.

- **Catering –** Linda Fisher provided a report on upcoming catering activities including Ron Hewitt's funeral luncheon, and the Canadian Meat Goat AGM. She thanked those who have helped with

catering the Men's Club Lunch, Grain Farmers Meal, and the many other events held in the past year.

- **Prize Book Changes-** Homecraft President Lisa encouraged everyone to bring their prize list changes to Ian. He will be in the office Saturday, January 28 from 9am-noon. All specials should be confirmed, with money received at the office before April 30th in order to remain in the book.

- **Entry Drop Off & Pick Up Hours:** Homecraft President Lisa noted that the Homecraft committees have decided to change Wednesday entry drop-off hours to be from 3:00pm-8:00pm. The Exhibition Hall will close at 5:00pm on Fair Sunday, with entry pick up beginning at 6:00pm.

BUSINESS

- **EVENTS**
    - Fair Manager Ian Thompson thanked everyone who helped with the planning and organization of all of the fundraisers in 2022. He made mention of several fundraisers planned for 2023 including a Spring Designer Bag Bingo, a Toy Bingo in the winter, Christmas Market, and Riverside Eatery Scoops. He encouraged all members to get involved with fundraising and event planning.
    - Fair Manager Ian Thompson also updated on rentals of the Riverside Exhibition Centre, noting that there were only three Saturdays still available between March 2023 and the end of November, 2023. Many Fridays are filling in too. He also noted that there have been many recurring weekly rentals including dog training courses, fitness classes, and various club and committee meetings.

- **OAAS Convention –** will be held in person February 16-18. Members were encouraged to look at the convention website and contact the office if they wish to participate.

- **Spring Cleanup Bee –** The date is scheduled for May 6th at 9:00am

- **Suggestions for 2023 Fair –** Wendy Makey provided results from the SWOT workshop that was held at the October General Meeting. She asked each table to provide suggestions for possible solutions to various areas for improvement. The suggestions will be presented to the Directors at their next meeting.

OTHER BUSINESS

- **Livestock Meeting –** February 9th, 2023 at 7:30pm in the Exhibition Hall
- **Ambassador of the Fairs –** Jodie Easson provided an update on the re-launch of the Fair Ambassador Program. A date for the competition is still being discussed, but it will take place in the Summer of 2023. The ambassador will receive a $1,000 bursary, leadership/ skills development, and will represent Caledonia at the 2024 CNE Ambassador of the Fairs Program. Anyone interested in assisting on this committee should contact Jodie Easson or Dave Murray.

ADJOURNMENT

Adjournment moved by Lisa Liegler at 8:45pm.

MINUTES – DIRECTORS MEETING
Thursday, January 26th, 2023

Meeting called to order by President Doug Townson at 6:31pm.
Declaration of conflict of interest – None.
In attendance: Janice Boyter, Jan Cranston, Jessica Easson, Jodie Easson, Dawna Ebert, Pam Douglas, Linda Fisher, Allan Hedley, Katherine Hedley, Lorraine Johnson, Paul Makey, Wendy Makey, Doug Murphy, Dave Murray, Mark Peart, Lori Pyle, Ian Thompson, Doug Townson, Tyler Wilkieson, Patti Zadanyi.
Regrets: Ben Allison, Jamie Daglish, Jeff Dudych, Lindsey Farrell-Johnson, Bryan Wilkieson.

Minutes of last executive meeting **were accepted on a motion by Katherine Hedley, seconded by Doug Murphy. Carried.**

Business arising from minutes
None

HVAC Issues: Manager Ian Thompson presented a summary of HVAC issues that have been plaguing the Exhibition Centre alongside a quote from an HVAC specialist who has submitted a proposal to install and program a central controller for all of the various HVAC systems in the Exhibition Centre and ensure that everything is functioning as it is supposed to. **Accepted on a motion by Allan Hedley, seconded by Paul Makey to accept the quote from EHM Solutions to install a central controller for the REC HVAC systems and make necessary systems repairs, further, to schedule a meeting with Schilthuis Construction to discuss the issues and ask for support. Carried.**

Adjournment moved by Jessica Easson at 7:10pm

MINUTES – DIRECTORS MEETING
Thursday, January 26th, 2023

Meeting called to order by President Doug Townson at 7:30pm.
Declaration of conflict of interest – None.
In attendance: Joanne Douglas-Lane (Heavy Horses), Jodie Easson, Lindsey Farrell-Johnson (Light Horses), Rodney Fox (Dairy Cattle), Katherine Hedley (Beef Cattle), Richard Johnson (Dairy Cattle), Ken McConachie (Dairy Cattle), Marie McConachie (Dairy Cattle), Ian Thompson, and Doug Townson.
Regrets: Betsy McBurney (Goats), Misti Bottenfield (Poultry)

Welcome- Doug Townson welcomed representatives from the livestock committees to the meeting, he then turned the chair over to Ian Thompson.

Ribbons & Rosettes- Ian Thompson noted that trophies/plaques will be discontinued this year. Instead, rosettes will be offered for all specials. Committees who typically award rosettes are asked to switch to ribbons to place each section to help save costs. It was discussed that the year would only be stamped on special rosettes to help reduce waste. An 'order sheet' will be distributed to each committee to note which specials they would like a rosette awarded.

Judges- Ian Thompson asked all committees to submit the name and contact information for their judges (mailing address, phone number, and email) to the Office as soon as possible. Prize books, badges, and a meal voucher will be mailed to each judge in the summer. It is important for the Office to have contact information for all judges.

Prize Books- Ian Thompson mentioned that the draft livestock prize book had been distributed to the committees the afternoon of the meeting. He encouraged everyone to review and advise of any corrections. He asked the Heavy Horse committee to please note which sections are paid in the ring so that they can be removed from the online system which produces the cheques in an effort to avoid duplicating and double-payment of certain sections. Ian also asked Katherine Hedley if she could reach out to the 4H leaders to see if anything should be included in the prize books this year. The information will be required before the end of March.

Parking- Chuck Roth was not present at the meeting, but Heavy & Light Horse committees both noted that everything seemed to run smoothly at the 2022 Fair.

Insurance- Ian Thompson provided an insurance update, noting that our new insurer is one of only two companies currently covering Fairs. In an effort to avoid claims, some suggestions were made for safety improvements including better fencing to prevent animals exiting the Cattle Ring. The Beef and Dairy Committees will meet to discuss needs and bring quotes back to the directors. There was also a discussion about restricting public access to show areas of the barns. It was decided that it would be better to put up simple sign letting visitors know that livestock can bite/kick, etc.

Traceability/ Vaccination- Lindsey Farrell-Johnson reminded everyone that we are required to check that rabies vaccinations are in place for any animal for which the vaccine is approved for use. The OAAS has been lobbying the Province/Federal Government to attempt to have regulations changed so that Fairs are not responsible for reporting movement of animals. We hope to have more updates at the OAAS Convention later this month.

Marketing- Jodie Easson asked anyone who may have content for social media/short videos to contact her so that different items can be produced.

Committee Reports-

Heavy Horses: Nothing new to report.
Light Horses: Nothing new to report.
Goats: Nothing new to report/ no committee members present.
Sheep: Don Douglas has been looking for someone else to take this on but is not having luck. Richard Johnson will speak to Jerry Kelleher and Ian Thompson will speak to Michael Richards.
Dairy Cattle: Nothing new to report.
Beef Cattle: Katherine Hedley reported that many changes have taken place to restructure the beef show.
Poultry: Nothing new to report/ no committee members present.

President Doug thanked everyone for attending- it was noted that this was one of our best attended livestock meetings with nearly every committee represented.

Adjournment declared by Doug Townson at 8:25pm

MINUTES – EXECUTIVE MEETING
Tuesday, February 14th, 2023

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Allan Hedley, Renee Hedley, Lori Pyle, Ian Thompson, & Doug Townson.
Regrets: Lisa Liegler, Wendy Makey, Beth Wise

Minutes of the January Executive Meeting was approved on a motion by Allan Hedley, seconded by Jodie Easson. Carried.

Correspondence: None.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Jodie Easson, seconded by Renee Hedley. Carried.**
- **Grants:** Manager Ian noted that he had applied for a federal program to support local entertainment at the Fair. The Canada Summer Jobs grant has been submitted and notifications should be made mid-April. Ian has also applied for another round of Trillium Funding which will help to support board governance training, strategic planning, industry association memberships, education for staff and volunteers, networking events, software and some new portable technology items. He also noted that the Fair will receive $1,000.00 of in-kind graphic design work through the Develop to Market program offered by the South Western Ontario Tourism Corporation (SWOTC). When the Celebrate Ontario/Reconnecting Festivals and Events information becomes available, if we are eligible, Ian will apply again. The County is planning to run a festival grant program again in 2023 with similar eligibility as 2022. Ian also mentioned that our annual Agricultural Society return had been submitted including the OMAFRA grant portion.

Rentals & Events

- **Rental Calendar Update:** Manager Ian noted that the Grand Hall is booked nearly every Saturday from March through until the end of November. Many Fridays are now filling in during the peak summer months. In some cases, the Fair Office has been rented due to high demand for meeting rooms. The price for the Mutual Room has been reduced and as a result we are seeing more bookings taking place.
- **Fundraiser Update:** Patti Zadanyi and Janice Boyter have decided to hold a Spring Designer Bag Bingo. A Paw Patrol Breakfast is being held Family Day Monday- it is an officially licensed event with true PAW Patrol characters attending. Various Fair members have been meeting with the Lions and Fire Department about another fundraiser dance in May. An Eagles tribute has been booked for the event. They are planning an ABBA tribute for May, 2024. It was noted that the Canada Day Committee submitted their resignation to the Chamber, but that the Chamber had opted to continue holding Canada Day on their own- as a result, they have decided to have the festivities return to the Kinsmen Park on July 1st. The Chamber has requested to use the Fair's stage at the Park on Canada Day. It was decided that due to the age of the stage, the danger/difficulty in maneuvering it down the hill in the Kinsmen Park, and the difficulty securing volunteers to erect and dismantle the stage, that it not be provided for any events that are taking place off-site. Senior Support is partnering with the Society to put on a business breakfast for Haldimand County mid-February and for Breakfast with Santa in December. Mary Poppins will partner with the Society to run a Toy-Bingo in November. Renee and Jayne have agreed to Chair a Christmas Market Committee and will look for volunteers to support planning a larger event. Mary Poppins would like to plan a multi-

day festival on Family Day Weekend with the Society for 2024 and beyond. Planning will start in the summer. Ian also presented information from a contract from PepsiCo, making them the exclusive beverage provider for the Fairgrounds and buildings on-site. They will be installing a soda fountain in the Riverside Eatery, providing a glass-door portable cooler, and a vending machine for the Exhibition Hall. There was discussion about partnering with the Food Bank and Legion for a progressive raffle lottery to be drawn monthly between May 1 and the end of October. Ian will reach out to the Legion and Food Bank to confirm interest.

Fair

- **SWOT Session Results:** No report as Wendy Makey had sent regrets.

OTHER BUSINESS

- **Meritorious Service Award**: Several names were floated for this award but it was ultimately decided that the OAAS Meritorious Service Award should be presented to Lori Pyle for her outstanding contribution in her role as treasurer.
- **Ambassador Program/ Fair Banquet:** Jodie Easson provided a recommendation from the Fair Ambassador Committee that an event be held on Thursday, June 29th in the Mutual Room where the Ambassador contest will take place, 25-year service pins can be awarded, and Fair members can have an appreciation meal and social. It was agreed that this was a good plan. Renee Hedley offered to help with decorating. Jodie will work to begin planning the event with the rest of the committee.
- **Custodian Discussion:** Jodie, Wendy, and Ian are still planning to meet with the custodians and review our workplace expectations. This meeting will hopefully take place before the next executive meeting.
- **HVAC Discussion:** Manager Ian updated that Oliver Herod from EHM Solutions has ordered the necessary components. We are now waiting for components to come in so that work may begin. The first priority will be getting the in-floor heat operating properly, then to work through tying all the other equipment into the new central control system.

Adjournment declared by Doug Townson at 9:45pm.

MINUTES – EXECUTIVE MEETING
Monday, March 20th, 2023

Meeting called to order by President Doug Townson at 7:20pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Allan Hedley, Renee Hedley, Lisa Liegler, Wendy Makey, Ian Thompson, Doug Townson, & Beth Wise. Regrets: Lori Pyle

Minutes of the February Executive Meeting were approved on a motion by Allan Hedley, seconded by Renee Hedley. Carried.

Correspondence: None.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Manager Ian Thompson and was **approved on a motion by Wendy Makey, seconded by Lisa Liegler. Carried.**
- **Grants:** Manager Ian noted that we were declined for a federal program to support local entertainment at the Fair. The Canada Summer Jobs grant has been submitted and notifications should be made mid-April. Ian has also applied for another round of Trillium Funding which will help to support board governance training, strategic planning, industry association memberships, education for staff and volunteers, networking events, software, and some new portable technology items- we should hear on this grant in the next few weeks. He also noted that the Fair will receive $1,000.00 of in-kind graphic design work through the Develop to Market program offered by the South Western Ontario Tourism Corporation (SWOTC) and that design work had started. A mock-up was circulated, and suggestions made for changes. When the Celebrate Ontario/Reconnecting Festivals and Events information becomes available, if we are eligible, Ian will apply again. The County is planning to run a festival grant program again in 2023 with similar eligibility as 2022. Ian also mentioned that our annual Agricultural Society return had been approved for $5,000.00.

Rentals & Events

- **Rental Calendar Update:** Manager Ian noted that the Grand Hall is booked nearly every Friday and Saturday from March through until the end of November. The price for the Mutual Room has been reduced and as a result we are seeing more bookings taking place.
- **Fundraiser Update:** Patti Zadanyi and Janice Boyter have decided to hold a Spring Designer Bag Bingo- tickets will go on sale online on April 1st. There will not be a fall bingo this year. The Pancakes and PAW Patrol event was very successful, and we hope to hold another next Spring. Various Fair members have been meeting with the Lions and Fire Department about another fundraiser dance in May. An Eagles tribute has been booked for the event. The committee will meet March 22nd and hope to have ticket information online this week. Senior Support is partnering with the Society to put on the rescheduled business breakfast for Haldimand County mid-April and for Breakfast with Santa in December. Mary Poppins will partner with the Society to run a Toy-Bingo in November. A committee has come together to plan for an Ambassador Competition and Fair Banquet on June 29th in the Mutual Room. They will meet on March 23rd.

Fair

- **SWOT Session Results:** Wendy Makey will report at the April executive meeting.
- **Fair Draw:** Since the Legion and Community Support Centre are going to start a Chase the Ace when the Hagersville draw finishes, it was decided to hold our Fair Draw raffle with paper tickets as usual for this year. We will investigate ways to sell the physical paper tickets online. It was

decided to print 3,000 tickets this year rather than the normal 2,000. Ian will apply for the license this week and get tickets as soon as possible.

OTHER BUSINESS

- **HVAC Discussion:** Manager Ian updated that Oliver Herod from EHM Solutions has all of the parts in-hand except for the central controller which is expected on the 23rd of March. The work is expected to be completed the first week of April.
- **Sound Enhancements:** Manager Ian presented a quote from RNR Staging (the company who manufactured and installed our stage curtaining and pipe and drape) to make some additional curtaining enhancements with the hope of enhancing the acoustics in the Grand Hall. The quote will be presented to the directors on March 21st.
- **Farm & Food Care Ontario:** Jodie Easson suggested that the Society take out a membership for Farm & Food Care Ontario to get access to some educational materials including a virtual-reality farm.

Adjournment declared by Doug Townson at 9:05pm.

MINUTES – EXECUTIVE MEETING
Tuesday, March 21st, 2023

Meeting called to order by First Vice-President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Janice Boyter, Jessica Easson, Jodie Easson, Dawna Ebert, Lindsey Farrell-Johnson, Linda Fisher, Katherine Hedley, Lorraine Johnson, Wendy Makey, Dave Murray, Mark Peart, Lori Pyle, Ian Thompson, Patti Zadanyi.

Minutes of the January Directors Meeting were approved on a motion by Lorraine Johnson, seconded by Katherine Hedley. Carried.

Correspondence: None.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Lindsey Farrell-Johnson, seconded by Katherine Hedley. Carried.**
- **Grants:** Manager Ian noted that we were declined for a federal program to support local entertainment at the Fair. The Canada Summer Jobs grant has been submitted and notifications should be made mid-April. Ian has also applied for another round of Trillium Funding which will help to support board governance training, strategic planning, industry association memberships, education for staff and volunteers, networking events, software, and some new portable technology items- we should hear on this grant in the next few weeks. He also noted that the Fair will receive $1,000.00 of in-kind graphic design work through the Develop to Market program offered by the South Western Ontario Tourism Corporation (SWOTC) and that design work had started. A mock-up was circulated, and suggestions made for changes. When the Celebrate Ontario/Reconnecting Festivals and Events information becomes available, if we are eligible, Ian will apply again. The County is planning to run a festival grant program again in 2023 with similar eligibility as 2022. Ian also mentioned that our annual Agricultural Society return had been approved for $5,000.00. The Trillium Foundation is opening a capital grant stream in late-spring. Ian has been in-touch with Schilthuis to quote to renovate the Kin Hall & Fair Office washrooms, install a new hood and suppression system in the Kin Hall kitchen, and automatic door openers.

Grounds & Buildings

- **Spring Work Bee:** The spring work bee will be on Saturday, May 6th at 9:00am.
- **HVAC Update:** EHM Solutions has everything in-hand except the central control system which is expected March 23rd. They have scheduled the first full week of April to perform all of the work necessary to automate the system and get the boiler thermostats changed out.
- **Exhibition Hall Acoustic Improvements:** A quote was presented by Manager Ian Thompson for additional curtaining to be installed in the Grand Hall as recommended by an acoustical engineer which the Society contracted during the building process. This additional curtaining, especially when paired with our existing portable pipe and drape curtaining, should significantly improve the acoustics in the Grand Hall and address complaints we have received around sound quality. It was also noted that it would help to make the space look more finished. **Accepted on a motion by Lindsey Farrell-Johnson, seconded by Patti Zadanyi, to purchase additional curtaining from RNR Staging, Inc. at a cost of $8,353.00. Carried.**
- **Exhibition Hall Cellular Signal Improvements:** Manager Ian noted that another regular complaint about the Exhibition Centre was the lack of cellular connectivity (Rogers, Bell, & Telus). Fast Computers submitted a quote of $3,000 for a high-power signal booster which involves an outdoor

antenna, connected to an inside transmitter. This device should cover the whole building and drastically improve the available signal. **Accepted on a motion by Doug Murphy, seconded by Jodie Easson, to purchase a cellular signal booster from Fast Computers at a cost of $3,000.00. Carried.**

- **Pepsi Contract:** Manager Ian provided an update on an exclusivity agreement with PepsiCo for the Fairgrounds. Pepsi has provided various equipment for the Exhibition Centre including a soda fountain for the Riverside Eatery and a portable cooler for events. For maintaining exclusivity (selling only Pepsi beverages) at our events and in the Exhibition Centre, Pepsi will provide a $1,000.00 cash contribution each year. There is also an on-site Pepsi vending machine, managed by PepsiCo which will provide quarterly royalty cheques to the Society. It was suggested by several directors that we ask Pepsi for a bar-gun soda fountain to be installed in the Bar. It could be offered to Stag & Doe and other events for an additional charge, and would be very helpful for Fair fundraisers. Manager Ian will put the request in to Pepsi.

Fundraisers

- **Designer Bag Bingo:** Patti Zadanyi and Janice Boyter have decided to hold a Spring Designer Bag Bingo- tickets will go on sale online on April 1st. There will not be a fall bingo this year.
- **Riverside Eatery Scoops:** The committee plans to hire only three employees, plus the supervisor this year in an effort to give more hours to keep staff engaged. The three employees will be returning employees which will cut down on training costs. Contracts will be prepared and the directors will be asked to approve them in the near future. The plan is to open for Victoria Day weekend.

Fair

- **Concession Committee:** Concession co-chair Jodie Easson thanked several Fair members for stepping up to join the committee. She made note that we have sold over 60% of inside concessions, 70% of outside concessions, and 80% of food concessions to date, which is very early progress. We are sometimes at this level during Fair-week.
- **Marketing Committee:** Marketing Chair Jodie Easson mentioned that most 2023 entertainment has been booked. Tik Tok was very popular in 2022. The committee hopes to better engage Fair members and make sure they are connected. The marketing committee has defined the target audience for the Fair as young families.
- **Youth & Education / Fair Ambassador:** Chair Jodie Easson reported that the Youth & Education sub-committees are working on Meet Your Local Farmer and a Spelling Bee. The Fair Ambassador committee is re-establishing the program. The plan is to host a competition and Fair Banquet on June 29th in the Mutual Room. Anyone interested in helping with this program should attend a meeting on March 23rd at 7:00pm in the Fair Office.

OTHER BUSINESS

- **Fair Boutique/ Swag:** Janice Boyter & Patti Zadanyi coordinated samples of many different apparel and novelty items for members to view at a meeting in March. Items were chosen and a quote was presented to the directors for review. It was suggested that one of the hardware or woodworking businesses could be asked to donate use of a shed for Fair-week to be used to sell the merchandise beside the Information Booth. **Accepted on a motion by Janice Boyter, seconded by Lindsey Farrell-Johnson to purchase apparel and novelty products from TOA, Caledonia, to a maximum of $12,000.00. Carried.**
- **Custodial Meetings:** An in-camera session was held to discuss recent meetings and discussions between the Executive and the Custodial employees.
- **Volunteer Recruitment Program:** Wendy Makey and Jodie Easson are chairing a new committee which aims to recruit new members, engage current members, and better define policies in these areas. They hope to have committees host a recruitment fair ahead of the April general meeting.

Adjournment declared by Wendy Makey at 8:50pm.

MINUTES – EXECUTIVE MEETING
Tuesday, April 11th, 2023

Meeting called to order by President Doug Townson at 7:20pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Allan Hedley, Renee Hedley, Wendy Makey, Lori Pyle, Ian Thompson, Doug Townson, & Beth Wise. Regrets: Lisa Liegler

Minutes of the March Executive Meeting were approved on a motion by Lori Pyle, seconded by Beth Wise. Carried.

Correspondence: None.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Wendy Makey, seconded by Beth Wise. Carried.**
- **Grants:** Manager Ian provided a report on several grant applications. The Trillium Resilient Communities fund application is in-review and a decision should be made in the coming days. The Province has created a new program to support festivals and events 'Experience Ontario.' An application has been submitted for $57,750.00 to support entertainment and marketing for the Fair. An application has been submitted to the 'Inclusive Community Fund'- a Provincial program to help create barrier-free and accessible outdoor spaces. The application asks for $50,000.00 to help widen paved areas and provide more parking. A Capital stream will be opening in May under the Trillium Foundation- Ian has been in contact with Schilthuis who are quoting renovation and reconfiguration of the Kin Hall bathrooms to make them accessible. The Kin Hall electrical and kitchen should also be able to be addressed. A decision on Canada Summer Jobs funding should come in the next few days. The South Western Ontario Tourism Corporation grant is now completed and we have beautiful posters and prize book covers as a result. Applications have also been submitted to Honda and Tepperman's for support of the Fair.

Rentals & Events

- **Rental Calendar Update:** Manager Ian noted that the Grand Hall is booked nearly every Friday and Saturday from March through until mid-December. The price for the Mutual Room has been reduced and as a result we are seeing more bookings taking place, but the second floor rentals are still not meeting forecasts. It was suggested that more marketing be undertaken to help increase rentals of the second floor space. Ian will be meeting with the organizers of the Farmers Market to encourage them to move to the Fairgrounds.
- **Fundraiser Update:** Purse Bingo tickets are now on sale. They are not moving as quickly as usual. The collaboration with the Lions and Firemen is being called the Spring Bash. Tickets are now on sale for that, the committee has been meeting regularly to plan this event. The County business breakfast takes place in two weeks time.

Fair

- **Demolition Derby Update:** The Demolition Derby committee met and are recommending that we engage Ontario Demolition Derby to put on our shows this year. There are many advantages to this including cost savings, and a significant reduction in administrative work. The executive was supportive of this direction. Manager Ian will authorize the contract.
- **District Spring Meeting-** April 24, Wainfleet at 7pm.

OTHER BUSINESS

- **HVAC Discussion:** Manager Ian updated that Oliver Herod from EHM Solutions has all of the parts in-hand and work will start on Thursday, April 13th. They are currently reviewing the as-builts to ensure they are prepared with all the cabling, etc. necessary to make the connections.
- **Cleaning Procedures Manual:** Manager Ian has worked with John and Pat Hussack to put together a detailed cleaning procedures manual which will be sent to the custodians. This will form the basis for expectations on how each room and piece of equipment is cleaned to ensure consistency and good maintenance.
- **Agenda for General Meeting:** A draft agenda was circulated and approved for use at the general meeting.
- **Committee Fair at General Meeting:** Wendy Makey, Jodie Easson, Patti Zadanyi, and Janice Boyter are planning a committee fair at the general meeting. They will be asking committees to create display boards to showcase their committees to other members. This is part of the review of volunteer recruitment, recognition, etc.
- **Cattle Barn Roof Repair:** The roof requires immediate repair. It has been secured to prevent further damage and for safety, but the barn is exposed to the elements, and it does not look good. President Doug will investigate materials and the plan will be to repair the roof at the May work bee.

Adjournment declared by Doug Townson at 9:50pm.

MINUTES – GENERAL MEETING
Tuesday, May 2nd, 2023

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.

Minutes of the October General Meeting were approved on a motion by Lindsey Farrell Johnson, seconded by Ben Allison. Carried.

Correspondence: None.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Lindsey Farrell Johnson, seconded by Jayne Townson. Carried.**
- **Grants:** Manager Ian provided a report on several grant applications. The Trillium Resilient Communities fund application is in-review and a decision should be made in the coming days. The Province has created a new program to support festivals and events 'Experience Ontario.' An application has been submitted for $57,750.00 to support entertainment and marketing for the Fair. An application has been submitted to the 'Inclusive Community Fund'- a Provincial program to help create barrier-free and accessible outdoor spaces. The application asks for $50,000.00 to help widen paved areas and provide more parking. A Capital stream will be opening in May under the Trillium Foundation- Ian has been in contact with Schilthuis who are quoting renovation and reconfiguration of the Kin Hall bathrooms to make them accessible. The Kin Hall electrical and kitchen should also be able to be addressed. Our Canada Summer Jobs application has been approved and three full-time positions will be funded this summer. The South Western Ontario Tourism Corporation grant is now completed and we have beautiful posters and prize book covers as a result. Applications have also been submitted to Honda and Tepperman's for support of the Fair. Haldimand County has historically provided a grant to festivals and events, we have not had any update yet for 2023. $5,000.00 has been awarded to the Society from OMAFRA as part of their agricultural societies support grant.

HOMECRAFT BUSINESS

Homecraft Meeting: A new date will be communicated in place of the April meeting which was cancelled. Homecraft Vice-President Beth Wise will help committees decorate and add themed components to their displays.

Prize Books: the 2023 prize books are now online and printed copies are available in the office. Committee members will be provided with their books at the August general meeting.

Upcoming & Reports on Events:

- **Fundraiser Update:** Purse Bingo will take place May 13th. This will be the final purse bingo. Janice Boyter thanked everyone who brought cheese, crackers, and pickles, and everyone who has volunteered to help. Setup will take place Friday, May 12th. Riverside Eatery Scoops will re-open on Friday, May 19th and will be open Tuesday-Sunday until Labour Day weekend, reopening for the Fair. Spring bash tickets are selling slowly. Everyone is encouraged to support this community fundraiser. Anyone interested in volunteering should reach out to Lisa or Wendy. The Victoria Day Fireworks are now under the umbrella of the Agricultural Society. Metro Loop will be supporting the

show again this year. It will take place on Sunday May 21st at the Fairgrounds. We will be looking for volunteers to help set up the stage.

FURTHER BUSINESS

- **Strategic Planning/ SWOT Analysis**: A committee has been formed with the goal of enhancing communications and reviewing our volunteer program. A committee fair will be planned for the August general meeting where each committee will be asked to put together a display to help recruit volunteers for their committee. The committee is actively looking for ways to recruit new volunteers, train and mentor members, and provide recognition.
- **Fair Ambassador Program:** Jodie Easson explained that there has been an application for 2023 Fair Ambassador, at least two more are on the way. The competition will take place on Thursday, June 29th- this night will also act as our Fair Banquet for 2023.
- **Riverside Eatery Scoops Hiring: Accepted on a motion by Lindsey Farrell Johnson, seconded by Wendy Makey to hire Cassie Sauve, Julia Snyder, and Lila Zante as Concession Workers on a contract from May 19, 2023 through to October 2, 2023. Carried.**
- **Canada Summer Jobs Hiring: Accepted on a motion by Lindsey Farrell Johnson, seconded by Lorraine Johnson to hire Amy Moore as Concession Supervisor, and Meghan Kopacz as Fair Assistant, on contracts from May 15 and June 19, respectively, through to September 1, 2023. Carried.**

MARKETING COMMITTEE REPORT: Jodie Easson reported that the marketing committee is looking for volunteers to help us with social media posts, especially outside of Fair time. She asked that any committees seeking support reach out to the committee. Janice Boyter and Patti Zadanyi have spearheaded a new Fair Boutique with 'Fair Swag' which will be available for sale through the summer and at the Fair. They demonstrated several items including clothing, drinkware, and toys.

OTHER BUSINESS

- **Funeral Bar:** President Doug called for volunteers to assist with bartending on May 5 for a funeral reception at the Exhibition Centre.

Adjournment declared by Doug Townson at 8:15pm.

MINUTES – DIRECTORS MEETING
Tuesday, May 9th, 2023

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Janice Boyter, Jan Cranston, Jamie Daglish, Jessica Easson, Jodie Easson, Dawna Ebert, Linda Fisher, Allan Hedley, Katherine Hedley, Renee Hedley, Lorraine Johnson, Paul Makey, Wendy Makey, Doug Murphy, Dave Murray, Mark Peart, Ian Thompson, Patti Zadanyi.

Minutes of the May directors meeting were not circulated, and will be reviewed at the July Directors Meeting.

Correspondence: None.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Manager Ian Thompson and was **approved on a motion by Paul Makey, seconded by Katherine Hedley. Carried.**
- **Grants:** Manager Ian noted that the Canada Summer Jobs grant was approved to fund three positions over the Summer. A recent Trillium application for strategic planning and governance training was declined, likely because we have been successful with three prior applications under this program since 2020. The Province has announced a new program- Experience Ontario -which replaces the former Celebrate Ontario/Reconnecting Festival and Events grant. An application has been submitted to assist with marketing and entertainment for the Fair. The County is planning to run a festival grant program again in 2023 with similar eligibility as 2022. Ian also mentioned that our annual Agricultural Society return had been approved for $5,000.00. The Trillium Foundation is opening a capital grant stream in late-spring. Ian has been in-touch with Schilthuis to quote to renovate the Kin Hall & Fair Office washrooms.

Grounds & Buildings

- **HVAC Update:** EHM Solutions has started work, but has been sporadic in their appearances. Ian will try to get an update with a firm date for completion.
- **Exhibition Hall Acoustic Improvements:** The curtaining has been ordered, it is in production now and should be installed in June, 2023.
- **Exhibition Hall Cellular Signal Improvements:** The booster has been installed and there has been a significant increase in cellular service availability in the building.
- **Custodian Update:** Gil Wooloff has retired- the directors thanked him for his service over the last couple of years. There is no current plan to hire another custodian to replace him.
- **Cattle Barn Roofing:** Repairs and patching was completed at the May work bee. President Doug Townson will discuss shoring up the barn and any potential repair/replacement of the lean-to with the cattle committees.
- **Ticket Wicket Roofing:** The Gates committee will meet in the next week to discuss any modifications to the ticket wicket and gate area. Paul Makey has offered steel for the roof replacement.

Fundraisers

- **Designer Bag Bingo:** The Bingo will take place this coming weekend. Patti Zadanyi thanked everyone who has signed up to volunteer.
- **Riverside Eatery Scoops:** Opens on May 19th and will be open Tuesday-Friday 5-9pm and Saturday & Sunday 1pm-9pm until Labour Day. It will re-open for the Fair.

Fair

- **Concession Committee:** Chair Jodie Easson noted that concessions are almost sold out for 2023. The committee will be meeting next week to discuss a new food court area behind the Kin Hall and to plot out spaces. There are several new committee members which will be very helpful especially at fair time.
- **Marketing Committee:** Marketing Chair Jodie Easson mentioned that the committee is looking for help with social media and that if anyone is interested or knows someone who may be interested, to contact the office.
- **Youth & Education / Fair Ambassador:** There is one confirmed entry in the Ambassador Competition so far with 3 more likely to come in. The competition will be held at a member appreciation dinner on Thursday June 29 at the Exhibition Hall. The committee is seeking donations for judges swag bags and runners up.
- **Demolition Derby:** The demolition derby committee has chosen a new provider for 2023- Ontario Demolition Derby. They put on the show at Ancaster and many other Fairs across Ontario.

OTHER BUSINESS

- **Fair Boutique/ Swag:** Much of the swag items have arrived and will go on sale at the Victoria Day Fireworks on May 21. There are still some novelty items to come in.
- **Jobs List:** President Doug suggested that a job list be kept in the office or available online so that members can volunteer to do certain projects on their own time. Ian will keep a list at the Office and will be creating a Facebook Group for Fair Members which will have the list posted.
- **Spring Bash**: Members were encouraged to buy tickets for the Spring Bash concert on May 26th- ticket sales are slow. It was also suggested that members please share the event on social media to help get the word out there.
- **County Breakfast**: Paul Makey noted that he had heard great things about the facility and the food at the County Breakfast held in the Mutual Room in April.

Adjournment moved by Wendy Makey at 8:00pm.

MINUTES – EXECUTIVE MEETING
Monday, June 19th, 2023

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Allan Hedley, Renee Hedley, Lisa Liegler, Ian Thompson, Doug Townson, & Beth Wise. Regrets: Wendy Makey, Lori Pyle

Minutes of the April Executive Meeting were approved on a motion by Renee Hedley, seconded by Lisa Liegler. Carried.

Correspondence: A letter was sent to the office from OMAFRA with information about agricultural careers funding which will be distributed through Agricultural Societies during the next annual return process in 2024.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Manager Ian Thompson and was **approved on a motion by Allan Hedley, seconded by Beth Wise. Carried.**
- **Grants:** Manager Ian provided a report on several grant applications. The Trillium Resilient Communities fund application was declined. Since we have received this funding three-times prior, it is likely they are trying to spread it out a bit further rather than award duplicate funding to the same organizations. The Province has created a new program to support festivals and events 'Experience Ontario.' An application has been submitted for $57,750.00 to support entertainment and marketing for the Fair, word should be returned by the end of July. A Trillium Capital stream application has been submitted for the renovation of the Kin Hall and Office washrooms. An answer on this grant is expected by the Fall.

Rentals & Events

- **Rental Calendar Update:** Manager Ian noted that rentals continue to be strong in the Grand Hall. The second floor and smaller rooms are not renting as lucratively, even with the added kitchen spaces. There is more competition for that market with the Lions Hall, Masonic Lodge Hall, Legion, and ReMax Room meeting those demands. Many aren't aware we have these smaller spaces.
- **Fundraiser Update:** A new employee at the County is throwing the rule book at lottery organizers. As a result, we have found that we have not always been following every lottery rule. As such, a Provincial Application has been submitted for the winter Toy Bingo event. Cheques have been ordered on the lottery account in order to meet County requirements. We will be meeting with the lottery licensing officer to ensure everything we do is in compliance with the lottery rules moving forward. Scoops is doing strongly so far. An in-camera session was held to discuss some recent conflicts in Scoops. There is no concern about operations. There is still one outstanding expense item and one outstanding income item out of the control of the Society which is holding up finalizing the Spring Bash joint fundraiser. Lisa Liegler will reach out to the committee in the hopes of getting this fundraiser closed out for the year. Renee Hedley & Jayne Townson have held a meeting and are working away at organizing the Christmas Market.

Fair

- **Gates Committee Proposal:** The gates committee has submitted a proposal to remove the front gates, make some changes to the ticket wicket, and to close the West Gate to pedestrian entry. The Executive was supportive of these proposed changes noting that if the change does not work, the temporary nature of the changes will allow the committee to try different things until it works as they hope it will.

OTHER BUSINESS

- **Custodian Discussion:** It was agreed that a posting should be made to hire another custodian on a part-time basis to ensure we do not run into burnout situations due to vacations or illness.
- **HVAC Discussion:** EHM solutions has linked every HVAC system together. The last step will be to program the system with the central controller.
- **Ambassador Competition & Banquet:** Jodie Easson provided an update on the Ambassador Competition and Fair Banquet taking place next week. There are 4 contestants registered (down from 5), judges are confirmed, and numbers look good for member attendance. It should be a lovely evening.

Adjournment declared by Doug Townson at 10:03pm.

