

AVABF Board of Directors Minutes
April 3, 2017 – 6:30 pm – AVABF Office, Kentville
“85th ABF: Rooted in Tradition”

Call to Order: 6:30 pm

In Attendance: Alxys Chamberlain, Linda Keddy, Barb Madic, John Patterson, Katie Godon, Logan Morse, Sarah Griffiths, Steffany Cox-Lingard, Angie Pelton, Kori Levy (Volunteer) and Lorraine McQueen (guest speaker)

Absent: Heidi Scotney-Kinsman

Minutes of March 6, 2017 Meeting: Sent via email to all board members minutes.

Guest Presentation:

1. Lorraine McQueen : AVABF detailed P&P and Bylaws review and recommendations for consideration prior to October 2017 AGM.

Old Business:

1. **Financials:**

1.1 **AVABF Financial update:** Grant money received from the Nova Scotia ‘150 Forward Fund’ has been received to assist in the costs related to the 2017 event, and will be used as was specified in the grant application. The bank account balance was discussed with confidence that we can support this year's events without any concern of a lack of funds as has occurred in the recent years. With the expected additional support that is being received through sponsorship we will also be in a positive position to move confidently to begin planning for 2018 after this years events are completed. A special thank you was made to acknowledge the efforts made by Kori Levy for all the work she did on the application.

Action Item: The budget will be updated by Logan to reflect the current financial standing and shared.

Action Item: All board members to provide Logan an updated budget request for their respective areas.

1.2. **Outstanding 2016 Funds:** All received with the exception of the money owed by the Town of Wolfville. Consideration as to next steps was discussed.

1.3 **Grants:** Discussions included a reminder that following the event, a report will be returned to those that provided funds to confirm how exactly the funds that were received were utilized. Some grant funding is requested for use of the bus to transport leadership candidates throughout the Annapolis Valley.

1.3a Avesta Award: no current update / letter received and circulated for review during meeting.

1.3b Canada 150: no update

1.3c Festival and Community Development Proj. Communities Heritage: no update

1.3d TD Canada Trust: no update

1.3e Municipal Grant: Submitted in relation to Canada 150 for special events that are not annual such as the use of a drone in this years events.

1.3f Rural Communities Grant: Digby offers as do others. Other grants are being considered to apply for.

1.3g Coke-a-Cola: There is a \$10k grant available which we will review and consider applying for.

1.4 **Sponsorship** package update: All sponsors listed on our website are current contributors, with more pending. Katie approached Xerium. A donation was received in the sum of \$100 from a local family for general festival use. A thank you will be sent.

Action Item: Alxys to send a list of sponsors via email

2. **Events:**

2.1a **Paint Night:** confirmed for May 19th. Currently 37 tickets have been sold confirming the event will not be cancelled due to limited enrollment. We can sell a maximum of 75 tickets. GroupOn tickets are not applicable to this event, as it is a fundraiser.

2.1b **Tractor Show:** location confirmed in Berwick on Sunday May 28. Event to be promoted on Facebook, as well as by the Town of Berwick. Other events within this event are tentative / pending such as a petting zoo and BBQ.

2.1c **Valley Vines:** April 29th at the Wolfville Farmers Market. Sales limited at this time with the expectation they will pick up closer to the event date as they have in the past.

2.1d **Brew Night:** April 25th. Sales are slow but expect to pick up closer to event date with continued promoting. Alxys and Katie created a marketing plan.

2.1e **Canada 150 Apple Event by President's Choice:** Filming is planned by Loblaws Canada to promote Canada 150 and they have selected Wolfville as the location they would like to help to promote an apple recipe in conjunction

with the AVABF. Chef Tom will be in attendance and samplings of the recipe will be shared with the general public. Filming will occur May 27th for one hour from 12 - 1:00pm and released in June or July in honor of Canada's 150.

Motion to approve a partnership with Loblaws for their one time Canada 150 event made by Alxys / Second by Logan
Approved: all / Opposed: 0 / Abstain: 0

Action Item: Alxys to approach the Town of Wolfville regarding potential locations based on the criteria provided by Loblaws.

2.2 **Drone** (Kori): A drone flyby may occur during Children's Parade (not GSP) pending completion of discussions with Gary Britton. This would include a 2-3 minute drone video that would be ready for sharing in 1-2 days at a fee of \$1200. One grant proposal was submitted with consideration to drone fees.

