

AVABF Board of Directors Minutes
December 5th, 2016 – 6:30 pm – ABF Office / *Rescheduled to January 2, 2017*
“85th ABF: Rooted in Tradition”

Note:

December 5, 2016 meeting cancelled due to weather and rescheduled to January 2, 2017.

Call to Order: 6:30 pm

In Attendance: Alxys Chamberlain, John Patterson, Logan Morse, Katie Godon, Steffany Cox, Barbara Madic, Linda Keddy, Angela Pelton, Guest: Volunteer - Kori Levy

Absent: no one

Minutes of November 7, 2016 Meeting: Approved via email prior to meeting.

Old Business:

1. **Official ABF 2016 pictures:** - Facebook update completion is pending due to the large volume of pictures to be reviewed prior to upload.
2. **Website Design:** - Alxys met with Sandy who does current updates to the website. During the next 1.5 months additional updates and cleanup will continue with Alxys continuing to manage access until another board member is provided the password to assist with updating the improved site. Updates will include color changes, and increased user friendly access to information. The look will be fresh and more modern with an updated theme. Consideration to locate a new web supplier may be considered due to the volume of work that Sandy is committed to for others.
3. **Outstanding funds:**
 - a. Department of Culture and Heritage Committed on October 18th, 2016 - \$5,000 has been approved by the Department of Culture and Heritage. An email had been received from Debbie from the Department of Culture and Heritage asking to confirm ABF's banking information. Logan to follow up with the email. (**Action Item** as stated)
 - b. Town of Wolfville \$500 still outstanding. - Logan confirmed he will contact Mayor Cantwell from Town of Wolfville regarding \$500 owed this week. (**Action Item** as stated)
4. **Federal Minister attending the 85th ABF.** - John will follow up with Scott directly next week so that he may relay the request when he is in Ottawa next time. (**Action Item** as stated)
5. **NS Premier attending the 85th:**

Angie will send an invitation have the NS Premier to attend the Coronation crowning at the end of January.
(**Action Item** as stated)
6. **Office Manager** - Alxys introduced our new full time Office Manager, Barbara Madic to the board. Barbara was welcome by all and it was noted Barbara will start full time on Tuesday, January 6th.
7. **ABF Blueprint & Monthly Reports** - Steffany had completed all updates to the ABF Blueprint and will update the hardcopies in the binders located in the office in the coming week. In the past few weeks Steffany sent an electronic copy of the updated Blueprint to all Directors for their review and reference. It was agreed the copy would be stored in Google Docs for easy access. Going forward, it was agreed that monthly reports would include a summary directly from the Blueprint (via copy and paste) to show what had been completed as well as what was pending for the period reported on. This summary is to be provided by end of day (5pm) on the Friday prior to the next monthly meeting so all could review over the weekend.
(**Action Item:** all board members to provide reports in new format and time as indicated.)
8. **Invoice Payment:**
 1. **Grant Thornton.** - Logan confirmed November invoice has been paid.

2. **Go Daddy Internet fee** - Payment due February 2017. Linda confirmed she will forward emails related to Go Daddy pending payments to Logan for his review and attention. (Action Item as stated)

9. **Vacant Directors / Volunteer certificates**

1. **President, Treasurer and Grand Street Parade Director vacant.** - Facebook and LinkedIn were considered to advertise the vacant positions. Alxys confirmed while Facebook is free, LinkedIn costs \$30 to advertise. Kori confirmed that an advertisement was placed in the Grapevine. Three volunteer applications were received following the posting of these advertisements.
2. **Volunteers to be provided certificates** at end of festival. Katie, will be responsible to ensure this occurs (Action Item: Blueprint update needed. Linda to confirm with Steffany if she will do this update as Steffany recently completed other updates to the new Blueprint for 2017).
3. **Cultural and Children's Parade** - with the recent departure of Kimberly Harkness this portfolio is now vacant. Volunteer applications have already been received expressing an interest in this position.

10. **Ending Festival** (to remain on agenda as per Nov 2016 minutes) - While the board would like this topic to remain on future agendas, there was no discussion related to this topic during this meeting.

11. **Valley Vines, Dec 1, 2016** - The event was cancelled three days prior to the scheduled date due to lack of ticket sales. Vendors were contacted personally by Alxys. Discussion included a reschedule date of April 29, 2017 following the ABF orientation on April 23, 2017. Possible "Meet and Greet" may occur around May 1, 2017 as a push and promotion of the annual ABF. Future invitations to potential vendors will be sent on ABF letterhead, signed by the President or acting President and attached to emails. (Action Item: Alxys will continue with the draw for a winner as had been advertised on Facebook during the promotion of this event.)

12. **Volunteer Information Session, Dec 7, 2016** -Event was cancelled. Discussion included rescheduling in the future. Item to be tabled to the February 2017 meeting. We may take part in the April Home Show, or farmers market. There is currently a small post in the Grapevine for volunteers that will run until mid January. Some felt an information session closer to the actual event may be more useful than having one earlier in the calendar year.

13. **Sponsorship solicitation letters** - Logan is working on the sponsorship package and plans to have it completed before Monday January 9th for board review. (Action Item as stated)

14. **Grants, Events & War Amps**

- a. **Grant: '150 Forward'** is the Nova Scotia equivalent to the Canada 150 and has a potential value of \$ 50,000. Kori will work on the application which is due February 1, 2017. (Action Item as stated)
- b. **Multicultural Inclusion:** This year we would like to encourage participation by various multicultural groups in the Grand Street Parade, Opening Ceremonies, Leadership competition and other events. Alxys has already reached out to some groups but has only heard from a representative of First Nations so far. (Action Item : Alxys to contact Sarah McDonald and others to initiate discussions)
- c. **War Amps:** We understand the this group would like some assistance to attend the ABF. Alxys has drafted a letter for review. (Action Item : Alxys to contact War Amps and other disability groups for inclusion.)