Meeting called to order by Doug Townson at 7:00 pm.
Declaration of conflict of Interest – None.
In attendance: Janice Boyter, Jessica Eason, Jodie Easson, Linda Fisher, Katherine Hedley, Renee Hedley, Allan Hedley, Lorraine Johnson, Dave Murray, Wendy Makey, Mark Peart, Lori Pyle, Ian Thompson, Doug Townson, Patti Zadanyi. Also, Heather Fisher, Meghan Kopacz, Ian Thompson, Beth Wise.
Regrets: Jan Cranston, Jamie Daglish, Dawna Ebert, Lindsay Farrell-Johnson, Doug Murphey

Minutes of the last director's meeting were accepted on a motion by Katherine Hedley and seconded by Lorraine Johnson. Carried.

Financial Report: The Financial Report was presented by treasurer, Lori Pyle. **Accepted on a motion by Renee Hedley, seconded by Wendy Makey. Carried.** Lori mentioned that QuickBooks Desktop is being discontinued and we may have to look at other options for our accounting program such as Sage 50 or QuickBooks Online.

Grants: Manager Ian Thompson notes that we have two grant applications submitted right now. First, Experience Ontario for the Fair to increase the marketing and entertainment budget. We should hear about whether we will get it around the end of July. The next grant application is Capital Stream application through Trillium. This is for the Kinsmen Hall washrooms to be made fully accessible as well as the fair office washrooms. Electrical will be upgraded, which will help at Fair time for the concessions. The application was for the Kinsmen Hall washrooms over the middle washrooms because of expense concerns. We should hear about that grant around the end of summer.

Grounds & Buildings

- **HVAC Update:** Manager Ian Thompson explained that all systems are currently working. A central controller has been installed and the last remaining step is to program the controller.
- **Custodian Update:** Due to the increased workload as a result of the number of rentals and projects to be completed, it was recommended that a posting be made to hire another custodian. This will also help cover illness/vacations.
- **Ticket Wicket Update – Changes to Gates at Fair Time:** Gates chair Mark Peart presented a report and plan to make changes to the ticket wicket and gates entry protocols at Fair time. Concerns with the plan were discussed and modifications made. The work on reconfiguring the gates will be completed in time for the Fair.

Fundraisers

- **Riverside Eatery Scoops:** Manger Ian Thompson said that everything is going well, and sales are up. Ian explained that in the last few years new freezers where purchased, and there currently is an issue with one of the dipping freezers that is 30 years old in Scoops. A quote from the Restaurant Supply company said that a new dipping cabinet is $1,295 or two for $2,590. It is a reasonable price, and we will mean no further new equipment will be necessary for several years. **Accepted on a motion by Renee Hedley and seconded by Mark Peart to purchase two new dipping cabinets at a cost of $2,590.00. Carried.**
- **Christmas Market:** Renee mentioned the posters for the Christmas market on November 25th have been posted, vendors can have indoor or outdoor spots this year and we are hoping to fill

all the spots. She asked for support from the group to spread the word to potential vendors. Ian mentioned that the vendor sign-up webpage is open, and we have already received many applications. If we do not fill inside, we can put up drapery to make the space look fuller.

Fair

- **Concession Committee:** Jodie Easson explained that concessions are going very well for the fair. Inside vendors and food vendors sold out. The concessions committee has been expanded and will meet in early August. Mapping ideas and food layouts are being discussed. We are doing a Food Truck Thursday that has four participants and is going well.
- **Marketing Committee:** Jodie Easson explained that the marketing committee is meeting soon.
- **Youth & Education / Fair Ambassador:** Jodie Easson explained that the group has not met in a while and will meet in August. Meet your local farmer will run the whole weekend and will be worked on to increase participation on Sunday. The Ambassador competition at the end of June was successful. Joyce Fox was announced as our new Fair ambassador and her duties will be discussed at the marketing meeting on Thursday. There will be some parades and events that Joyce will try to attend on behalf of the Fair throughout the summer.

New Business

- **Fair Boutique / Fair Swag:** Manager Ian Thompson explained that marketing photos had been taken and the goal is to create a section on the website where people can purchase online. We sold some items on Victoria Day and will hopefully sell more with the website development. The aim is to sell these products by the info booth at the Fair where there is high traffic.
- **Committee Fair:** Wendy Makey discussed support for committees for fair and hopes to have it wrapped up at the end of August meeting. This can be where committee chairs ask for pointers and discuss their plan is and goals. Looking at the date of July 27th for this meeting to take place.

Adjournment: Declared by Doug Townson at 8:15 pm.

Minutes recorded by Meghan Kopacz and Heather Fisher.

MINUTES – EXECUTIVE MEETING
Monday, August 8th, 2023

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Allan Hedley, Renee Hedley, Lisa Liegler, Wendy Makey, Lori Pyle, Ian Thompson, Doug Townson, & Beth Wise.

Minutes of the April Executive Meeting were approved on a motion by Lisa Liegler, seconded by Beth Wise. Carried.

Correspondence: A letter was sent to the office from a neighbour asking about a community mural on the Cattle Barn. It was decided that a response be sent to say that reconstruction of the wall would need to take place first and that there is currently no timeline for that work to be completed. Doug Townson received a note from Linda Fisher asking for support from the Executive for a catering job for the Grand Erie School Board in the Fall. It was agreed that Executive Members would support Linda.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Allan Hedley, seconded by Lisa Liegler. Carried.** A letter was received from the WSIB noting that a classification change in 2020 meant that our employees are now mandated to have WSIB Coverage. We have been billed back-dated to January 2020, and moving forward will be expected to remit to WSIB. Manager Ian noted that the County has asked that all lottery expenses be paid direct from the lottery trust account, rather than being reimbursed to operating. Cheques for the lottery account have been ordered, but a float will need to be placed in the account in order to operate. The float can be reimbursed to operating once the proceeds from the Fair Draw are in-place. **Accepted on a motion by Renee Hedley, seconded by Beth Wise to move $1,000.00 into the Lottery Account as a float. Carried.**
- **Grants:** Manager Ian provided a report on several grant applications. The Experience Ontario application was declined- this is largely due to a reduction in funding from $60 million to $19 million. Many neighbouring Fairs did not receive the funding, and it appears festival organizers across the province have been declined or have had significantly reduced funding. FEO and TIAO (which we are members of) are lobbying the government to repurpose funds to increase funding under this grant stream. The Trillium Capital Grant funding answer should come in September.
- **Accounting Software:** Treasurer Lori Pyle noted that QuickBooks Desktop will be discontinued in the future and that there has been pressure from Intuit to switch to QuickBooks Online. Manager Ian ran duplicate books for the better part of a month in both Desktop and Online. While it could work for us, there are several cons to QuickBooks Online. It was decided to renew our Desktop subscription for another year. When QuickBooks Desktop is discontinued we will either switch to Online at that time or perhaps Sage50.
- **Additional Office Help:** Manager Ian requested that the Society consider bringing in a second employee either part-time or full-time in 2024, noting that even with the increase in hours from 40 to 50.5, there is not enough time. This has resulted in over 150 hours of accrued lieu time in addition to vacation time. It was agreed that the finance committee should budget to bring in another employee in 2024 and that further discussion should be had with the directors at their next meeting.

Rentals & Events

- **Rental Calendar Update:** Manager Ian noted that rentals continue to be strong in the Grand Hall. The second floor and smaller rooms are not renting as lucratively, even with the added kitchen spaces. There is more competition for that market with the Lions Hall, Masonic Lodge Hall, Legion, and ReMax Room meeting those demands. Many aren't aware we have these smaller spaces.
- **Fundraiser Update:** The Spring Bash Fundraiser has been wrapped up. The groups will discuss whether another iteration should be held in 2024. Fair tickets, Halloween Dance tickets, and Ghost Tour tickets are all beginning to sell online. Ian will be on vacation when the Fleetwood Mac tribute concert is renting the hall. The Fair will be running the Bar at this event and so volunteers will be necessary. The Toy Bingo is fully licensed and ready to go. Renee and Jayne are working on the Christmas Market.

Fair

- **Gates Committee Proposal:** Another discussion was held surrounding changes to the gates. It will be recommended a meeting be held with interested parties to make a final decision on what changes to make.

OTHER BUSINESS

- **Custodian Discussion:** There have been no applications- Ian will contact St. Leonard's to see if they can help with placement.
- **HVAC Discussion:** EHM solutions has linked every HVAC system together. The last step will be to program the system with the central controller. There is no update.
- **Exhibition Hall Curtaining:** Has been installed and there is a significant difference in the sound quality already.
- **Storm Water Backup:** The plumber has confirmed that it is a town capacity issue, not an issue with anything in our building. He recommends a back-flow valve be installed which will prevent town water from backing up into the building, but will not allow our building to discharge waste if the valve is closed which could result in further problems.
- **Volunteer Committee Fair:** Wendy Makey and Jodie Easson updated that meetings have gone well and that a volunteer Fair will be held before the general meeting on August 31.

Adjournment declared by Doug Townson at 9:45pm.

MINUTES – GENERAL MEETING
Thursday, August 31, 2023

Meeting called to order by President Doug Townson at 7:34 pm.
Declaration of conflict of interest – None

Minutes of the April General Meeting were approved on a motion by Lindsey Farrell-Johnson, seconded by Katherine Hedley. Carried.

Correspondence: None

BUSINESS

Financial

Financial Report: The Financial Report was presented by treasurer Lori Pyle. **Approved on a motion by Lindsey Farrell-Johnson, seconded by Wendy Makey. Carried.**

Emergency Plan: Manager Ian Thompson discussed the emergency plan highlights. They have been given to each member so that they can know what to do in case of an emergency at Fair time. Full copies of the emergency plan are available in the Fair Office.

President Doug Townson introduced the Caledonia Fair Ambassador, Joyce Fox.

HOMECRAFT BUSINESS

- Beth Wise discussed important information relating to homecraft. Drop-off times for exhibitors will be from 3 p.m. to 8 p.m. on September 27th, 2023. It is important to ensure a committee member is present during this time and to ensure that exhibitor numbers are recorded correctly in the judge's books. Beth mentioned that breaks will differ this year and explained that we will return to joint breaks. Each department is asked to bring in 2 dozen muffins on Wednesday night, and the Fair will take care of refreshments. Beth asked that committees please recruit their own volunteers for judging day and that committee members should be in the hall until the Fair opens. Each department is to have an educational or theme display feature. Beth explained that being creative is important and to incorporate fun-facts and other creative aspects to encourage the theme and promote an educational aspect. Anybody is welcome to send their ideas to Beth, and she will help you with them. Beth stated that for the Sunday load-out, everyone should have their committees in the hall by 5:00 p.m., as the hall closes then. Sunday Free Pizza Supper will be held in the Exhibition Hall, and participants should sign up in the office to help determine order quantity.

BUSINESS

- **Catering:** Linda Fisher explained that they have done a few catering jobs since the last meeting. There will be a breakfast/lunch event in November for 360 people volunteers will be needed for. All donations have been very much appreciated.
- **Fair Apparel:** Fair apparel is available and can be ordered.

- **Upcoming and Reports on Events:**
  o Riverside Eatery Scoops: Manager, Ian Thompson explained that Riverside Eatery Scoops has done fantastic this summer. He shared his appreciation to summer student Amy for her hard work this summer. Expenses have been up and there likely will be a price increase next season. Ian said that this weekend is the last weekend that Scoops will be open until the Fair.
  o Halloween Dance & Ghost Tours – Ian Thompson explained that Jodie has taken over leading the Ghost Tours. Ticket sales have been particularly good for the early dates. For the Halloween Dance, Orangeman, the band, is coming to perform live music and it is a 19+ event.
  o Fleetwood Mac & Practically Petty – Ian Thompson explained that this event is a rental. Ian said that we would be running the bar and volunteers would be needed.
  o Toy Bingo – Ian Thompson explained we are partnering with Mary Poppins for our Toy Bingo event. It will be a 19+ event with several popular prizes at many price points. This will be November 18th, and volunteers will be needed.
  o Christmas Market – Jayne Townson explained that this year, we will have inside and outside spaces available for the market. We currently have 50+ vendors but still have spaces available for new vendors. The Riverside Exhibition will be open and serving food and drinks, and volunteers will be needed to serve and collect food donations. There will be a bake sale and greenery made by Linsday Farrell Johnson. Inside, there will be music and Santa. All forms of payment will be accepted for this event.
  o Breakfast with Santa – Ian Thompson explained this event will be held the first weekend of December and volunteers will be needed.

FAIR

- **General:** President, Doug Townson explained that there will be free snacks in the Kin Hall for members and volunteers during Fair time. The set-up bee will be on September 13th and the clean-up bee on October 4th, but there is an event on 6th and we will need extra help. The sign-up board is up and members are expected to sign up for at least two shifts.
- **Marketing:** Jodie Easson explained that every member and volunteer should be marketing for the Fair and asked members to share social media on behalf of the Fair. During September there will be radio and more ads coming through the channels. CHCH will be at the Fair on Thursday morning again. Signs are already up and out, and lawn signs are available for anybody who needs them. If there are any photos taken during the Fair, please share them so they can be used for marketing photos.
- **Gates:** Chuck discussed that they have created a system that will be more efficient for getting people into the gates this year. Chuck explained that there will also be a separate entrance for those that purchased Fair admissions online. There will be no foot traffic through the west gate and there will be security and signs to let people know that it is closed. There will still be admissions being taken through the east gate. There will most likely be a meeting the week of the Fair for everyone who signed up to be at the gates to go over technology and procedures.

FURTHER BUSINESS

- Doug explained that the District 6 Fall Meeting is on November 4 in Ancaster. Ian will be in Florida, and we are looking for a delegation from Caledonia to attend. Someone has to bring district competition items in for judging and there will be a business and

entertainment program while they are being judged. Attendees will receive lunch. If interested, you may contact Ian Thompson.

- Wendy encouraged members and volunteers to continue to spread the word about the Fair and thanked everyone who contributed. She said it was a great turnout and committees are coming together nicely.

The next general meeting will be held October 26th, 2023.

Adjournment declared by Doug Townson at 8:20pm.

MINUTES – DIRECTORS MEETING
Tuesday, September 12th, 2023

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Doug Townson, Wendy Makey, Beth Wise, Mark Peart, Allan Hedley, Renee Hedley, Jodie Easson, Paul Makey, Lori Pyle, Jamie Daglish, Dawna Ebert, Katherine Hedley, Lisa Liegler, Tyler Wilkieson, Lorraine Johnson, Jessica Easson, Lindsey Farrell-Johnson, Dave Murray, Ian D. Thompson (ex officio)

Minutes of the July Directors Meeting were approved on a motion by Katherine Hedley, seconded by Wendy Makey. Carried.

Correspondence: None.

Business Arising from the Minutes: None.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Lindsey Farrell-Johnson, seconded by Wendy Makey. Carried.**

Grounds & Buildings

- **HVAC Update:** Manager Ian noted that Oliver Herod from EHM Solutions has scheduled the final work on the HVAC system to take place from October 2-5.
- **Custodian Update:** Manager Ian provided an update on the difficulty in recruiting new custodial staff. Sam Lomanto is currently experiencing some health challenges and has temporarily stepped away from his role. With a busy rental schedule, Ian has had to take on some custodial duties in order to ensure coverage. Emphasis was made to spread the word about the flexibility of the position and the need for additional support as soon as possible.
- **Ticket Wicket Update:** Gates Chairman Mark Peart explained the changes and updates to the ticket wicket and front gates for the Fair. This will include using three wickets at peak times, closing the West Gate for admissions, and creating a dedicated online/passholder entrance beside the Fair Office. It was asked that directors please encourage friends and family to purchase their tickets online ahead of the Fair.

Fundraisers

- **Riverside Eatery Scoops:** Manager Ian explained that the final numbers will be visible at the October General Meeting since Scoops staff are paid two-weeks in arrears it takes some time for the numbers to post to the statements. Revenue was up considerably over 2021, but costs were higher as a result of cost increases and increased volumes. It was noted that it would be worth continuing this annual fundraiser in 2024.
- **Ghost Tours and Halloween Dance:** Manager Ian updated that all but one Ghost Tour date have 20+ tickets sold so far. There is a 30-ticket cap on each tour. Jodie Easson was thanked for leading the tours again this year. The Halloween Dance tickets are selling online- we will be doing a push for these tickets following the Fair.
- **Toy Bingo:** After some licensing complications, the event is now fully licensed. Tickets go on sale on October 1st. This will be in partnership with Mary Poppins.

- **Breakfast with Santa:** Will be in partnership with Senior Support this year. We will be asking for some volunteers on Sunday, December 3rd. The Presbyterian Church will be handing out stuffies for the children.
- **Family Day:** Mary Poppins has asked the Fair to partner for a Family Day Festival in 2024- anyone interested in joining this committee should please speak to Ian.
- **Christmas Market:** Renee Hedley provided an update on the Christmas Market. All inside spaces are now sold out- overflow spaces on the second floor will be sold. There are also outside spaces available. Santa visits will be scheduled on the website after November 1st. Volunteers will be needed to help in the bar, the Riverside Eatery, and Bake Sale.

OTHER BUSINESS

- **Concession Committee:** Chair Jodie Easson noted that concession spaces have been sold-out since July. A new food court area behind the Kin Hall will ensure we have lots of choice and should help reduce wait times for food.
- **Marketing Committee:** Chair Jodie Easson explained that the marketing machine is working- lots of posts are going up on social media, we are starting radio interviews, programmes have been mailed, and we should start seeing ads in print, on TV, and billboards next week.
- **Youth & Education/ Fair Ambassador:** Fair Ambassador Joyce Fox will be on-site for the Fair. If anyone has tasks for her (handing our ribbons, etc.), please communicate with Jodie. Meet Your Local Farmer and Squire McKinnon's, Kidzone, etc. are all being planned for this year.
- **Emergency Plan & Safety Inspection:** Manager Ian asked that everyone please review the full safety plan ahead of the Fair. A summary has been provided at the General Meeting and in the Directors Meeting package- in addition small cards have been printed for members to carry in their lanyards.

NEW BUSINESS

- **Fair Boutique/ Fair Swag:** Beth Wise noted that a tent will be set up beside the Info Booth to sell Fair merchandise and Pepsi beverages during the Fair. A spot is on the volunteer board for anyone interested.
- **Caithness Street Construction, Parking Issues:** Tyler Wilkieson asked what impact the construction surrounding the Fairgrounds would have on this years Fair. Timelines for the project were explained- while there have been promises that the Town Square will be accessible for parking, it may be necessary to go to plan-B and ask Gateway if they would allow us to utilize their lot from Thursday-Saturday. It was noted that there was disappointment that the County has not considered the devastating impact that this construction will have on safety in the area during the Fair. It was also noted that sidewalks across from the Cattle Barn had been removed on September 11- just two weeks before the Fair with no expectation for the work to be completed before the Fair.

Adjournment moved by Lindsey Farrell-Johnson at 8:30pm. CARRIED.

MINUTES – EXECUTIVE MEETING
Tuesday, October 10th, 2023

Meeting called to order by Vice President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Allan Hedley, Renee Hedley, Lisa Liegler, Wendy Makey, Ian Thompson, Doug Townson, & Beth Wise. Regrets: Lori Pyle.

Minutes of the August Executive Meeting were approved on a motion by Lisa Liegler, seconded by Beth Wise. Carried.

Correspondence: None.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Ian Thompson and was **approved on a motion by Renee Hedley, seconded by Beth Wise. Carried.**
- **Grants:** Manager Ian provided a report on several grant applications. An application for $108,000.00 was approved under the Ontario Trillium Foundation Capital Stream for washroom replacement and accessibility in the Kinsmen Hall and Fair Office. Several other Kin Hall projects will be completed at the same time including upgrading the electrical panel, removing the gas stoves, and some office improvements including some reconfiguration to allow for a desk for a second office employee. Ian reported that $10,000.00 had been received from Haldimand County for the Fair. An application to SWOTC for $2,500.00 worth of CHCH TV advertising was successful and will be utilized for the Christmas Market. There is an upcoming deadline for the last round of Trillium's Resilient Communities Fund. An application will be submitted for strategic planning and some technology upgrades. Ian noted that a grant had been received from the International Association of Fairs and Exhibitions (IAFE) for a convention registration for their 2023 convention in Salt Lake City, Utah, USA. It was decided that travel costs would be too high, and that the grant not be utilized.

Rentals & Events

- **Rental Calendar Update:** Manager Ian asked for support from the Executive to cover rentals during the period he will be on vacation from November 3rd-13th. With no volunteers, it was decided custodians would be scheduled to cover this time.
- **Fundraiser Update:** The Halloween Dance tickets are selling slowly, despite lots of talk on social media about the event. There is hope tickets sales will pick up soon. The Tribute Concert event is over 550 tickets at present time and the organizers expect to be over 700 before the doors open. Beth Wise has volunteered to coordinate the bar and food at this event- Jodie Easson will assist. Tickets are selling slowly for the Toy Bingo too. Christmas Market vendor spaces are selling well, more spaces have been opened on the 2nd floor as a result. Renee Hedley and Jayne Townson are coordinating and will be circulating a volunteer sign-up at the October general meeting. Breakfast with Santa tickets will go on sale November 1st. The catering committee was approached by Grand Erie School Board to cater a large lunch for their staff at the Exhibition Hall on November 17th- the catering committee decided not to move forward citing lack of help.

Fair

- **General Fair Discussion:** A general discussion about the 2023 Fair was held. Comments were made about the demolition derby changes. Concerns were raised about the High School Challenge, emergency plan, and lack of volunteers. Suggestions were made to change policies surrounding

re-entry after 7:30pm, barn load-out on Sunday evening, and allowing online volunteer shift sign-up.

OTHER BUSINESS

- **Custodian Discussion:** Sam Lomanto is no longer working as a custodian. The Executive expressed thanks for his service.
- **HVAC Discussion:** EHM solutions has linked every HVAC system together. The last step will be to program the system with the central controller. There is no update.
- **100 Women Who Care:** Have asked if we will make a presentation for funding on November 14th. Since there is a directors meeting that evening, it was decided we would decline and ask for another opportunity in the Spring.
- **OAAS Convention:** Beth Wise, Joyce Fox, Jodie Easson, Ian Thompson, and Wendy Makey will be attending.

Adjournment declared by Wendy Makey at 10:05pm.

MINUTES – GENERAL MEETING
Thursday, October 26th, 2023

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.

Minutes of the August General Meeting were approved on a motion by Lindsey Farrell-Johnson, seconded by Katherine Hedley. Carried.

Correspondence: None.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Lindsey Farrell-Johnson, seconded by Renee Hedley. Carried.**
- **Grants:** Manager Ian provided a report on several grant applications. An application for $108,000.00 was approved under the Ontario Trillium Foundation Capital Stream for washroom replacement and accessibility in the Kinsmen Hall and Fair Office. Several other Kin Hall projects will be completed at the same time including upgrading the electrical panel, removing the gas stoves, and some office improvements including some reconfiguration to allow for a desk for a second office employee. Ian reported that $10,000.00 had been received from Haldimand County for the Fair. An application to SWOTC for $2,500.00 worth of CHCH TV advertising was successful and will be utilized for the Christmas Market. There is an upcoming deadline for the last round of Trillium's Resilient Communities Fund. An application will be submitted for strategic planning and some technology upgrades. Ian noted that a grant had been received from the International Association of Fairs and Exhibitions (IAFE) for a convention registration for their 2023 convention in Salt Lake City, Utah, USA. It was decided that travel costs would be too high, and that the grant not be utilized.

- **President's Remarks on 2023 Fair**
  President Doug thanked everyone for their work to make the 2023 Caledonia Fair so successful. The final gate numbers were $254,000.00 and our share of midway revenues was $103,000.00. Manager Ian made a comparison to several the 2019, 2021, and 2022 gate and midway figures to show that there has been significant growth since 2019.
- **District Meeting** will be held on November 3rd. Anyone interested in attending should contact the Fair Office.
- **Fair Convention** will be held February 22-24 in Richmond Hill. Anyone interested in attending should contact the Fair Office.
- **Marketing Report:** Jodie Easson presented results from the exit survey conducted following the Fair. There were many comments about the demolition derby, midway pricing, seating, and parking. Overall the results show that we are providing value for money, providing great entertainment, and providing many avenues for agricultural education. Jodie noted that the marketing committee would be working on publicizing upcoming events and asked that members continue to share on social media to help spread the word. Jodie also asked anyone who took Fair photos to send them in to the office. The Fair will have a booth at the Haldimand Wedding Show taking place November 5 at the Exhibition Centre.

Reports on Events

- **Riverside Eatery Scoops**: Ian thanked Amy Moore for her hard work as Scoops supervisor. The revenue showed that it was worthwhile to continue to operate Scoops as a fundraiser. Prices will be raised in 2024 and the hope is that as more people become aware that Scoops exists, it will continue to generate solid revenue for the Society.
- **Halloween Dance & Ghost Tours:** Ian thanked Jodie Easson for leading the 2023 ghost tours. They were completely sold out with 40 in attendance at each tour. Halloween Dance tickets are selling slowly.
- **Tribute Concert:** We will be running the bar at the tribute concert event. Around 800 tickets have been sold. Volunteers are asked to contact Jodie or Beth.
- **Christmas Market:** Over 75 vendors are booked upstairs, downstairs, and outside. Santa visits will be scheduled online beginning November 1st. Fair members can access from 7am, Fair Insiders from 8am, and public at 9am. Lindsey Farrell-Johnson is organizing the greenery sale and Linda Fisher is organizing the bake sale. The Riverside Eatery will be open for food and the bar will be used for alcoholic and specialty drinks.
- **Breakfast with Santa:** Tickets will go on sale November 1st- we are partnered with Senior Support this year. A volunteer sheet will be sent out in mid-November.

HOMECRAFT BUSINESS

- Homecraft President Lisa Liegler thanked everyone for their help with the Fair. A homecraft meeting has been scheduled for November 27th at 7pm in the Education Room. Come with your ideas for the 2024 Fair theme. Lisa encouraged using student volunteers to help set up the hall and on judging day.

FURTHER BUSINESS

- **Suggested Improvements for 2024 Fair:** Many improvements were suggested for the 2024 Fair including further changes to the entry gates, hydro upgrades in the concession area, better rules for traffic flow on Sunday evening, better control of access to the Exhibition Hall for entry pick up, security improvements, and changes to the High School Challenge. There was also discussion surrounding changes to the demolition derby.
- **The 2024 Fair will be September 26-29.**
- **The AGM will be Thursday, January 24, 2024**

NEW BUSINESS

- **Robert Maxwell:** Comedy Hypnotist Robert Maxwell suggested the fair run a comedy hypnosis fundraiser. Anyone interested in volunteering to organize should contact the Fair Office.

Adjournment moved by Lindsey Farrell-Johnson at 8:30pm. Carried.

MINUTES – DIRECTORS MEETING
Tuesday, November 14th, 2023

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Doug Townson, Beth Wise, Mark Peart, Allan Hedley, Renee Hedley, Jodie Easson, Linda Fisher, Lori Pyle, Katherine Hedley, Lisa Liegler, Lorraine Johnson, Jessica Easson, Lindsey Farrell-Johnson, Patti Zadanyi, Doug Murphy, Jan Cranston, Ian D. Thompson (ex officio)

Minutes of the September Directors Meeting were approved on a motion by Jan Cranston, seconded by Lorraine Johnson. Carried.

Correspondence: None.

Business Arising from the Minutes: None.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Lindsey Farrell-Johnson, seconded by Renee Hedley. Carried.**
- **Grants:** Manager Ian announced that the Trillium Capital grant for $108,000.00 was approved. Work will begin soon to renovate the office and Kin Hall washrooms to make them accessible. A variety of other improvements will be made including new flooring for the office, a new electrical panel, and electrical upgrades throughout the office and Kin Hall kitchen. Trillium Capital funding will also be available in 2024- depending on the limits, an application will be submitted for a project (likely the renovation of the middle washrooms). A Resilient Communities fund application was also submitted for strategic planning and some technology upgrades. A grant for $2,500 was received from Bayer for the Fair, and the County's Festival Grant was received for $10,000.00. If anyone hears of any other grant opportunities, please contact the Fair Office.
- **GIC Investments:** Treasurer Lori Pyle provided bank balances and presented a working draft of the proposed 2024 operating budget. After reviewing all of the finances recommendations were made for the purchase of three GICs. **Accepted on a motion by Lori Pyle, seconded by Lindsey Farrell-Johnson to purchase a $50,000.00 1-year redeemable GIC from Libro Credit Union at 3.75%, a $100,000.00 1-year non-redeemable GIC from Libro Credit Union at 5.15%, and a $100,000.00 2-year non-redeemable GIC from Libro Credit Union at 5.15%. Carried.**
- **Mortgage Prepayment:** Past-President Allan Hedley led a discussion surrounding current mortgage balances and suggested that a principle prepayment be considered this year. **Accepted on a motion by Allan Hedley, seconded by Jan Cranston to make a $25,000.00 prepayment against the Riverside Exhibition Centre mortgage. Carried.**
- **Annual Salary Review for Manager & Custodians:** Treasurer Lori Pyle noted that inflation is currently sitting at 3.62%- 2022 inflation was over 7%. **Accepted on a motion by Lori Pyle, seconded by Lindsey Farrell-Johnson to increase the hourly rate for custodian positions by 4% effective January 1, 2024. Carried. Accepted on a motion by Jan Cranston, seconded by Lindsey Farrell-Johnson to increase the annual salary for the general manager by 4% effective January 1, 2024, and to pay a one-time bonus of $6,700.00 to the general manager before December 31, 2023. Carried.**
- **New Position, Office Assistant:** Manager Ian noted that the 2023 year had been very busy and that with increasing rentals in the Exhibition Hall it was time for a second full-time employee to be brought on. A draft job description for an office assistant was presented. Modifications were made by the directors to update expectations for the position and to set a salary and benefit package.

Approved on a motion by Lori Pyle, seconded by Lindsey Farrell-Johnson to approve the job description for Office Assistant and create a hiring committee to fill the position with an intended start date of February 1, 2024. Carried. The hiring committee will be Ian Thompson, General Manager; Lori Pyle, Treasurer; and Jodie Easson, Second Vice-President.

Fundraisers

- **Riverside Eatery Scoops:** Manager Ian explained that the final numbers will be visible at the January General Meeting once all of the year's events are completed. Ian thanked Amy Moore for a fantastic job supervising Scoops over the summer. Volunteers who helped with the Wood Show concession were thanked too.
- **Fair Boutique:** Beth Wise noted that there were some standout items which sold very well, and some which did not. There are some suggestions about combining with the information booth to free up some help. Cow on a leash will be handed out to children visiting Santa.
- **Ghost Tours and Halloween Dance:** Manager Ian thanked Jodie Easson for guiding the Ghost Tours this year. The Halloween Dance was successful, but has not performed as well as hoped for two years. It may not be worth hosting further events.
- **Tribute Concert Bar:** This was a very successful fundraiser with nearly $20,000.00 in sales. Profit is expected to be close to $15,000.00. Thank you to all volunteers.
- **Toy Bingo:** About 350 tickets have been sold. Volunteers are still needed, please contact the office if you can help.
- **Breakfast with Santa:** Will be in partnership with Senior Support this year. We will be asking for some volunteers on Sunday, December 3rd. The Presbyterian Church will be handing out stuffies for the children.
- **Christmas Market:** Renee Hedley provided an update on the Christmas Market. A volunteer sheet was circulated at the general meeting and will be sent out over email soon. Vendor spaces inside are now full. Outside spaces will still be available. Anyone who has Christmas greens to donate can drop them off on Friday November 24th along with any bake sale items.

Adjournment moved by Lindsey Farrell-Johnson at 8:20pm. CARRIED.

MINUTES – HOMECRAFT MEETING
Monday, November 27th, 2023

Meeting called to order by President Lisa Liegler at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Kathy Johnson, Darlene Martindale, Shirley Robson, Sue Honchar, Connie Stubbs, Patti Zadanyi, Janice Boyter, Sandra Stirling, Jayne Townson, Coby Osinga, Lois A. Douglas, Kathleen McBlain, Wendy Alderson, Lorraine Johnson, Cindy Benedict, Barb Wilson, Renee Hedley, Faye Farrell, Sheila Phibbs, June Wise, Pat Fearman, Linda Fisher, Ian D. Thompson (ex officio)

President's Remarks: President Lisa thanked everyone for their hard work during the Fair and noted that the Exhibition Hall looked fantastic.

Committee Reports

Reports were presented by Flowers & Plants, Canned Goods & Preserves, Needlecraft, Quilts, Crafts, Christmas Corner, Halloween Hollow, Antiques, Group Display, School Fair, Baked Products, and Junior Fair. With the exception of School Fair, most committees reported a significant decrease in entries over the previous Fair. Many committees are looking for new ideas which will help increase exhibitor numbers and attract more diverse and/or younger exhibitors.

Theme for 2024: Many suggestions were heard. It was decided that the 2024 Caledonia Fair Theme would be Sew It, Grow It, Show It!

Other Business

- **Opening/ Closing Time of Hall at Fair Time:** It was noted that the hours for pickup of entries must be strictly enforced. No committee should let anyone into the Hall before 6pm. The Hall will close at 5pm. The entertainment schedule will be adjusted to ensure that there is no entertainment leading up to the closure of the Hall.
- **Prize List Changes:** Prize List change forms will be sent out to each committee this week. The deadline for changes is January 27th. The Office will be open on January 27th from 9am-noon to accept change forms and discuss any complex changes.
- **Assist Expo:** A special thank-you to Chuck Roth who allowed us to accept online entries well before many of our neighbouring Fairs with his XAweb program. To take the pressure off of Chuck, the decision has been made to use AssistExpo as our online entry platform moving forward. The change will come into effect for the 2024 Fair. There will be some changes to procedures which will be explained once the program is up and running in the Spring.
- **Prize Money & Specials:** President Lisa reminded everyone that committees are responsible for confirming specials and collecting funds. Specials must be paid by April 30th. The prize list update form will have a new process for requesting rosettes for specials and for acknowledging prize money donors.
- **Catering Update:** Linda Fisher thanked all for their assistance with catering. She asked that judges day lunch be at a set time from 12pm-1pm to ensure everyone is served and make it easier on the kitchen crew.
- **Senior Entry:** Faye Farrell heard a request from a guest that the Exhibition Hall be open at a special time so that seniors could browse the Hall without crowds present.

Adjournment declared by President Lisa Liegler at 8:00pm.

MINUTES – EXECUTIVE MEETING
Tuesday, December 12th, 2023

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Allan Hedley, Renee Hedley, Wendy Makey, Lori Pyle, Doug Townson, & Ian Thompson (ex officio). Regrets: Jodie Easson, Beth Wise, Lisa Liegler.

Minutes of the October Executive Meeting were approved on a motion by Wendy Makey, seconded by Allan Hedley. Carried.

Correspondence: An invitation was received for Bobbi Ann Brady's New Year's Levee in January. Anyone interested in attending should contact the Fair Office. A Christmas card was also received from the office of MP Leslyn Lewis.

Business arising from the minutes: Wendy Makey asked whether it would be necessary to hire another custodian following the unfortunate news that Sam Lomanto had passed away. Manager Ian explained that resumes are accepted on an ongoing basis for the custodian role. While there have been no recent applicants, the workload is currently supported by the existing custodians. It was noted that it may be necessary to advertise the position in the Spring to bring on another pair of hands for the busy summer months.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Lori Pyle and was **approved on a motion by Renee Hedley, seconded by Wendy Makey. Carried.**
- **Grants:** Manager Ian provided a report on several grant applications. An application for $108,000.00 was approved under the Ontario Trillium Foundation Capital Stream for washroom replacement and accessibility in the Kinsmen Hall and Fair Office. Several other Kin Hall projects will be completed at the same time including upgrading the electrical panel, removing the gas stoves, and some office improvements including some reconfiguration to allow for a desk for a second office employee. Work is well underway on the Office improvements and the Kin Hall side is set to being over Christmas holidays. An application has been submitted for strategic planning and some technology upgrades under the Trillium Resilient Communities Fund. An application has been submitted for Canada Summer Jobs for 2024. Experience Ontario and the Building Communities Through Arts and Heritage grant programs are now accepting applications for 2024. Applications will be submitted for both of these grants, but reduced total funding amounts will likely mean events in larger communities will be prioritized.

Rentals & Events

- **Rental Calendar Update:** The rental calendar for 2024 is filling in. The Spring and Fall are nearly fully booked. There is less than the normal amount of summer rentals currently on the books, but there is typically in influx in requests in January and February.
- **Fundraiser Update:** Updates on the success of the Toy Bingo, Christmas Market, and Breakfast with Santa were provided. These events will all be held again in 2024. A theatre group has booked various dates, including the date typically reserved for the Halloween Dance- they have allowed us to be sole food and beverage concession for the theatre shows which will likely bring in a profit similar to the dance with less effort required. The tribute concert was a great success. The promoter has not booked any 2024 dates yet, but have told members that they would like to. Manager Ian is working on a pet expo event for the Spring- likely to be held the first Saturday of March. Wendy

Makey will ask the Spring Bash committee if they will be hosting that event in 2024 and will report back. Pancakes and PAW Patrol™ will be held February 11th.

