

## AVABF Board of Directors Meeting Minutes

March 20, 2017 – 6:30 pm

85<sup>th</sup> ABF: “Rooted in Tradition”

**Call to Order:** 6:30 pm at AVABF office in Kentville, NS by Logan Morse – Meeting Chair

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

**Absent:** Alxys Chamberlain, Steffany-Cox-Lingard

**Review Minutes of March 6, 2017 Meetings:** Sent via email to all board members.

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

### Old Business:

#### 1. Financials:

- 1.1 ABABF Financial update: balance of account stated, \$5k still outstanding from the province – intended for cultural purposes
- 1.2 Budget amendments as per March 6 meeting were completed as requested in prior minutes.
- 1.3 Funds owed or promised from 2016: John has a form for Logan to review / sign. When completed funds will be provided and deposited.
- 1.4 Grants:
  - 1.4a Avesta Award: Recognizing the Annapolis Valley’s 2016 Events./ Event Legacy Award. No funds associated with this award – through the AV Chamber of Commerce.
  - 1.4b Canada 150: Requested \$28,000
  - 1.4c New for next year: Festival and Community Development Proj. Communities Heritage. Can only get Canada 150 - item 1.4b or 1.4c (above) but not both. Decision to be announced in May. Requires board discussion - sustainable for yrs to come. No max. Application due April 18, 2017. Each board member asked to provide budget for inclusion to Kori. May include: costs related to OM to allow for longer employment period; marketing costs such as video of events for sponsorship; volunteer recognition; and / or costs to fill board positions. The submission requires information related to how the festival impacts Valley revenue. Logan will talk to Brian Van Blarcom, Director of Economic Dept at Acadia as he assisted with the last estimated figures of the financial benefit of the AVABF to the Valley.
  - 1.4d TD Canada Trust: \$10K grant submission if joined TD Volunteer network
  - 1.4e Municipal Grant: Due May 1, 2017
  - 1.4f Rural Communities Grant: could be used for special events related to 150<sup>th</sup> such as B.Dancers that may require use of a stage to be easily viewed.
  - 1.4g Various Regional Municipal Grants (ie: Digby – April 1 Due date) There are many we could apply for in the future.
  - 1.4h Kori requested assistance with grant proposals
- 1.5 Sponsorship package update: over 150 sent previously / 24 confirmed to date / additional packages continue to be sent. We have sent more sponsorship request packages this year than by this time last year. Some may sponsor specific events such as fireworks.  
*Action Item: Logan will discuss further with Alxys and John.*

#### 2. Events Update:

- 2.1 Sainte Famille Wines: discussions occurring regarding a partnership with AVABF in future. They now have a rose wine that could be used labeled as an AVABF wine as a souvenir edition wine for the 85<sup>th</sup>. More information will be available at the next meeting. Could tie into volunteer recognition, and /or could host an event for us at this location to promote AVABF this year with specific participants.
- 2.1 Paint Night: to occur at Lions Club Berwick on Friday May 19, 2017. 100 seat max with an open bar – participants must be over 19yrs of age. Ticket cost = \$45, we make \$15 per ticket. The instructor was a former Leadership candidate and is donating her time. The theme would be AVABF. No expense to the AVABF. There is no cancellation fee. Advertising will occur on Facebook. Lions Club do set up / take down.
- 2.3 Fun Run: Location will be in Kingston on Saturday May 27<sup>th</sup> from 7am-11am. Registration to being this week.

- 2.4 Facebook 'Donate Now' button.  
**Motion made to add a 'donate now' button to the AVABF Facebook page by Katie/Second: Sarah**  
**In favor: 6/Opposed:0 / Abstained:0 – Motion carried**
- 2.5 AV Fruit Growers: Apples will be provided, sponsorship requested.
3. Reports – questions and discussion tabled to the April 3<sup>rd</sup> meeting
4. Blueprint – review and discussion tabled to the April 3<sup>rd</sup> meeting

### New Business

1. **New Correspondence:** All new correspondence reviewed by Barb
2. **Volunteers:** Discussed anticipated receipt of application / board member provided an application. Volunteers will be able to register online, but until this is established they are to continue to fill out the form provided online. An information session will be held one week prior to events. Katie will oversee the placement of volunteer database which will automatically assign volunteers as applicable.  
*Action Item: all are requested to send Katie a list of volunteer positions so she can create the positions in the database for current and future reference.*
3. **Volunteer T-shirts.** We have a large quantity of t-shirts in stock. We need to determine if we need to order more. Discussion started related to allowing volunteers to keep t-shirts. Further discussion required.  
*Action Item: Barb to inventory the t-shirts to determine the number by size*
4. **Criminal Record Checks.** Linda has started a review of government led recommendations and will provide an update for the April 3, 2017 meeting.
5. **Protocol.** Emails are to have signatures. Sign electronically. Copy the office on correspondence.
6. **Committee Meetings:** When new members of the board have questions related to their portfolio they should contact the last person who filled the role and also consider coming to the meeting early to have discussions.
7. **Reviewing Stand for Parade:** The office invites people to sit in designated seating. Discussed need for sandwiches (by cultural) and possible consideration to auction off key seating as a fund raiser.
8. **Dan D. Apple:** Currently have one person who volunteers to wear the costume. Consideration to be given to having a second person assist so that DDA can attend more events. The costume has to be requested from the Research Station. This will be done to view condition of it and consider steps to have second volunteer involved (sizing / second suit). Currently DDA attends the opening ceremony. It was suggested that DDA also attend the Fireworks, and SaltScapes Exhibition April 21 to walk the floor if possible.  
*Action: Kori to contact SaltScapes to inquire what next steps are. We do not plan to have a booth at SaltScapes due to cost. Barb to contact Research Station to request DDA*
9. **Opening Ceremonies:** Discussions continue regarding location. Confirmation expected shortly.
10. **Birthday Palooza.** Katie would like to consider having an event, like a birthday for DDA at Kentville Center Square between parades to allow for more activities for the children. Discussed face painters, bouncy castle, bday party, dancers and more than 3 food vendors.  
*Action: Katie to contact TOK to discuss – or have Alxys discuss w M.Phillips when she talks with him next.*
11. **Concessions:** Discussion to be tabled to April 3 meeting as a lot of volunteers will be required. It was felt there was a need to have this position as board member position for next year.
12. **2018 Event theme:** The theme for 2018 will need to be announced at the opening ceremonies.  
*Action Item: All board members are to consider themes and submit to Barb by Friday April 14<sup>th</sup> for a vote to occur on the first meeting in May.*
13. **Old Orchard Inn Invoice.** OOI indicate they discount the location for the event and provide carts, fireside lounge for free but the items provided may not be consistent with the sponsorship level indicated on the website. A review will occur / topic to be tabled.  
*Action Item: Angela to provide Logan with Invoice for payment.*
14. **Leadership competition** – Two communities's not taking part: New Minas and Port Williams do not have candidates to take part in the Leadership competition this year.
15. **Booster Fee:** Structure of existing fee schedule to be reviewed. It is currently tied to the leadership competition and an updated approach may be required and will be discussed after this years event. Tabled to the June meeting.

**Motion to Adjourn** made by Katie/Second: John. Meeting adjourned at 8:40pm