Motion to approve up to \$1500 pending further grant funding received was made by Logan / Second by John
Approved: all / Opposed: 0 / Abstain: 0

(If applicable) *Motion to approve costs related to drone footage made by _____ / Second by _____*

Approved: ___ / Opposed: ___ / Abstain: ___

2.3 **Grand Street Parade / Children's Parade:** Meeting with the Town of Kentville occurred to discuss GSP and Children's Parade. Kentville is considering an event between the two AVABF parades which would be managed by the TOK. Details pending.

3. **Volunteer Form on website / background check:** Currently the AVABF volunteer application indicates a background check may be necessary for some volunteer positions. Linda provided reference to recommendations made by the Government of Canada. Guidance from Government of Canada Public Safety "The Screening Handbook" provided recommendations to organizations can be found here:

> Online: <https://www.publicsafety.gc.ca/cnt/rsrscs/pblctns/scrnng-hndbk/index-en.aspx>

> PDF: <https://www.publicsafety.gc.ca/cnt/rsrscs/pblctns/scrnng-hndbk/scrnng-hndbk-eng.pdf>

RCMP provide guidance based on Canadian Law on conducting Background / Vulnerability Checks and can be found here: <http://www.rcmp-grc.gc.ca/en/faqs-about-vulnerable-sector-checks#g1>

AV Regional School Board comply with the 10 step guide in the The Screening Handbook.

Following discussion, the board requested a review of outdoor festivals that also require this.

Action Item: Linda to research outdoor festivals to confirm their requirements related volunteers taking part in a background check.

4. **Concessions:** Goal was \$6000.00 and total to date is \$5750.00. The map for the concessions requires an update due to problems experienced last year. The locations, size of the space and access to electricity (etc) to be updated.

Action Item: Katie and Steffany to update the Concessions map.

5. **2018 theme** - Due April 14. One submission made so far.

Action Item: All board members to submit an theme for consideration and voting on by all board members on May 1.

Reports:

1. Monthly Summary Reports: All provided via email before meeting with additional updates as noted below:

1. President - (Vacant with Alxys Chamberlain acting as interim)
2. Vice President - Alxys Chamberlain:
3. Secretary - Linda Keddy:
4. Treasurer - Logan Morse: Update during meeting: 1. Insurance policy should be less than previously stated and paid in past years resulting in a refund to be issued. 2. New location for the AVABF may include a space with or without shared boardroom that would need to be pre-booked for meetings.
5. Events - Katie Godon:
6. Leadership and Protocol - Angela Pelton. Update during meeting: Military escort (see New Business item #6)
7. Publicity - Alxys Chamberlain:
8. Community Liaison - Steffany Cox-Lingard:
9. Cultural - Sarah Griffiths: Update during meeting: All artwork from the children reviewed with a decision having been made on which will become the official temporary tattoo for the 85th AVABF.
10. Children's Parade - Krista Morine. Update during meeting: the children's parade is in need of a marching band. Due to work to rule the school bands are not available this year.
11. Grand Street Parade: Heidi Scotney-Kinsman:
12. Sponsorship - Logan Morse:
13. Tourism - John Patterson:
14. Office Manager - Barb Madic:

*Motion to approve reports was made by Alxys / Second by Linda
Approved: all / Opposed: 0 / Abstain: 0*

Blueprint review: Steffany updated the blueprint to reflect updates provided by all board members in their reports.
Action Item: Steffany to provide link to google doc for easy access by all board members.

New Business

1. **New Correspondence:** no updates
2. **Volunteers**

2.1 0 New volunteers: Application for President - A.W.: The board members would like to request that A.W. attend a future board meeting so they may explore their interest in joining the board further with the option to contribute this year and consider the president position for the October 2017 AGM in preparation for the 2018 AVABF year ahead.

Motion to approve an invitation to be extended to A.W. to attend a future meeting to see if they would be interesting in joining the board in the future was made by Alxys / Second by John

Approved: all / Opposed: 0 / Abstain: 0

3. **Community Teas:** Alxys reviewed upcoming dates for various community teas encouraging all to attend as many as possible and then confirmed who could / could not attend teas in the next few weeks.
4. **NSCC students:** Discussed the possibility to have NSCC students volunteer to make sponsorship related calls
5. **NS Tourism presentation** by Alxys March 29, 2017: Kori, John and Alxys attended event where Alxys made a presentation regarding the AVABF and may do so again in the future.
6. **Military Escort of Leadership Candidates:** CFB Greenwood will not be able to provide military escort personnel this year for the Leadership candidates, therefore this traditional aspect of the AVABF will not occur, and alternate escorts will be considered.

Next Meeting: April 18, 2017

Motion to Adjourn made by:John / Second: Krista. Meeting adjourned at 7:55pm