Fair

- **Homecraft Meeting:** A homecraft meeting was held in November with good turnout. The theme for 2024 will be Sew it, Grow It, Show It. There were suggestions about how to make the exhibition more multicultural and encourage participation from more diverse exhibitors. Committees do not want black rosettes for the judge's choice awards. A prize list update form has been sent to all committees with the hope of better controlling sponsorship recognition and ribbon/rosette usage.

OTHER BUSINESS

- **HVAC Update:** EHM solutions continues to work on the project. Fast Computers has completed the networking component, all that is left is to program the system to pull it all together. It is expected that work will be completed before December 31.
- **Office Assistant Position:** The hiring committee has received over 60 applications to date. Interviews are scheduled for 8 candidates on December 19 and 20. A third date for interviews has been set for January 3. Applications close January 2nd at 9am. The hiring committee expects to have an offer of employment sent to the successful candidate on January 3 or 4, 2024 with an anticipated start date of February 1, 2024.
- **General Meetings:** General meetings have historically been held the final Thursday of January, April, August, and October. The Mutual Room is unavailable on Thursdays so the meetings have had to be held in the Grand Hall which members do not like. It was agreed to move the meeting dates for April, August, and October to be the last Wednesday so that the Mutual Room can be utilized. The AGM in January will still be held on Thursday, January 25th to allow an extra day for the auditors.

Adjournment declared by Doug Townson at 9:45pm.

MINUTES – DIRECTORS MEETING
Tuesday, January 9th, 2023

Meeting called to order by President Doug Townson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Doug Townson, Lori Pyle, Katherine Hedley, Jessica Easson, Tyler Wilkieson, Jan Cranston, Jamie Daglish, Lindsey Farrell-Johnson, Jodie Easson, Linda Fisher, Lorraine Johnson, Dave Murray, Ian D. Thompson (ex officio)

Minutes of the November Directors Meeting were approved on a motion by Katherine Hedley, seconded by Lindsey Farrell-Johnson. Carried.

Business Arising from the Minutes: None.

Correspondence: None.

Proposal from Demolition Derby Committee: The demolition derby committee presented a proposal to hire 'I am Demolition' as new promoter for the Demolition Derbies at the Caledonia Fair. The sanction fee would be about $5,000.00 higher than previous years, but the prize money would also increase. Questions were asked about how the prize money offered would compare with other Fairs. **Accepted on a motion by Jan Cranston, seconded by Lindsey Farrell-Johnson to engage I am Demolition as promote for the 2024 Caledonia Fair Demolition Derbies.** Manager Ian Thompson will follow up with the company and sign the agreement.

BUSINESS

Financial

- **Financial Report:** The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Lindsey Farrell-Johnson, seconded by Jan Cranston. Carried.**
- **Grants:** Manager Ian announced that work on the Trillium Capital grant for renovation of the Fair Office and Kin Hall washrooms was nearing completion. There are expected budget overages due to necessary electrical repairs and increased insulation. A Trillium Capital stream will be opening in February- quotes are being prepared for some changes to the second floor of the Exhibition Hall and for the renovation of the middle washrooms. A Resilient Communities fund application was also submitted for strategic planning and some technology upgrades- word should be provided soon. Experience Ontario and the Building Communities through Arts and Heritage programs have opened for 2024, applications will be submitted, but it is unlikely we will be selected for funding based on the overall budget for these programs. If anyone hears of any other grant opportunities, please contact the Fair Office.
- **2024 Operating Budget:** A draft of the 2024 operating budget was presented by Treasurer Lori Pyle. It will be brought forward at the AGM for approval by the membership. It was noted that fundraising would need to increase over 2023 figures in order to support the necessary income requirements to present a balanced budget.

Rentals & Events

- **Rental Calendar Update:** The Rental calendar is filling up for Q1, Q2, and Q4 of 2024, but Q3 is looking light. All are asked to continue to promote the facilities to friends and family.
- **Fundraiser Updates:** The Christmas Market and Toy Bingo were both a great successes- a thank you to all involved. A PAW Patrol Breakfast has been planned for February 11th, tickets are on sale now. They are moving a bit slower than usual, please help promote. There was encouragement for

directors to step forward to help plan fundraisers for 2024. The Office is working on a vendor show/ pet expo for June where the rental calendar is unusually light.

Fair

- **Set Dates for Agricultural & Homecraft Meetings:** Deferred until next Executive Meeting.
- **Midway:** Jodie Easson and Ian Thompson met with World's Finest Shows in December. The conversation was very positive. They have committed to a new contract at the same commission rates. A contract will be forwarded in the new year. Since Markham and Caledonia Fair are on different weekends in 2024, we have been promised the larger show for 2024.

Other Business

- **HVAC Discussion:** All systems are tied in completely, there is still some programming work to be done. An odd noise was observed during the meeting, the mechanical team will be called in to look over systems in the morning.
- **Report From Nominating Committee:** Deferred as Allan Hedley was unable to attend the meeting.
- **Office Assistant Position:** Victoria Folz of Binbrook has been hired for the Office Assistant position with a start date of January 30, 2024. We are looking forward to her joining our team.
- **Agenda for AGM:** Will be distributed ahead of the AGM meeting.

Adjournment moved by Jan Cranston at 8:30pm. CARRIED.

MINUTES – ANNUAL GENERAL MEETING
Thursday, January 25, 2024

Meeting called to order by President Doug Townson at 7:20pm
Declaration of conflict of interest – None.

President Doug Townson welcomed everyone to the meeting and introduced the various guests who were in attendance including Paul Anderson, Terri Mand, Michael Philpott, and Karen Small from OAAS District 6, Mayor Shelley Ann Bentley, and Ward 3 Councillor Dan Lawrence.

A moment of silence was offered for Fair Members who had passed away in 2023: Ron Howden, Jim McWilliams, Dorothy Smith, and Russell Smith.

A video greeting from 2023-2024 Caledonia Fair Ambassador Joyce Fox was played.

Minutes of the last annual general meeting were accepted on a motion by Lindsey Farrell-Johnson, seconded by Katherine Hedley. Carried.

Business arising from minutes
None

Presentation of audited financial statements: The statements prepared by our auditors Petinelli Mastroluisi (PETMAS) were presented by Treasurer Lori Pyle. **Accepted on a motion by Lori Pyle and seconded by Jodie Easson to accept the financial statements as presented. Carried.**

Operational Budget: The operating budget for 2024 was presented by Treasurer Lori Pyle. **Accepted on a motion by Lindsey Farrell-Johnson and seconded by Sandra Young to accept the operating budget as presented. Carried.**

Appointment of Auditor for 2024: Accepted on a motion by Allan Hedley and seconded by Sandra Young to appoint Petinelli-Mastroluisi as auditor for 2024. Carried.

CORRESPONDENCE: None

ELECTIONS
Terri Mand was selected as election chair on the nomination of Renee Hedley, seconded by Wendy Makey. Carried.

Terri asked for volunteers to act as scrutineers on the occasion that a balloted vote was required during the election proceedings. **Michael Philpott and Karen Small were selected as scrutineers on the nomination of Jayne Townson, seconded by Sandra Young**. **Carried.**

Terri called for the nominating committee to announce their proposed slate of 3-year term directors for 2024. Jamie Daglish, Pam Douglas, Dawna Ebert, Katherine Hedley, Renee Hedley, Doug Murphy, Doug Townson, and Patti Zadanyi were named. **Accepted on a motion by Lindsey Farrell-Johnson, seconded by Wendy Makey to accept the report from the nominating committee. Carried.** On the result of this motion, Terri added these names to the list of nominations. Terri called three times for nominations from the floor- hearing none, she declared elections for 3-year term directors closed and congratulated the slate of directors elected.

Terri called for the nominating committee to announce their proposed slate of 1-year term directors for 2024. Renee Hedley was named. **Accepted on a motion by Sandra Young, seconded by Wendy Alderson to accept the report from the nominating committee. Carried.** On the result of this motion, Terri added this name to the list of nominations. Terri called three times for nominations from the floor- hearing none, she declared elections for 1-year term directors closed and congratulated the slate of directors elected.

Terri called for nominations for the office of the President. nominated Wendy Makey who agreed to stand for election. Terri called three times for nominations from the floor- hearing none, she declared elections for President closed and congratulated Wendy Makey.

Terri called for nominations for the office of the 1st Vice President. Lindsey Farrell-Johnson nominated Jodie Easson who agreed to stand for election. Terri called three times for nominations from the floor- hearing none, she declared elections for 1st Vice President closed and congratulated Jodie Easson.

Terri called for nominations for the office of the 2nd Vice President. Lori Pyle nominated Dave Murray who agreed to stand for election. Terri called three times for nominations from the floor- hearing none, she declared elections for 2nd Vice President closed and congratulated Dave Murray.

Terri called for nominations for the office of the Treasurer. Lorraine Johnson nominated Lori Pyle who agreed to stand for election. Terri called three times for nominations from the floor- hearing none, she declared elections for Treasurer closed and congratulated Lori Pyle.

Terri called for nominations for the office of the Homecraft President. Jodie Easson nominated Beth Wise who agreed to stand for election. Terri called three times for nominations from the floor- hearing none, she declared elections for Homecraft President closed and congratulated Beth Wise.

Terri called for nominations for the office of the Homecraft Vice President. Katherine Hedley nominated Linda Jongerden who agreed to stand for election. Terri called three times for nominations from the floor- hearing none, she declared elections for Homecraft Vice President closed and congratulated Linda Jongerden.

Terri then declared elections closed, released the scrutineers, and turned the chair of the meeting to president Wendey Makey.

Wendy Makey acknowledged Doug Townson by presenting him with a Past-President's pin.

HOMECRAFT BUSINESS

- **2024 Fair Theme –** Homecraft President Beth announced that the 2024 Fair theme would be *Sew it, Grow it, Show it!* She encouraged all committees to work hard to incorporate the theme into their classes.

- **Catering –** Linda Fisher thanked everyone for their time and donations to help with catering.

- **Prize Book Changes-** Homecraft President Beth encouraged everyone to bring their prize list changes to Ian. He will be in the office Saturday, January 27 from 9am-noon. All specials should be confirmed, with money received at the office before April 30th in order to remain in the book.

- **Entry Drop Off & Pick Up Hours:** Homecraft President Beth noted Wednesday entry drop-off hours will remain from 3:00pm-8:00pm. The Exhibition Hall will close at 5:00pm on Fair Sunday, with entry pick up beginning at 6:00pm. No exhibitors will be permitted in the hall before 6:0pm.

- **Committees Looking for Support:** Homecraft President Beth suggested that any new members who were not already on a homecraft committee, should reach out to her or Lisa. She noted that there are several committees seeking more support.

BUSINESS

- **Fundraisers & Events:** President Wendy noted the PAW Patrol Breakfast will take place February 11th. Katherine Hedley noted that a Designer Bag Bingo is being planned for Friday, May 31, 2024.
- **OAAS Convention:** Will take place February 22-24 in Toronto. Anyone interested in attending should contact the Office.

OTHER BUSINESS

ADJOURNMENT

Adjournment moved by Lindsey Farrell Johnson at 8:15pm.

MINUTES – EXECUTIVE MEETING
Tuesday, February 13, 2024

Meeting called to order by President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Linda Jongerden, Wendy Makey, Dave Murray, Lori Pyle, Doug Townson, Beth Wise, and Ian D. Thompson (ex officio). Regrets: Lisa Liegler.

Minutes of the December Executive Meeting were approved on a motion by Beth Wise, seconded by Linda Jongerden. Carried.

Business Arising from the Minutes: None.

Correspondence: 1) A letter was received from the Caledonia Presbyterian Church surrounding the breakfast with Santa fundraiser. Several concerns were noted including that the breakfast was held on a Sunday, not held on Parade Day as was tradition, and that it was a fundraiser rather than a community outreach event. Ian Thompson noted that he did speak with a member of the Church about these concerns. It was decided that a letter should be sent to the Church leadership team acknowledging receipt and thanking them for previous support. **2)** A card was received from St. John the Divine Anglican Church in Cayuga assuring us of the prayers of their congregation for a successful Fair in 2024. No response is necessary. **3)** A letter was received from the Knights of Columbus (St. Patrick's Council) asking for our participation in the 2024 Chili Cookoff event to be held at the Exhibition Centre on April 20th. We have committed to participating again this year.

FINANCIAL

Financial Report: The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Doug Townson, seconded by Beth Wise. Carried.**

Grants: 1) The work on the Kinsmen Hall accessibility/renovation project has been completed. The project was over budget, but with HST credits available to us as a charity the overage will not be of significant impact to the overall operating budget. A 10% holdback will be paid after the final report has been approved. We do need to hold a recognition event. Dee Signs is working on recognition signage now. **2)** The OMAFRA Provincial Return was submitted before the deadline, we expect around $5,000.00 in base funding through this program. **3)** We have heard through the grapevine that our Resilient Communities application will not be approved- while there is no official confirmation, the source is reliable. We may have to look at other opportunities to ensure we can complete strategic planning soon. **4)** There is a Trillium Capital stream currently open and with a deadline in early March. Plans to make changes to the second floor of the Exhibition Centre have been set aside due to significant engineering investment required before trades can quote on the job. A quote of $168,000.00 has been received to renovate and make the middle washroom building fully accessible. The cash investment necessary by the society if we were approved for this grant would be around $22,000.00, which may not be attainable this year. After much discussion it was decided that quotes should be obtained for some additional paving on the fairgrounds and that a grant be submitted for that project rather than the washrooms.

BUSINESS

Rentals & Events

- **Rental Calendar Update:** Ian Thompson noted that the Mutual Room has had very strong bookings since December which is in contrast of much of last year. There are concerns about some holes in the booking calendar on weekends in the Summer. There are currently three open weekends in August, two in July, and one in June- it was noted that this was unprecedented, even in the time of the old arena.
- **Fundraiser Updates: 1)** The Pancakes and PAW Patrol event was a success with around $2,150.00 raised for each organization (Mary Poppins and the Fair). Next year's event will be held on Family Day Monday again. **2)** Planning is under way for the Designer Bag Bingo to be held May 31. While Katherine Hedley had stepped up to organize the event following word from the previous committee that they would no longer be organizing the event, once plans started the previous committee re-formed and are now working with Katherine to plan the event. The lottery and liquor licenses have been approved, prizes are in-hand, and a supplies order will be going in soon. **3)** The Ambassador Competition has been planned for Friday June 14th at the Mutual Room. More details will be sent out soon. The committee will bring dinner quotes to the Directors for approval and to decide whether the meal will be provided as a free appreciation evening as in 2023, subsidized for members, or ticketed. **4)** Riverside Eatery Scoops will be opening on the May long weekend. Depending on weather and staff availability, it may be possible to open sooner. The Office will be reaching out for volunteers to assist with the Mavis Theatre Production of RENT which will be at the Hall the first weekend of April- we have exclusive concession and bar operation at the shows. **5)** Toy Bingo has been licensed for mid-November, 2024. The prizes are in-hand. **6)** The

Christmas Market is being planned for parade day: November 30, 2024. There have already been requests from vendors for a spot. **7)** Breakfast with Santa will be Saturday, December 14, 2024 in partnership with Senior Support. **8)** It was noted that the organization did not meet fundraising goals in 2023, and that as we continue into the life of the mortgage, fundraising will become more and more necessary. There has been a suggestion about holding Catch the Ace or a progressive lottery in partnership with other community organizations. Ian will investigate options and report back at the March Directors Meeting. **9)** A member was interested in starting a pickleball fundraiser. Wendy Makey knows someone who is familiar with the sport and will ask them if they have interest in helping to get us started.

Fair

- **Homecraft Updates:** It was discovered that both Rockton and Wainfleet have chosen the same theme as Caledonia this year. It should not impact our fair negatively. The prize book drafts are completed and will be sent to the membership for proofing this week.
- **OPP:** Ian Thompson provided an overview of the regular process of requesting paid duty OPP for the Fair. He suggested that we confer with Lisa Liegler to see what her thoughts are on how to address the situation to try to maximize the chance of having OPP support at the Fair this year. It was decided that an in-person meeting should be scheduled with the commander of the Cayuga Detachment, representatives from local government/police services boards, and the Fair.
- **Entertainment:** A meeting of the Fair Managers of District 6 was hosted in Caledonia last week. One of the discussions that took place focused on the 'swarming' incidents reported at multiple Fairs in the district. Most Fairs had the same experience that was had at Caledonia where social media and conventional media exaggerated the issues which took place. A discussion took place surrounding the High School Challenge and whether it should be put on hold or cancelled. After reviewing information from our neighbouring Fairs (both those who hold a High School event and those who do not), it was noted that whether the High School Challenge takes place or not, it would still be likely that there would be incidents at the Fair due to the volume of visitors on site on Friday and Saturday. It was decided to continue the High School challenge as usual. All other entertainment for the Fair has been booked, and the schedule has been updated on our website.
- **Marketing:** Marketing chair Jodie Easson reported on the previous week's marketing committee meeting. The committee will be asking for more support from the membership, especially surrounding social media. The committee hopes to establish participation in parades throughout Haldimand County, re-establish the business/lawn decorating contest, and work on creating a brand-kit so that Fair events are marketing consistently.
- **Fair Draw:** Ticket sales have been diminishing post-covid. While still worthwhile to hold the draw, it was suggested that we investigate options for multi-buy discounts and potentially change the number of tickets to maximize the potential prize value. Ian Thompson will investigate and report back at the March Directors Meeting.

Other Business

- **Recycling Pilot Project:** Haldimand County has ended curbside recycling pickup for commercial properties in the County. As a result, businesses have been looking at alternative methods for recycling. The BIA has asked if they would be able to place recycling dumpsters on the Fairgrounds to administer a program where businesses could drop recycling off at a central location. Ian has consulted with our Insurer- in order to allow this type of activity, the BIA/County would need to assume liability and provide us with a certificate of insurance naming the Society as additional insured. Ian suggested that to mitigate risk and ensure that our property is protected, that the Fair should administer the program rather than the BIA- this would ensure we continue to have control of our property and who is accessing it and when. It was agreed that, to show our support of the initiative and community, we should propose a 4-month pilot project where the Agricultural Society administers the program. Ian will send a letter to the BIA.
- **In-camera Discussion RE: Office Assistant.** An in-camera discussion was held surrounding the Office Assistant Position.
- **Request from Neighbours:** Doug Townson received a request from the owners of the property which neighbours the Fairgrounds on the west border asking if they could mount lights to the sheep barn which acts as a fence/barrier between our properties. He also offered to do some roof repair. The group agreed that lights could be mounted, but for insurance purposes asked that no roof repairs be undertaken at this time.

Adjournment declared by Wendy Makey at 10:30pm. CARRIED.

MINUTES – DIRECTORS MEETING
Tuesday, March 12, 2024

Meeting called to order by President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Janice Boyter, Pam Douglas, Jessica Easson, Jodie Easson, Linda Fisher, Katherine Hedley, Neil Hedley, Lorraine Johnson, Linda Jongerden, Paul Makey, Wendy Makey, Dave Murray, Mark Peart, Lori Pyle, Doug Townson, Beth Wise, Patti Zadanyi, and Ian D. Thompson (ex officio).

Minutes of the January Directors Meeting were approved on a motion by Katherine Hedley, seconded by Lorraine Johnson. CARRIED.

Business Arising from the Minutes: None.

Correspondence: A letter was received from the Knights of Columbus (St. Patrick's Council) asking for our participation in the 2024 Chili Cookoff event to be held at the Exhibition Centre on April 20th. We have committed to participating again this year. Anyone interested in making the chili should please reach out to the Office.

FINANCIAL

Financial Report: The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Paul Makey, seconded by Doug Townson. CARRIED.** With cashflow tight as a result of mortgage stress, Lori and Ian will look into cashing-in on our Libro profit shares.

Grants: 1) The work on the Kinsmen Hall accessibility/renovation project has been completed. The project was over budget, but with HST credits available to us as a charity the overage will not be of significant impact to the overall operating budget. A 10% holdback has been paid today. We do need to hold a recognition event. Dee Signs is installing recognition signage tomorrow. **2)** The OMAFRA Provincial Return was submitted before the deadline, we expect around $5,000.00 in base funding through this program. **3)** Our Resilient Communities application was not approved. **4)** There is a Trillium Capital stream currently open and with a deadline in early March. Plans to make changes to the second floor of the Exhibition Centre have been set aside due to significant engineering investment required before trades can quote on the job. A quote of $168,000.00 has been received to renovate and make the middle washroom building fully accessible. The cash investment necessary by the society if we were approved for this grant would be around $22,000.00, which may not be attainable this year. The Executive decided that quotes should be obtained for some additional paving on the fairgrounds and that a grant be submitted for that project rather than the washrooms. The grant has been submitted. **5)** A request for funding from BASF has been submitted by the office with the support of Allan Hedley.

BUSINESS

Rentals & Events

- **Rental Calendar Update:** Ian Thompson noted that the Mutual Room has had very strong bookings since December which is in contrast of much of last year. There are concerns about some holes in the booking calendar on weekends in the Summer. The Office hopes to launch a campaign for facility rentals online shortly. Concerns were expressed by Ian Thompson regarding rental prices not covering the costs to operate and maintain the facilities, further expressing the need for fundraising.
- **Fundraiser Updates: 1)** The Pancakes and PAW Patrol event was a success with around $2,150.00 raised for each organization (Mary Poppins and the Fair). Next year's event will be held on Family Day Monday again. **2)** Planning is under way for the Designer Bag Bingo to be held May 31. The lottery and liquor licenses have been approved, prizes are in-hand, and a supplies order will be going in soon. **3)** Wendy Makey has been in contact with the Lions Club and Firemen about holding another joint fundraiser. Fair members on the 2023 committee resigned, and so Wendy called for volunteers to join. Lori Pyle, Katherine Hedley, and Beth Wise have volunteered to join the committee. **4)** Janice Boyter and Ian Thompson are planning a pet market event at the Exhibition Hall for June 22nd. **5)** The Ambassador Competition has been planned for Saturday, May 25th. Jodie Easson presented a quote from Back Road BBQ for catering the meal. **Approved on a motion by Jodie Easson, seconded by Dave Murray, to engage Back Road BBQ to cater the Ambassador Competition & Volunteer Appreciation Evening at a cost of up to $27 per person, and to provide the meal to Fair members at no-charge, and to others for $35 per person. CARRIED.** Joyce had a great time at convention and there was lots of information about the CNE Ambassador of the Fairs Competition to be held this Summer. Jodie asked that Fair members consider attending to support Joyce for the competition on Sunday August 18th at 10:00am. **6)** Riverside Eatery Scoops will be opening on May 17th, and will then be open 6 days per week until Labour Day. We will be looking for volunteers to cover Tuesday evenings so our supervisor can have two consecutive days off. The Office will be reaching out for volunteers to

assist with the Mavis Theatre Production of RENT which will be at the Hall the first weekend of April- we have exclusive concession and bar operation at the shows. **7)** Ghost Tour dates have been set for each Saturday in October. Thank you to Jodie Easson for leading the tours again this year. **8)** Toy Bingo has been licensed for November 23, 2024. The prizes are in-hand. **9)** The Christmas Market is being planned for parade day: November 30, 2024. There have already been requests from vendors for a spot. **10)** Breakfast with Santa will be Saturday, December 14, 2024 in partnership with Senior Support.

Fair

- **Agricultural Committee Meeting:** Will be held on April 17th at 7:30pm in the Education Room
- **Homecraft Meeting:** Will be held on April 2nd at 7:00pm in the Education Room

Other Business

- **HVAC Update:** The system is now fully functional and most components can be controlled and programmed from the central controller. There is still some programming to be completed by EHM solutions.
- **Office Assistant position:** Kelsey Brown started her role on March 4th and has been doing a great job so far.
- **District Spring meeting:** Has been set for Wednesday, April 24th at Rockton Fairgrounds. As a result, we have moved our General Meeting to take place on Tuesday, April 30th. We hope that many representatives from Caledonia will attend the district meeting.
- **Lottery Fundraising:** The executive asked that Ian present options for lottery fundraisers. A sheet was circulated with all of the options available to be licensed in Ontario. It was decided that we should focus on other fundraising because of the restrictive nature of how lottery funds can be spent. Suggestions from the Fair Draw committee were also reviewed. Ian will be meeting with a company called *RaffleBox* which hosts hybrid online/in-person 50/50 draws. He will compile information and send out by email to the directors for a decision on how to move forward with the Fair Draw.
- **Strategic Planning & Board Governance:** Wendy Makey reported that the Society will be reaching out to Michael Philpott from District 6, OAAS, to assist with strategic planning. Directors should be prepared to attend weekend seminars later this year. A committee will also be formed to update the constitution and bylaws and present proposed changes to the membership at the 2025 AGM. Paul Makey, Beth Wise volunteered to join this committee. A call will go out to the membership. Once there are enough volunteers the directors will be asked to officially create the committee.
- **Fundraising:** Discussions surrounding fundraising ideas were held. Paul Makey promised to present a plan for a Sip & Savour Event before the April General Meeting. There were other suggestions including a family day fundraiser, breakfast on the farm, home and garden show, and beer garden at the Fair.

Adjournment declared by Wendy Makey at 8:55pm. CARRIED.

MINUTES – HOMECRAFT MEETING
Tuesday, April 2, 2024

Meeting called to order by President Beth Wise at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Beth Wise, Pat Fearman, Doug Murphy, Cindy Murphy, Cindy Benedict, June Wise, Sue Honchar, Linda Fisher, Darlene Martindale, Sandra Stirling, Jayne Townson, Linda Wooloff, Marina Fleming, Linda Jongerden, Jackie Gazzard, Lorraine Johnson, Wendy Alderson, Lois A. Douglas, Coby Osinga, Kathy Johnson, Faye Farrell, Linda Atkinson, Sheila Phibbs, Dave Murray, Barbara Wilson, and Ian D. Thompson (ex officio).

COMMITTEE REPORTS
Members of all homecraft committees were present with the exception of Photography. Fruits & Vegetables were also represented. Hay & Grain and Field Crops were not present. Brief reports were provided by each committee.
Several committees are looking for additional volunteers including baking, canning, quilts, fruit and vegetables.
The crafts committee wondered if a template card could be created for judges to leave more detailed comments rather than writing on the back of the entry tag.
The School department will close at 4pm rather than 5pm to ensure everything is taken down and sorted in good-time for pickup when the hall opens at 6pm.
The crafts committee suggested that Homecraft consider offering seminars to help guide exhibitors to meet requirements. It was noted that the judging standards book is available in the office and online, and that the scoring system is printed in the book when committees have indicated that it should be printed.

BUSINESS
Spicing Up Homecraft Beth Wise showcased some ideas to 'spice up' homecraft displays which she picked up at the OAAS Convention in February. Suggestions included using colour, adding height for dimension, etc.

Judge's Lunch & Snack Break The snack break will return to the original format. Committees will be asked to provide muffins and the homecraft president/vice president will organize coffee, etc. Lunch will be from 12pm-1pm only. If a committee misses this timeframe, lunch will not be provided. It will be served from the kitchen, but the Kin Hall will be open for folks to eat together if they wish.

Judge's Choice Beth suggested a 'judges choice' section where all of the items receiving a judge's choice rosette would appear from each class. She also suggested an 'Executive' Class where exhibitors could enter items special to the Fair Executive which would change each year.

Migration to AssistExpo Chuck Roth was thanked for his work on the XAWeb program for many years. We have migrated to AssistExpo. Most exhibitors will be familiar since all of the other Fairs in our area use this system also. There will only be a few changes for committee members- the most obvious will be that the judges book will look different. We will circulate a sample before the Fair so committees are familiar. We will also have the opportunity to record winners using a smartphone or tablet: interested committees should coordinate with the Office in August.

District Competitions: Ian Thompson encouraged all committees to participate in the District/Provincial competitions whenever possible. Quilts is already participating, but baking, canning, and junior Fair will be provided with information to integrate into existing sections.

Adjournment declared by Beth Wise at 8:10pm. CARRIED.

MINUTES – EXECUTIVE MEETING
Tuesday, April 9, 2024

Meeting called to order by President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Linda Jongerden, Lisa Liegler, Wendy Makey, Dave Murray, Lori Pyle, Beth Wise, and Ian D. Thompson (ex officio). Also, Michael Philpott, District 6, O.A.A.S. Regrets: Doug Townson.

Minutes of the February Executive Meeting were approved on a motion by Beth Wise, seconded by Linda Jongerden. Carried.

Business Arising from the Minutes: None.

Correspondence: None

STRATEGIC PLANNING & BOARD GOVERNANCE
Michael Philpott, Provincial Director for District 6, O.A.A.S. attended the meeting and provided an overview of the strategic planning sessions that the O.A.A.S. offers to member Fairs. Michael outlined four areas for focus: Volunteers, the Fair, Rentals, and Staff. Contemplating and discussing these areas will help to determine the following elements: vision, values, outcomes, accountability, and key performance actions. Michael suggested involving as many of the directors as possible. The sessions can be delivered over time (eg. 2-hour sessions over the period of a few months), or over the course of a weekend. The Directors will discuss who to invite, when to hold, and the timeline for strategic planning. An ad-hoc committee met to begin drafting changes to our constitution and bylaws- these recommendations will also be presented to the board/membership and should be considered in conjunction with the strategic planning process. Wendy will provide information at the April general meeting and further information at the May directors meeting.

FINANCIAL

Financial Report: The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Lisa Liegler, seconded by Dave Murray. Carried.**

Grants: 1) The work on the Kinsmen Hall accessibility/renovation project has been completed. Recognition signage has been installed. We will need to hold an 'open-house' to satisfy the Trillium acknowledgement requirements. **2)** The OMAFRA operating grant of $5,000.00 has been received. We also received an additional $2,000.00 for participating in the 'careers in agriculture' initiative in Meet Your Local Farmer. **3)** Our Resilient Communities Fund application for strategic planning was declined. The letter suggests that funds need to be distributed to the wider community. **4)** Multiple quotes were requested for additional paving work in order to apply for the OTF Capital stream grant. Only one company quoted on the project (around $53,000.00), and the grant was submitted. Due to the tight cashflow this year, it may not be feasible to proceed with the grant if it is awarded. **5)** We have received the County's festival grant ($10,000.00) early this year.

BUSINESS

Rentals & Events

- **Rental Calendar Update:** Ian noted that there was some upset over the sound at a recent theatre show. He made note of a busy rental schedule with exception of August when there is only one weekend currently booked. There was further discussion about rental rates, tight margins, and increased competition. Another theatre company has booked show dates- Playful Fox will present family shows in late June and late December. The Firemen will hold the Black Top Hop at the Exhibition Hall, the Fair will be able to serve the food as a fundraiser.
- **Fundraiser Updates: 1)** Designer Bag Bingo is fully planned. With the exception of some bingo supplies (cards, etc.) everything is ready to go. Tickets go on sale May 1st. **2)** The Ambassador Competition is planned for May 25th- the Directors approved a free meal for members who attend. It will be $35 for non-members. There are presently no contestants, but we are hoping that will change as we get closer to the application deadline. Please share with young people you know. **3)** Janice Boyter has taken over planning the Pet Market. The Office is working closely with Janice to ensure the event will be profitable. There have been lots of great ideas and partnerships. **4)** Scoops will open on Friday May 17 (Victoria Day Weekend). The Office has posted a call for applications for employees with a target to hire five. Two of last year's employees would like to return. Cassie Sauve would like to be supervisor this year. Besides ice cream and waffle cones, all other supplies have been ordered. **5)** Toy Bingo is licensed and ready for November. **6)** Several vendors have been requesting space at this year's Christmas Market. The committee is planning to meet ahead of the General Meeting in April. **7)** Breakfast with Santa will be December 14- some tickets have already been purchased. **8)** A small group of Fair volunteers have joined a Spring Bash/Joint

Fundraiser committee with the Lions/Firemen. They will be meeting shortly to discuss dates and composition. **9)** Beth Wise suggests organizing a family day festival for next year. She will present ideas at the next director's meeting.

Fair

- **Homecraft Updates:** The Homecraft Spring Meeting was well attended. Beth shared information from the O.A.A.S. convention to help committees decorate for the theme.
- **OPP:** Lisa Liegler suggests sending a letter to the OPP detachment commander asking for a meeting to discuss paid duty, outlining the problems last year, and requesting their support in filling the paid duty requests throughout the entire fair. Ian will draft a letter.
- **Entertainment:** Jodie noted that the entertainment schedule is complete and everything for the Fair has been booked. World's Finest Shows has confirmed that their large show will come to Caledonia this year because of the extra week between Caledonia and Markham.
- **Marketing:** Jodie noted that Kelsey has been very helpful with Instagram. The committee hopes to establish participation in parades throughout Haldimand County, re-establish the business/lawn decorating contest, and work on creating a brand-kit so that Fair events are marketing consistently.
- **Fair Draw:** Based on feedback from the directors, the Office has had Rafflebox set up the 2024 Fair Draw based on their 'best-practices' guidelines. Tickets will go on sale August 15th, with 10 early bird draws of Fair Passes on September 1st. The grand prize (50% of gross proceeds) will take place on the Sunday evening of the Fair as usual. Machines will be rented to sell in-person tickets during the Fair, otherwise tickets will be available online. Rafflebox charges 7%, plus the debit/credit processing fees. Tickets will be $10 each, 4 for $20, 20 for $50, or 100 for $100. License application is in process.

Other Business

- **Fair Novelties** Beth Wise provided quotes for some additional Fair novelty items. The cashflow situation being what it is, it was suggested that we wait until the early part of the Summer to see how our existing stock moves at other events before ordering more.
- **Recycling Program** A letter was sent to the BIA outlining our suggested recycling program. No response has been received to date.
- **Office Assistant position** Kelsey has been doing great. She has been very helpful with facility rentals and marketing.

Adjournment declared by Wendy Makey at 10:20pm. CARRIED.

MINUTES – LIVESTOCK MEETING
Tuesday, April 17, 2024

Meeting called to order by President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Katherine Hedley (Beef Cattle), Tyler Wilkieson (Heavy Horses), Marie McConachie (Light Horses, Dairy Cattle), Rodney Fox (Dairy Cattle), Eugene Tjepkema (4-H), Wendy Makey, Ken McConachie, and Ian D. Thompson (ex officio).

COMMITTEE REPORTS
Heavy Horses: 2023 show went smoothly, but exhibitor numbers were down. Classes were combined. The parking situation was easier as a result of the fewer exhibitors on-site.
Beef Cattle: The 2023 show was reorganized into British and Continental Breed shows. It was noted that Sunday load-out was messy due to construction and due to animal owners, including several Fair members, rushing to get animals out of the Dairy display in the Cattle Barn right at 6pm.
Dairy Cattle: The dairy display was reorganized with a new layout. The Milk producers requested that all signage used be produced from materials that the Milk producers have created to ensure information is accurate and presented professionally. There was a request to purchase smaller gates for penning. The Fair cannot afford these gates, but Binbrook Fair is willing to loan their penning to us as long as we can transport it. Rodney Fox noted that there should be more effort on livestock committees generating sponsorships to offset the cost of prize money. Those present brainstormed a list of potential sponsors. Rodney will coordinate and give a list of sponsors for each livestock committee to approach to ask for support to ensure the same businesses are not approached multiple times.
4-H: Eugene Tjepkema noted that club enrollment is higher than ever. 4-H is requested that the space at the end of the cattle barn be cleared so it can be used. He asked for support with caution tape/signage to inform the public that a show is going on and keeping them out of areas they shouldn't be eg. The manure pile.
Sheep: Michael Richards would like to establish a sheep show for 2025. Though he wasn't able to attend the meeting, he will have a proposal for the directors to review in the future.
Goats: No members present. It was noted that the number of exhibitors has reduced sharply.

OTHER BUSINESS
Proof of Insurance All committees should be verifying that livestock exhibitors are carrying acceptable insurance before animals are allowed on the property. It will be made mandatory for insurance information to be provided in AssistExpo.
Vaccination Requirements All committees were reminded that if an approved rabies vaccine exists for a species, we must see proof that the animal was vaccinated for rabies before they are allowed on the property.
Traceability of Livestock The OAAS and CAFE circulated a petition last year. The government is now working on amendments and it seems that they will be reverting responsibility for tracking animal movement to the farmer/breeder, rather than the Fair. The Fair will still be responsible for replacing RFID tags if they are damaged or removed at the Fair. More details will follow. For the time being, we will need to carry on as we have previously.
Migration to AssistExpo Chuck Roth was thanked for his work on the XAWeb program for many years. We have migrated to AssistExpo. Most exhibitors will be familiar since all of the other Fairs in our area use this system also. There will only be a few changes for committee members- the most obvious will be that the judges book will look different. We will circulate a sample before the Fair so committees are familiar. We will also have the opportunity to record winners using a smartphone or tablet: interested committees should coordinate with the Office in August.

Adjournment declared by Wendy Makey at 9:00pm. CARRIED.

