

**AVABF Board of Directors Minutes
November 7th, 2016 – 6:30 pm – ABF Office**

“85th ABF: Rooted in Tradition”

Call to Order: 6:33 pm, Alxys

Present: Alxys, Angie, Steffany, Kimberly, Katie, John, Logan, Linda

Regrets: -

Absent: -

Guests: Kori

Minutes of October 11th Meeting: Previously approved via email.

Business Arising from the Minutes:

- Nil

Old Business:

1. 2016 Official pics:

- Have arrived and are now on external hard drive.
- Need to be uploaded to website / Facebook.
- Note: cannot post pictures of RCMP.
- Hard drive to be sent to Sandy for website updating, when finished.

Katie to take hard drive and update Facebook with pictures.

Alxys to meet with Sandy re: website design.

2. Outstanding funds:

- Letter received dated October 18th, 2016 that \$5,000 has been approved by the Department of Culture and Heritage.
- Need to be contacted for payment.

- Town of Wolfville \$500 still outstanding.

Logan to contact Mayor Cantwell re: funds.

3. Update on Federal Minister attending the 85th:

- John has not heard from Federal Minister.

4. NS Premier attending the 85th:

- Angie suggested that we include an invitation for crowning at Coronation in the invitation to the NS Premier. All agreed.

5. Office Manager

- Hold until end of meeting (applicant in attendance).

Reports:

- No reports submitted, as this is first meeting with new Board.
- Process discussed for future.

Blueprint Check In:

- New Blueprint layout discussed / explained. Copies of items for October / November Blueprint items circulated.
- Blueprint spreadsheet reviewed for October items.
- Tasks assigned to Directors for November items.

Correspondence:

1. Performer from NB looking to do a fundraiser / event during Festival.
Katie to contact.
2. Grant Thorton
Logan to check with Phyllis / David to see if enclosed invoice was paid.
3. GoDaddy
 - Domain name fees are due in February.

New Business:

1. Missing Directors

- Discussion re: President and Treasurer positions sitting vacant.
- Discussion re: Treasury position immediate need.
- Grand Street Parade Director also required.
- Logan willing to look after Treasury position in the interim.
- Comment re: LinkedIn being a great resource when looking for volunteers.
Alxys / Katie to ensure advertisements and media release looking for Directors is posted, and shared on Facebook.
Alxys to look in to LinkedIn.

2. Ending Festival

- Discussion re: this carried forward Agenda item. Original discussion included reasons for ending Festival including: lack of funds, lack of volunteers, and lack of support.
- Kori spoke with Tourism Management Faculty at NSCC Kingstec and was told a case study could be done re: Festival, and recommendations given. **This requires advanced notice. (Ex. Now for next September).**
- Discussion re: great initiatives on the table for a go forward basis.
- Leadership Competition has less and less interest each year – Communities are financially strained.

- General consensus is to include this discussion on upcoming agendas on a go-forward basis, and consistently monitor the direction of Festival.

Question: Volunteer Director?

Answer: This has been a Board position in the past but was removed due to lack of volunteers.

Question: What do we give our volunteers?

Answer: We have discussed this in the past.

Solution from the Board to ensure volunteers are given a Certificate for their Portfolio / inclusion on their resume.

Question: How do we recruit volunteers?

Answer: Volunteer Information Session

Wednesday, December 7th, 2016, 6:00 pm – 8:00 pm

Location: TBD

Katie to find venue: ensure it is accessible, has parking, and is well lit.

3. Commitment & Confidentiality Agreement

- All directors signed.

4. Blueprint Update

- As discussed previously.

Steffany to complete the re-formatting of this Blueprint.

5. Director's Handbooks

- Decision to continue using binder format that has been previously created, with updated information.

- Also suggested that each Director create their own binder with important information (Blueprint, contact information, etc.) relevant to their portfolio.

Steffany to include new Blueprint copies in Director's Handbooks.

Steffany to distribute an electronic copy of the Blueprint to all Directors when completed.

6. Secretary Duties

- Linda has agreed to be the interim Secretary while waiting for outcome of competition for Office Manager.

7. Wine Event Update

- December 1st, 2016, 6:00 pm – 9:00 pm

- 7 wineries on board.

- Food vendors pending (Meadowbrook has confirmed with a few items being offered).

- Food ideas: JustUs Chocolate Factory in Grand Pre, Applechips, Tangled Garden.

- Advertising through Facebook, and K-rock (as per Cider event).

8. Sponsorship

- Logan is working to prepare a solicitation letter to existing sponsors, and new sponsors including businesses from: Valley Faces of Business, AVCC, and Better Business Bureau.

Logan to complete the sponsorship package and send out to other Directors for input.

9. Grants

a. 150 Forward Grant

Submit by February 1st.

\$15,000 - \$50,000 grants available.

Need to plan events for Application.

Directors to think of possible events, for discussion at December meeting.

b. Multicultural Events

Letter sent to various Community Groups.

Annapolis Valley First Nations representative, Sarah MacDonald, to attend December meeting, as a guest.

Alxys to contact War Amps and other disability groups for inclusion.

10. Signing Authority

- Angie to stay as a signing authority.

- Logan to serve as Interim Treasurer. Will connect with David re: outstanding items.

Motion: Change signing officers to: Angela Pelton, Logan Morse, and Alxys Chamberlain. (Made by Steffany). 9-0-0

Motion carried.

Linda to start process at bank to update signing officers.

11. Office Manager (from above)

- Applications reviewed / shortlisted.

- Grant eligibility criteria to be considered when interviewing and selecting a candidate.

- Executive to interview shortlisted candidates keeping grant criteria in mind.

Upcoming Meetings:

- November 14th: Community Rep meeting. 6:30 pm @ ABF office.

- December 5th: ABF Directors meeting. 6:30 pm @ ABF office.

Motion to Adjourn: 8:45 pm, Steffany