

AVABF Board of Directors Minutes
May 1, 2017 at 6:30 pm, AVABF Office, Kentville
"85th ABF: Rooted in Tradition"

Call to Order: 6:30 pm

In Attendance: Alxys Chamberlain, Barb Madic, John Patterson, Katie Godon, Logan Morse, Steffany Cox-Lingard, Angie Pelton, Linda Keddy, Krista Morine, Steffany Cox-Lingard, Kori Levy (Volunteer) Andy Woolaver (Volunteer)

Absent: Heidi Scotney-Kinsman, Sarah Griffiths

Minutes of April 18, 2017 Meeting: Sent via email to all board members minutes.

Motion to approve all stated minutes made by John Patterson / Second: Steffany Cox-Lingard

Old Business:

1. Financials:

1.1 AVABF Financial update: Balance in the account continues to be an amount that is sufficient to cover all costs. There are no financial concerns with the AVABF. More corporate donations have been received with more expected.

1.2 Grants:

1.2a Avesta Award: AVABT did not win the legacy award. Alxys and Kori attended the awards

1.2b Municipal Grant: discussions continued with the rep - Lisa - more needed. The maximum would be \$12K

1.2c Rural Communities Grant: not heard back from them. Followup pending

1.2d Coca Cola: follow up pending

1.3 Sponsorship package update: Updated list of companies approached: All current sponsors are listed on the website. No additional sponsors expected. With the changes made to the Blossom sponsorship level there was an increase in participating companies allowing more to get involved. We had a minimum of 20 new organizations this year. The NSCC students are not needed to assist with sponsorship calls this year and will not be engaged.

2. Events. All posted on the website and advertised through Facebook.

2.1 **Blossom Brew Night, May 25.** 5pm - 9pm

Katie brought in flyers for circulation. There are 10 vendors, up four from last year when there were 6. Currently 16 tickets have sold; with advertising on Facebook and the distribution of posters it is expected the numbers of those to attend will be similar to last year's event as most tickets sell closer to the event, even on the day of.

2.2 **Valley Vines, April 29.** The event resulted in positive feedback from all vendors, all of which said they would return if the event was held again next year as there is nothing like this event currently. A survey of the attendees resulted in an average score of 4.5 out of 5 for the event.

2.3 **Paint Night, May 19.** The number of original tickets available for this event planned in Berwick had to be increased to meet the demand. Currently 78 tickets have sold.

2.4 **Canada 150 Apple Event by President's Choice, May 27.** "#EATTOGETHER: President's Choice & Canada 150 Sit-Down Meal". Eastlink was consulted about this event and are fine with the filming to take place during this event. This single event will help provide free exposure of the AVABF across Canada. The event will occur between 11-1pm (between parades) in Wolfville and will be on TV. Alxys to discuss further with the Town of Wolfville and contact at Acadia University. Alxys will meet there at 9am then Barb will stay for the duration of the event representing the AVABF.

2.5 **Tractor Show, Sunday May 28** - location changed for this event to another park

2.6 **Applelicious and NS Fruit Growers: Starts May 7** involving 14 local businesses across the Annapolis Valley.

2.7 **Legacy Room:** Discussions pending for the coming week with Sarah

2.8 **Opening Ceremonies:** during meeting with Sarah more to be discussed. Chief Tony may be involved.

2.9 **Grand Pre 2017:** no new update. No parade entry for this as of yet, but there is still lots of time for more to come in.

2.10 **Valley Tea:** Paula Huntley designed centerpieces. Entertainment will be local. RCMP will not take part to escort.

2.11 **Blossom Fun Run & Fitness Fair. Saturday, May 27, 2017** 8am - 11am in Kingston. Has been posted on FB and registrations can begin.

2.12 **Street Dance:** not our event / not a sanctioned AVABF. Sanctioned event fee pending receipt. Follow up with Lisa planned.

2.13 **K-Rock Birthday Bash & Fireworks** - Cost of \$8400 to be covered by sponsorship from Xerium. Payment expected, which will be mailed from S. Carolina/ not yet received.

2.14 **Children's Parade Drone Video** - List of requirements provided by drone photographer. Krista worked with Kori on the list. Insurance update provided to the Town of Kentville/ reply pending.