MINUTES – GENERAL MEETING
Tuesday, April 30, 2024

Meeting called to order by President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.

Minutes of the October General Meeting were approved on a motion by Linda Jongerden, seconded by Renee Hedley. CARRIED.

Business Arising from the Minutes: None.

FINANCIAL

Financial Report: The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Katherine Hedley, seconded by Linda Jongerden. CARRIED.**

Grants: 1) An application was submitted for the Trillium capital stream for additional paving on the fairgrounds, valued around $50,000.00. **2)** We have received $7,000.00 for our operating grant from OMAFRA. **3)** We have received the $10,000.00 County festival grant.

HOMECRAFT BUSINESS

- **Homecraft Meeting:** was held on April 2nd with almost all committees represented. Committees provided reports. There was discussion surrounding adding a class for special needs in 2025, encouraging more exhibitors, and the migration to the AssistExpo system.
- **Prize books** have been printed and will be mailed to retained exhibitors this month. They are also available online. Fair members may pick up their books from the office- they will not be mailed.

BUSINESS

- **Agricultural Committee Meeting:** was held on April 17th. It was not well attended, but there was good discussion surrounding AssistExpo migration, traceability, vaccination, and insurance requirements, etc. 4-H also noted that they have significant enrollment this year.
- **District 6 Spring Meeting:** was held at Rockton on April 24. Updates were provided in several areas including 'Building Community Leaders' courses, the first impressions program, strategic planning offerings, and a scholarship available to youth through the OAAS.
- **Fundraiser Updates: 1)** Designer Bag Bingo tickets will go on sale beginning May 1st. All supplies are now purchased and volunteers are scheduled. **2)** Scoops will open on Thursday, May 16th and will be open 7-days per week through Labour Day. Ian will be volunteering as supervisor so that it can be open Mondays. A sign-up sheet will be circulated to members to ask for volunteers to supervise on Tuesday evenings. All supplies have been purchased, A slate of recommendations for staff will be presented to the directors later this evening. **3)** Spring Bash/ Joint Fundraiser plans are underway. The committee will be meeting to discuss an event to be held October 18th.
- **Office Assistant:** Kelsey Brown was introduced to the membership and was given a warm welcome to the Society. She was started in her role in early March.

OTHER BUSINESS

- **Strategic Planning & Board Governance:** Wendy Makey reported that the Society has reached out to Michael Philpott from District 6, OAAS, to assist with strategic planning. Directors should be prepared to attend weekend seminars later this year or early in 2025. A committee has also been formed to update the constitution and bylaws and present proposed changes to the membership at the 2025 AGM. Wendy made a presentation outlining strategic planning and its importance.

- **Ambassador Program:** Jodie Easson noted that no applications had been received to-date and encouraged members to share information about the program. The competition will take place May 25th and include a free member appreciation dinner. Guests can also attend for $35. Tickets will be available online in May. Current ambassador Joyce Fox provided an overview on her experience so far. She will be part of the CNE Ambassador of the Fairs competition on August 18th. Jodie also noted that we are looking for a team of volunteers to work on a parade float that can be used in parades across the county.
- **Riverside Eatery Scoops Hiring Recommendations: Approved on a motion by Katherine Hedley, seconded by Jan Cranston to hire Allison Freypons, Rozlynn Iles, Callie McClung, Gracie Smith, Julia Snyder, Brieanne Vowles, and Lila Zante as Concession Workers on contract from May 1st through October 1st, 2024. CARRIED.**
- **Canada Summer Jobs Hiring Recommendations: Approved on a motion by Jan Cranston, seconded by Jessica Easson to hire Meghan Kopacz and Amy Moore as Fair Assistants, and Cassandra Sauve as Concession Supervisor on contract ending on or before September 1st, 2024. CARRIED.**

Adjournment declared by Wendy Makey at 8:00pm. CARRIED.

MINUTES – DIRECTORS MEETING
Tuesday, May 14, 2024

Meeting called to order by President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Janice Boyter, Pam Douglas, Jessica Easson, Jodie Easson, Dawna Ebert, Lindsey Farrell Johnson, Linda Fisher, Allan Hedley, Katherine Hedley, Neil Hedley, Renee Hedley, Lorraine Johnson, Paul Makey, Wendy Makey, Dave Murray, Mark Peart, Lori Pyle, Doug Townson, Beth Wise, Patti Zadanyi, and Ian D. Thompson (ex officio).

Minutes of the March Directors Meeting were approved on a motion by Lindsey Farrell Johnson, seconded by Lorraine Johnson. CARRIED.

Business Arising from the Minutes: None.

Correspondence: Letters were received from Jim & Vivian Hussack and Richard Johnson noting that they would be retiring from Fair Membership. They have been added to the roster of honorary members since they have served over 25 years.

FINANCIAL

Financial Report: The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Lindsey Farrell Johnson, seconded by Jan Cranston. CARRIED.**

Grants: 1) An application was submitted for the Trillium capital stream for additional paving on the fairgrounds, valued around $50,000.00. **2)** We have received $7,000.00 for our operating grant from OMAFRA. **3)** We have received the $10,000.00 County festival grant.

BUSINESS

Rentals & Events

- **Rental Calendar Update:** Ian Thompson noted that the Mutual Room has had very strong bookings since December which is in contrast of much of last year. Most holes in the rental schedule have now been filled, but August is still light because there are two long weekends (Civic Holiday and Labour Day).
- **Fundraiser Updates: 1)** Designer Bag Bingo has sold 332 tickets to date. The 2023 event hosted 355. All supplies are now purchased. Volunteers are scheduled. **2)** Spring Bash/ Joint Fundraiser plans are underway. The committee will be meeting this month to discuss an event to be held October 18th. **3)** Ambassador Competition & Appreciation Night has two contestants registered. Members were reminded to RSVP for the free dinner. Guests may purchase tickets for $35 online. Only 39 RSVPs have been made to date. **4)** Scoops will open on Thursday, May 16th and will be open 7-days per week through Labour Day. Ian will be volunteering as supervisor so that it can be open Mondays. A sign-up sheet will be circulated to members to ask for volunteers to supervise on Tuesday evenings. All supplies have been purchased, staff have been hired and received initial training. Members were asked to share with family and friends and help spread the word that Scoops exists. **5)** Family Spaghetti Supper & Movie Night: the movie license for Disney's Lady & The Tramp (1955) has been secured and a spaghetti supper planned in the Exhibition Hall in conjunction on July 6th. Please share information to help increase ticket sales. **6)** Ghost Tours are planned for Saturdays in October- tickets are already selling. **7)** Toy Bingo will be held November 16th- all is in-place. Tickets go on sale October 1st and a volunteer sign-up sheet will be circulated. **8)** Christmas Market vendor spaces are now on sale for returning vendors- 34 have already

purchased their spaces. Public sales will start after Victoria Day weekend. Chair Renee Hedley asked that members share information with vendors they see at different shows throughout the summer months. **9)** Sip & Savour: a committee will form to host a food and drink event including farm-to-fork vendors to take place in the first quarter of 2025. The event will be inspired by Eat and Drink Norfolk, but will have a different flavour. **10)** A family day event was proposed by Beth Wise anyone interested was asked to speak with Beth.

- **Fundraising Brainstorming:** Several ideas were mentioned including an outdoor recreation show, movie nights, a summer demolition derby, food truck nights, an ABBA movie night and concert, tractor pulls, and selling wood planter-boxes.

Fair

- **Agricultural Committee Meeting:** was held on April 17th. It was not well attended, but there was good discussion surrounding AssistExpo migration, traceability, vaccination, and insurance requirements, etc. 4-H also noted that they have significant enrollment this year.
- **Homecraft Meeting:** was held on April 2nd with almost all committees represented. Committees provided reports. There was discussion surrounding adding a class for special needs in 2025, encouraging more exhibitors, and the migration to the AssistExpo system.
- **District 6 Spring Meeting:** was held at Rockton on April 24. Updates were provided in several areas including 'Building Community Leaders' courses, the first impressions program, strategic planning offerings, and a scholarship available to youth through the OAAS.
- **Meeting with OPP:** Wendy Makey reported that she, Jodie, and Ian had met with the OPP surrounding the paid duty request. The meeting was constructive. Recommendations were made to increase the number of hours for the paid duty with the hope that it would increase buy-in from OPP members. The OPP will have a booth at the Fair also. Ian was told that the sign-up has already been circulated to Haldimand officers and that it will be circulated to neighbouring detachments earlier this year.
- **Fair Draw:** We have licensed an electronic/in-person hybrid 50/50 draw with the AGCO. Rafflebox will host the ticket sales on their platform online- we will have machines for in-person sales (cash, debit, credit) for the month of September. Rafflebox takes about 7%. Payment processing fees and the license fee will eat up about another 3%, meaning the Fair will realize approximately 40% of the gross proceeds. The raffle goes live August 15th and will be drawn on the Sunday of the Fair. More information will be provided in July or early August so that members can start to promote to friends and family.

Other Business

- **Strategic Planning & Board Governance:** Wendy Makey reported that the Society has reached out to Michael Philpott from District 6, OAAS, to assist with strategic planning. Directors should be prepared to attend weekend seminars later this year or early in 2025. A committee has also been formed to update the constitution and bylaws and present proposed changes to the membership at the 2025 AGM. The directors were given an overview on surveys. To begin the strategic planning session a survey needs to be developed for the membership to complete. The directors then performed an exercise where they created potential survey questions in small groups and voted for the questions they believe should be made part of the survey.

Adjournment declared by Wendy Makey at 9:35pm. CARRIED.

MINUTES – EXECUTIVE MEETING
Tuesday, June 11, 2024

Meeting called to order by President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Linda Jongerden, Wendy Makey, Dave Murray, Beth Wise, and Ian D. Thompson (ex officio). Regrets: Lisa Liegler, Lori Pyle

Minutes of the April Executive Meeting were approved on a motion by Dave Murray, seconded by Jodie Easson. Carried.

Business Arising from the Minutes: 1) Wendy Makey questioned whether a response was received from the BIA surrounding the recycling proposal. It was noted that the office had not received any response following our last correspondence with the BIA. 2) Beth Wise mentioned that she had spoken with a company about Fair novelties with an ordering deadline around the end of August to ensure stock could be on-hand ahead of the Fair. Cashflow may prevent new stock from being purchased this year.

Correspondence: Mary Poppins has requested to build a fence behind the Kinsmen Hall to help to expand their programming offerings. They would like to meet with the grounds and buildings committee to discuss plans and seek approval.

STRATEGIC PLANNING & BOARD GOVERNANCE
Michael Philpott, Provincial Director for District 6, O.A.A.S. has limited availability until March of 2025. Wendy Makey suggested we seek director/membership input to see if it might be better to look at holding evening sessions over the course of a few weeks/months so that work can begin rather than waiting until next March. Wendy and Jessica Easson have drafted a membership survey which will be piloted with the directors first, then sent out to the membership with a goal of responses in by end of June. A committee has met to discuss board governance policies and the constitution and bylaws. The committee plans to meet again in July.

FINANCIAL

Financial Report: The financial report was presented by General Manager Ian Thompson and was **approved on a motion by Beth Wise, seconded by Linda Jongerden. Carried.** Severe cashflow pressure was noted. General Manager asked that the executive and directors take immediate action to ensure funds are moved around to ensure operating expenses can continue to be paid. Further, he warned of negative long-term resiliency if immediate action was not taken to increase fundraising revenue or otherwise ease financial pressures as a result of the mortgage on the Riverside Exhibition Centre. It was decided that the directors should be called for an emergency financial meeting on June 25th in order to brainstorm ideas. Ian has worked diligently to accelerate typical revenue timelines for items like Concessions, Friends of the Fair, Christmas Market, and other festival funding opportunities. While this has helped cashflow in Q2, it will have a detrimental impact on revenue in Q3 when these funds are typically received.

Grants: There were no updates on applications currently under review. The Enabling Accessibility Fund has opened, however, the organization's cash-flow will not support an application under this fund as it does not cover 100% of project costs. An application will not be submitted in this round.

Member Loan Extensions: Ian has approached the two families with member loans maturing this year and both are open to renewing. The directors will need to discuss and decide on interest rates with enough notice for Ralph Benedict to review the paperwork before renewal at the end of July.

BUSINESS

Rentals & Events

- **Rental Calendar Update:** Ian noted that rental cancellations had occurred for summer including the remaining theatre productions. It was noted that there have been numerous complaints about he sound quality in the Grand Hall. The smaller rooms are being rented more frequently. Inflation and financial pressures in Canada are likely resulting in fewer large events being booked.
- **Fundraiser Updates: 1)** Designer Bag Bingo was successful with a profit of around $22,000.00. This is slightly lower than usual, but ticket prices were reduced. **2)** The Ambassador Competition was successful with Jada Dawson being crowned the 2024/2025 ambassador. All in attendance enjoyed a delicious meal. **3)** The Pet Market will not be held in 2024, but we hope to plan for 2025. **4)** Scoops has been very successful so far. It was noted that there was a 105% increase in sales in May 2024 over May 2023. June has been off to a good start. Staffing costs will reduce now that staff are trained and fewer will be scheduled on each shift. **5)** Toy Bingo is licensed and ready for November. **6)** Christmas Market vendors have started to book space. We are nearly half sold-out. The committee will be meeting over the summer to finalize remaining plans. **7)** Breakfast with Santa will be December 14- some tickets have already been purchased. **8)** The Spring Bash will be a Fall Bash with proceeds split between the Fair, Lions, and Fire Dept. A date has been set for October 18th with the band 'The Blackstones.' They are considering a mechanical bull rather than an opening act. **9)** Beth Wise suggests organizing a family day festival for next year. A handful of directors have offered to help.
- **Fundraiser Brainstorming:** Several ideas came forward at the Directors Meeting including a recreation show, sip and savour event, tractor pulls, food truck events, a summer demolition derby. General Manager Ian suggested that we do what we know and host a Spring Fair. Linda Jongerden suggested a health and wellness expo. The directors will need to discuss further and secure 2025 dates for fundraisers.

Fair

- **Homecraft Updates:** Beth Wise spoke with Laura Van Mil about starting a special needs class in homecraft. Committees have been at work to ensure they are ready for the Fair.
- **Entertainment:** Jodie noted that the entertainment schedule is complete and everything for the Fair has been booked. World's Finest Shows has confirmed that their large show will come to Caledonia this year because of the extra week between Caledonia and Markham. Jodie and Ian will be meeting with World's Finest Shows in July to discuss and sign a new contract.
- **Marketing:** Jodie noted that Kelsey has been very helpful with Instagram. The committee hopes to establish participation in parades throughout Haldimand County, re-establish the business/lawn decorating contest, and work on creating a brand-kit so that Fair events are marketing consistently. The core group will meet in mid-June.
- **Fair Draw:** No update

Other Business

- **OAAS First Impressions Program:** We have been paired with Aylmer Fair which is August 9-11. A training session will be held on June 17th or 24th on Zoom. Ian will circulate the links.
- **Volunteer Board:** Beth Wise will put together a digital version of the volunteer board to use this year.

Adjournment declared by Wendy Makey at 10:02pm. CARRIED.

MINUTES – DIRECTOR'S MEETING
Tuesday, July 9, 2024

Meeting called to order by President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jamie Daglish, Jessica Easson, Dawna Ebert, Linda Fisher, Katherine Hedley, Lorraine Johnson, Wendy Makey, Dave Murray, Mark Peart, Lori Pyle, Beth Wise, Patti Zadanyi, and Ian D. Thompson (ex officio).
Regrets: Janice Boyter, Jan Cranston, Pam Douglas, Jodie Easson, Lindsey Farrell-Johnson, Allan Hedley, Neil Hedley, Renee Hedley, Paul Makey, Doug Murphy, Doug Townson.

Since quorum was not obtained, the minutes from the May Director's Meeting will be reviewed at the next Director's Meeting. It was noted by Beth Wise that Paul Makey's question surrounding rental revenue should be added to the minutes from the May meeting.

Business Arising from the Minutes: None.

Correspondence: Mary Poppins has requested to build a fence behind the Kinsmen Hall to help to expand their programming offerings. They would like to meet with the grounds and buildings committee to discuss plans and seek approval. 2) A letter was received from Municipal Bylaw Enforcement with an order to remove hogweed from the riverbank. John Hussack will be cutting the plant out and spraying the area.

FINANCIAL

Financial Report: The financial report was presented by Treasurer Lori Pyle and General Manager Ian Thompson for informational purposes only since quorum was not obtained. Severe cashflow pressure was noted. The general manager asked that the executive and directors take immediate action to ensure funds are moved around to ensure operating expenses can continue to be paid. A $50,000.00 redeemable GIC was cashed in order to meet operating expenses. Immediate action must be taken to increase fundraising revenue or otherwise ease financial pressures as a result of the mortgage on the Riverside Exhibition Centre. Ian has worked diligently to accelerate typical revenue timelines for items like Concessions, Friends of the Fair, Christmas Market, and other festival funding opportunities. While this has helped cashflow in Q2, it will have a detrimental impact on revenue in Q3 when these funds are typically received. A financial report comparing 2023 over 2024, and a month-to-month comparison of 2024 was circulated.

Grants: There were no updates on applications currently under review. The Enabling Accessibility Fund has opened, however, the organization's cash-flow will not support an application under this fund as it does not cover 100% of project costs. An application will not be submitted in this round.

Member Loan Extensions: Ian has approached the two families with member loans maturing this year and while both were originally open to renewing, one did not accept the loan extension at the interest rate provided.

Financial Planning:
The directors discussed a report from Lori Pyle about rental revenue. It was mentioned that the business plan created in 2018/2019 should be reviewed to see if we are on-track. It was noted that the figures presented were estimates and that it would be near impossible to track exactly what portion of expenses are directly related to rentals. President Wendy Makey requested that a report be produced to show rental revenues, organized by room and event-type, from January 2023 to the present. Further, she requested a marketing plan be created to help increase rentals. The office will curate the data and pass it along to the marketing committee for review.

The directors brainstormed fundraising ideas, several of which were repeated from the May directors meeting and the June executive meeting, including an ABBA tribute show, recreation show, sip and savour event, family day event, and wellness expo. New ideas included an event for families showcasing local sports, community services, etc. It was noted that plans should be set and dates selected for 2025 which will better spread fundraising out so that not all of our income is generated in Q4.

It was noted that members need to be better engaged. Suggestions included moving the volunteer board online, setting up opportunities for volunteers to sign up for work bees to be planned through the year, and writing a letter to ask the members to donate before the Fair.

Suggestions for other ways to generate revenue included starting a new donation campaign, working on creating documents for planned giving (estate plans), pushing to sell Fair admissions in advance, working with other organizations to hold fundraising events.

It was suggested that the directors meet ahead of the General Meeting on August 28th, for their regular meeting in September, and before the October General Meeting.

Adjournment declared by Wendy Makey at 9:10pm. CARRIED.

MINUTES – EXECUTIVE MEETING
Tuesday, August 6, 2024

Meeting called to order by President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Linda Jongerden, Wendy Makey, Dave Murray, Lori Pyle, Doug Townson, Beth Wise, and Ian D. Thompson (ex officio). Regrets: Lisa Liegler

Minutes of the June Executive Meeting were approved on a motion by Beth Wise, seconded by Linda Jongerden. Carried.

Business Arising from the Minutes: 1) Wendy Makey asked for an update on discussion surrounding Mary Poppins Preschool erecting a fence. A quote was received, and the amount was higher than expected. It does not appear that the preschool will be moving forward.

Correspondence: None.

FINANCIAL

Financial Report: The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Doug Townson, seconded by Jodie Easson. Carried.**

Grants: A Trillium Capital grant in the amount of $47,500.00 has been awarded for paving and roadway updates. The plan is for the work to be completed before the Fair.

Member Loan Extensions: Two member loans, originally set to mature in July, were renegotiated and two year extensions were provided. There is still cashflow pressure which is likely to persist until after the Fair.

BUSINESS

Rentals & Events

- **Rental Calendar Update:** Rental requests are continuing to come in, and we are on track to have a significant increase over the previous year. While there are more smaller events taking place, there are fewer larger events being booked. Rental rates for 2025 were increased, large shows will continue to see increases each year until they are at a more profitable rate.
- **Fundraiser Calendar Update:** Wendy Makey put together a calendar showing a proposed schedule for 2025 events to help spread income out rather than concentrating fundraising in Q4. It was noted that there needs to be buy-in from the membership to plan and execute events and fundraisers. A draft letter was circulated to ask members for money and support with events. There was discussion about what the letter should ask and when it should be sent. The marketing committee will put something together with the hope that it be discussed at the director's meeting taking place before the General Meeting.
- **Fundraiser Updates: 1)** Joyce Fox will compete at the CNE Ambassador of the Fairs competition on August 18th. The 2025 competition date has been set for Saturday, May 24th in the Mutual Room. The Ambassadors from District 6 met with Sara Emick, former CNE Ambassador from Ancaster Fair for a Q&A session. **2)** Scoops has been performing very well with a significant increase in revenue each month when compared to the same month in 2023. **3)** A joint fundraiser event has been planned for October 18 with the Fire Department and Lions Club. A country band- the Blackstones -has been booked. The committee hopes to have tickets available soon. **3)** A food & wine event is being planned for February 29-Mar 1. The first meeting will be held August 19th.

Fair

- **Homecraft Updates:** Responses have not been received from AssistExpo and there is concern the system will not be running properly in-time for this Fair. Ian is monitoring and will have the previous system ready as a backup. Beth Wise will be reaching out to members who are not part of a homecraft committee to ask them to join one.
- **Livestock Updates:** A letter was received warning about avian flu and suggesting that Fairs in the province review their vaccination requirements and ensure proper traceability is being enforced. It has been forwarded to livestock committee chairs.
- **Entertainment:** Jodie noted that the entertainment schedule is complete and everything for the Fair has been booked. World's Finest Shows has confirmed that their large show will come to Caledonia this year because of the extra week between Caledonia and Markham. A contract has been signed for this year with no change to terms. A new contract will be negotiated for next year and beyond.
- **Marketing:** Jodie noted that Kelsey has been very helpful with Instagram. The committee hopes to establish participation in parades throughout Haldimand County, re-establish the business/lawn decorating contest, and work on creating a brand-kit so that Fair events are marketing consistently.
- **Fair Draw:** Tickets will go on sale on August 15th online. Everything is ready to go.

Other Business

- **OAAS First Impressions Program:** We have been paired with Aylmer Fair which is August 9-11. Ian, Amy, Kelsey, Beth, and Linda will be attending.
- **Volunteer Board:** The Office has populated the online system to replace the volunteer board. It was decided that the board should be put out for the general meeting, then retired with the online system used exclusively afterwards.
- **Strategic Planning:** The Governance committee has met and a draft constitution is being created. They will meet again in September to review further. Wendy Makey will reach out to Michael Philpott to book strategic planning sessions in the late winter or early spring.

Adjournment declared by Wendy Makey at 9:37pm. CARRIED.

MINUTES – DIRECTOR'S MEETING
Wednesday, August 28, 2024

Meeting called to order by President Wendy Makey at 6:05pm.
Declaration of conflict of interest – None.
In attendance: Janice Boyter, Jan Cranston, Jamie Daglish, Pam Douglas, Jessica Easson, Dawna Ebert, Lindsey Farrell-Johnson, Linda Fisher, Allan Hedley, Neil Hedley, Katherine Hedley, Renee Hedley, Lorraine Johnson, Lisa Liegler, Paul Makey, Wendy Makey, Doug Murphy, Dave Murray, Mark Peart, Lori Pyle, Doug Townson, Patti Zadanyi, and Ian D. Thompson and Beth Wise (ex officio).
Regrets: Bryan Wilkieson, Tyler Wilkieson.

Approved on a motion Katherine Hedley, seconded by Lorraine Johnson that the minutes of the July Directors Meeting be approved. CARRIED. It was noted that the minutes from the May directors meeting will need to be approved in September.

Business Arising from the Minutes: None.

Correspondence: Lois A. Douglas has decided to retire from the membership. She will be moved to the honorary members list in recognition of over 25-years of service to the organization.

FINANCIAL
Financial Report: The financial report was presented by Treasurer Lori Pyle. **Approved on a motion by Doug Murphy, seconded by Jan Cranston that the financial report be accepted as reported. CARRIED.**

Financial Planning:
A report on rental revenue was distributed showing the breakdown of monthly rental revenue and the number of days each room was utilized monthly for the years 2023, 2024 (to date) and 2025 (as booked to-date). At the November Directors Meeting, the excel spreadsheet will be presented on the screen with directors able to ask questions and generate different reports in real time based on discussion and questions. If there are reports directors would like to see with the data, request can be made to the office and they will be presented at a future meeting. Paul Makey questioned when a marketing plan would be created- the marketing committee will meet and discuss with the goal of sharing information at the November directors meeting.

At the July directors meeting, it was suggested that a letter be sent to the membership to ask for financial support. The executive have suggested that it may be better timing for this type of letter to go out after the Fair or at year-end instead. A 'Volunteer Passport' and Fair Member Top 10 have been created by the marketing committee to help encourage member participation in the Fair and was shared with the directors.

A membership survey will be circulated to the directors for feedback. Feedback should be provided in the first week of September. The goal is to send the survey out to members by the end of the first week of September. It will take 10-15 minutes to complete.

Other Business:
A question was asked about emergency planning for the Fair. The office has engaged additional medics throughout the fair to increase coverage. Radios are available for members at the office to allow for quicker communication. Members can also press '9' when dialling the Fair Office during the Fair to bypass any recorded messages. The Office has not received any updates from the OPP surrounding our paid duty request for the 2024 Fair.

Allan Hedley asked if there has been any indication that the County has been working to attract a hotel to the area. Our information indicates that while the County has been working on this, there has not been any traction.

Adjournment moved by Lindsey Farrell-Johnson at 6:50pm. CARRIED.

MINUTES – GENERAL MEETING
Wednesday, August 28, 2024

Meeting called to order by President Wendy Makey at 7:06pm.
Declaration of conflict of interest – None.

Congratulations were given to Joyce Fox for her time competing at the CNE ambassador of the Fairs competition.

Minutes of the April General Meeting were approved on a motion by Lindsey Farrell-Johnson, seconded by Kathrine Hedley. CARRIED.

Business Arising from the Minutes: None.

Correspondence: Lois A. Douglas has decided to retire from the membership. She will be moved to the honorary members list in recognition of over 25-years of service to the organization.

FINANCIAL

Financial Report: The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Lindsey Farrell-Johnson, seconded by Heather Hills. CARRIED.**

HOMECRAFT BUSINESS
Homecraft Meeting:
The drop off times for exhibitors will be 3pm-8pm September 25th. Please ensure you have committee members present. Also be doubly sure that exhibitor numbers are recorded correctly in judges' books. Each committee should bring 2 dozen muffins for a snack on judging day. Homecraft president will coordinate coffee, tea, etc. Committees were asked to recruit their own volunteers for judging day and committee members should be in the hall until the fair opens. Each department is to have an educational or theme display feature and is asked to be creative. For Sunday load out committees are asked to be in the hall by 5pm, the hall closes at 5pm (school fair at 4:30).

Catering:
Lunch will be from 12-1pm on judging day.

FAIR
Events calendar:
Events are listed on the back of the agenda. Volunteer opportunities will be sent out to members. The work bees for the fair for set up and take down have been set and help would be appreciated. Setup Bee: September 11, Tear Down Bee October 2 at 7pm.

Marketing:
Marketing is coming together well. We will be on CHCH And on the radio. Fair social media presence will continue to be strong, and members can help by liking and sharing posts. Members were encouraged to wear shirts and fair swag and put up lawn signs to promote. Members are also asked to send the office your photos to increase marketing library. The fair has not entered the OAAS contests in two years and is hoping to enter this year.

Gates:
The gates committee asks for all volunteers that they can get. Members are encouraged to share info on advanced ticket sales as much as possible

Emergency Plan:
A summary of the emergency plan is in everyone's lanyards for the fair. If you do not already have contact the office to obtain one as all numbers and information you will be asked for will be on the sheet. The Office is control center for emergency. First call 911 for emergencies and immediately contact the office. The full emergency plan is available and will be sent prior to the fair to all members.

Fair Draw:
The 50/50 fair draw is currently live and available online. The early bird prizes drawn September first for all tickets purchased prior to midnight on August 31st.

Fair Sunday Supper:
Free pizza appreciation dinner. The signup will be available in the office.

Volunteer Signup:
Beth Wise provided instruction on how to use the new online system. An email with the link will be provided to all members.

Fair Member Passport:
Jodie Easson introduced member top ten volunteer activities and member passport program. All volunteer passports must be submitted by October 21st for a chance to win the prize.

OAAS meeting
Next OAAS District 6 fall meeting will be November 16th, 2024, at 9am at the Norfolk Fairgrounds and members are welcome to attend.

Next meeting
- The next General Meeting will be held Wednesday October 30, 2024, at 7pm
- The AGM will be held Wednesday, January 29, 2025

Other Business
Ben Allison was thanked for his donation and for rallying a group together to re-deck the grandstands. This is a significant contribution and was hard work to accomplish before the Fair.

Adjournment Moved by Lindsey Farrell-Johnson at 8:10pm. CARRIED.

MINUTES – DIRECTOR'S MEETING
Tuesday, September 10, 2024

Meeting called to order by President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jan Cranston, Jamie Daglish, Jessica Easson, Dawna Ebert, Lindsey Farrell-Johnson, Linda Fisher, Allan Hedley, Neil Hedley, Katherine Hedley, Lorraine Johnson, Paul Makey, Wendy Makey, Dave Murray, Lori Pyle, Doug Townson, Bryan Wilkieson, Tyler Wilkieson, and Linda Jongerden, Ian D. Thompson and Beth Wise (ex officio).
Regrets: Janice Boyter, Pam Douglas, Renee Hedley, Lisa Liegler, Doug Murphy, Mark Peart, Patti Zadanyi

Approved on a motion Lindsey Farrell-Johnson, seconded by Paul Makey that the minutes of the May Directors Meeting be approved. CARRIED.

Approved on a motion by Lindsey Farrell-Johnson, seconded by Katherine Hedley that the minutes of the August Directors Meeting be approved. CARRIED.

Business Arising from the Minutes: None.

Correspondence: Lois A. Douglas has decided to retire from the membership. She will be moved to the honorary members list in recognition of over 25-years of service to the organization.

FINANCIAL
Financial Report: The financial report was presented by Treasurer Lori Pyle. **Approved on a motion by Jan Cranston, seconded by Dave Murray that the financial report be accepted as reported. CARRIED.**

BUSINESS
Volunteer Sign-Up: Beth Wise reported that just under half of the timeslots had been filled in the new online system. An email will be sent out reminding members to sign up. One limitation was noted involving couples who share an email signing up. The workaround is to do one of the sign ups without an email address. Beth will look to see if there is another option.

Riverside Eatery: Renee Hedley and Jayne Townson have organized a menu featuring sandwiches, taco in a bad, hamburgers, hotdogs, nachos, etc. Ice cream and sundaes will also be available. Many volunteers are still needed- Scoops staff will be scheduled to make anything involving ice cream and will also take care of the cash register. Scoops is open Thursday-Sunday in September for their regular summer menu. It will also be open Wednesday night of Fair week.

East Gate: Chuck Roth has been doing a fantastic job at the East gate, but he would like for someone to shadow him so he can hand off some of the responsibility/duty to another Fair member. Jamie Daglish has agreed to shadow Chuck and assist in this area. Anyone else interested is welcome to support as the area is important to the operation of the Fair and requires a firm hand.

Policing at the Fair: The OPP informed the Office that there were only two sign-ups for paid duty at the 2024 Fair (on Saturday night). A letter was sent to the OPP outlining the need for community policing at the Fair, highlighting our concern for public safety, and asking that they review all available options. A response has been received from the OPP outlining suggestions to engage private security, noting that they will have a community relations officer on site, and will dispatch officers to the Fair in response to incidents. It was decided that Ian should reply to the letter to thank the OPP for their response and to ask

for clarification on some of the points made in the letter about officers on shift at the Fair. There was discussion about the High School Challenge and the impact that it has on incidents on Friday evening. It was noted that the issues would likely continue even without the High School Challenge based on what we know about experiences at other Fairs in our area who do not host an event of that nature. It was suggested that more light be put along the track to help increase safety. Ian will ask John Van Mil if a lighting tower can be placed on the Riverside Stage to help light up the area. It was noted that directors should be diligent while walking around during Fair Week (and during the Fair) to look for contraband being brought in or hidden on the grounds. A discussion surrounding private security took place. It was suggested that private security be used to check bags- a uniformed presence helps give the suggestion of public safety. **Approved on a motion by Bryan Wilkieson, seconded by Jessica Easson to hire four private security officers to check bags on Fair Friday and Saturday from 4pm-10pm. CARRIED.**

Paving Project: We were successful in an application for a Trillium Capital grant for near $50,000.00 for paving improvements. It will see 8' added to the width of the paved road through the midway area, and the paved road will be extended from its current ending point, at the new width, down to the East Gate. Unfortunately, due to delays in locates, the project will not begin before the Fair as originally expected.

Fair, Fire, Lions: Following an August meeting, it was determined there was not enough time to put the event scheduled for October 18th together. A deposit has been paid on the band, the intention is to reschedule the event for the Spring.

Sip & Savour: A committee formed to begin planning a sip and savour (food and beverage festival) event for late winter 2025. Paul Makey made a presentation providing information from this first meeting and a draft budget for the event. **Approved on a motion by Lori Pyle, seconded by Lindsey Farrell-Johnson to accept the proposed budget for the Sip and Savor event. CARRIED.**

NEW BUSINESS:

1. Paul Makey noted that the Bayer grant which has previously been received is not available this year.

Adjournment moved by Linda Fisher at 8:50pm. CARRIED.

MINUTES – EXECUTIVE MEETING
Wednesday, October 9, 2024

Meeting called to order by President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Wendy Makey, Dave Murray, Lori Pyle, Doug Townson, Beth Wise, and Ian D. Thompson (ex officio). Regrets: Lisa Liegler

Minutes of the August Executive Meeting were approved on a motion by Dave Murray, seconded by Doug Townson. Carried.

Business Arising from the Minutes: 1) Lori Pyle asked about the First Impressions program and how the experience had been visiting Aylmer Fair. It was a worthwhile experience which we should participate in whenever the program is offered. 2) Wendy Makey noted that she had reached out to Michael Philpott RE: Strategic Planning and was waiting on a response.

Correspondence: Two members of the Society were invited to the County Volunteer Appreciation dinner- Jodie Easson and Beth Wise will attend. Linda Jongerden has resigned her position as Homecraft Vice-President. Beth Wise will look for someone interested in filling the space at the November Homecraft meeting.

FINANCIAL

Fair Financials: General Manager Ian Thompson noted the final gate was $233,378.50 and the Fair's share of Midway revenue was $94,101.39.

Financial Report: The financial report was presented by Treasurer Lori Pyle and was **approved on a motion by Doug Townson, seconded by Jodie Easson. Carried.**

Grants: A Trillium Capital grant in the amount of $47,500.00 has been awarded for paving and roadway updates. Delays in locates may result in the work being pushed into the late fall or early Spring. Recognition signage has been installed at the middle washroom acknowledging Trillium for the donation.

BUSINESS

Rentals & Events

- **Rental Calendar Update:** Rental requests are continuing to come in, and we are on track to have a significant increase over the previous year. Rental rates for 2025 were increased, large shows will continue to see increases each year until they are at a more profitable rate. The detailed spreadsheet will be updated on an ongoing basis and available for reporting at directors meetings.
- **Grounds & Buildings:** Work on the grandstands was completed before the Fair. The last part of the project is to paint the front railings and chain-link fence. This will be done in Spring/Summer 2025. Recognition signage has gone up to thank Ben Allison for his donation and to recognize all involved in the project.
- **Fundraiser Updates:** 1) Scoops did very well in 2024- a trend we hope will continue into 2025. September was not a high-grossing month, but it will be worth trying for another year. 2) Toy Bingo tickets are now on sale, the majority are usually sold in November. 3) Christmas Market vendors were sold out, but the committee decided to put Santa on stage and sell vendor spaces in the Board Room- 7 extra spaces will be available for vendors next week. Santa Bob Boyter has been booked for the day- there will be no reservations for Santa. The committee asked for input on whether to hold a pen-and-paper raffle, or hold an electronic raffle similar to the Fair. After much discussion,

the Executive suggested an application for an electronic license be submitted. 4) Breakfast with Santa tickets are selling well. John Hussack will be Santa. 5) Sip and Savour committee will be meeting next week. 6) Spring Bash committee is looking at dates in May, 2025. The midway is hoping to come for a Spring show as a trial, it may be a weekend packed with Concert, Designer Bag Bingo, and midway. 7) Ghost Tours are under way, thanks to Jodie Easson.