15. **Bios for the Website** - All members who have not yet done so are reminded to submit their bios and pictures to Alxys to update the website.

New Business and General Updates:

1. **Reports:** Additional verbal Status update provided by each board member who did not submit one electronically via email./
 - President - (Vacant)
 - Vice President - Alxys Chamberlain – *Report sent via email December 2, 2016*
 - **Secretary** - Linda Keddy – *verbal update*

- **Commitment & Confidentiality Agreements:**1) Asked for confirmation they had been filed. 2) Indicated Barbara will need to sign one as well.
- **Signing Authority at Bank:** Letter had been prepared in advance of the meeting following a discussion with Dorothy Young at TD Canada Trust. The purpose of the letter is to have the signing authority updated at the bank. Alxys, Logan and Angela will have signing authority. (**Action Item:** Linda to 1. Scan letter and send e copy to Alxys, Logan and Angela for their records 2. Take letter to Bank and deliver to D.Young.)
- **Agenda Format:** General Discussion on format / content going forward. At the recommendation of Steffany the future agenda will include a Blueprint review following the Motion to Adopt Reports.
- **Treasurer** - Logan Morse (Acting for Vacant position) – verbal update included outline of bills received .
- **Events** - Katie Godon – verbal update indicated 1. she had talked to a potential volunteer and will follow up. 2. Vendor applications will need to be updated with current date (**Action Item:** Katie to update, and confirm what the Blueprint indicates as to who should do this.) 3. Beer Event to be managed by Shannon who promised she would do this last year and Katie will reach out to her to assist. (**Action Item** as stated)
- **Leadership and Protocol** - Angela Pelton– verbal update indicated she has submitted her proposed budget to Logan for review and in preparation for the January 9th budget meeting.
- **Publicity** - Alxys Chamberlain – Report sent via email December 2, 2016 and reviewed by all prior to the meeting. No discussion resulted.
- **Community Liaison** - Steffany Cox-Lingard
 - **CR Meeting update** : verbal update confirmed that the CR Meeting was held in November with some Community Reps in attendance. (**Action Item:** Steffany to share minutes of the CR meeting.)
- **Cultural and Children's Parade** - It was acknowledged that Kimberly Harkness who once held this position is no longer a board member. No update provided.
- **Grand Street Parade** - (Vacant) – No update provided.
- **Sponsorship** - Logan Morse – verbal update indicated that the sponsorship package will be ready for review Jan 9th (as previously stated). Angie requested that Logan contact Robbie Towing who indicated to her that he would be interested in sponsoring the Children’s Parade. (**Action Item** as stated)
- **Tourism** - John Patterson – verbal update indicated he had provided an update earlier in the meeting as it related to contacting the Federal Minister and NS Premier (see items 5&6 above)

Motion to accept reports raised by Alxys and second by Steffanie. All in favor. No one objected. No one abstained.

2. **Blueprint review & update.** - reports are to include copy and paste update for each members blueprint going forward and submitted via email.
3. **Review white dress board decision** for 2017. CR meeting members in attendance asked to have this requirement be reviewed once again by the board. During the Sept 12, 2016 board meeting the minutes indicate "No more White gowns... all present agreed." Following the request of the Community Reps, who were each asked what they would like, it was indicated that the majority requested that the leadership candidates wear white dresses to the coronation and parade (the same dress is acceptable). Motion to accept the request by the Community Representatives was made by Angie and seconded by John. All in favor. No one objected. No one abstained.
4. **Expression of Interest to Host Tea.** Steffany stated the deadline for the communities to express an interest to host the annual Tea had been communicated to all valley communities with a requested deadline to submit an application of December 31, 2016. The community of Aylesford indicated an interest and Steffany will follow up with them to request completion of the application package to be submitted for review. (**Action Item** as stated)
5. **Grants.** Kori has worked on the review and submission of various grants to assist the ABF and has indicated that she will complete the 150 Forward application by the end of January to meet the required submission deadline date.
6. **NSCC Case Study of ABF** - meeting January 26, 2017. Kori met with a representative of the tourism department of NSCC who has expressed an interest to conduct a Case Study of the ABF. The initial meeting will occur between NSCC and ABF board members Steffany, John, Alxys with Kori in attendance on January 26th and they will provide a report from this meeting for the February board meeting. (**Action Item** as stated).

7. **Valley REN** workshop December 2016. Both Linda and Kori attended a recent Valley REN workshop where five employment sectors were represented which included Tourism, which we represented on behalf of the ABF. There was no fee to attend the workshop were by the participants took part in conducting a SWOT analysis. It was noted that there was common issue identified among all sectors which included a concern to fill positions, both paid and volunteer in the Annapolis Valley. When a report is available it will be shared with the ABF Board members for review. An economic study and related to the impact the ABF has on the local economy had been done in recent years which Logan said he would follow up with a representative at Acadia University to see what can be learned (**Action Items** as stated).
8. **Website Review** – This item was covered under old business as stated above.
9. **New Correspondence** - Email received to the info@ mailbox were shared with the appropriate board members for follow up. Volunteer applications (of which three had been received) were reviewed for consideration for the various vacancies that exist on the board. Alxys will follow up with the applicants. (**Action Item** as stated)

Motion to Adjourn Meeting at 8:50 pm raised by Alxys and second by Angie. All in favor. No one objected. No one abstained.