

**AVABF Board of Directors Meeting Minutes**  
**March 6, 2017 – 6:30 pm**  
**85<sup>th</sup> ABF: “Rooted in Tradition”**

**Call to Order:** 6:30 pm at Paddy’s Pub, Wolfville, NS

**In Attendance:** Alxys Chamberlain, Steffany-Cox-Lingard, Katie Godon, Sarah Griffiths, Linda Keddy, Barb Madic, Krista Morine, Logan Morse, Heidi Scotney-Kinsman, John Patterson, Angela Pelton , Kori Levy (Volunteer)

**Minutes of January 26, February 6, February 20, 2017 Meetings:** Sent via email to all board members minutes for January 26 and February 6, 2017 approved via email. February 20, 2017 minutes sent via email.

*Motion to approve all stated minutes made by Angela/ Second: Katie*

**Old Business:**

1. Financials:
  1. Department of Culture and Heritage \$5000 (Waiting for bank information)
  2. Town of Wolfville \$500 outstanding from 2016 (Still outstanding)
  3. Grants:
    - 3.1** Motion was made to confirm the Board of Directors acknowledge and approve the efforts to complete applications for grants for the for the 2017 festival season.  
*Motion to confirm made by Steffany/ Second: Angela.*  
In favor: 9 / Opposed : 0 / Abstained: 0
    - 3.2** Canada 150 Update: Kori submitted grant request for \$28,000
    - 3.3** ParticipACTION 150: \$350 contribution confirmed, promotional items arrived.
    - 3.4** Municipality Grants: The Municipality of Kings grant not due yet. Additional Municipal grants will can be considered in future years for anywhere between \$10,000 and \$12,000. We were not the successful recipient of the Remax/Banner \$500. We received the annual Bank of Montreal grant for \$1,300 in support of the Temporary Tattoo Contest
  4. Sponsorship package status update: Packages were sent, in discussion with sponsors
2. Federal Minister & NS Premier invitation to the 85<sup>th</sup> ABF: Currently on hold
3. Invoice Payment:
  1. Rebecca Corkum Bursary cheque: Logan is actioning, Angela will forward contact information.
4. Events: Katie’s update and discussion took place **In Camera**.

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5. Bios for website: Light and Lens will take complimentary portraits.
6. Annapolis Valley Apple Blossom Festival
  - 6.1 Ending Festival (to remain on agenda as per Nov 2016 minutes). The topic was originated by the 2016 BOD due to the number of directors leaving the board at the end of 2016. Additionally, a lack of volunteers meant they were experiencing difficulty filling enough board positions which would force the end of festival. This is no longer a challenge for the 2016 board of directors. **This item will be removed on future agendas.**
  - 6.2 Town of Kentville – Status and discussion took place **In Camera**
  - 6.3 Light & Lens Photography: Status and discussion took place **In Camera**
7. NSCC Case Study Update: Waiting on appointment
8. Budget Review. Logan Morse sent budget via email/expenses not included. Katie reported that special events (50/50, Battlefield Laser Tag) did not make any money in 2016. She requested that they are removed from the 2017 budget.
  - 8.1 Motion to confirm approval of the budget for the 2017 festival season pending the removal of the two items mentioned.  
**Motion made by Linda/ Second: John**  
In favor: 9 / Opposed : 0 / Abstained: 0

### **Reports:**

1. Monthly Summary Reports:
  1. President - (Vacant with Alxys Chamberlain acting as interim)
  2. Vice President - Alxys Chamberlain: sent via email
  3. Secretary - Linda Keddy: sent via email
  4. Treasurer - Logan Morse: sent via email
  5. Events - Katie Godon: sent via email
  6. Leadership and Protocol - Angela Pelton: sent via email
  7. Publicity - Alxys Chamberlain: sent via email
  8. Community Liaison - Steffany Cox-Lingard: sent via email
  9. Cultural - Sarah Griffiths: sent via email
  10. Children's Parade - Krista Morine: sent via email
  11. Grand Street Parade: Heidi: sent via email
  12. Sponsorship - Logan Morse: sent via email
  13. Tourism - John Patterson: sent via email

**Motion made to accept all Director reports by John/Second: Steffany**  
In favor: 9 / Opposed : 0 / Abstained: 0
2. Motion to confirm approval of all Directors for the 2017 festival season
  - a Alxys Chamberlain: Interim President, Vice-President, Publicity and Sponsorship
  - b Logan Morse: Treasurer
  - c Linda Keddy: Secretary
  - d Angela Pelton: Leadership
  - e Heidi Scotney-Kinsman: Grand Street Parade
  - f Steffany Cox-Lingard: Community Liaison
  - g Krista Morine: Children's Parade
  - h Sarah Griffiths: Cultural Director
  - i John Patterson: Tourism Director
  - j Katie Godon: Events Director

**Motion made by John/Second: Steffany**  
In favor: 9 / Opposed : 0 / Abstained: 0

3. Motion to confirm approval of Sandra Thompson to assist as a volunteer to Katie Godon, Event Director for the for the 2017 festival season.

***Motion made by Katie/Second: Heidi***

In favor: 9 / Opposed : 0 / Abstained: 0

### **New Business**

1. New Correspondence: All new correspondence was forwarded to the Board
2. Volunteers: One official application was received.  
2a: New volunteers: Andrew Zebian applied for the role of President only (as per P&P: *The President shall be an ex officio member of all committees*).

***Motion to deny application by Andrew Zebian for President made by Angie/Second:Katie.***

In favor: 9 / Opposed: 0 / Abstained: 0

***Motion to invite Andrew Zebian to resubmit an application as a regular board member made by Steffany/Second:Logan.***

In favor: 7 / Opposed : 2 / Abstained: 0

- 2b. Responsibilities of volunteer selection: Linda asked that all Directors please review the P&P document, page 18.
3. Criminal record checks: Requirement to be reviewed
4. Future meeting dates: Set for March 20<sup>th</sup>, April 3<sup>rd</sup>, April 18<sup>th</sup>, May 1<sup>st</sup> and May 15<sup>th</sup> beginning at 6:30pm at the Festival Office
5. Applelicious domain name: Domain name has been renewed
6. Parade Location: **In Camera**

Following deliberations the board voted unanimously to return the 2017 Grand Street Parade and 2017 Children's Parade to the Town of Kentville pending one small amendment to part 4 of the AVABF/TOK Limited Hosting Agreement and amendments to the shared press release.

***Motion to return the amended and signed AVABF/TOK Limited Hosting Agreement to the Town of Kentville for their signature made by Angie/Second:Katie.***

In favor: 9 / Opposed : 0 / Abstained: 0

**Motion to Adjourn** made by Angela/Second: Krista. Meeting adjourned at 8:05pm