Fair

- **General Discussion on 2024 Fair:** There were positive discussions surrounding the additional medics, the extra security on the gate, appreciation for the OPP support this year, the large number of photos and videos taken during the fair, and 2024/2025 Fair Ambassador Jada Dawson. Constructive discussions took place surrounding space for entertainment to change/prepare, congestion behind the Kinsmen Hall, 50/50 sales at the Info Booth, online volunteer sign-up, and policies/training at the Gates. There were further discussions about reviewing the amount spent for Meet Your Local Farmer. There were also concerns about the viability of the goat show with the few exhibitors participating and the high cost of sanctioning the show.

Other Business

- **Haldimand County:** Jodie Easson and Ian Thompson will work on a presentation and tour for Council and for the Community Development and Partnerships divisions of the County to try to foster better relationships with the County.
- **Member Survey Results:** Wendy Makey shared some of the results from the membership survey. There were 45 responses. She will put a summary together for the general meeting.
- **October General Meeting:** Ian will reach out to catering crew to coordinate lasagna supper. Jodie will prepare a slideshow of photos to use ahead of the meeting. It was suggested that members be encouraged to give ‘random words of thanks’ to each other.

Adjournment declared by Wendy Makey at 10:10pm. CARRIED.

MINUTES – GENERAL MEETING
Wednesday, October 30, 2024

Meeting called to order by President Wendy Makey at 7:30pm.
Declaration of conflict of interest – None.

Thanks was given to Ian and Kelsey for preparing dinner.

Minutes of the August General Meeting were approved on a motion by Renee Hedley, seconded by Kathrine Hedley. CARRIED.

Business Arising from the Minutes: None.

FINANCIAL

Financial Report: The financial report was presented by General Manager Ian Thompson and was **approved on a motion by Ron Timson, seconded by Jan Cranston. CARRIED.**

Grants: Ian Thompson noted that paving work funded by the Trillium Foundation will be completed in the Spring. A grant for upgrading the Kinsmen Hall and Cattle Barn lighting to LED has been approved.

Correspondence: None.

SPECIAL PRESENTATION

Chuck Roth thanked caretaker Bryan Tilbury for 15-years of service to the Fair. A gift was presented by the President. Bryan will be retiring on October 31st.

BUSINESS

President's Remarks on 2024 Fair: President Wendy Makey thanked everyone for their hard work at the 2024 Fair. She noted support received from the OPP. Additional thanks were given to all who submitted photos of the Fair for future use in marketing materials. Volunteer passport winners were Renee Hedley and Shirley Robson.

District Meeting: Will be held November 16th at Norfolk County Fairgrounds in the Jr. Farmer's Building at 9:30am. Any members interested in attending should contact the Office.

Fair Convention: Will be February 20-22 in Richmond Hill. Any members interested in attending should contact the Office.

Marketing Committee Report: Marketing Committee Chair Jodie Easson thanks everyone for being good marketers for the Fair. She noted over 2000 photos were taken this year, any members with photos should submit them to the Fair Office. Jodie noted that the committee is working on more digital advertising, especially to help with facility rentals. There are plans to set up a permanent float for use in parades- anyone interested in helping to create this float should contact the Office.

Upcoming and Reports on Events:

- Riverside Eatery Scoops: Scoops had a very successful year and is now closed for the season. It will re-open in the Spring. There is hope to have funding for two supervising positions to help spread the workload.
- Ghost Tours: Thank you to Jodie Easson for leading the ghost tours. A request was made for volunteers to help lead future tours to keep this fundraiser going. Information and training provided, please contact the office if you are interested.
- Toy Bingo: Will be November 23rd. Ticket sales are slow, please help spread the word.
- Christmas Market: Chair Renee Hedley noted that vendor spaces are sold out. A volunteer sign up sheet was passed around including a sheet to sign up for the bake sale. Santa registrations will be available to Fair Members on Halloween, and for the public on November 1st. A Christmas lottery will be held with ticket sales online and in-person at the various Christmas events.
- Breakfast with Santa: Tickets are half-sold for this event. It will be held December 14th in the Grand Hall.
- Pancakes & PAW Patrol™: Looking to hold this popular event again on Family Day Monday.
- Sip and Savor: Paul Makey provided a brief update- the committee is working on securing vendors. There will be a need for many volunteers to make the event successful. The date will be February 29 and March 1, 2025.

Suggested Improvements for 2025 Fair: The Demolition Derby committee has reviewed the 2024 derbies and will be meeting with I am Demolition to discuss changes to better balance the two days of derby entertainment. Safety issues were discussed and will be addressed. The committee has requested volunteers to help with secured access to the pit area. Paul Makey noted medical issues in the derby area and suggested reviewing placement of medics during the derby. Wendy Alderson suggested relocating the School Exhibit to the second floor. Gil Wooloff suggested that the lost children policy be reviewed with members ahead of the Fair. Paul Makey suggested a Beer Garden be considered next year. Gil Wooloff expressed that there needs to be a plan for moving vendors and volunteers from end to end, noting issues when the grandstands were in use and crowded areas behind the midway.

HOMECRAFT BUSINESS

Homecraft President's Remarks on 2024 Fair: Homecraft President Beth Wise noted that the Exhibition Hall was beautiful and thanked all committees for all of the small details which make our Exhibition Hall the best in the district.

Homecraft Meeting: Will take place on November 20th at 7pm in the Mutual Room (2nd Floor). Each committee should be prepared to make a report on their activity. A theme for the 2025 Fair will be discussed at the meeting.

FURTHER BUSINESS

Membership Survey Results: President Wendy Makey presented highlights from the 2024 Member Satisfaction Survey and noted that the Directors will be reviewing in more detail. She thanked the over 40 members who submitted surveys.

Board Governance Committee: Beth Wise noted that the Board Governance Committee has been working on a new Constitution and By-Laws document which will be sent out ahead of the AGM in January.

Adjournment declared by Wendy Makey at 8:50pm. CARRIED.

Next Meeting: AGM, January 30th, 2024 7:00pm (Grand Hall)

MINUTES – DIRECTOR'S MEETING
Tuesday, November 12, 2024

Meeting called to order by Vice President Jodie Easson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jan Cranston, Jamie Daglish, Jessica Easson, Dawna Ebert, Lindsey Farrell-Johnson, Linda Fisher, Allan Hedley, Katherine Hedley, Neil Hedley, Renee Hedley, Lorraine Johnson, Doug Murphy, Dave Murray, Mark Peart, Doug Townson, Bryan Wilkieson, also Ian D. Thompson and Beth Wise (ex officio).
Regrets: Janice Boyter, Pam Douglas, Lisa Liegler, Paul Makey, Wendy Makey, Lori Pyle, Tyler Wilkieson, Patti Zadanyi.

Approved on a motion by Jamie Daglish, seconded by Lindsey Farrell-Johnson that the minutes of the September Directors Meeting be approved. CARRIED.

Business Arising from the Minutes: None.

Correspondence: A letter was received from the parking committee expressing concerns with safety at the east end during the demolition derby. The demolition derby committee has reviewed the letter and responded at the October general meeting.

FINANCIAL
Financial Report: The financial report was presented by General Manager Ian Thompson. **Approved on a motion by Lindsey Farrell-Johnson, seconded by Bryan Wilkieson that the financial report be accepted as reported. CARRIED.**

Grants: Ian Thompson noted that the paving work funded by the Trillium Foundation would be delayed to a Spring start because of a delay in locates and worry that the flip-flop in temperatures could cause damage. He also announced a grant of around $2,500 for lighting upgrades in the Kinsmen Hall and Cattle Barn.

Annual Salary Review for Staff: Lori Pyle submitted a report outlining current wages and how increases of 1%, 2% or 3% would impact the total amount spent on wages. She also expressed the need for creation of an HR committee. Ian Thompson outlined performance of the Office Assistant and Custodians and recommended a wage increase in both instances. Allan Hedley noted that the finance committee had met and supported the creation of an HR committee. The finance committee created a template for performance reviews with the suggestion that Ian perform reviews of the staff who report to him, and for his review to be performed by the HR committee. With Bryan Tilbury's retirement and an increasing workload due to increasing rentals, it was decided that an additional custodian should be hired by the General Manager. The application for custodians will remain active and resumes will be collected on an ongoing basis. **1) Approved on a motion by Bryan Wilkieson, seconded by Lindsey Farrell-Johnson that an HR committee be formed. CARRIED. 2) Approved on a motion by Jan Cranston, seconded by Doug Murphy to discuss a wage increase for the Office Assistant position at the March Directors Meeting. CARRIED. 3) Approved on a motion by Dave Murray, seconded by Renee Hedley to provide a 2% increase in wages for Custodians and the General Manager effective January 1, 2025. CARRIED.**

Facility Rental Financial Presentetion: General Manager Ian Thompson presented a report showcasing 2023, 2024 (to date) and 2025 (to date) financials related to facility rentals. The report included a breakdown of revenue by room, by month, and by event type. It was noted that a similar report will be

presented at each directors meeting moving forward. Additional reporting can be presented based on the data collected. Directors wishing for specific reports may ask ahead of each directors meeting.

FUNDRAISERS

Riverside Eatery Scoops: Scoops was very successful in 2024. When Canada Summer Jobs funding becomes available, an application will be submitted for two supervisors to help spread the workload.

Ghost Tours: Jodie Easson noted that all three tours in 2024 were sold out. She is hopeful that another tour leader will step forward for 2025.

Toy Bingo: Tickets are selling slowly this year- a flash sale will be held on Fridays leading up to the event, and tickets will be 50% off in the last week. More attendees will bring more profit on raffle tickets, alcohol, etc.

Christmas Market: Renee Hedley noted that the event is coming together well. The volunteer schedule is full. Linda Fisher is organizing the bake sale. Renee encouraged more to sign up for the bake sale.

Breakfast with Santa: Breakfast with Santa tickets are about 60% sold. Tickets sales have been slower than usual, likely because the Caledonia Lions Club and Skating Club have planned a Breakfast with Santa event to take place the same day.

Pancakes and PAW Patrol™: Kidomo will provide the licensed PAW PATROL SKYE costume with a performer and handler for this event in 2025. Tickets will go on sale in January.

Sip & Savour: Doug Murphy provided an update noting that the committee will be meeting in the next week. They will be distributing vendor information for recruitment shortly.

Spring Bash: Beth Wise noted that a new date has not been chosen yet.

NEW BUSINESS:

- Member Survey Results: No report.
- Board Governance Committee Update: General Manager Ian Thompson presented a document outlining the highlights of the new Constitution and By-Laws document which the governance committee has been working on. He noted that there were many areas where legislation changes required us to make changes in order to comply. The proposed items which would most impact the organization include a reduction in the number of directors, change to the composition of the executive committee, introducing term limits, and clarifying qualifications for members to become directors/officers. Reducing the number of directors will mean that the Board of Directors needs to be carefully balanced between experienced past presidents, directors who will serve on the executive in the future, and a mix of skills and abilities. It was noted that two thirds of the board must be unrelated to ensure our accessibility to Provincial grant money can be maintained. Any directors who would like to retire from their position should share their intentions with the Office or Doug Townson before November 30th. It was also noted that the position of second vice-president will be removed with the hope that a shorter commitment would help to make serving on the executive committee more attractive to directors. Legislation specifically notes that the Executive Committee only meet in the event an item of a time sensitive nature requires a decision before a properly noticed directors meeting can be called. This will also reduce the time commitment involved with serving on the executive, as they will no longer have regular meetings apart from the Directors. The nominating committee will be looking for a director to take on the role of Vice-President in January. Anyone interested should contact Doug Townson. A full version of the proposed Constitution and By-Laws will be sent with the AGM notice in early January.
- Director Code of Conduct: Ian Thompson noted that a Code of Conduct for Directors is referenced in the new Constitution and By-Laws document. A draft of the policy was reviewed. **Approved on a motion by Lindsey Farrell-Johnson, seconded by Katherine Hedley that the Directors Code of Conduct be adopted as presented. CARRIED.**

Adjournment moved by Lindsey Farrell-Johnson at 9:20pm. CARRIED.

MINUTES – HOMECRAFT MEETING
Wednesday, November 20, 2024

Meeting called to order by President Beth Wise at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Beth Wise, Patti Zadanyi, Roxanne Wilkieson, Cindy Benedict, Sandra Stirling, Diane Shannon, Darlene Martindale, Connie Stubbs, Jayne Townson, Shirley Timson, Shirley Robson, Sheila Phibbs, Linda Atkinson, June Wise, Coby Osinga, Linda Fisher, Lorraine Johnson, Faye Farrell, Kathleen McBlain, Lois B. Douglas, Pat Fearman, Jackie Gazzard, Renee Hedley, Dave Murray, and Ian D. Thompson (ex officio).

PRESIDENT'S REMARKS
Beth thanked everyone for their hard work during the Fair. She noted that the Exhibition Hall looked amazing. She noted that based on feedback, the number of muffins requested for morning break would be reduced. It was suggested by Lois B. Douglas that the morning break not be held. It was decided that beverages would be offered in the morning, but no food. Kathleen McBlain brought up concern that lunch was ending before 1pm. It was noted that committees should make every effort to go to lunch as close to noon as possible. The early closing of the Exhibition Hall was successful and it was decided to continue with this procedure.

COMMITTEE REPORTS
Members of all homecraft committees were present with the exception of Photography, Children's Sewing/Senior's Work. Fruits & Vegetables were also represented. Hay & Grain and Field Crops were not present. Brief reports were provided by each committee.
Committees noted that they would like to increase prize money. Many committees noted that entries were down. It was noted that after some feedback, judges names would be removed from the prize books next year. Kathleen McBlain noted that maple syrup entries were down because of the specific container requested for the district competition. Ian will pass along this feedback to the OAAS.

OTHER BUSINESS
Halloween Hollow Sandra Stirling wonders if Halloween Hollow may be celebrating 25-years in 2025. Ian will check the prize books archive to confirm.

Directional Signage It was suggested that directional signage be added to the ends of the aisles or a map be produced to help exhibitors find where entries should be dropped off.

AssistExpo & Prize List Changes Manager Ian Thompson thanked everyone for their patience during the transition to AssistExpo. The system is now functioning properly and with a year under our belts, things should operate smoother next year. Some digital options will be available to committees but no committee will be asked to adopt technology they do not wish to use. More information will come at the Spring meeting. Since no committees attended in-person on Saturday last January, committees will be asked to send in their prize list changes electronically or visit in-person during office hours.

Homecraft President Vacancy Beth Wise noted that Linda Jongerden has had to step away from the Homecraft Vice President position for family reasons. Anyone interested in taking on the position should reach out to Beth.

Special Needs Class Beth would like to add a Special Needs Class. She will work out the logistics- Laura Van Mil has agreed to help.

Renumbering Classes It was decided that classes would be re-numbered to correspond with location in the Exhibition Hall to help make it easier for exhibitors to find where to drop off entries. Classes will be identified with letters and sections will remain numbers. Jayne, Beth, and Ian will work together on this task.

Theme Several ideas were discussed for the Theme of the 2025 Fair. The decision was made that the theme will be FALL AIR, COUNTRY FAIR.

Adjournment declared by Beth Wise at 8:10pm. CARRIED.

MINUTES – EXECUTIVE MEETING
Wednesday, December 11, 2024

Meeting called to order by President Wendy Makey at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Wendy Makey, Dave Murray, Doug Townson, Beth Wise, and Allan Hedley.
Regrets: Lisa Liegler, Lori Pyle, Ian D. Thompson (ex officio).

Quorum was not established, so no votes were taken.

Custodian Discussion: Doug Townson reported that Vickie Bottenfield has been hired as a Caretaker and will start next week. We will need to hire another Caretaker by March at the latest. This needs to be brought up at the January Directors' meeting that we need another caretaker as soon as possible.

Report from Nominating Committee: Doug Townson and Wendy Makey updated on the Directors who hope to retire and the ones hoping to return. Enough have indicated their intention to retire that we should fit within the limits of the new proposed constitution reduced Board of Directors numbers, and hopefully we are also now within the "arms length" relationship guidelines. Doug and Wendy are still going to follow up with each Director who has not indicated a wish to retire, to confirm that they wish to stand for another term.
Dave Murray expressed concern that, if we are being more stringently monitored for things like family relationships within the board, should we be more concerned about how our business is conducted on record? Specifically, often we have the same people creating and seconding motions in meetings. While this is expedient, we should, perhaps, be conscious of recognizing other present members participating in business at meetings and ensuring that a wider variety of Directors at meetings are recorded as participating, in case our Minutes were ever reviewed.

Financial Report: Wendy Makey explained that Lori Pyle was unable to attend the meeting due to the date change. Lori is planning to give a more complete "year end" look at our financial situation at the January Directors' meeting, and this should help with the presentation of the 2025 Budget.

General Manager Discussion: A discussion was held surrounding the general manager feeling disconnected from the executive.

- Alan Hedley emphasised that the role of the Executive is to look after Governance and support the Office and that day-to-day Operations are under the coordination of the General Manager.
- Doug Townson believes that we need to be supportive of the General Manager and Assistant, but we need to let them do their jobs.
- Each member of the Executive present expressed their overwhelming support of Ian Thompson in the role of General Manager, and the extremely complex job that he has in a very trying (especially in terms of financial) environment.
- We need to act on getting the Human Resources committee to be a reality as soon as possible so that we can better navigate issues with Staff and Members. Doug Townson will reach out to Vickie Peart for contact information for Jean Beattie, to ask if she would be willing to help us out with this or point us in a better direction.

The agendas for the January Directors' Meeting and the AGM were then developed.

The meeting was then adjourned.

MINUTES – EXECUTIVE MEETING
Wednesday, December 18, 2024

Meeting called to order by Acting President Doug Townson at 7:10pm.
Declaration of conflict of interest – None.
In attendance: Jodie Easson, Lisa Liegler, Dave Murray, Lori Pyle, Doug Townson, Beth Wise, and Ian D. Thompson (ex officio).

Approved on a motion by Lisa Liegler, seconded by Dave Murray that the minutes of the October 9 Executive Meeting be approved. CARRIED.

Approved on a motion by Beth Wise, seconded by Jodie Easson that the minutes of the December 11 Executive Meeting be approved. CARRIED.

Business Arising from the Minutes: Jodie Easson mentioned that she had run into Jean Beattie and gave her a heads up that she would be asked to assist with establishing an HR committee.

RENTALS & EVENTS

Rental Calendar Update: Ian Thompson provided an update on 2024 rentals, 2025 bookings to-date, and a comparison to 2023 rentals. He noted the calendar is filling in nicely, but there are a number of holes in the Summer. Rabi's Grand Kitchen and hiccups with Rocket Relay Flyball were discussed.

Grounds & Buildings: A generous donation from John & Pat Hussack has allowed for a new washer/dryer combo to be installed and a new water bottle filling station in the Exhibition Hall.

Fundraising Calendar Update: Pancakes & PAW Patrol will be held February 17. Mystery Gift Bingo will be November 21. The Christmas Market will be November 29. Breakfast with Santa will be December 7.

Fundraiser Updates: The Toy Bingo netted a profit of $4,416.96, the Christmas Market $13,006.51, and Breakfast with Santa $1,769.43. The Breakfast is slightly down over 2023 due to rising food costs. Toy Bingo was down considerably- a new structure will be attempted in 2025 with a variety of gifts rather than just toys. The Christmas Market did very well with sold-out vendor spaces and great attendance. The Christmas 50/50 Draw sold $3,830 of tickets. After expenses, there will be proceeds of around $600. The Sip and Savour Committee will be sent a message from the executive asking for an update at the January Directors Meeting. It was noted that the committee had discussed postponing to 2026 due to a limited number of vendors expressing interest in participating. Night in Nashville will be May 9th. Kelsey Brown will act as the Chair with support from Lori and Beth.

OTHER BUSINESS

Succession Discussion: With Wendy Makey resigning as President, Doug Townson will be acting President until the AGM. Both Doug Townson and Jodie Easson have offered to return to the role as President for one year. The directors will discuss at their January Meeting.

Report from Nominating Committee: Doug Townson and Jodie Easson will work together as the nominating committee and will be reaching out to current directors to confirm they are willing to stand for re-election. A list of directors wishing to retire has been reviewed in light of the changes to the Constitution and By-Laws updates. Based on the list of retirees, we are in good shape for a mix of experienced, arms-length directors.

Constitution and By-Laws: It was noted that the proposed changes have to be circulated no more than 50 and at least 30 days prior to the AGM, this means that they will need to be sent out with the AGM notice before December 30th. Beth Wise will present the changes to the membership at the AGM on behalf of the governance committee.

Schedule of Executive & Directors Meetings: The schedule for Directors meetings will be set at the Directors meeting immediately following the AGM. It was decided that the Executive will meet 30 minutes before each Directors meeting and on an as-needed basis rather than setting monthly meeting dates. This is to help empower the directors and reduce the time commitment of serving on the Executive Committee. Directors and officers are always able to ask questions or visit the office for updates between meetings.

Financial Update: Lori provided a brief unofficial financial update, noting that we had surpassed our budgeted income for 2024 as of November 30th. She noted expenses were higher than budgeted also. There was a brief discussion surrounding the requirement to have a full third-party audit. There was also a suggestion to consider changing our fiscal year to end October 31st to provide the auditors more time for review while still capturing the Fair within one fiscal year. Ian Thompson noted that year-end donations are up over 2023 and that letters had just been dropped in the mail following the Canada Post strike. There is hope that more year-end donations will come in once the mail is moving again.

Acknowledging Resignations: Beth Wise asked that Paul and Wendy Makey's resignation letters be accepted. Ian will send an email to Paul and Wendy to acknowledge receipt on behalf of the Board of Directors. A note will be sent with the AGM notice to the membership noting that Paul and Wendy have resigned.

Adjournment declared by Doug Townson at 9:00pm. CARRIED.

MINUTES – DIRECTOR'S MEETING
Tuesday, January 14, 2024

Meeting called to order by Acting President Doug Townson at 7:05pm.
Declaration of conflict of interest – None.
In attendance: Jan Cranston, Jamie Daglish, Jessica Easson, Dawna Ebert, Lindsey Farrell-Johnson, Linda Fisher, Allan Hedley, Katherine Hedley, Neil Hedley, Renee Hedley, Lorraine Johnson, Doug Murphy, Dave Murray, Mark Peart, Lori Pyle, Doug Townson, Bryan Wilkieson, Tyler Wilkieson, Patti Zadanyi, also Ian D. Thompson and Beth Wise (ex officio).
Regrets: Janice Boyter, Pam Douglas, Lisa Liegler.

Approved on a motion by Katherine Hedley, seconded by Lindsey Farrell-Johnson that the minutes of the November, 2024 Directors Meeting be approved. CARRIED.

Business Arising from the Minutes: None.

Correspondence: None.

Two Row on the Grand: Ellie Joseph of Two Row on the Grand made a presentation explaining the Two Row on the Grand program, thanking the Society for their support, and inviting members to participate in the program in 2025. A piece of metalwork art was presented to the Society to display outside near the boat launch area.

FINANCIAL
Financial Report: The financial report was presented by Treasurer Lori Pyle. **Approved on a motion by Lindsey Farrell-Johnson, seconded by Tyler Wilkieson that the financial report be accepted as reported. CARRIED.**

Grants: Ian Thompson noted that the paving work funded by the Trillium Foundation would be delayed to a Spring start because of a delay in locates and worry that the flip-flop in temperatures could cause damage. The lighting upgrades in the Kinsmen Hall and Cattle Barn have been completed at no-cost to the Society.

2025 Operating Budget Draft: Treasurer Lori Pyle outlined the draft version of a 2025 operating budget which will be presented to the membership at the AGM on January 30. She noted the importance of fundraising to ensure revenue targets are met.

Facility Rental Financial Presentetion: General Manager Ian Thompson presented a report showcasing 2023, 2024 and 2025 (to date) financials related to facility rentals. The report included a breakdown of revenue by room, by month, and by event type. It was noted that a similar report will be presented at each directors meeting moving forward. Additional reporting can be presented based on the data collected. Directors wishing for specific reports may ask ahead of each directors meeting.

FUNDRAISERS
Toy Bingo: Tickets sold slowly and discounts were necessary. The theme will be changed to 'Mystery Gift' Bingo and will be attempted again in November, 2025.
Christmas 50/50: There was not great support from the membership or community for this lottery. Only about $500 was made after all expenses paid. Most of the tickets were sold at the Christmas Market.
Christmas Market: Renee Hedley thanked everyone for their support. There was fantastic revenue for the 2024 event and many vendors are already looking forward to the next show in 2025.

Breakfast with Santa: Tickets sold well for this event. It was the smoothest run breakfast so far and all volunteers have been asked to help with the PAW Patrol Breakfast coming in February.
Sip & Savour: Due to a lack of interest from vendors approached and a tight timeline, the committee has decided to postpone the event to 2026. This will allow more time for planning and encouraging participation from food and beverage vendors.
A Night in Nashville: Kelsey Brown will be chairing the committee and a meeting has been set for January 15th to finalize details and forge ahead with this joint fundraiser with the Lions and Fire Department. It will be held May 9th.
Designer Bag Bingo: Has been scheduled for May 10th.
Regional Fair Raffle: General Manager Ian Thompson has been in contact and has unofficial commitment from Paris, Binbrook, Ancaster, Caledonia, Norfolk County, and Rockton Fairs to create one large regional lottery to benefit all of our Fairs in Fall 2025. Building on the success of Caledonia & Norfolk with the Rafflebox platform, the hope is that the combined reach of these 6 Fairs will result in a large prize and lucrative fundraiser. Updates will be provided as plans are finalized.

OTHER BUSINESS:

- Nomination Committee Report: Acting President Doug Townson thanked all of the directors at the meeting who had expressed their intention to retire from service on the Board at the AGM. He noted that there are currently 15 directors remaining. The updated by-laws allow for between 12-15 directors to serve on the Board. We are still seeking a Vice-President to come on board for 2025.
- Governance Committee Report: Homecraft President Beth Wise noted that the governance committee will continue to work on new governance policies to present to the directors for review and approval over the course of 2025.
- Strategic Planning: General Manager Ian Thompson noted there had been difficulties scheduling strategic planning with the OAAS. It was suggested that strategic planning be put on hold until 2026 in order to allow the governance changes to come into effect. It was also suggested that short-term priorities include re-engaging the membership and paying down debts.
- HR Committee: Acting President Doug Townson noted that a community member with HR experience will be consulted to help get an HR committee established.
- Livestock Meeting Date: General Manager Ian will consult with Lindsey and Katherine to set a date for a livestock meeting. The date will be announced at the AGM.
- Jodie Easson asked whether there was support from the directors to continue providing meals at the general meetings as a way to help forge social connections and re-engage the membership. It was agreed that this practice should continue. An invitation was also extended for directors to visit Ye Olde Squire following 2025 Board Meetings for social time.

Adjournment declared by Doug Townson at 8:20pm. CARRIED.

MINUTES – ANNUAL GENERAL MEETING
Thursday, January 30, 2025

Meeting called to order by Acting President Doug Townson at 7:00pm
Declaration of conflict of interest – None.

Acting President Doug Townson welcomed everyone to the meeting and introduced the various guests who were in attendance including Michael Philpott from OAAS District 6, MPP Bobbi Ann Brady, Mayor Shelley Ann Bentley, and Ward 3 Councillor Dan Lawrence.

A moment of silence was offered for Fair Member Alistair McEachern who passed away in 2024.

2024-2025 Caledonia Fair Ambassador Jada Dawson led the singing of O Canada.

Minutes of the last annual general meeting were accepted on a motion by Lindsey Farrell-Johnson, seconded by Renee Hedley. Carried.

Business arising from minutes
None

Correspondence: None

Presentation of audited financial statements: The statements prepared by our auditors Petinelli Mastroluisi (PETMAS) were presented by Treasurer Lori Pyle. **Accepted on a motion by Lindsey Farrell-Johnson and seconded by Renee Hedley to accept the financial statements as presented. Carried.**

Operational Budget: The operating budget for 2025 was presented by Treasurer Lori Pyle. **Accepted on a motion by Katherine Hedley and seconded by Jan Cranston to accept the operating budget as presented. Carried.**

Appointment of Auditor for 2025: Accepted on a motion by Lori Pyle and seconded by Kathy Johnson to appoint Petinelli-Mastroluisi as auditor for 2025. Carried.

HOMECRAFT REPORT: Homecraft President Beth Wise noted that the Theme for the 2025 Fair will be Fall Air, Country Fair. Prize book changes are due to the office on January 31st. A class for individuals with disabilities will be added to the Exhibition Hall this year. She also noted that all Classes will be assigned letters rather than the existing class numbers. This will also impact livestock classes. She thanked everyone for following the new hours for load in/out of the Exhibition Hall and noted that the hours would remain the same for the 2025 Fair.

BUSINESS
Fundraisers & Events: Acting President Doug Townson thanked everyone for their efforts in fundraising during the 2024 Year. He made note of upcoming events including Pancakes and PAW Patrol™, a Night in Nashville, and Designer Bag Bingo. He noted that Sip and Savour will be postponed to 2026.
Staffing Update: Vickie Bottenfield has joined the custodial team.
OAAS Convention: Will be February 20-22, 6 delegates from Caledonia are registered, anyone interested in attending should contact the office.
Ambassador Committee Report: The 2025 competition and member appreciation evening will be May 24th. Jada Dawson will be heading to the CNE in August to compete in the Ambassador of the Fairs competition.

Strategic Planning: The Board of Directors will focus on board governance policies and job descriptions this year with the hope of working towards a new strategic plan in early 2026.
Livestock Meeting: General Manager Ian Thompson will send possible dates to the livestock committee chairs. Notice will be sent out once a date is selected.

CONSTITUTION & BY-LAWS UPDATE: Beth Wise, representing the governance committee, presented a document summarizing a proposed re-write of the Constitution and By-Laws which govern the Society. John Lane recommended that the proposal be amended to change the proposed quorum of 50%+1 at a directors meeting to 2/3. On vote, the membership agreed that this amendment should be made. **It was accepted on a motion by Beth Wise, seconded by Lindsey Farrell-Johnson to approve the new Constitution and By-Laws as amended. CARRIED.**

ELECTIONS
John Hussack was selected as election chair on the nomination of Allan Hedley, seconded by Jayne Townson. Carried.

John asked for volunteers to act as scrutineers on the occasion that a balloted vote was required during the election proceedings. **Michael Philpott and Patricia Hussack were selected as scrutineers on the nomination of Jayne Townson, seconded by Lindsey Farrell-Johnson**. **Carried.**

John called for the nominating committee to announce their proposed slate of directors for 2025. Janice Boyter, Pam Douglas, Jodie Easson, Lindsey Farrell-Johnson, Neil Hedley, Mark Peart, and Tyler Wilkieson were listed for a 2-year term and Jamie Daglish, Jessica Easson, Dawna Ebert, Doug Murphy, Lori Pyle, Doug Townson, and Bryan Wilkieson were listed for a 1-year term. **Accepted on a motion by Lindsey Farrell-Johnson, seconded by Jessica Easson to accept the report from the nominating committee. Carried.** On the result of this motion, John added these names to the list of nominations. John called three times for nominations from the floor- hearing none, he declared elections for directors closed and congratulated the slate of directors acclaimed.

John called for nominations for the office of the Homecraft Vice President. Jessica Easson nominated Lisa Liegler who agreed to stand for election. John called three times for nominations from the floor- hearing none, he declared elections for Homecraft Vice President closed and congratulated Lisa Liegler.

John then declared elections closed. **Accepted on a motion by Jessica Easson, seconded by Sheila Phibbs to release the scrutineers.**

Doug Townson thanked everyone for attending and wished all a safe drive home.

ADJOURNMENT

Adjournment moved by Lindsey Farrell Johnson at 8:20pm.

MINUTES – DIRECTOR'S MEETING
Thursday, January 30, 2025

Meeting called to order by Acting President Doug Townson at 8:20pm.
Declaration of conflict of interest – None.
In attendance: Janice Boyter, Jamie Daglish, Jessica Easson, Dawna Ebert, Lindsey Farrell-Johnson, Neil Hedley, Lisa Liegler (ex officio), Doug Murphy, Lori Pyle, Doug Townson, Tyler Wilkieson, Beth Wise (ex officio), also, Ian Thompson (General Manager), Kelsey Brown (Office Assistant).

Approved on a motion by Beth Wise, seconded by Lisa Liegler that the minutes of the January 14, 2025 Directors Meeting be approved. CARRIED.
Business Arising from the Minutes: None.
Correspondence: None.

ELECTION OF EXECUTIVE COMMITTEE
It was **accepted on a motion by Lindsey Farrell-Johnson, seconded by Lisa Liegler to appoint Doug Townson as Elections Chair. CARRIED.**

It was **accepted on a motion by Lori Pyle, seconded by Tyler Wilkieson to appoint Ian Thompson and Kelsey Brown as scrutineers. CARRIED.**

Jodie Easson was nominated for the position of President by Lisa Liegler. Doug Townson called for nominations from the floor three times. Hearing none, Jodie Easson was acclaimed to the role of President. With Jodie's appointment, acting President Doug Townson will automatically move to the position of Past President.

Lindsey Farrell-Johnson was nominated for the position of Vice-President by Beth Wise. Doug Townson called for nominations from the floor three times. Hearing none, Lindsey Farrell-Johnson was acclaimed to the role of Vice-President.

Lori Pyle was nominated for the position of Treasurer by Jamie Daglish. Doug Townson called for nominations from the floor three times. Hearing none, Lori Pyle was acclaimed to the role of Treasurer.

It was **accepted on a motion by Lisa Liegler, seconded by Jamie Daglish to dismiss the scrutineers. CARRIED.**

OTHER BUSINESS
Set Meeting Schedule for 2025: It was agreed that all directors meetings should be noticed to provide hybrid participation options (in-person/virtual) and to allow hybrid voting (in-person/virtual) per the guidelines of the Constitution and By-Laws. The following meeting dates were agreed upon for 2025: March 18, May 20, July 8, September 9, November 25, January 13. Each meeting will take place at the Exhibition Centre at 7:00pm. Social time at Ye Olde Squire (former Cornerstone) will follow each directors meeting. Directors are also to attend the general meetings on April 30, August 27, and October 29.
Code of Conduct: Directors present were asked to sign the code of conduct for directors. Those who sent regrets will need to sign the code of conduct before the next scheduled meeting.
Note regarding quorum: An amendment to the proposed constitution and by-laws changes was approved by the membership to change quorum at directors meetings from 50%+1 as proposed to 2/3. This means that a minimum of 11 of 16 directors must be present at each meeting in order for business to take place. It was emphasized that it will be vitally important that all directors make every effort to attend in-person or virtually.
Adjournment moved by Jamie Daglish at 8:40pm. CARRIED.

MINUTES – DIRECTOR'S MEETING
Tuesday, January 14, 2024

Meeting called to order by Acting President Doug Townson at 7:05pm.
Declaration of conflict of interest – None.
In attendance: Jan Cranston, Jamie Daglish, Jessica Easson, Dawna Ebert, Lindsey Farrell-Johnson, Linda Fisher, Allan Hedley, Katherine Hedley, Neil Hedley, Renee Hedley, Lorraine Johnson, Doug Murphy, Dave Murray, Mark Peart, Lori Pyle, Doug Townson, Bryan Wilkieson, Tyler Wilkieson, Patti Zadanyi, also Ian D. Thompson and Beth Wise (ex officio).
Regrets: Janice Boyter, Pam Douglas, Lisa Liegler.

Approved on a motion by Katherine Hedley, seconded by Lindsey Farrell-Johnson that the minutes of the November, 2024 Directors Meeting be approved. CARRIED.

Business Arising from the Minutes: None.

Correspondence: None.

Two Row on the Grand: Ellie Joseph of Two Row on the Grand made a presentation explaining the Two Row on the Grand program, thanking the Society for their support, and inviting members to participate in the program in 2025. A piece of metalwork art was presented to the Society to display outside near the boat launch area.

FINANCIAL
Financial Report: The financial report was presented by Treasurer Lori Pyle. **Approved on a motion by Lindsey Farrell-Johnson, seconded by Tyler Wilkieson that the financial report be accepted as reported. CARRIED.**

Grants: Ian Thompson noted that the paving work funded by the Trillium Foundation would be delayed to a Spring start because of a delay in locates and worry that the flip-flop in temperatures could cause damage. The lighting upgrades in the Kinsmen Hall and Cattle Barn have been completed at no-cost to the Society.

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Sip & Savour: Due to a lack of interest from vendors approached and a tight timeline, the committee has decided to postpone the event to 2026. This will allow more time for planning and encouraging participation from food and beverage vendors.
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Regional Fair Raffle: General Manager Ian Thompson has been in contact and has unofficial commitment from Paris, Binbrook, Ancaster, Caledonia, Norfolk County, and Rockton Fairs to create one large regional lottery to benefit all of our Fairs in Fall 2025. Building on the success of Caledonia & Norfolk with the Rafflebox platform, the hope is that the combined reach of these 6 Fairs will result in a large prize and lucrative fundraiser. Updates will be provided as plans are finalized.

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- Livestock Meeting Date: General Manager Ian will consult with Lindsey and Katherine to set a date for a livestock meeting. The date will be announced at the AGM.
- Jodie Easson asked whether there was support from the directors to continue providing meals at the general meetings as a way to help forge social connections and re-engage the membership. It was agreed that this practice should continue. An invitation was also extended for directors to visit Ye Olde Squire following 2025 Board Meetings for social time.

Adjournment declared by Doug Townson at 8:20pm. CARRIED.

MINUTES – ANNUAL GENERAL MEETING
Thursday, January 30, 2025

Meeting called to order by Acting President Doug Townson at 7:00pm
Declaration of conflict of interest – None.

Acting President Doug Townson welcomed everyone to the meeting and introduced the various guests who were in attendance including Michael Philpott from OAAS District 6, MPP Bobbi Ann Brady, Mayor Shelley Ann Bentley, and Ward 3 Councillor Dan Lawrence.

A moment of silence was offered for Fair Member Alistair McEachern who passed away in 2024.

2024-2025 Caledonia Fair Ambassador Jada Dawson led the singing of O Canada.

Minutes of the last annual general meeting were accepted on a motion by Lindsey Farrell-Johnson, seconded by Renee Hedley. Carried.

Business arising from minutes
None

Correspondence: None

Presentation of audited financial statements: The statements prepared by our auditors Petinelli Mastroluisi (PETMAS) were presented by Treasurer Lori Pyle. **Accepted on a motion by Lindsey Farrell-Johnson and seconded by Renee Hedley to accept the financial statements as presented. Carried.**

Operational Budget: The operating budget for 2025 was presented by Treasurer Lori Pyle. **Accepted on a motion by Katherine Hedley and seconded by Jan Cranston to accept the operating budget as presented. Carried.**

Appointment of Auditor for 2025: Accepted on a motion by Lori Pyle and seconded by Kathy Johnson to appoint Petinelli-Mastroluisi as auditor for 2025. Carried.

HOMECRAFT REPORT: Homecraft President Beth Wise noted that the Theme for the 2025 Fair will be Fall Air, Country Fair. Prize book changes are due to the office on January 31st. A class for individuals with disabilities will be added to the Exhibition Hall this year. She also noted that all Classes will be assigned letters rather than the existing class numbers. This will also impact livestock classes. She thanked everyone for following the new hours for load in/out of the Exhibition Hall and noted that the hours would remain the same for the 2025 Fair.

BUSINESS
Fundraisers & Events: Acting President Doug Townson thanked everyone for their efforts in fundraising during the 2024 Year. He made note of upcoming events including Pancakes and PAW Patrol™, a Night in Nashville, and Designer Bag Bingo. He noted that Sip and Savour will be postponed to 2026.
Staffing Update: Vickie Bottenfield has joined the custodial team.
OAAS Convention: Will be February 20-22, 6 delegates from Caledonia are registered, anyone interested in attending should contact the office.
Ambassador Committee Report: The 2025 competition and member appreciation evening will be May 24th. Jada Dawson will be heading to the CNE in August to compete in the Ambassador of the Fairs competition.

Strategic Planning: The Board of Directors will focus on board governance policies and job descriptions this year with the hope of working towards a new strategic plan in early 2026.
Livestock Meeting: General Manager Ian Thompson will send possible dates to the livestock committee chairs. Notice will be sent out once a date is selected.

CONSTITUTION & BY-LAWS UPDATE: Beth Wise, representing the governance committee, presented a document summarizing a proposed re-write of the Constitution and By-Laws which govern the Society. John Lane recommended that the proposal be amended to change the proposed quorum of 50%+1 at a directors meeting to 2/3. On vote, the membership agreed that this amendment should be made. **It was accepted on a motion by Beth Wise, seconded by Lindsey Farrell-Johnson to approve the new Constitution and By-Laws as amended. CARRIED.**

ELECTIONS
John Hussack was selected as election chair on the nomination of Allan Hedley, seconded by Jayne Townson. Carried.

John asked for volunteers to act as scrutineers on the occasion that a balloted vote was required during the election proceedings. **Michael Philpott and Patricia Hussack were selected as scrutineers on the nomination of Jayne Townson, seconded by Lindsey Farrell-Johnson**. **Carried.**

John called for the nominating committee to announce their proposed slate of directors for 2025. Janice Boyter, Pam Douglas, Jodie Easson, Lindsey Farrell-Johnson, Neil Hedley, Mark Peart, and Tyler Wilkieson were listed for a 2-year term and Jamie Daglish, Jessica Easson, Dawna Ebert, Doug Murphy, Lori Pyle, Doug Townson, and Bryan Wilkieson were listed for a 1-year term. **Accepted on a motion by Lindsey Farrell-Johnson, seconded by Jessica Easson to accept the report from the nominating committee. Carried.** On the result of this motion, John added these names to the list of nominations. John called three times for nominations from the floor- hearing none, he declared elections for directors closed and congratulated the slate of directors acclaimed.

John called for nominations for the office of the Homecraft Vice President. Jessica Easson nominated Lisa Liegler who agreed to stand for election. John called three times for nominations from the floor- hearing none, he declared elections for Homecraft Vice President closed and congratulated Lisa Liegler.

John then declared elections closed. **Accepted on a motion by Jessica Easson, seconded by Sheila Phibbs to release the scrutineers.**

Doug Townson thanked everyone for attending and wished all a safe drive home.

ADJOURNMENT

Adjournment moved by Lindsey Farrell Johnson at 8:20pm.

MINUTES – DIRECTOR'S MEETING
Thursday, January 30, 2025

Meeting called to order by Acting President Doug Townson at 8:20pm.
Declaration of conflict of interest – None.
In attendance: Janice Boyter, Jamie Daglish, Jessica Easson, Dawna Ebert, Lindsey Farrell-Johnson, Neil Hedley, Lisa Liegler (ex officio), Doug Murphy, Lori Pyle, Doug Townson, Tyler Wilkieson, Beth Wise (ex officio), also, Ian Thompson (General Manager), Kelsey Brown (Office Assistant).

Approved on a motion by Beth Wise, seconded by Lisa Liegler that the minutes of the January 14, 2025 Directors Meeting be approved. CARRIED.
Business Arising from the Minutes: None.
Correspondence: None.

ELECTION OF EXECUTIVE COMMITTEE
It was **accepted on a motion by Lindsey Farrell-Johnson, seconded by Lisa Liegler to appoint Doug Townson as Elections Chair. CARRIED.**

It was **accepted on a motion by Lori Pyle, seconded by Tyler Wilkieson to appoint Ian Thompson and Kelsey Brown as scrutineers. CARRIED.**

Jodie Easson was nominated for the position of President by Lisa Liegler. Doug Townson called for nominations from the floor three times. Hearing none, Jodie Easson was acclaimed to the role of President. With Jodie's appointment, acting President Doug Townson will automatically move to the position of Past President.

Lindsey Farrell-Johnson was nominated for the position of Vice-President by Beth Wise. Doug Townson called for nominations from the floor three times. Hearing none, Lindsey Farrell-Johnson was acclaimed to the role of Vice-President.

Lori Pyle was nominated for the position of Treasurer by Jamie Daglish. Doug Townson called for nominations from the floor three times. Hearing none, Lori Pyle was acclaimed to the role of Treasurer.

It was **accepted on a motion by Lisa Liegler, seconded by Jamie Daglish to dismiss the scrutineers. CARRIED.**

OTHER BUSINESS
Set Meeting Schedule for 2025: It was agreed that all directors meetings should be noticed to provide hybrid participation options (in-person/virtual) and to allow hybrid voting (in-person/virtual) per the guidelines of the Constitution and By-Laws. The following meeting dates were agreed upon for 2025: March 18, May 20, July 8, September 9, November 25, January 13. Each meeting will take place at the Exhibition Centre at 7:00pm. Social time at Ye Olde Squire (former Cornerstone) will follow each directors meeting. Directors are also to attend the general meetings on April 30, August 27, and October 29.
Code of Conduct: Directors present were asked to sign the code of conduct for directors. Those who sent regrets will need to sign the code of conduct before the next scheduled meeting.
Note regarding quorum: An amendment to the proposed constitution and by-laws changes was approved by the membership to change quorum at directors meetings from 50%+1 as proposed to 2/3. This means that a minimum of 11 of 16 directors must be present at each meeting in order for business to take place. It was emphasized that it will be vitally important that all directors make every effort to attend in-person or virtually.
Adjournment moved by Jamie Daglish at 8:40pm. CARRIED.

MINUTES – DIRECTOR'S MEETING
Tuesday, March 18, 2025

Meeting called to order by President Jodie Easson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jamie Daglish, Jessica Easson, Jodie Easson, Dawna Ebert, Lindsey Farrell-Johnson, Neil Hedley, Lisa Liegler (ex officio), Doug Murphy, Mark Peart, Lori Pyle, Doug Townson, Bryan Wilkieson, Tyler Wilkieson, Beth Wise (ex officio), also, Ian Thompson (General Manager). Regrets: Janice Boyter, Pam Douglas. Quorum was established with 11 directors attending in-person and 3 virtually.

President Jodie Easson welcomed everyone and gave some remarks on becoming President since she was absent for the AGM in January. She noted that the plan is to bring more control to the Board of Directors and reminded everyone that attendance is very important due to the large number required to meet quorum at a meeting. She also reminded everyone that there is an expectation that all directors will serve on the Executive when asked.

Approved on a motion by Beth Wise, seconded by Lisa Liegler that the agenda be adopted as presented by the President. CARRIED.

Approved on a motion by Jessica Easson, seconded by Neil Hedley that the minutes of the January 30, 2025 Directors Meeting be adopted as presented by the General Manager. CARRIED.

Business Arising from the Minutes: None.

Correspondence: None.

Financial
Financial Report: *Approved on a motion by Beth Wise, seconded by Doug Townson that the financial report be adopted as presented by the Treasurer. CARRIED.*

Grants: General Manager Ian Thompson provided the following grant updates:
1) Work will commence on our approved 2024 Trillium Foundation Capital Grant for paving on the Fairgrounds as soon as the weather warms up.
2) We have applied for Experience Ontario funding which, if we are successful in our application, will provide funding to be used towards marketing and entertainment costs at the Fair.
3) Haldimand County will offer their Festivals grant again in 2025, we will apply for the $10,000.00 maximum.
4) A submission for a grant from BCM Insurance was successful and we will receive $5,000.00 to be used towards Fair programming.
5) Our 2025 Agricultural Societies Operating Grant from OMAFA has been received in the expected amount of $5,000.00.
6) We have submitted an application for the 2025 Trillium Foundation Capital Grant in the amount of $173,000.00 to renovate the middle washrooms and make them fully accessible.
7) We have applied for three positions under the Canada Summer Jobs program and expect to have an update on this in early April.

Rental Finances: General Manager Ian Thompson presented an unaudited financial report summarizing the revenue for rentals of the Riverside Exhibition Centre. The report compares 2024 and 2025 (to date) and shows the revenue by room, by month, and by event type.

Committee Reports
President Jodie Easson explained that we will be distributing committee, fundraising, and office reports before each directors meeting. Everyone will be asked to review the reports before the meeting and come prepared with any questions or comments. *Approved on a motion by Lisa Liegler, seconded by Doug Murphy that the reports be adopted as presented by the various committee representatives. CARRIED.*

Other Business
HR Committee: President Jodie Easson reminded the directors that they had voted to create an HR committee last year. Jean Beattie, a retired Manulife HR professional, has agreed to sit on the committee as a resource. *Approved on a motion by Doug Townson, seconded by Beth Wise that the HR committee be comprised of an outside resource person, the General Manager, one member of the Executive, and two Directors. CARRIED.* Lori Pyle volunteered to serve as the Executive representative. Mark Peart and Doug Murphy volunteered to serve as representatives from the Board of Directors. General Manager Ian Thompson will send an email to the committee to arrange for their first meeting to be set with the goal of creating a template for performance reviews.

Board Governance: President Jodie Easson explained that the Board Governance Committee had worked as an ad hoc committee to revise the Constitution and By-Laws last year. During that process they identified several areas where policies should be created to address certain circumstances rather than enshrining solutions in the By-Laws which are cumbersome to change. *Approved on a motion by Neil Hedley, seconded by Doug Murphy that the Board Governance Committee be re-convened to draft governance policies which will be considered by the Board of Directors. CARRIED.*

Membership Engagement: President Jodie Easson announced that one of the goals of her presidency is to re-engage the membership. She noted that we have started towards this goal already by providing meals at the general meetings, promoting social time following directors meetings, and hosting the Ambassador competition at a revived Fair Banquet which will be free to all members. She outlined some further suggestions including a 50-Year Service Pin, recognizing our volunteers and members at the Ontario Volunteer Service Awards each year, and nominating Fair Members for County and community awards. She also suggested we engage some of our older members to write thank-you cards following the Fair.

Fair Fortune Lottery: General Manager Ian Thompson outlined plans underway for a regional 50/50 Draw to replace our usual Fair Draw. This will utilize the Rafflebox system which allows for online and in-person ticket sales. 7 Fairs are now confirmed to participate: Paris, West Niagara, Binbrook, Ancaster, Caledonia, Rockton, and Norfolk. West Niagara also hopes to sell at the International Plowing Match taking place on their Fairgrounds on Ancaster Fair weekend. Ian outlined how the lottery will work, noting that Caledonia was taking the lead and was responsible for licensing, accounting, and reporting. He noted that each Fair would only be successful if they put sufficient effort and rallied for Directors to step up during the Fair to help ensure we are roving the grounds to sell tickets.

Spring Agricultural and Homecraft Meetings: The livestock meeting will be held on April 15th at 7pm in the Education Room and will be an in-person/virtual hybrid meeting. The homecraft meeting will be held on April 22nd at 7pm in the Education Room.

District 6 Spring Meeting: General Manager Ian Thompson noted that the Spring Meeting of District 6, OAAS will be on April 23rd at 7pm in the Binbrook Agricultural Hall (Binbrook Fairgrounds). All are encouraged to attend. He also provided some updates from the District 6 committee of which he is currently serving as Treasurer. These updates included noting that Binbrook, Norfolk, West Niagara, and Wainfleet were hoping to establish Ambassador Competitions within the next year, that the Niagara Regional Exhibition (Welland) has purchased a new Fairground property, and that the dates for the 2026 Convention will be February 19, 20, and 21 in Richmond Hill. Ian also noted that he is next in line to be Provincial Director for District 6.

New Business
OAAS Meritorious Service Award: It was decided that recently retired caretaker Bryan Tilbury should receive the Meritorious Service Award for 2024. Ian Thompson will order the certificate and frame.

HVAC/ Mechanical Issues: General Manager Ian Thompson noted that we were experiencing HVAC issues in the Kinsmen Hall and Fair Office. A quote has been received recommending a new furnace and air conditioner be installed for the Fair Office with new insulated ducting in the attic. This would also provide heat to the workshop where the water line comes into the building. Presently, an electric heater has to be used in this room all winter to prevent the line from freezing. In addition, there is a recommendation to replace the Kin Hall furnace with a new high-efficiency model and make changes to the plenum to allow more air intake. The quote from Braneida for these two projects is $27,813.00 which includes a $2,500.00 loyalty discount. Ian will seek other opinions and secure at least one quote from another company. Ian approved wrapping the existing Kin Hall duct work with insulation to help with heat loss in the attic space. It has been recommended that existing attic insulation in the Kin Hall which is 30+ years old be removed and replaced. Ian is waiting on quotes from companies to complete this work. Adding the attic insulation, replacing the workshop door and kitchen door, and adding a louvred vent on the north gable will help to close the building up and may help delay the need to carry out the HVAC replacement.
There are further issues with HVAC in the Riverside Exhibition Centre. The LG heat pump/ heat recovery system has not been functioning properly for most of the winter. The system has become disconnected from the central controller and despite best efforts from both the HVAC technicians and the computer technicians, they cannot regain control. A temporary workaround provided some relief before Christmas, however, the workaround is now failing. We have been able to keep some heat in the room by resetting the system daily, however, the time between resets is shrinking. Our computer technicians are being trained on another LG project in the Spring and they hope that this will allow them to troubleshoot and get everything online. The HVAC technicians have noted repeatedly that the systems in the building were installed poorly, are not easily compatible with each other, and that the general mechanics of the building were very poorly engineered. Multiple HVAC technicians from multiple companies have suggested that when the systems reach end of life we have the building re-engineered and a new system designed rather than trying to replace existing systems which are not ideal for the size and type of building.

Adjournment moved by Doug Townson at 9:15pm. CARRIED.

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General Manager

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President

MINUTES – HOMECRAFT MEETING
Tuesday, April 1, 2025

Meeting called to order by Homecraft President Beth Wise at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Wendy Alderson, Linda Atkinson, Cheri Brennan, Jodie Easson, Faye Farrell, Linda Fisher, Marina Fleming, Jackie Gazzard, Allan Hedley, Renee Hedley, Mary Hubert, Lorraine Johnson, Linda Jongerden, Lisa Liegler, Kathleen McBlain, Cindy Murphy, Doug Murphy, Sheila Phibbs, Shirley Robson, Sandra Stirling, Ian Thompson, Jayne Townson, Barbara Wilson, Beth Wise, June Wise,

Homecraft President Beth Wise welcomed everyone and asked for a moment of silence to acknowledge the recent passing of Sue Honchar.

Proposed Prize Money Changes
Homecraft President Beth Wise asked General Manager Ian Thompson to provide a review of proposed changes to increase prize money across Exhibition Hall and Poultry classes. The proposal involved increasing entry fees to 15% across the board, eliminating 4th place prizes, and standardizing much of the prize money to 1st, $10; 2nd, $7; 3rd, $5. A review of what was offered and what was actually paid in 2024 was utilized to estimate the probable cost of the increases. It was noted that these changes may help to encourage more exhibitors and more entries. The general consensus from the group was that the proposed changes be adopted.

Renumbering Classes
Homecraft President Beth Wise made note of the proposed changes to class numbering. Homecraft classes are in nearly the same order. Rather than arranging class numbers based on the hall layout, the numbers were chosen to keep similar products together. There are more than 26 classes, so we could not use numbers. The general consensus from the group was that the proposed changes be adopted. General Manager Ian will be sending an updated prize book out tomorrow for review. The books will be printed next week.

Other Business
OAAS Spring Meeting: Will be April 23rd at 7pm in Binbrook. All are encouraged to attend.

New Business
Fair Ambassador Competition & Banquet: Homecraft President Beth Wise noted that we will be returning to a Fair Banquet style event on May 24th. A free BBQ supper will be provided for members. Guest tickets are $40 and available online. The ambassador competition will also take place at the banquet. Everyone was encouraged to speak to young people they think might be interested.

50-Year Service Pins: The Directors have voted to begin awarding 50-year service pins. There are many currently eligible who will be acknowledged at the Banquet. Some have 65+ years of service.

Display Changes: Homecraft President Beth Wise reminded committee chairs to speak with the office if display changes are needed.

AssistExpo: Linda Jongerden asked about when AssistExpo training would be offered. General Manager Ian Thompson noted that it would be planned for August.

Adjournment declared by Homecraft President Beth Wise at 7:30pm.

MINUTES – LIVESTOCK MEETING
Tuesday, April 15, 2025

Meeting called to order by President Jodie Easson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Joanne Douglas-Lane, John Douglas, Jodie Easson, Lindsey Farrell-Johnson, Rodney Fox, Katherine Hedley, Brent Kelly, Ken McConachie, Marie McConachie, Ian Thompson, Eugene Tjepkema (4-H), and Tyler Wilkieson.

President Jodie Easson welcomed everyone and noted that the purpose of the agricultural meetings was to help all committees see workings of the fair at a high level.

Committee Reports
Heavy Horses: Noted there was noise/distraction from a nearby ride and suggested that a house trailer be placed behind the ride. It was also noted that it was difficult for the hitch classes to turn around with the congestion at the east end of the grounds. Paul Moynagh has retired as announcer and the committee is looking for a new announcer.
Light Horses: The youth show would prefer a sand pen, but unfortunately that will not work on our grounds configuration. The miniature horse show has been better on Sunday.
Goats: with declining exhibitor numbers, the viability of this show will need to be reviewed for 2026.
Dairy Cattle: The display in the barn was put together well and the new entry/exit procedures worked well. Borrowing penning from Binbrook worked well. There was question whether the showmanship clinic should continue being that the Fair is at the end of the season.
Beef Cattle: It has been hard to get entries ahead of the Fair. The photo opportunity for Saturday and Sunday has been well received.
4-H: It was noted there would be 70+ animals on site for achievement day.
Poultry: With bird flu becoming a pervasive issue, it is unlikely we will have large shows moving forward. There may be outside the box ways to utilize the barn space better eg. Meet your local farmer.

Traceability
Rules for Cattle were updated in the prize book. CAFE and OAAS have pushed for changes so that the exhibitor is responsible for tracking the movement of the animal, but this has not been put into law yet.

Insurance
Committees are responsible for checking insurance certificates- this is mandatory. It is easiest if exhibitors submit their entries on AssistExpo because they can update their insurance. Anyone who has not uploaded a certificate with their entries will be noted on a sheet in the judging box on show day.

Vaccination
If there is a commercially available rabies vaccine for an animal, the animal must be vaccinated to be on the Fairgrounds. Committees are responsible for checking.

Prize Money Paid in Show Ring
Due to our stringent accounting practices as a registered charity- no prize money is to be paid in the show ring moving forward. All prize money must be awarded through the AssistExpo system. Physical gifts/prizes may still be awarded in the ring.

Other Business
OAAS Spring Meeting: Will be April 23rd at 7pm in Binbrook. All are encouraged to attend.

New Business

Fair Ambassador Competition & Banquet: President Jodie Easson noted that we will be hosting our competition on May 24th. A free BBQ supper will be provided for members. Guest tickets are $40 and available online. The ambassador competition will also take place at the banquet. Everyone was encouraged to speak to young people they think might be interested.

AssistExpo: Please encourage your exhibitors to enter online.

Agricultural Education: President Jodie Easson noted that we may need to start thinking about educational displays instead of livestock shows as participation declines. Agriculture must still be the heart of the Fair.

Adjournment declared by President Jodie Easson at 8:05pm.

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General Manager

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President

MINUTES – GENERAL MEETING
Wednesday, April 30, 2025

Meeting called to order by President Jodie Easson at 7:00pm.
Declaration of conflict of interest – None.
Directors in attendance: Janice Boyter, Pam Douglas, Jodie Easson, Dawna Ebert, Lindsey Farrell-Johnson, Neil Hedley, Doug Murphy, Mark Peart, Lori Pyle, Doug Townson, Beth Wise (ex officio), also, Ian Thompson (General Manager). Regrets: Jamie Daglish, Lisa Liegler, Tyler Wilkieson, Bryan Wilkieson. Quorum was established with 12 directors attending in-person.

President Jodie Easson welcomed everyone and gave some remarks on becoming President since she was absent for the AGM in January. She congratulated Vickie Peart on her award-winning chili which was served to members by Ian and Kelsey along with soup and grilled cheese sandwiches before the meeting.

Approved on a motion by Renee Hedley, seconded by Doug Murphy that the agenda be adopted as presented by the President. CARRIED.

Approved on a motion by Sandra Stirling, seconded by Jayne Townson that the minutes of the October 30, 2024 General Meeting be adopted as presented by the General Manager. CARRIED.

Business Arising from the Minutes: None.

Correspondence: None.

Financial
Financial Report: *Approved on a motion by Ron Timson, seconded by Wendy Alderson that the financial report be adopted as presented by the Treasurer. CARRIED.*

Grants: General Manager Ian Thompson provided the following grant updates:
1) Work will commence on our approved 2024 Trillium Foundation Capital Grant for paving on the Fairgrounds and be completed before the end of May.
2) Our Experience Ontario funding was approved and will provide $20,000.00 in funding to be used towards marketing and entertainment costs at the Fair.
3) Haldimand County will offer their Festivals grant again in 2025, we will apply for the $10,000.00 maximum.
4) A submission for a grant from BCM Insurance was successful and we will receive $5,000.00 to be used towards Fair programming.
5) Our 2025 Agricultural Societies Operating Grant from OMAFA has been received in the expected amount of $5,000.00. $2,000.00 in additional funding has been received as part of the Careers in Agriculture funding.
6) We have submitted an application for the 2025 Trillium Foundation Capital Grant in the amount of $173,000.00 to renovate the middle washrooms and make them fully accessible.
7) We have been approved for three positions under the Canada Summer Jobs program. In Scoops, we have hired two supervisors: Julia Snyder who has worked with us since Scoops opened, and Chloe Dorr who has experience at Dairy Queen in Caledonia. The amazing Amy Moore will be joining us in the Fair Office again this Summer as she enters the final year of her undergrad at Western University.

Committee Reports
Homecraft Update: Homecraft President Beth Wise noted that the Prize Lists have been printed and are available online and in the Fair Office. Classes have been renumbered to eliminate gaps and bring about

some clarifications. A class for individuals with disabilities has also been added. There will be directional signage placed at the end of each aisle to help exhibitors navigate the hall on drop-off day. There has also been a significant increase to prize money- the first in many years.

Agricultural Update: President Jodie Easson noted that almost all committees had been present at the Agricultural Meeting in April. There was discussion about pushing for online entries, ensuring all prize money is recorded through AssistExpo, and an update on traceability. It was also explained that the prize lists have been reconfigured. Homecraft and Livestock are now together in one book, and School & Jr. Fair in another. We do hope to eventually combine everything into one book.

District 6 Spring Meeting: President Jodie called on 2024-2025 Ambassador Jada Dawson who outlined her experience at the District 6 Fall and Spring meeting along with the OAAS Convention in February. The meeting was productive with several updates presented by Provincial Director Michael Philpott and each Fair outlining their plans for the Spring/Summer.

Designer Bag Bingo: About 260 tickets have been sold so far. Everything is ready to go. Janice Boyter asked for bartending help.

Riverside Eatery Scoops: GM Ian Thompson noted that Scoops has become Scoops Diner. A donation from a Fair Member has made it possible for a hood and suppression system to be installed with commercial electric appliances. A full food menu including homemade hamburgers, hot dogs, sandwiches, and french fries has been added. Scoops Diner will open Friday May 16th and will be open 7 days a week until Labour Day. We do hope to remain open on weekends in September also. Members who have paid their membership will receive a 10% discount card which they can show throughout the season for a discount on all food/beverages/ice cream at Scoops.

Fair Fortune 50-50: GM Ian Thompson outlined his creation of the Ontario Fair Fortune lottery. Seven local Fairs (Paris, West Niagara, Binbrook, Ancaster, Caledonia, Rockton, & Norfolk) have signed up to participate in this online/in-person hybrid lottery. Each Fair will receive a share of the profits equal to the proportion of the total cash value of tickets they have sold. It will be a win-win for all participating Fairs, but it will require us to put an emphasis on selling as many tickets as possible during the Fair. By the time Caledonia Fair opens, the jackpot will hopefully already be high, theoretically making it easier to sell tickets. There will also be a $1,000.00 early-bird prize at the end of each Fair to keep momentum going.

A Night in Nashville: Beth Wise reported that nearly 600 tickets have been sold. A call will be going out for volunteers soon

Ambassador Program: President Jodie Easson announced that there were three applicants for Ambassador. The competition will take place on May 24th- members should RSVP to the Office for their free BBQ meal before May 16th. 50-year service pins will be awarded to several members at the dinner along with the 2024 Meritorious Service Award.

Marketing: Marketing Chair Jodie Easson noted that we would have a promotional booth at the Hagersville 150th Ag Day in June. She asked GM Ian Thompson to explain our acquisition of data from an analytical service to help us gauge visitor patterns during the Fair. She noted that the marketing team would be meeting soon to discuss what to do with additional funds granted by the Province.

Updates from Director's Meetings: President Jodie Easson gave some updates from the most recent Director's Meeting. She noted that committees will be asked to submit reports- or note if they have no report- before each director's meeting to help make the meetings more efficient. A new HR committee has been formed to help create a mechanism for conflict resolution and expand our employee policies. President Jodie also congratulated the membership on the adoption of a new Constitution and By-Laws

document since she was travelling during the AGM this year. She noted that the Governance Committee has been asked to continue to meet to draft governance policies to present to the directors for review.

Other Business
Director Votes: President Jodie Easson made note that quorum had been established. GM Ian Thompson presented background information on two Kinsmen Hall doors requiring replacement. *Approved on a motion by Doug Townson, seconded by Neil Hedley that the quote from Window Werx/ Slack Lumber to replace two Kinsmen Hall doors be approved as presented. CARRIED.* GM Ian Thomspon also presented information on the lack of insulation in the Kin Hall attic and some modifications to ensure efficiency in the HVAC/mechanical systems in the building. While it has been recommended that the furnace be replaced, the cost is high and the hope is that the insulation will help with efficiency. We can review possible furnace replacement after the Fair when cash flow is hopefully improved. *Approved on a motion by Doug Murphy, seconded by Doug Townson that the quote from Attic-Vac to make attic modifications and install new R60 insulation be approved as presented. CARRIED.*

Spring Outside Clean Up Workbee: President Jodie Easson noted that due to flooding an outside work bee is necessary. It will be held at 9am on Saturday May 3rd. She asked members to please bring gloves, rakes, etc. The Kin Hall attic will also be cleaned out.

Adjournment moved by Linda Atkinson at 8:00pm. CARRIED.

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General Manager

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President

MINUTES – DIRECTOR'S MEETING
Tuesday, May 20, 2025

Meeting called to order by President Jodie Easson at 7:03pm.
Declaration of conflict of interest – None.
In attendance: Jamie Daglish, Jessica Easson, Jodie Easson, Lindsey Farrell-Johnson, Neil Hedley, Doug Murphy, Mark Peart, Lori Pyle, Doug Townson, Tyler Wilkieson, Beth Wise (ex officio), also, Ian Thompson (General Manager). Regrets: Janice Boyter, Pam Douglas, Dawna Ebert, Lisa Liegler (ex officio), Bryan Wilkieson. Quorum was established with 11 directors attending in-person.

President Jodie Easson welcomed everyone.

Approved on a motion by Beth Wise, seconded by Doug Townson that the agenda be adopted as presented by the President. CARRIED.

Approved on a motion by Jessica Easson, seconded by Doug Murphy that the minutes of the March 18, 2025 Directors Meeting be adopted as presented by the General Manager. CARRIED.

Business Arising from the Minutes: None.

Correspondence: General Manager Ian Thompson noted a request had been received to make an exception to our cancellation/rescheduling policy regarding a rental taking place in June, 2025. *Approved on a motion by Doug Townson, seconded by Lori Pyle that an exception be made to the cancellation/rescheduling policy to allow the rental in question to be rescheduled without penalty. CARRIED.*

Financial
Financial Report: *Approved on a motion by Neil Hedley, seconded by Doug Murphy that the financial report be adopted as presented by the Treasurer. CARRIED.*

Grants: General Manager Ian Thompson provided the following grant updates:
1) Work has commenced on our approved 2024 Trillium Foundation Capital Grant for paving on the Fairgrounds and will be completed by the end of the month.
2) We have been successful for Experience Ontario funding which will provide $20,000.00 for marketing and entertainment at the Fair.
3) Haldimand County will offer their Festivals grant again in 2025, we will apply for the $10,000.00 maximum.
4) Friends of the Fair sponsorships are starting to come in. There is some worry that the program may have lower income this year because of tariff pressures on some of our larger contributors.
5) Our 2025 Agricultural Societies Operating Grant from OMAFA has been received in the expected amount of $5,000.00. We have also received the $2,000.00 top-up for our participation in the Careers in Agriculture initiative.
6) We have submitted an application for the 2025 Trillium Foundation Capital Grant in the amount of $173,000.00 to renovate the middle washrooms and make them fully accessible.
7) We were successful in our application for funding for three positions under the Canada Summer Jobs program. Amy Moore has started working in the office, and Chloe Dorr and Julia Snyder have been hired to supervise Scoops Diner.

Rental Finances: General Manager Ian Thompson presented an unaudited financial report summarizing the revenue for rentals of the Riverside Exhibition Centre. The report compares 2024 and 2025 (to date) and shows the revenue by room, by month, and by event type.

Committee Reports
Committee reports were sent ahead of the meeting and are enclosed with these minutes. Some further updates were provided: Scoops Diner had a very strong opening weekend. 2025 Designer Bag Bingo saw a modest profit, even though attendance was down. A Night in Nashville revenue will increase by approximately $535.00 per group due to a partial refund on the bull which was not functioning for much of the evening. Jodie Easson will lead three ghost tours in 2025, but is still looking for another member to help in 2026. *Approved on a motion by Doug Townson, seconded by Tyler Wilkieson that the reports be adopted as presented by the various committee representatives. CARRIED.*

Homecraft Update: None

Agricultural Update: None

Other Business
Board Governance: Beth Wise presented a brief outline of some policies that the board governance committee has identified for creation or update. The consensus of those present was that this list should provide a good starting point. The committee will now work to draft policies with the goal of having one or two for consideration at each directors meeting.

Layout Changes for Fair: President Jodie Easson outlined some proposed changes to layout at the Fair which have been discussed by the entertainment committee, youth and education committee, and the office. She presented some overhead images to help with visualization. The core changes involve moving Meet Your Local Farmer to a new smaller tent near Squire McKinnon's Barn, shifting the Big White Tent east towards the Grandstands and using it as space for SuperDogs performances, shifting pony rides and KidZone east to the space usually occupied by the tent, and moving the Riverside Stage to the area where KidZone is currently located. After some discussion, it there was consensus that the directors supported this change for 2025.

Project Priorities: General Manager Ian Thompson noted that if the grant for renovation of the Middle Washrooms is approved, we will need to set new priorities for Fairgrounds improvements. He noted that he had spoken with Doug Townson and Bryan Tilbury and one thought was to make an electrical improvements and upgrades plan for the Fairgrounds. There were also suggestions about a flood-barrier under the grandstands and additional paving. It was noted that while the livestock barns need to be addressed in the near future, it would be unlikely that grants would support those projects because of their limited use and impact on the community. There was consensus that hydro upgrades be given the first priority.

New Business
Committee Recruitment Fair: President Jodie Easson suggested that we hold another volunteer recruitment Fair, this time making it optional for committees to participate. It was agreed that this should take place, and that October would be a good time.
Novelty/Fair Swag: Homecraft President Beth Wise suggested that we look to order additional Fair-branded novelties/swag. She will look to secure quotes to bring forward at the next meeting.

Adjournment moved by Jamie Daglish at 8:45pm. CARRIED.

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General Manager

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President

MINUTES – DIRECTOR'S MEETING
Tuesday, July 8, 2025

Meeting called to order by President Jodie Easson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jamie Daglish, Jessica Easson, Jodie Easson, Dawna Ebert, Lindsey Farrell-Johnson, Neil Hedley, Lisa Liegler (ex officio), Doug Murphy, Mark Peart, Lori Pyle, Doug Townson, Tyler Wilkieson, Beth Wise (ex officio), also, Ian Thompson (General Manager). Regrets: Janice Boyter, Pam Douglas, Bryan Wilkieson. Quorum was established with 13 directors attending in-person.

President Jodie Easson welcomed everyone.

Approved on a motion by Neil Hedley, seconded by Jamie Daglish that the agenda be adopted as presented by the President. CARRIED.

Approved on a motion by Neil Hedley, seconded by Beth Wise that the minutes of the May 20, 2025 Directors Meeting be adopted as presented by the General Manager. CARRIED.

Business Arising from the Minutes: None.

Correspondence: None.

Financial
Financial Report: *Approved on a motion by Doug Townson, seconded by Lisa Liegler that the financial report be adopted as presented by the Treasurer. CARRIED.*

Grants: General Manager Ian Thompson provided the following grant updates:
1) An update was provided on the poor job undertaken by the paving contractor in relation to the 2024 Trillium Capital grant. Benedict, Ferguson, and Marshall have been sending letters to Kyle Scott, the contractor at Tri-Us Asphalt, to demand repayment and payment for damages. Based on limited replies, it is likely that we may need to launch a lawsuit against the company in order to resolve the situation. The Trillium Foundation has been notified.
2) An application has been submitted to Haldimand County for the $10,000.00 festival support grant.
3) We have submitted an application for the 2025 Trillium Foundation Capital Grant in the amount of $173,000.00 to renovate the middle washrooms and make them fully accessible.

Rental Finances: General Manager Ian Thompson noted that the rental finances were not materially different than reported in May, and expects that a report will be provided at the September meeting. He noted that Senior Support Services is consolidating offices, and as such, have given notice to end tenancy on August 31st.

Committee Reports
Committee reports were sent ahead of the meeting. *Approved on a motion by Beth Wise, seconded by Doug Murphy that the reports be adopted as presented by the various committee representatives. CARRIED.*

Homecraft Update: New fold-out boards will be installed in the School Room before the Fair to help provide more space for exhibits. The hall committee has also found room for 4-H Displays and the special needs section.

Agricultural Update: The Dairy Committee has made some changes. Rodney Fox will focus on the show, Marie McConachie will focus on the display in the barn.

Other Business
Board Governance: The Board Governance Committee is hoping to meet again in the Fall to start working through policies.

Membership Engagement: President Jodie Easson noted that efforts to reengage members have been making ground. It was decided among general consensus that the volunteer board would be re-instated in a hybrid format with a Google Sheets document available up to two-weeks prior to the Fair for volunteers to sign up digitally and in-person.

New Business
Custodians: GM Ian Thompson noted that there had not been many viable applications for custodians. The hope is to hire on two more.

Volunteer Time & Check-In: Neil Hedley noted that some youth volunteers were not up to the task at the 2024 Fair. It was suggested that if a volunteer is not performing, the office should be notified at that time.

Niagara Regional Exhibition: An update was provided on the status of the District 6, OAAS work with the Niagara Regional Exhibition.

Scoops Road Sign: A comment was made about the sign at the road advertising Scoops and that it may be blocking visibility for vehicles turning out of the driveway.

Adjournment moved by Lori Pyle at 8:10pm. CARRIED.

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General Manager

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President

MINUTES – DIRECTOR'S MEETING
Wednesday, August 27, 2025

Meeting called to order by President Jodie Easson at 8:25pm.
Declaration of conflict of interest – Beth Wise, in relation to matter involving Caledonia Agricultural Society vs. Tri-Us Asphalt/ Kyle Scott.
In attendance: Janice Boyter, Pam Douglas, Jessica Easson, Jodie Easson, Dawna Ebert, Lindsey Farrell-Johnson, Neil Hedley, Mark Peart, Lori Pyle, Doug Townson, Bryan Wilkieson, Tyler Wilkieson, Beth Wise (ex officio), also, Ian Thompson (General Manager). Regrets: Jamie Daglish, Lisa Liegler (ex officio), and Doug Murphy. Quorum was established with 13 directors attending in-person.

President Jodie Easson welcomed everyone by explaining that this meeting was called for the purpose of discussing whether to proceed with litigation on the poor work completed by Tri-Us Asphalt/ Kyle Scott at the Fairgrounds this past summer.

Beth Wise, representing legal counsel Benedict, Ferguson, and Marshall declared that she had a conflict of interest as an employee of the firm proposed to represent us in this matter. She provided background of the issues faced and presented a proposed retainer agreement.

The retainer agreement asks for $5,000.00 to be used towards fees incurred to file a claim with the court against the contractor, and to prepare and serve him with the claim. Beth outlined the work that has been done thus far at no-charge, and outlined the process for moving forward.

After general discussion, it was agreed that we should proceed with litigation.

Accepted on a motion by Doug Townson, seconded by Pam Douglas to accept the retainer agreement with Benedict, Ferguson, and Marshall and proceed with litigation. CARRIED.

President Jodie then noted that the September directors meeting would be rescheduled due to date conflicts for herself and GM Ian Thompson.

Adjournment moved by Lindsey Farrell Johnson at 8:45pm. CARRIED.

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General Manager

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President

MINUTES – GENERAL MEETING
Wednesday, August 27, 2025

Meeting called to order by President Jodie Easson at 7:05pm.
Declaration of conflict of interest – None.

President Jodie Easson welcomed everyone with a marketing commercial.

A moment of silence was held for fair member Margie Bernhart.

Approved on a motion by Ron Timson, seconded by Doug Townson that the agenda be adopted as presented by the President. CARRIED.

Approved on a motion by Katherine Hedley seconded by Jayne Townson that the minutes of the April 30th, 2025, General Meeting be adopted as presented by the General Manager. CARRIED.

Business Arising from the Minutes: None.

Correspondence: None.

Financial
Financial Report: *Approved on a motion by Kathy Johnson, seconded by Jayne Townson that the financial report be adopted as presented by the Treasurer. CARRIED.*

Grants: General Manager Ian Thompson provided the following grant updates:
1) An update was given that the 2025 Trillium Foundation Capital Grant in the amount of $173,000.00 to renovate the middle washrooms and make them fully accessible has been approved. Work will commence after the Fair.
2) An application has been Approved for the $10,000.00 festival support grant from Haldimand County.
3) An update was given on the poor job undertaken by the paving contractor in relation to the 2024 Trillium Capital grant. The state of the pavement was concerning for the upcoming fair, so a new contractor was hired, and the pavement has been ripped up and is currently being redone.

Ambassador Program Update: Congratulations were given to Jada Dawson for being first runner up at the Ambassador competition at the CNE this year. Zoe Tjepkema was introduced to the membership as the 2025-2026 Caledonia Fair Ambassador.

Homecraft Update:
1) Drop off time for entries will begin at 3pm on Wednesday September 24th and there will be some layout changes. If there are any committees needing additional volunteers, they should contact Homecraft President Beth Wise. After the exhibition hall closes on the Sunday of the fair, each committee should have one or more members to assist with entry pick up.
2) A demonstration area will be added to the exhibition hall this year.
3) There will be a training session for use of assist expo for committees who are interested in entering their own results. GM Ian will be sending out information once a date has been chosen.

Agricultural Update: Currently there are not any restrictions on poultry shows so a poultry show is planned for this year.

Scoops Diner: Thanks was given to Ben Allison for his donation of the vent hood and cooking equipment as it contributed significantly to the financial increase in scoops. GM Ian Thompson has asked for someone interested in assisting with the cooking in Scoops Diner on the Thursday of the fair.

Fair Fortune 50/50: 7 fairs have joined together for a 50/50 draw. A reminder to select Caledonia as the fair they would like to support as the money is split based on the fair selected on the rafflebox website. Directors and executive members of the Caledonia fair are unable to purchase tickets.

Ghost Tours: The Ghost tours fundraiser will be back in October for 3 weekends. Tickets are being sold now. President Jodie Easson is looking for an apprentice to learn and possibly take over some of the tours in the future.

Christmas Market Update: The annual Christmas Market will be happening November 29th 2025. The grand hall is sold out of vendor spaces and 10 spaces remain available in the mutual room.

Hospitality During the Fair:

1) On the week of the set-up, Lunch will be provided. As well as scoops will be open Wednesday night for entry drop off. Thursday, lunch will be available in the kitchen. Friday, Saturday, and Sunday morning for early morning workers during the fair there will be breakfast available in the kin hall. Sunday night there will be a pizza dinner provided and sign up will be available in the fair office. Kin hall will be open Thursday morning until 4pm on Sunday. President's reception will take place Thursday evening. Scoops discount cards will still be active during the fair for members.
2) A reminder for members that there will be no parking available on the grounds.
3) A sign-up system will be in place to borrow our midway VIP card during the Fair.

Marketing Update: The lawn signs will be available on the set-up night for members to take and set up. CHCH is not being utilized for marketing this year. More of the focus for the marketing budget is being utilized for social media and radio. Cineplex and The Strand movie theaters and digital screens on the Linc and in Lime Ridge Mall will also have commercials for the fair this year.

Updates from the Directors Meetings:

1) The Signup board for volunteers will be available after the meeting and in the office all throughout September for the duration of the fair.
2) Layout changes have been made. Meet your local farmer will be moved by Squire McKinnon's Barn. As well as some of the previous agriculture groups will be in the barns. Some changes will be made to the vendor area as well.

Emergency plan review: The emergency plan is available in the meeting packages, as well as cards will be in every member's lanyard with the emergency plan written out. In an emergency, press 9 when calling the office to get in immediate contact.

Other Business

1) District 6 fall meeting will be held November 22nd in Caledonia in the exhibition hall. A call for volunteers to help with food is requested.
2) Preshow has been added for the demolition derby, which will be line dancing with former fair ambassador Jada Dawson
3) Thanks were given to the Scoops Diner summer student supervisors Chloe Dorr and Julia Snyder and the summer student in the office, Amy Moore for their hard work this Summer.
4) Thanks was given to Ian Thompson for all his hard work in organizing Fair Fortune 50/50 Lottery

Adjournment moved by Jayne Townson at 8:20pm. CARRIED.

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General Manager

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President

MINUTES – GENERAL MEETING
Wednesday, October 29, 2025

Meeting called to order by President Jodie Easson at 7:00pm.
Declaration of conflict of interest – None.

President Jodie Easson welcomed everyone with greetings from Fair Ambassador Zoe Tjepkema.

Approved on a motion by Doug Townson, seconded by Katherine Hedley that the agenda be adopted as presented by the President. CARRIED.

Approved on a motion by Kim Turnbull seconded by Sandra Young that the minutes of the August 27, 2025, General Meeting be adopted as presented by the General Manager. CARRIED.

Business Arising from the Minutes: None.

Correspondence: A letter was received noting the intention of Libro Credit Union and Kawartha Credit Union to amalgamate. Anyone with an opinion on our stance regarding the merger should contact the Fair Office with information, the General Manager advises voting in support of the amalgamation.

Financial
Financial Report: *Approved on a motion by Lisa Liegler, seconded by Ron Timson that the financial report be adopted as presented by the General Manager. CARRIED.*

Grants: General Manager Ian Thompson provided the following grant updates:
1) An update was given that the 2025 Trillium Foundation Capital Grant in the amount of $173,000.00 to renovate the middle washrooms and make them fully accessible has been approved. Work has commenced and will be completed in early winter.
2) It was noted that Zen Construction had finished re-paving and grading work to replace the work done poorly by Tri-Us Asphalt. The directors voted after the August general meeting to proceed with litigation against Tri-Us to attempt to recover funds from the inadequate/ incomplete work. There is no update on the litigation process.
3) The directors have set future grant priorities surrounding continued pavement updates and a multi-phase electrical build-out on the grounds.

Homecraft Update:
1) The Homecraft Meeting will be held November 18th at 7pm in the Education Room.
2) Homecraft President Beth Wise thanked everyone for their work at the 2025 Fair- she noted how good the Exhibition Hall looked.

Agricultural Update: President Jodie noted that a date for the agricultural committees meeting would be sent out after Christmas with the hope of meeting early in the New Year.

Scoops Diner: It was a great year at Scoops with gross receipts totalling $194,990.08. When staffing and expenses are removed, there is a profit around $64,000.00. A fantastic fundraiser which is sure to continue to grow. Thank you to the staff who worked in Scoops over the summer and to volunteers who helped during the Fair. Ian will be seeking volunteers to help in November when there are several events where it will be worthwhile to be open.

Fair Fortune 50/50: The lottery was a great success with the total pot growing to $289,280.00. A prize of $144,640 was awarded to Jason W. of Niagara Falls who bought in support of Rockton Fair. Seven $1,000.00 early bird prizes were also awarded to supporters of several Fairs. Ancaster, Binbrook, Caledonia, and Rockton will be selling tickets for a Winter Fair Fortune lottery from November 14-December 21st with the grand prize draw taking place on December 24th.

Ghost Tours: Ghost Tours have wrapped up for the 2025 season. Thanks to Jodie Easson for leading the tours again this year. $960 in revenue has come in through the tours.

Mystery Gift Bingo: Tickets are selling slowly. Please help share information about the event. Janice Boyter and Patti Zadanyi have chosen great prizes for the bingo and raffles.

Christmas Market Update: Vendor spaces are now sold out. Renee Hedley passed around a sign up sheet for bake sale donations and noted that a volunteer sign up sheet would be sent by email shortly.

Breakfast with Santa: Will be in partnership with Senior Support this year. We will be looking for some volunteers. It is Sunday, December 7th.

Sip and Savor: Has been cancelled.

Suggestions for 2026 Fair (October 1-4, 2026)
It was noted that when bands were playing, it was hard to hear in the Information Booth because of the plexi-glass.
Bandaloni started playing while the Church service was still underway.
Should there be plexi-glass in front of the Lego?
There should be considerations made about golf carts moving vendors to the East end at closing time each day.
Could more quilts be put across the railing of the mezzanine?
Portable washrooms and wash stations required more supplies at Squire McKinnon's Barn on Friday and Saturday.
There was congestion at the Main Gate because the fenced area was too large and the bleachers were placed too close to the fence.
Changes to the demolition derby were well received.

Other Business

1) District 6 fall meeting will be held November 22nd in Caledonia in the exhibition hall. A call for volunteers to help with food is requested.
2) Anyone interested in attending the Fair Convention in February should contact the Fair Office.
3) Committee chairs should send their reports to Ian ahead of the November directors meeting.
4) An invitation was circulated for a surprise 75th birthday party in the Mutual Room for Don Farrell on November 8th.

Adjournment moved by Doug Townson at 8:02pm. CARRIED.

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General Manager

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President

MINUTES – HOEMCRAFT MEETING
Tuesday, November 18, 2025

Meeting called to order by Homecraft President Beth Wise at 7:02pm.
Declaration of conflict of interest – None.

In attendance: Wendy Alderson, Linda Atkinson, Cindy Benedict, Shari Brennan, Lindsey Farrell-Johnson, Pat Fearman, Jackie Gazzard, Renee Hedley, Mary Hubert, Lorraine Johnson, Kathleen Johnson, Linda Jongerden, Lisa Liegler, Kathleen McBlain, Coby Osinga, Sheila Phibbs, Shirley Robson, Diane Shannon, Sandra Stirling, Connie Stubbs, Jayne Townson, Kim Turnbull, Roxanne Wilkieson, Barb Wilson, Beth Wise, June Wise, and Ian Thompson.

Homecraft President Beth Wise welcomed everyone, thanked all committees for their hard work at this year's Fair. She made special note that the hall looked full and was well decorated, that lunches for volunteers were delicious, and that the demonstration area was well organized and well received by visitors.

Committee Reports
Field Crops- Great numbers, particularly in junior field crops. Thanks was given to Allan and Renee Hedley for painting some new display stands for the junior sections. Kim Turnbull was thanked for his work with 4-H to provide a fantastic display of sheaves.
Hay & Silage- No report.
Baked Products- Entries were down slightly from previous year, but down significantly on pies. A sheet of glass in one of the bake cases is cracked and will need to be replaced.
Canned Goods & Preserves- It was noted that there was lots of good help this year. Entries were about the same. The committee like the judges.
Needlecraft: Cross-Stitching, Crochet, Embroidery, etc.- Entries were about the same as previous Fair. Some sections changes were made which were well received. The judge this year was good. The committee expressed that they liked using the AssistExpo system to enter results.
Needlecraft: General Sewing & Knitting/ Adult Wear- Entries were up from the previous Fair.
Needlecraft: Children's Wear/ Senior Citizen's Work- Numbers were good this year. Some section changes were made and well received. Fewer entries in the donated blanket classes have come in, may change it to be a donated crochet stuffie.
Needlecraft: Quilts- There were 65 entries which is fewer than previous years. The committee would like to encourage new quilters. The judge was good this year.
Art- Had 133 entries and several new exhibitors, but entries were down slightly from 2024. The judge was good.
Photography- Entries were up. All sections were changed this year. The judge was done in record time. The overall winner was a first-time exhibitor. Mary appreciated the support of volunteers in a difficult year.
Crafts- Had a great judge. Good numbers and an even spread across sections. Had lots of help. Gave a 4th ribbon without prize money to some sections. Appreciated entering results in AssistExpo.
Christmas Corner- Entries were up quite a bit. Some classes were big and 3 were split.
Halloween Hollow- The committee had fun this year with all new sections. Most points was won by a first time exhibitor. Will likely remove costume section next year due to few entries. Judge is retiring this year. A thank-you was given to custodian Dan for building new pegboard display racks.
Individuals with Disabilities- A significant number of entries came in from Westdale High School and Inclusions Caledonia. The committee needs their own judge next year. It was noted that the participation ribbons were well received.
Group Display- Though the ribbons were properly placed, the results were recorded incorrectly. The problem was fixed after the Fair.
Antiques & Nostalgia- Entries were about the same as 2024. The cabinet was painted lighter this year.
Flowers & Plants- Had a good show despite the summer weather. Two new judges were great. They have a new 13-year-old on the committee.
Vegetables/ Fruit- No report.

Junior Fair- Entries were up and there was a good showing in all sections. There was sharing of space between different committees to make everything fit in place.
School Fair/School Specials/High School Art- 2047 entries were received which is down slightly from 2024. There was lots of help. Thank you to Doug & Jayne Townson who installed new partitions in the School Room.
Baby Show- It was noted that entries have been on the downward trend. The consensus was to hold the show again in 2026, but perhaps review afterwards to see if it might transition to an online photo/video submission rather than an in-person show.

Theme for 2026: After some discussion and with many ideas circulated, a new theme was chosen: Quilts, Crops, Country Stops.

Prize List Changes: Homecraft President Beth Wise suggested that committees review their sections and remove any that are underperforming. Sections being removed do not necessarily have to be replaced. Prize list changes are due January 30th. The office will be sending out change/update forms. It is very important that the forms be submitted in their entirety. Special rosettes and ribbons will not be provided unless requested on the forms.

Homecraft Vice President: Someone needs to step up to fill this role. Beth will be reaching out and we hope that if you are asked, you will accept the honour of serving the organization in this way.

Thoughts on AssistExpo: Committees were thankful for the opportunity to enter results in AssistExpo this year. Several others expressed interest. In the future, the hope is to use more of the features AssistExpo offers.

Adjournment declared by Beth Wise at 8:15pm. CARRIED.

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General Manager

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Homecraft President

MINUTES – DIRECTOR'S MEETING
Tuesday, November 25, 2025

Meeting called to order by President Jodie Easson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jamie Daglish, Jessica Easson, Jodie Easson, Dawna Ebert, Lindsey Farrell-Johnson, Neil Hedley, Doug Murphy, Mark Peart, Lori Pyle, Doug Townson, Tyler Wilkieson, Beth Wise (ex officio), also, Ian Thompson (General Manager). Regrets: Janice Boyter, Pam Douglas, Lisa Liegler (ex officio), Bryan Wilkieson. Quorum was established with 12 directors attending in-person.

President Jodie Easson welcomed everyone.

Approved on a motion by Doug Townson, seconded by Jamie Daglish that the agenda be adopted as presented by the President. CARRIED.

Approved on a motion by Lori Pyle, seconded by Jessica Easson that the minutes of the July 8th, 2025 Directors Meeting be adopted as presented by the General Manager. CARRIED.

Approved on a motion by Beth Wise, seconded by Doug Townson that the minutes of the August 27th, 2025 Directors Meeting be adopted as presented by the General Manager. CARRIED.

Business Arising from the Minutes: None.

Correspondence: A letter from a law firm regarding a trip and fall incident at a flyball tournament was circulated by email ahead of the meeting. We have submitted the information to our insurance company but have not had any further update.

Financial
Financial Report: *Approved on a motion by Neil Hedley, seconded by Beth Wise that the financial report be adopted as presented by the Treasurer. CARRIED.*

President Jodie noted that there were some financial considerations for repairs including the broken lighting controller in the Grand Hall and the necessity to bury the secondary hydro lines in the concession area before the next Fair. The finance committee will review these items when creating next year's operating budget.

Grants: General Manager Ian Thompson provided the following grant updates:
1) The 10% holdback was paid on the 2024 OTF Capital paving grant and the report has been approved. The second payment for the 2025 OTF Capital washroom grant has been paid. The 10% holdback will be paid out once the work is completed and report submitted. We expect this by the end of the year. Good progress has been made on the washrooms. Beth wise updated that the process server has had trouble locating Kyle Scott of Tri-Us to serve him the court paperwork. An investigator has been hired to help track him down.
2) Darren Winger, our Ministry of Tourism representative passed away unexpectedly and as a result, we have not received the 10% holdback on the Experience Ontario grant. Ian will be following up. An application for Experience Ontario 2026 has been submitted.
3) An application for 4 positions in Scoops Diner and 2 positions in the office has been submitted to Canada Summer Jobs.

Rental Finances: General Manager Ian Thompson noted that the reports for 2024, 2025 (to-date) and 2026 (to-date) were included in the meeting package. He reminded that they are unaudited and subject to clerical error.

Annual Salary Review for Staff:
Ian Thompson and Kelsey Brown's performance evaluations were reviewed.

Approved on a motion by Doug Townson, seconded by Beth Wise to provide a wage increase to $20.00 per hour for the custodians beginning January 1, 2026, and to provide a $500.00 bonus to each custodian on their December pay cheque. CARRIED.

Approved on a motion by Beth Wise, seconded by Lindsey Farrell-Johnson to increase Kelsey Da Silva's annual salary to $46,125.00 effective January 1, 2026, and to provide a $500.00 bonus on her December 15th pay cheque. CARRIED.

Approved on a motion by Jamie Daglish, seconded by Neil Hedley to increase Ian Thompson's annual salary to $83,682.70 effective January 1, 2026, and to provide a $5,000.00 bonus on his December 15th pay cheque. CARRIED.

It was noted that during Ian's performance review he suggested a part-time position be created to help with administration of the Fair. A proposal will be submitted for the January directors meeting. It was also suggested that Ian determine what it would cost to add Kelsey's spouse to the benefits plan.

Jamie Daglish had to leave the meeting at this point, and as such quorum was lost. The balance of the meeting was for informational purposes only.

Committee Reports
Committee reports were sent ahead of the meeting, were reviewed, but not approved since quorum was not established.

Homecraft Update: Homecraft President Beth Wise noted the theme for 2026 had been decided: 'Quilts, Crops, Country Stops.' She reminded that prize book changes will be due January 30th.

Agricultural Update: President Jodie Easson provided some suggested dates for an agricultural committees meeting in January ahead of the AGM and prize list deadline. She also noted that she would like to have a meeting with Squire McKinnon's and the various barn committees.

Other Business
Board Governance: The Board Governance Committee provided a list of policies they are currently working through. They hope to have a policy for review at each directors meeting in 2026.

Membership Engagement: President Jodie Easson noted that efforts to reengage members have been making ground. There was support to continue serving free meals to members at the general meetings, free lunch during the fair for members and volunteers, and to provide the meal at the ambassador competition free to members. There was discussion surrounding who to nominate for the OAAS Meritorious Service Award. It was decided that Vickie Peart and Chuck Roth would be deserving.

Suggestions for 2026 Fair: There were notes made about flow of exhibitors picking up entries, poultry, and animals in the barns on Sunday. Neil Hedley suggested they enter through the west gate and exit at main gate office-side. Mark Peart asked whether a better ticket booth could be made for the east gate. It was suggested the info booth become a new east gate ticket booth and that a new slightly more open info booth be built. President Jodie Easson noted that there was praise and constructive suggestions from Feversham Fair who we were paired with for the OAAS First Impressions program. These suggestions will be provided

to the various committees. It was noted that Ben Allison will be retiring from sign duties and that we will be looking for someone to take over that role. Ian Thompson noted that there was damage to the overhead door in Squire McKinnon's Barn likely due to vandalism. The damage has been repaired, but we will investigate keeping a light on at the barn.

New Business
Spring Volunteer Fair: There are plans to host a Spring volunteer Fair to provide other community and sports organizations an opportunity to showcase their membership, provide sign-up details, etc.

Santa Claus: We are looking for a Santa Claus for the Breakfast with Santa on December 7th.

Adjournment declared by President Jodie Easson at 9:05pm. CARRIED.

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General Manager

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President

MINUTES – DIRECTOR'S MEETING
Tuesday, January 13, 2026

Meeting called to order by President Jodie Easson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jamie Daglish, Jessica Easson, Jodie Easson, Dawna Ebert, Lindsey Farrell-Johnson, Neil Hedley, Doug Murphy, Mark Peart, Lori Pyle, Doug Townson, also Ian Thompson (General Manager). Regrets: Janice Boyter, Pam Douglas, Lisa Liegler (ex officio), Bryan Wilkieson, Tyler Wilkieson, Beth Wise (ex officio). Quorum was not established with only 11 directors attending in-person and none virtually.

President Jodie Easson welcomed everyone and noted that the meeting would be for informational purposes only as quorum was not established.

Approval of the agenda was deferred.

Approval of the November 25th, 2025, minutes was deferred.

Business Arising from the Minutes: Ron Timson has expressed interest in becoming a custodian. We are still looking for one more.

Correspondence: A letter was received from President Jodie Easson, resigning her post as President effective January 28, 2026. An update on the litigation with Tri-Us Asphalt (Kyle Scott) was provided noting that our lawyers are seeking a default judgement since defence was not filed by the deadline.

Financial
Approval of the financial report was deferred.
There was a note that Libro had automatically renewed the $100,000.00 GIC into a new 2-year GIC. Since this was done without authorization, it will be reversed in the coming days and a decision can be made on how to handle the funds in the near future.

Grants: General Manager Ian Thompson provided the following grant updates:
1) The 10% holdback was paid on the 2024 OTF Capital paving grant and the report has been approved. The second payment for the 2025 OTF Capital washroom grant has been paid. The 10% holdback will be paid out once the work is completed and report submitted. We expect this by the end of the year. The washroom renovations are nearly complete.
2) Darren Winger, our Ministry of Tourism representative passed away unexpectedly and as a result, we have not received the 10% holdback on the Experience Ontario grant. Ian will be following up. An application for Experience Ontario 2026 has been submitted.
3) An application for 4 positions in Scoops Diner and 2 positions in the office has been submitted to Canada Summer Jobs.
4) Our application for Agricultural Societies Support funding ($7,000.00 including careers in agriculture) will be submitted with our provincial return before February 1st.

Rental Finances: General Manager Ian Thompson noted that the reports for 2025 and 2026 (to-date) were included in the meeting package. He reminded that they are unaudited and subject to clerical error.

Part Time Office Position: General Manager Ian Thomspon presented a draft job description for a part time role to help with administrative and reception tasks in the office. He advised that based on the financial situation at present time, he did not recommend that we fund the position this year. He called for the need for new volunteers to help in the Office in September and October.

2026 Operating Budget Draft: Treasurer Lori Pyle noted two versions of a draft operating budget. One which inflated fundraising and donations to make a balanced budget, and one which showed a more realistic budget with a $118,000.00 shortfall. There was considerable discussion surrounding the need for increased fundraising, community collaboration, and the need for directors to step up and lead the charge on fundraising to ensure continued viability. It was suggested that the balanced version of the budget be presented to the membership but that it be noted how important fundraising will be in the next year.

Fundraisers

Mystery Gift Bingo: GM Ian Thompson note the event was a success and that there were lots of compliments. Our profit was $9,456.98 and Mary Poppins $6,237.00/

Winter Fair Fortune: The gross receipts were $10,940.00. A $5,470.00 prize was awarded to Tracy S. of Caledonia- who bought at Mystery Bingo. Caledonia sold 52% of tickets for this lottery.

Christmas Market: Doug Townson noted the market was well attended and vendors were happy. However, it was noted that revenue was down from 2024.

Breakfast with Santa: Ticket sales were down considerably over 2024, likely because the Lion's Club held a Breakfast With Santa event the next weekend in support of several sports organizations. The Fair and Senior Support each received $1,588.47.

Spring Breakfast: We are unsure whether we will hold a Spring Breakfast event this year. We are waiting on confirmation from Kidomo about use of licensed characters.

Designer Bag Bingo: Has been set for April 10, prizes will be purchased shortly.

Victoria Day: World's Finest Shows is looking to set up a midway here on Victoria Day Weekend. Our hope is to hold a vendor market and fireworks on the Sunday to generate revenue. We may look to host other events over the weekend to maximize revenue.

Canada Day: A member of the BIA approached us about organizing Canada Day for 2026. GM Ian is meeting with other community organizations next week to discuss community events and expects to have an update after that meeting.

Other Business

Nomination Committee Report: The nominations committee is working to fill the slate of directors and officers.

Governance Committee Report: No report, most recent meeting cancelled due to snow storm.

Date for Livestock Meeting: It was decided the livestock meeting should be held February 10th at 7pm.

Adjournment declared by President Jodie Easson at 9:25pm.CARRIED.

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General Manager

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President

MINUTES – 155th ANNUAL GENERAL MEETING
Wednesday, January 28, 2026

Meeting called to order by President Jodie Easson at 7:02pm.
Declaration of conflict of interest – None.
Quorum was established with 59 members present.

President Jodie Easson welcomed everyone who ventured out in the very snowy and cold weather to make it to the meeting. She thanked Ian and Kelsey for preparing dinner for everyone before asking everyone to pause for a moment in memory of Margie Bernhardt, Kim Garrow, Sue Honchar, and Eleanor Karges who passed away in 2025.

MPP Bobbi Ann Brady brought greetings from the Province and provided information on Bill 21 the *Protect Our Food Act*. Following this Provincial Greeting, President Jodie Easson recognized the Ontario Trillium Foundation for their support of the middle washroom renovation on the Fairgrounds.

Greetings were also extended from Shelley Ann Bentley and Dan Lawrence, elected officials from Haldimand County, and from 2025-2026 Fair Ambassador Zoe Tjepkema. President Jodie also acknowledged Michael Philpott and Terri Mand from District 6, OAAS.

Approved on a motion by Ron Timson, seconded by Kathy Johnson that the minutes of the 2025 AGM be adopted as circulated. CARRIED.

Business Arising from the Minutes: None.

Correspondence: None.

Financial
Approved on a motion by Lindsey Farrell-Johnson, seconded by Doug Townson that the audited financial statement prepared by Petinelli Mastroluisi and presented by Treasurer Lori Pyle be adopted as presented. CARRIED.

Approved on a motion by Kathy Johnson, seconded by Heather Hills that the 2026 operating budget presented by Treasurer Lori Pyle be adopted as presented. CARRIED.

Approved on a motion by Lori Pyle, seconded by Jayne Townson that Petinelli Mastroluisi be appointed auditors for the 2025-2026 fiscal year. CARRIED.

General Manager Ian Thompson provided an overview of significant revenue in the 2025 fiscal year and also provided a breakdown of prize money awarded at the 2025 Fair.

Homecraft
Homecraft President Beth Wise announced the 2026 Fair Theme: Quilts, Crops, Country Stops and noted that a copy of the poster had been provided as the cover for the meeting package. She mentioned that changes to the prize book are due January 30th. Drop-off and pick-up hours will remain the same in 2026. She noted that the Individuals with Disabilities class was a big success in 2025. She reminded everyone that committees may continue to make more use of AssistExpo this year. There will be training provided in the fall. She asked members present to consider stepping up to serve as Homecraft Vice President next year.

Fundraisers
Catering: Linda Fisher thanked everyone for their help and support in 2025 and told a joke which was met with many laughs.
Mystery Gift Bingo: GM Ian Thompson note the event was a success and that there were lots of compliments. Our profit was $9,456.98 and Mary Poppins $6,237.00.
Winter Fair Fortune: The gross receipts were $10,940.00. A $5,470.00 prize was awarded to Tracy S. of Caledonia- who bought at Mystery Bingo. Caledonia sold 52% of tickets for this lottery.
Christmas Market: Renee Hedley noted the market was well attended and vendors were happy. However, it was noted that revenue was down from 2024.
Breakfast with Santa: Ticket sales were down considerably over 2024, likely because the Lion's Club held a Breakfast With Santa event the next weekend in support of several sports organizations. The Fair and Senior Support each received $1,588.47.
Spring Breakfast: A Breakfast in Bikini Bottom will be held February 28th with SpongeBob Squarepants being presented by Kidomo. Tickets will be on sale soon.
Designer Bag Bingo: Has been set for April 10, and prizes have been purchased. A license application will be going in shortly.
Victoria Day: World's Finest Shows is looking to set up a midway here on Victoria Day Weekend. Our hope is to hold a vendor market and fireworks on the Sunday to generate revenue. We may look to host other events over the weekend to maximize revenue.
Canada Day: Caledonia's Canada Day celebrations will now be organized by the Fair and held at the Fairgrounds. Most of the committee active prior to 2023 have volunteered to return to their prior roles and we are looking forward to bringing this festival back.

OAAS Convention
We have seven delegated registered. Anyone interested in attending should contact the Office.

Ambassador Committee Report
The Ambassador Committee will be meeting next week to discuss plans for 2026. Zoe will be attending Convention and will represent us at the CNE in August. There will be a free member appreciation dinner in conjunction with the Ambassador Competition and several awards and recognitions will be presented.

Agricultural Committees Meeting
Will be held on February 10th at 7pm in the Board Room (2nd Floor)

Elections
Approved on a motion by Doug Townson, seconded by Lori Pyle to appoint John Hussack as elections chair. CARRIED.

Approved on a motion by Jayne Townson, seconded by Kathy Johnson to appoint Michael Philpott and Terri Mand as scrutineers. CARRIED.

Doug Townson of the nominating committee presented a proposed slate of nominees for 2-year term directors: Jen Calpu, Jamie Daglish, Jessica Easson, Doug Murphy, Lori Pyle, Wade Timson, and Doug Townson. Elections chair John Hussack called for nominations from the floor three times. Hearing none, he announced elections for this position closed and acclaimed all nominees to the position of 2-year term directors.

Elections Chair John Hussack called for nominations for Homecraft President. Katherine Hedley nominated Beth Wise who agreed to stand for nomination. He then called for nominations from the floor three times. Hearing none, he announced elections for this position closed and acclaimed Beth Wise to the position of Homecraft President.

He noted that election of the Executive would take place at the directors meeting immediately following the AGM.

Approved on a motion by Doug Townson, seconded by Renee Hedley to dismiss the scrutineers. CARRIED.

Adjournment moved by Matie Paul at 8:20pm. CARRIED.

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General Manager

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President

MINUTES – DIRECTOR'S MEETING
Wednesday, January 28, 2026

Meeting called to order by President Jodie Easson at 8:35pm.
Declaration of conflict of interest – None.
In attendance: Jen Calpu, Jamie Daglish, Pam Douglas, Jessica Easson, Jodie Easson, Lindsey Farrell-Johnson, Neil Hedley, Doug Murphy, Mark Peart, Lori Pyle, Wade Timson, Doug Townson, Beth Wise (ex officio), also Ian Thompson (General Manager). Regrets: Janice Boyter, Lisa Liegler (ex officio), Tyler Wilkieson. Quorum was established with 13 directors attending in-person and none virtually.

President Jodie Easson welcomed Jen Calpu and Wade Timson who are new directors.

Approved on a motion by Lori Pyle, seconded by Doug Townson to approve the agenda as circulated. CARRIED.

Approved on a motion by Beth Wise, seconded by Doug Murphy to adopt the minutes of the November Directors Meeting as circulated. CARRIED.

Approved on a motion by Lindsey Farrell-Johnson, seconded by Pam Douglas to adopt the notes of the January Directors Meeting as circulated. CARRIED.

Business Arising from the Minutes: Neil Hedley asked Beth Wise for an update on the legal situation with Tri-Us Asphalt. Beth noted that a court application will be submitted and will be put before a judge.

Correspondence: A letter was received accusing employees associated with Impact Motorsports of sexual interference with a minor. Another letter was received shortly afterward from a paralegal on behalf of Impact Motorsports refuting the contents of the letter which had evidently been sent to many fairs throughout Ontario. It was noted that we do not and have never had a relationship with Impact Motorsports.

Election
Approved on a motion by Neil Hedley, seconded by Doug Townson that Jodie Easson be appointed election chair. CARRIED.

Approved on a motion by Jessica Easson, seconded by Lindsey Farrell-Johnson that Ian Thompson and Kelsey Da Silva be appointed scrutineers. CARRIED.

Doug Townson of the nominating committee presented the slate of nominees for the office of President: Lindsey Farrell-Johnson. Elections Chair Jodie Easson called for nominations from the floor three times. Hearing none, she declared elections for this position closed and Lindsey Farrell-Johnson was acclaimed to the position of President.

Doug Townson of the nominating committee presented the slate of nominees for the office of Vice President: Neil Hedley. Elections Chair Jodie Easson called for nominations from the floor three times. Hearing none, she declared elections for this position closed and Neil Hedley was acclaimed to the position of Vice President.

Approved on a motion by Lori Pyle, seconded by Jamie Daglish to dismiss the scrutineers. CARRIED.

Lindsey Farrell-Johnson assumed the chair as newly elected President of the Caledonia Agricultural Society. Lindsey thanked everyone for their vote of confidence and noted that she hoped to make the organization proud in her administration.

Meeting Schedule
It was decided that the following be adopted as the meeting schedule for 2026: March 10, May 12, July 14, September 8, November 10, and January 12, 2027 at 7pm in the Education Room. Social time at a local restaurant will follow.

Other Business
General Manager Ian Thompson announced that we had been named a FEO Top-100 festival. This information cannot be shared until the end of February when the full list is announced.
Past President Jodie Easson suggested that GM Ian Thompson be nominated for CAFE's Top 10 under 40.

Adjournment declared by President Lindsey Farrell-Johnson at 8:50pm.CARRIED.

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General Manager

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President

MINUTES – DIRECTOR'S MEETING
Tuesday, March 10, 2026

Meeting called to order by President Lindsey Farrell-Johnson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jen Calpu, Jamie Daglish, Pam Douglas, Jessica Easson, Jodie Easson, Lindsey Farrell-Johnson, Neil Hedley, Lisa Liegler (ex officio), Doug Murphy, Mark Peart, Lori Pyle, Wade Timson, Doug Townson, Tyler Wilkieson, Beth Wise (ex officio), also Ian Thompson (General Manager). Regrets: Janice Boyter. Quorum was established with 15 directors attending in-person and none virtually.

President Lindsey welcomed everyone- and a tour of the renovated Board Room was conducted.

Approved on a motion by Doug Murphy, seconded by Neil Hedley to approve the agenda as circulated. CARRIED.

Approved on a motion by Jamie Daglish, seconded by Lisa Liegler to adopt the minutes of the January Directors Meeting as circulated. CARRIED.

Business Arising from the Minutes: None.

Correspondence: GM Ian Thompson reported that a 3-year contract with World's Finest Shows was signed under the same terms as we have known for the last 20+ years. An additional 2-year option is also included which could bring us to through the 2030 Fair.

Financial

Approved on a motion by Pam Douglas, seconded by Beth Wise to adopt the financial statement as presented by the Treasurer. CARRIED.

Grants: GM Ian Thompson provided an update on various grants. We are expecting to receive the final holdback for our 2025 Experience Ontario grant shortly. We have applied for the 2026 Experience Ontario Grant. We have received our operating grant from OMAFA in the amount of $5,000.00. An additional $2,000.00 is expected for the 2025 Careers in Agriculture funding. Applications have been submitted for the Rick Hanson Foundation (more paving), Trillium Capital grant (more paving), and Haldimand County Festival Grant (Fair). The County has clarified that Canada Day can receive the festival grant, but Victoria Day and the Christmas Market cannot.

Rental Finances: An unaudited report was circulated. It was noted that Grand Hall rentals and summer rentals are slower than usual this year. This is likely due in part to the economy. After some discussion, there was consensus that we not offer rate reductions this year.

Other Business
Fair Fortune Lottery: *Approved on a motion by Lisa Ligler, seconded by Doug Murphy, that we once again offer to license the Fair Fortune Lottery under the same terms as 2025. CARRIED.*

Fundraisers: It was noted that Designer Bag Bingo ticket sales are the highest they have been since pre-COVID. Our Victoria Day Craft show is about 50% sold-out. Canada Day plans are underway and a committee has been meeting monthly. A budget is being prepared. A $15,000.00 Celebrate Canada grant application has been submitted. It was noted that Scoops Diner will be opening for several events in March and April- weekends only, and without ice cream. It will open 7-days-a-week from 11am-10pm beginning

May 1st. There are 4 previous 'supervisors' who have indicated they would like to return, and 2 high school students as well. A draft schedule was distributed which indicated that it would be necessary to hire 2 additional high school students, and a part-time supervisor to fill some weekend shifts and cover illness/vacations. *Accepted on a motion by Lisa Liegler, seconded by Doug Murphy for the GM to hire two additional Concession Workers. CARRIED.* *Accepted on a motion by Jen Calpu, seconded by Doug Townson to hire GM Ian Thompson to work as a part-time Concession Supervisor, at the Concession Supervisor wage. CARRIED.*

Community Organization Fair: Jodie Easson and Beth Wise provided a report noting that a Community Activities and Volunteer Fair will be held April 13th from 7-9pm in the Grand Hall. Non-profit organizations throughout the County have been invited to participate for free. For-profit organizations are able to participate for a $100.00 donation.

Report from Fair Convention & FEO Conference: The attendees of both conferences provided updates about education received, and the value of both social time, and networking with other Fairs. Jodie and Jessica Easson were congratulated on their FEO Family Volunteer of the Year award. It was also noted that the Fair had been named a Top 100 Festival in Ontario for the first time this year.

New Business

You Make THE Difference: GM Ian Thompson who is Provincial Director for OAAS District 6 noted that the Executive had been registered for a new OAAS program- You Make THE Difference which is meant to help empower Fairs across the province. Anyone else interested in attending should contact the Office to be registered.

Meet Your Local Farmer: Jodie Easson noted that she and Ian had met with the Meet Your Local Farmer committee to address their questions and concerns following the 2025 Fair. This identified a need for a meeting of all stakeholders in the East End of the Fairgrounds. A meeting will be called in the Spring.

Ground Level Insights Project: Data from the Ground Level Insights report was presented. This used cellphone data to collect various information from Fair attendees. The report is available in the Office.

Adjournment moved by Pam Douglas at 8:50pm.CARRIED.

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General Manager

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President

MINUTES – GENERAL MEETING
Wednesday, April 29, 2026

Meeting called to order by President Lindsey Farrell-Johnson at 7:16pm.
Declaration of conflict of interest – None.

President Lindsey welcomed everyone.

Approved on a motion by Ron Timson, seconded by Doug Townson to approve the agenda as circulated. CARRIED.

Approved on a motion by Neil Hedley, seconded by Sandra Young to adopt the minutes of the October General Meeting as circulated. CARRIED.

Business Arising from the Minutes: None.

Correspondence: None.

Financial

Approved on a motion by Doug Murphy, seconded by Sue Bacher to adopt the financial statement as presented by the Treasurer. CARRIED.

Grants: GM Ian Thompson provided an update on various grants. We will not receive the 2026 Experience Ontario Grant. We have received our operating grant from OMAFA in the amount of $5,000.00. An additional $2,000.00 is expected for the 2025 Careers in Agriculture funding. Applications have been submitted for the EASE grant (more paving), Trillium Capital grant (more paving), and Haldimand County Festival Grant (Fair). The County has clarified that Canada Day can receive the festival grant, but Victoria Day and the Christmas Market cannot. Canada Summer Jobs funding has approved 6 full-time positions (4 Scoops, 2 Office) this year. The positions have been filled- Scoops workers star May 1st and Office workers May 11th.

Committee Reports
Homecraft Update: Homecraft President Beth Wise noted that the prize lists are printed and available in the office.
Agricultural Update: President Lindsey Farrell-Johnson provided a recap from the agricultural committees meeting. There was a request to have AssistExpo training held earlier before the Fair. There were also concerns expressed about the viability of some of our livestock shows.
District Spring Meeting: Ian Thompson, Provincial Director for District 6 provided updates from the Spring meeting held in West Niagara on April 22 including an extension of funding for the Building Community Leaders program, a recap from the You Make THE Difference presentation, and a note that Caledonia had signed up for First Impressions.
Designer Bag Bingo: Janice Boyter thanked everyone who had a part in the event. A profit over $20,000.00 was realized from this event.
Scoops Diner: Ian Thompson provided an update on the very busy Ninja Warrior weekend. He noted that Scoops will be open 7-days-a-week 11am-10pm beginning May 1st and through Labour Day. He encouraged members to share information and support Scoops. A discount card was circulated for Fair Members to use at Scoops.
Victoria Day & Canada Day: Ian Thompson updated that Victoria Day plans are well underway. The Midway will offer $25 daily wristbands for rides and will be open Friday through Monday. Scoops will show a

screening of Grease (1978) on Friday evening and volunteers will be needed. There is a vendor market and fireworks on Sunday evening, volunteers will also be needed. We have the opportunity to run a beer garden if anyone is interested in organizing that part of the night. Canada Day plans are underway also with about $5,800.00 in sponsorships committed so far. Ian expressed that the Office is bogged down and needs help and assistance from members, especially in fundraising for Canada Day to ensure the event is profitable.
Fair Fortune Lottery: Ian Thompson updated that the Directors had passed a resolution to host the joint lottery again. At the time of writing, Ancaster, Binbrook, Caledonia, Norfolk County, Rockton, Wainfleet, and West Niagara Fairs are participating. We are waiting to hear back from Paris.
Ambassador Program: Jodie Easson updated that Zoe Tjepkema our 2025 ambassador was unable to be present at the meeting but sent her greetings. She reminded that applications are now open for our 2026 ambassador and that the competition and member appreciation evening will be June 20th. She encouraged everyone to try to suggest a youth to participate in the competition.
Marketing: Jodie Easson provided some updates from the marketing committee including some results from a study we commissioned to harness anonymized cell phone data during the 2025 Fair.
Updates from Directors Meetings: President Lindsey noted that there were no major updates from the directors meetings, however, a meeting of stakeholders at the East end was held to discuss liabilities and potential changes to ensure guest safety and smoother operations.

Other Business
The Spring outside cleanup workbee will be held Saturday May 9th at 9am. Members are asked to bring rakes, gloves, etc.

Adjournment moved by Sandra Young at 8:00pm.CARRIED.

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General Manager

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President

MINUTES – DIRECTOR'S MEETING
Tuesday, May 12, 2026

Meeting called to order by President Lindsey Farrell-Johnson at 7:04pm.
Declaration of conflict of interest – None.
In attendance: Jen Calpu, Jamie Daglish, Jessica Easson, Jodie Easson, Lindsey Farrell-Johnson, Neil Hedley, Lisa Liegler (ex officio), Mark Peart, Lori Pyle, Wade Timson, Doug Townson, Beth Wise (ex officio), also Ian Thompson (General Manager). Regrets: Janice Boyter, Pam Douglas, Doug Murphy, Tyler Wilkieson. Quorum was established with 12 directors attending in-person and none virtually.

President Lindsey welcomed everyone.

Approved on a motion by Doug Townson, seconded by Lori Pyle to approve the agenda with two additions: Fair swag and demo ring fencing. CARRIED.

Approved on a motion by Beth Wise, seconded by Jamie Daglish to adopt the minutes of the March Directors Meeting as circulated. CARRIED.

Business Arising from the Minutes: None.

Correspondence: GM Ian Thompson noted that a community member had come into the office to talk about a partnership for a casino night. It was determined that the event which had been held in the past had not been properly licensed and that it would need to be licensed by the municipality or AGCO in order for us to participate. If any official correspondence comes through it will be presented at the next directors meeting.

Financial

Approved on a motion by Doug Townson, seconded by Neil Heldey to adopt the financial statement as presented by the Treasurer. CARRIED.

Beth Wise updated on the pending litigation with Tri-Us and Kyle Scott. The court determined that he needed to be personally served (he had previously been served through an adult member of the same household). This is in process.

GM Ian Thompson noted that there had been no update from our insurer regarding the trip and fall incident during the September flyball tournament.

Grants: GM Ian Thompson provided an update on various grants. Applications have been submitted for additional paving work on the grounds (from the maintenance room to the grandstands, and some additional paving down the midway road) under the Trillium Capital fund and the Province's EASE funding. We have been advanced $25,609 which accounts for 75% of our Canada Summer Jobs funding. A $1,000.00 application to the community foundation has been submitted for accessible seating at Scoops. We received word that our 2026 Experience Ontario application was not approved. $5,000.00 has been awarded by the Federal Government towards Canada Day under the Celebrate Canada fund.

Rental Finances: An unaudited report was circulated. It was noted that Grand Hall rentals and summer rentals are still slower than usual this year. This is likely due in part to the economy. Rentals for 2027 have started to come in and we have been offering the same rates as 2026 due to the current economy.

Committee Reports

Approved on a motion by Beth Wise, seconded by Lisa Liegler to approve the committee reports as presented. CARRIED.

Jodie Easson noted that we do have one application for Fair Ambassador, but we are looking for more to make it a competition and ensure our ambassador will be eligible to compete in the CNE next year. The deadline is this coming Tuesday.

Other Business

Fair Fortune Lottery: GM Ian Thompson noted that the license application is drafted, but that we are waiting on Paris Fair to deliberate at their board meeting next Tuesday evening. Wainfleet Fair will be participating this year. Once Paris provides their answer, the license application will be submitted.

Community Organization Fair: Jodie Easson and Beth Wise reported that attendance was low for this event. They are surveying participants and hope to do this again and build it over time.

You Make THE Difference: President Lindsey gave a recap of the experience from the You Make THE Difference presentation at Ancaster Fair which several of the Executive attended. Everyone walked away having learned something.

East End Meeting: A productive meeting was held with all stakeholders at the East End. Discussions included reducing liability and brainstorming ideas for alternative accessible parking locations and other reconfigurations to improve safety and the flow of people. The gates committee will discuss closing the east gate as an admission gate. There were also discussions about the importance of agriculture as a follow up to the livestock meeting, since there was a great deal of overlap.

New Business

Fire Department Inspections: GM Ian Thomspon noted that there were several noted deficiencies following a fire inspection of the Exhibition Hall. Most of these related to items requiring annual inspections which we were not aware of. These have been rectified at a cost of about $20,000.00, which was approved by the Executive due to the short turnaround time. We are now on a schedule where the necessary inspections/certifications will be completed annually (or semi-annually) for about $7,400.00 per year by Troy. In addition to these deficiencies a major deficiency in the building was noted surrounding the Grand Hall and lobby exit doors having deadbolts and no panic/crash bars. Ian tried to fight this with the support of Schilthuis Construction and McCallum Sather who were the builder and architects for the renovation project to no avail. A quote has been received for $18,411.60+HST to retrofit the existing doors to add the required crash-bars and configure the doors to operate according to the fire code. *Approved on a motion by Neil Hedley, seconded by Jamie Daglish to accept the All-Pro quote of $18,411.60 for retrofit of the existing exit doors. CARRIED.* It was also noted that there is a potential for a County CIP program to help fund 50% of this work- along with potential funding for adding an automatic door operator to the Office door. Beth Wise and Lindsey Farrell-Johnson will work on this application with the County. Ian noted there were other fire related changes made including updating the fire safety plan, new occupancy certificates, fire exit route signs, etc. Besides the door retrofit which is expected to take some time to complete, all other work has been done.

Fair Swag: Beth Wise came forward with a request that we purchase Caledonia Fair branded stuffie cows. 125 are available at a cost of $11.95 per cow plus setup, tax, and shipping from Encore in London. *Approved on a motion by Beth Wise, seconded by Lisa Liegler to purchase 125 cows at $11.95/ea plus setup, shipping, and taxes. CARRIED.*

Fencing at Demo Ring: President Lindsey noted that it was a small crew for the cleanup work bee this past Saturday, but that a great deal of work was accomplished. It was noted that the fence around the demo area is not necessary, is falling into disrepair, and requires replacement or removal. After discussion, it was determined that the best option would be for the fence to be removed. *Approved on a motion by Jodie Easson, seconded by Wade Timson to hold a work bee following the Fair to remove the SW plastic fencing surrounding the derby ring. CARRIED.*

CAFÉ Top 10 Under 40: Jodie Easson announced that GM Ian Thompson has been awarded as a Top 10 under 40 in the Fair industry.

Fundraising Ideas: Jamie Daglish suggested potential fundraising including a calendar lottery and swap meet.

Adjournment moved by Lisa Liegler at 9:25pm.CARRIED.

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General Manager

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President

MINUTES – DIRECTOR'S MEETING
Tuesday, July 14, 2026

Meeting called to order by President Lindsey Farrell-Johnson at 7:03pm.
Declaration of conflict of interest – None.
In attendance: Jen Calpu, Jamie Daglish, Jessica Easson, Jodie Easson, Lindsey Farrell-Johnson, Neil Hedley, Doug Murphy, Mark Peart, Lori Pyle, Wade Timson, also Ian Thompson (General Manager). Regrets: Janice Boyter, Pam Douglas, Lisa Liegler (ex officio), Doug Townson, Tyler Wilkieson, and Beth Wise (ex officio). Quorum was not established with only 10 directors attending in-person and none virtually.

President Lindsey welcomed everyone and noted that due to the lack of quorum, the meeting would be for information purposes only.

Adjournment declared by President Lindsey Farrell-Johnson at 7:04pm.

A variety of discussions took place surrounding items on the agenda, but no decisions were made due to the lack of quorum.

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General Manager

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President

MINUTES – GENERAL MEETING
Wednesday, August 26, 2026

Meeting called to order by President Lindsey Farrell-Johnson at 7:05pm.
Declaration of conflict of interest – None.

President Lindsey welcomed everyone.

Approved on a motion by Linda Atkinson, seconded by Lisa Liegler to approve the agenda as circulated. CARRIED.

Approved on a motion by Heather Hills, seconded by Pam Douglas to adopt the minutes of the April General Meeting as circulated. CARRIED.

Business Arising from the Minutes: None.

Correspondence: None.

President Lindsay congratulated Zoe Tjepkema who competed at the CNE the previous weekend. 2026-2027 Ambassador Danielle Wise gave greetings.

Financial

Approved on a motion by Pam Douglas, seconded by Kathy Johnson to adopt the financial statement as presented by the Treasurer. CARRIED.

Grants: GM Ian Thompson provided an update on various grants including a note that we had not been approved for the Trillium Capital Grant this year. An E.A.S.E. grant for paving and accessibility improvements in the office should be updated shortly. A Trillium Seed grant has been submitted asking to fund a full-time position on a one-year contract to help develop a curriculum based ag-education program which can be trialled at the 2027 Fair. The County festival grant application has been submitted for the Fair. We are expecting to receive funds of about $3,500.00 from the County festival grant program for Canada Day.

Business
Homecraft Update: Homecraft President Beth Wise provided updates about a slight layout change to help make room for the crowded individuals with disabilities sections. She reminded committees that drop off would be September 30th 3pm-8pm and that they must recruit their own volunteers for judging day. Snack will be served mid-morning, but committees do not need to make muffins. The School section will close at 4pm and the rest of the hall at 5pm on October 4th. It will re-open for exhibitor pickup at 6pm. Janice Boyter is coordinating a demonstration area in the hall this year.
Agricultural Update: President Lindsey Farrell-Johnson noted that an East End meeting would be called in the next couple of weeks to finalize plans for traffic safety. An AssistExpo demo will also be scheduled for September for committees wishing to enter their own placing.
Scoops Diner: GM Ian Thompson noted that gross revenue at Scoops had surpassed $230,000.00 to-date. He reminded that volunteers are needed for the Fair- they will not have to cook or handle cash.
Fair Fortune: GM Ian Thompson updated that the jackpot was sitting about $3,700.00- the first Fair participating this year is West Niagara weekend after labour day.
Hospitality During Fair: GM Ian Thompson said that an email update would be sent with full details, but that lunches will be provided Fair Week for those working to set up, on Thursday judging day in the kitchen,

and on Friday, Saturday and Sunday in the Kinsmen Hall. Sunday dinner will be served in the Exhibition Hall around 7:30pm.

Marketing: Jodie Easson said that that marketing committee has continued to change up ad-spend this year by focusing more on social media and signage, less on radio, and again, no TV. She reminded members to share social media posts, to wear Fair apparel, and to pick up lawn signs on the night of the setup work bee. She also reminded everyone that Ghost Tours are back this year and noted she is looking for an apprentice to help lead some of the tours next year. Training and script are provided.

Updates from Directors Meetings: President Lindsay outlined some challenges with various fire inspection deficiencies which have been largely addressed at significant expense. Still in progress is a retrofit of the Exhibition Hall exterior and Grand Hall doors which the fire department say require panic bars. The office and Executive have been working diligently to try to make this happen before the Fair.

Other Business

Emergency Plan Review: GM Ian Thompson outlined the highlights of the emergency plan which were circulated in the meeting package. He reminded everyone that the most vital information is found in their lanyard on the emergency card. He outlined what to do in the event of a medical emergency or a lost child which are the two most frequent emergencies we face at the Fair. He suggested anyone who wished to review the whole emergency plan should contact the Office.

District 6 Fall Meeting: Will be held November 7th 9:30am at Binbrook Fairgrounds. Anyone wishing to attend should tell the office to ensure they are counted in numbers for lunch.

Setup & Clean Up Work Bees: President Lindsay noted that the setup work bee had been changed to take place on the usual night- Wednesday, September 16th at 7pm. Clean Up work bee will also take place as usual on the Wednesday following the Fair (Oct 7th) at 7pm.

Adjournment moved by Doug Townson at 8:05pm.CARRIED.

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General Manager

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President

MINUTES – DIRECTOR'S MEETING
Tuesday, September 8, 2026

Meeting called to order by President Lindsey Farrell-Johnson at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Jamie Daglish, Pam Douglas, Jessica Easson, Jodie Easson, Lindsey Farrell-Johnson, Neil Hedley, Lisa Liegler (ex officio), Doug Murphy, Mark Peart, Lori Pyle, Wade Timson, Doug Townson, Beth Wise (ex officio), also Ian Thompson (General Manager). Regrets: Janice Boyter, Jen Calpu, and Tyler Wilkieson. Quorum was established with 13 directors attending in-person and none virtually.

President Lindsey welcomed everyone.

Approved on a motion by Neil Hedley, seconded by Beth Wise to approve the agenda as presented. CARRIED.

Approved on a motion by Lisa Liegler, seconded by Pam Douglas to approve the minutes of the May, 2026 director's meeting as presented. CARRIED.

Approved on a motion by Doug Townson, seconded by Beth Wise to approve the notes from the July, 2026 director's meeting as presented. CARRIED.

Business Arising from the Minutes: None.

Correspondence: GM Ian Thompson noted that we had received a thank-you letter from the CNE for sponsoring the CNE Ambassador of the Fairs competition. Additionally, a letter was received from McTear Water who are hosting an event at the Exhibition Centre in October asking for complimentary use of the facility the night before his event for setup. *Approved on a motion by Doug Townson, seconded by Pam Douglas that a one-time policy exemption be made to allow for an hourly rental of the Grand Hall for setup for this event, noting the pledge of proceeds to go towards a charitable cause. CARRIED.*

Financial

Approved on a motion by Beth Wise, seconded by Lisa Liegler to adopt the financial statement as presented by the Treasurer. CARRIED.
GM Ian Thompson noted that Libro Credit Union was enacting increased fees for our accounts beginning October 1st, including a fee of $2.50 per $1,000.00 deposited in cash each month. Ian and Treasurer Lori will send a letter to Libro to see if there is an exemption possible or to investigate other options. Ian will look into other banking options to find the most cost effective option.

Grants: GM Ian Thompson updated that a Trillium 'Seed' Grant application had been submitted with the hopes of funding a full-time employee on a one-year contract to work on developing curriculum-based agricultural education programs. The County Festival Grant for Canada Day has been received. The County Festival Grant application for the Fair has been submitted and we expect to receive $10,000.00. There has not been word back on the E.A.S.E. grant yet.

Rental Finances: GM Ian Thomspon reminded that the report circulated is not audited, but that we will be able to guarantee accuracy for 2027 and beyond since the change in how rentals are posted in QuickBooks will allow a report to be generated without manual data entry. The report showed a slight increase in rental revenue for 2026 over 2025. It was noted that there are still areas of the facility which are underutilized.

Other Business
Outdoor Internet: GM Ian Thompson presented a quote which would extend WiFi across the entire outdoor portions of the Fairgrounds. It was decided that, while this is a good investment, due to the current cash flow situation, a decision should be made in the Spring.
Volunteer Board: President Lindsey noted that the volunteer board is in the office. She also noted that there are not many director's who have signed up for shifts on the board. It is expected that director's will show a good example for the membership and ensure that they have signed up for a minimum of two shifts on the board.

New Business
Hydro Pole: GM Ian Thompson noted that one of the hydro poles had sustained damage during the renaissance faire. Ron Young has concern that the pole may not be structurally sound and could require complete replacement at a significant cost. The operator of the renaissance faire has been advised to open an insurance claim.

President Lindsey reminded that there will be AssistExpo training Wednesday at 7pm in the Grand Hall, and an East End committees meeting at Squire McKinnon's Barn Thursday at 6:30pm.

Adjournment moved by Beth Wise at 8:04pm. CARRIED.

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General Manager

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President

MINUTES – GENERAL MEETING
Wednesday, October 28, 2026

Meeting called to order by President Lindsey Farrell-Johnson at 7:00pm.
Declaration of conflict of interest – None.

President Lindsey welcomed everyone.

Approved on a motion by Doug Townson, seconded by Kathy Johnson to approve the agenda as circulated. CARRIED.

Approved on a motion by Sandra Young, seconded by Jayne Townson to adopt the minutes of the August General Meeting as circulated. CARRIED.

Business Arising from the Minutes: None.

Correspondence: None.

President Lindsay congratulated everyone on a fantastic Fair. She noted that gate admissions totalled $273,800.00 and that about 30,000 people came through the gates. Our midway share was just shy of $82,000.00. While these numbers are lower than last year, it was noted that 2025 was a record year for the gates. Our midway record was 2022.

Financial

Approved on a motion by Linda Atkinson, seconded by Pam Douglas to adopt the financial statement as presented by the Treasurer. CARRIED.

Business
Homecraft Update: Homecraft President Beth Wise thanked everyone for making the exhibition hall look great. She noted that our Hall is the crown jewel of Ontario's exhibition halls. She asked that everyone start to think of a theme for 2027- a homecraft meeting will take place November 19th at 7pm in the Education Room.
Agricultural Update: President Lindsey Farrell-Johnson noted that while the youth horse show was cancelled due to weather, all of our other livestock shows were able to move ahead and were successful. An agricultural committees meeting will be planned for the Spring.

Fundraisers
Scoops Diner: GM Ian Thompson provided an update on Scoops. It has been an incredible season at Scoops in 2026. We've sold over 2400 hamburgers, 1500 hot dogs, 5400 orders of fries, 1500 sandwiches, and 750 orders of chicken strips. Over 21,000 ice cream cones, 1100 sundaes, and 2000 milkshakes and pop floats. Gross revenue in this calendar year is $286,199.57 to-date which is up 35% over 2025. Additional funding from Canada Summer jobs this year was helpful in keeping costs down for labour. He thanked the team at Scoops for their hard work. Scoops will be open for the Hamilton Woodworking Show and the Christmas Market in November. We will re-open May 1, 2027.
Ghost Tours: GM Ian Thompson thanked Jodie Easson for leading the tours. Rachel Pyle has expressed interest in helping with the tours in 2027. About $1,000.00 has been raised this year on 3 evenings.
Breakfast with Santa: Our breakfast will take place on Saturday, November 21st in the Grand Hall. There is currently one sitting planned, we will expand if necessary. Other community organizations have started

hosting similar events in Caledonia and this has significantly hurt our ticket sales to the point that it may not be feasible to continue this fundraiser in the future.
Mystery Bingo: Tickets are selling well, great prizes have been purchased, and local businesses have donated additional items for use in 'mystery gift bags.' We encourage Fair members to buy tickets and have fun at this Christmas-themed event in support of the Fair and Mary Poppins Preschool.
Christmas Market: Renee Hedley updated that only 4 vendor spaces are currently unsold. Santa visit registrations will open November 1st at 9am. A list for volunteer sign-up will be circulated shortly. Linda Fisher and crew will be coordinating the bake sale.
Designer Bag Bingo: Will be April 9th.
Victoria Day: GM Ian Thompson announced that World's Finest Shows will bring the midway on Victoria Day weekend. He suggested that we hold a 'Spring Fair' which could be a multi-day event that would have certain pared-down aspects of the Fall Fair. He noted that we have been consistently under budget on fundraising revenue in the past 7 years and that the Fair has been pulling the weight in keeping the organization afloat. One bad weather year could be detrimental to the sustainability of the organization. Many of our members are not engaged with any of our fundraisers and volunteer only at the Fair- if we were to hold another smaller Fair in the spring, would we see increased volunteer engagement? We are expert Fair planners and we know that Fair activities are a strong fundraiser. The hardest part of establishing a Fair is securing a midway and finding a good date- we currently have both. The directors will discuss further and it is likely a survey will go out to the members in the near future.

Suggestions for 2027 Fair
There were a few comments on the 2026 Fair including needing paper school passports in the information booth on Friday morning and an issue surrounding the demolition derby committee removing dirt from the area in front of the grandstands. Suggestions for 2027 included a vintage parade to celebrate the 155th anniversary, recognition of September 30th truth & reconciliation day, and making changes to the slide in KidZone.

Other Business
Homecraft Meeting: November 19th, 7pm in the Education Room
District 6 Fall Meeting: Please RSVP to Ian by October 30th at Noon. Meeting is Nov 7th in Binbrook.
Fair Convention: Please RSVP to Ian by December 31st. Convention will be Feb 18-20 in Richmond Hill.

Adjournment declared by Lindsey Farrell-Johnson at 7:35pm.CARRIED.

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General Manager

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President

MINUTES – DIRECTOR'S MEETING
Tuesday, November 10, 2026

Meeting called to order by President Lindsey Farrell-Johnson at 6:59pm.
Declaration of conflict of interest – None.
In attendance: Jen Calpu, Jamie Daglish, Pam Douglas, Jessica Easson, Jodie Easson, Lindsey Farrell-Johnson, Neil Hedley, Lisa Liegler (ex officio), Doug Murphy, Mark Peart, Lori Pyle, Wade Timson, Doug Townson, Tyler Wilkieson, and Beth Wise (ex officio), also Ian Thompson (General Manager). Regrets: Janice Boyter. Quorum was established with 15 directors attending in-person and none virtually.

President Lindsey welcomed everyone.

Approved on a motion by Beth Wise, seconded by Jamie Daglish to approve the agenda as presented with three additions: Business Plan, Demo-Ring Grading, Fundraising Committee. CARRIED.

Approved on a motion by Lisa Liegler, seconded by Neil Hedley to approve the minutes of the September, 2026 director's meeting as presented. CARRIED.

Business Arising from the Minutes: The hydro pole damaged at the Renaissance Faire was repaired and the bill has been paid by the renter. Our bank package at Libro has been changed to the 'Business Premium' plan in order to try to reduce the total amount paid in banking fees.

Correspondence:

1) A letter was received from Sephora Dugdale who wished to be refunded $475.00 (including HST) due to alleged hardship experienced as a vendor at the 2026 Fair. *Approved on a motion by Beth Wise, seconded by Pam Douglas that a refund is not granted. CARRIED.*
2) A letter was received from McTear Water requesting that we provide an exemption to their rental agreement surrounding a cancelled event scheduled at our facility on October 23rd. His letter requests a refund of the $625.00 balance payment for that event, or that the payment be applied to their re-booked date of March 13. *Approved on a motion by Jamie Daglish, seconded by Pam Douglas that a refund or credit is not provided. CARRIED.*
3) A letter was received from Jackie Psutka alleged hardship and requesting that a refund of her $962.50 deposit payment be provided and that the balance of $962.50 further owing be forgiven. *Approved on a motion by Doug Townson, seconded by Beth Wise that a refund/forgiveness is not provided. Further, that a letter be sent outlining the expectation that the funds be received by December 31st. Further, that should funds not be received by December 31st, that the debt be sent to collections. CARRIED.*
4) A letter was received from John Hussack stating that he would not longer perform cleaning duties after December 31st, 2026, but that he wishes to remain on payroll to conduct certain tasks relating to maintenance and fair setup. This piece of correspondence brought about discussion surrounding our current custodian/caretaker positions. The General Manager proposed that a full-time 'lead custodian' position be created to perform the majority of the cleaning tasks and that the existing custodians be retained for maintenance and special projects. *Approved on a motion by Lisa Liegler, seconded by Jamie Daglish to approve the job description for Lead Custodian as circulated, with correction that probation be 90-days, and that a salary range of $20-$23/hr be offered. Further, to approve changes to the Custodian job description as circulated. CARRIED.*

5) A letter was received from Trish Edwards asking that the directors consider providing special reserved access to the Exhibition Hall to seniors on Friday morning of the Fair. There was considerable discussion and it was noted that Friday is too busy to accommodate this request. There was suggestion that Sunday morning could work better, but that it would be difficult to manage with limited volunteers. *Accepted on a motion by Beth Wise, seconded by Pam Douglas to defer discussion surrounding this correspondence to a future meeting. CARRIED.*

Financial

Approved on a motion by Neil Hedley, seconded by Tyler Wilkieson to adopt the financial statement as presented by the Treasurer. CARRIED.

Grants: GM Ian Thompson updated that a Trillium 'Seed' Grant application had been submitted with the hopes of funding a full-time employee on a one-year contract to work on developing curriculum-based agricultural education programs. We were not approved for the E.A.S.E. grant. An application has been submitted for Canada Summer Jobs with an ask for 6 Concession Supervisors, 4 Concession Workers, and 2 Fair Assistants.

Rental Finances: GM Ian Thomspon reminded that the report circulated is not audited. He noted that we have been successful in booking larger events at a larger margin and better utilizing the Fairgrounds. 2026 rental revenues are up from 2025. The report also indicated nearly $100,000.00 in committed rentals for 2027 so far.

Annual Salary Review for Staff: *Approved on a motion by Jamie Daglish, seconded by Pam Douglas to not increase wages in 2027. CARRIED. Approved on a motion by Jamie Daglish, seconded by Lisa Liegler to provide a one-time bonus of $500.00 to Tim Green, John Hussack, and Dan Thompson; a one-time bonus of $1,000.00 to Kelsey Da Silva; and a one-time bonus of $2,500.00 to Ian Thompson. CARRIED.*

Committee Reports
Approved on a motion by Beth Wise, seconded by Doug Murphy to accept the committee reports as presented. CARRIED.

Homecraft Update: A Homecraft meeting will be held November 19th at 7pm in the Education Room.

Agricultural Update: No Update.

Other Business
Suggestions for 2027 Fair (155th Fair) September 30 – October 3, 2027: *Deferred.*

New Business
Business Plan: Jamie Daglish suggested that a small ad-hoc committee be formed to put together a business plan. He suggested perhaps 4-5 directors including representation from the executive. *Approved on a motion by Jamie Daglish, seconded by Lisa Liegler to for an ad-hoc committee to create a business plan for review at the January Board Meeting. CARRIED.*

Demo-Ring Grading: President Lindsey explained that the derby ring area is getting too low due to repeated use as a show ring and demolition derby ring. A quote was received from a Fair Member to re-grade the area without bringing in additional fill. A 2nd quote will be requested from another provider, and with support of the directors, the GM will authorize the payment to get the work completed in the immediate future.

Fundraising Committee: Jamie Daglish suggested that a fundraising committee be created to compile ideas and help direct them to individuals who would execute them. There was concern that the scope of this committee might make it difficult to recruit members. Other fundraising ideas were discussed including another capital campaign, naming rights on outbuildings, and corporate sponsorships of signage on the road fence. The GM's idea of a Spring Fair was also discussed. The Executive will put together a suggestion of what a Spring Fair might look like and bring it forward to the membership for review at the AGM in January.

Adjournment moved by Pam Douglas at 9:40pm. CARRIED.

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General Manager

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President

MINUTES – HOMECRAFT MEETING
Thursday, November 19, 2026

Meeting called to order by Homecraft President Beth Wise at 7:00pm.
Declaration of conflict of interest – None.
In attendance: Beth Wise, Shirley Robson, June Wise, Coby Osinga, Linda Jongerden, Wendy Alderson, Cindy Benedict, Kathleen McBlain, Faye Farrell, Patricia Edwards, Connie Stubbs, Roxanne Wilkieson, Marina Fleming, and Ian Thompson.

Homecraft President Beth welcomed everyone.

Committee Reports
Field Crops: No Report
Hay & Silage: No Report
Baked Products: Requested that glass doors be adjusted so they close smoothly, and that inside of cabinets is repainted.
Canned Goods & Preserves: Reported a few sections without any entries. Noted that they would like to keep a third judge. The Office noted it might not be possible since food judges are harder to secure.
Needlecraft 3: Numbers were slightly down and two sections with no entries. 4-H Sewing Club added to the area. Thanks to Misti and Nicole Bottenfield for assistance.
Needlecraft 4/5: Noted entries were down about 20% from 2025.
Needlecraft 6/7: Numbers for donated blankets were down, added stuffies which went over well.
Needlecraft Quilts: Entries were down from 2025. We did have one hand quilt. The 1st place machine quilt won 1st place at the District 6 Competition and was made by Bernadette Forbes. Patricia Edwards will take over as department chair from Faye Farrell.
Art: Entries were about the same as 2025, but with some new exhibitors. The committee may list a maximum size for art next year and highlight that it must be ready to hang.
Photography: There are two young volunteers who are willing to shadow Mary to take over as Chair when she retires.
Crafts: Expected 199, had 139 entries show up. There were 3 sections with no entries. Cards and papercrafts were down the most. Items that don't fit in Halloween or Christmas can be sent to crafts. The committee offered Junior Fair to put Lego behind their plexi-glass. There was also a suggestion to revive a class for Men.
Christmas Corner: 225 Entries present of 326 submitted. A new committee member was welcomed this year too.
Halloween Hollow: No Report.
Individuals with Disabilities: Numbers were down this year, likely because Inclusions did not participate.
Organized Group Display: 4 organizations competed again this year.
Antiques & Nostalgia: New sections are chosen each year with a hope to display everything well and make people stop to look for a few minutes. The committee was not pleased with the judge this year.
Flowers & Plants: Great exhibits this year! New sponsors have been lined up for next year.
Vegetables: No Report.
Fruit: No Report.
Junior Fair: No Report.
Junior Fair Age 8-12: No Report.
Junior Field Crops: No Report.
School Fair: No Report.
School Fair Specials: No Report.
High School Art: No Report.

Baby Show: Numbers were up from 2025. It was suggested that the Baby Show be placed in a different spot in the book. There were not many enthusiastic grandparents. It was suggested the grandparent section be added to AssistExpo. Linda will discuss with the office about potentially changing the show time.

Theme for 2027: After much discussion, the theme was set as 'Rooted in Tradition.'

Other Business
Prize List Changes: Are due January 29th. It is suggested that each committee chair come into the office to make changes in-person. A time can be scheduled by email.
Homecraft Vice President: Beth Wise called for volunteers to step forward to be Homecraft VP. A list of duties was circulated.

Adjournment declared by Beth Wise at 8:15pm. CARRIED.

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General Manager

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Homecraft President