2.15 **Souvenir Edition** has been Completed. Some members said it was the nicest one created in years. 1000 to be delivered to the AVABF office. Jason will be providing high resolution to Chronicle.

2.16 **Center Square (aka "Family Square")**: Face painting and other events for kids to take place. It will be half food and half activities.

3. **Concessions Map**: Steffanie and Katie working on it to determine space and size requirements based on vendor. Logan to help. There are 28 vendor spots - all filled. We had over 30 last year and it was felt that more than that was too many due to location limitations.
4. **Volunteer Form on website / background check**: Linda recommended all board members have a background check done based on general practice of other organizations and government recommendations. The board is to determine the frequency of the background checks.

Motion forwarded for all board members to have a police check completed annually made by Logan and seconded by Angie. All in favor, no objections, no abstain. Motion carried.

5. **2018 theme**: All submissions were reviewed by all board members who each then selected their favorite. The winner will be announced at the Coronation.
6. **Town of Kentville event between Children's Parade and GSP**: No update.
7. **New AVABF office**: Some members visited the new location and decided on which office would best suit our needs. Consideration was given to having the AGM in this location. Logan to check if this would be possible.
8. **T-Shirt inventory**: The cost of ordering new t-shirts was included in the budget. Barb conducted an inventory and provided recommendation as the number required.
9. **Medical forms**: Those board members who will be traveling on the buw will need to complete a medical form provided during the meeting and in advance from Barb in an email.
10. **Photographer**: vertical banner quote in progress.
11. **Horse and buggy** for Board to travel in during parade will be available for any board member that does not have another duty to take part in on the day of the parade.

Reports:

1. Monthly Summary Reports: Those that had updates shared updated reports via email. Additional updates are below:
 1. President - (Alxys Chamberlain acting as interim) - update: AVR coming to child parade with 2 cruisers.
 2. Vice President - Alxys Chamberlain:
 3. Secretary - Linda Keddy: no update
 4. Treasurer - Logan Morse: update: all financials updated. Sponsorship shortage report pending.
 5. Events - Katie Godon:
 6. Leadership and Protocol - Angela Pelton:
 7. Publicity - Alxys Chamberlain:
 8. Community Liaison - Steffany Cox-Lingard:
 9. Cultural - Sarah Griffiths: update - the winner of the childrens tattoo announced and the winner contacted to attend the parade and ride in the horse and buggy. The winner won \$100 for herself and an additional \$100 for her school.
 10. Children's Parade - Krista Morine:
 11. Grand Street Parade: vacant (Heidi Scotney on leave of absence) :
 12. Sponsorship - Logan Morse: no additional updates from what has been stated during meeting
 13. Tourism - John Patterson: no jupdate
 14. Office Manager - Barb Madic: update - parade invitations sent out. Requested assistance with the parade awards.

Motion to approve all stated reports made by Linda / Second: John

Blueprint review:

1. Steffany provided hard copy for review during meeting with attention being given to GSP in light of the absence of the board member for this portfolio.

New Business

1. **New Correspondence**:
 - a. With the upcoming provincial election at the end of May one party has requested a presence in the parade.

More are expected.

- b. Eastlink would like to hand out items during the parade. The agreement indicates they can hand things out but can not throw things into the crowd.
2. **Volunteers:** Two applications received who will be invited to attend the next meeting on May 15th. The paper applications were reviewed. Future applicants can sign up online as of May 2, 2017.
3. **Future meetings changed from Monday to Tuesday?** Discussion for next year.
4. **Selling viewing stands stand seats** and bleachers for fireworks: Consideration for future. There are 22 seats.
5. **Drone Insurance:** (see notes above)
6. **Fireworks insurance:** "Additional insured" to be added to the requirements.
7. **T-shirts to be ordered:** (see notes above)
8. **Annual General Meeting:** The board will meet in advance of the AGM in June or July following the June wrap up for the current year.
9. **Condolences** offered to family of former office manager: Linda Manning. Card to be sent on behalf of AVABF.
10. **May 8 GSP meeting:** to be rescheduled. Barb to send email to coordinate.

As required by the P&P Andy Woolaver asked to leave meeting for the board to discuss and vote on his board application.

11. Vacancy of GSP

Motion forwarded for the termination of Heidi Scotney as required by the P&P due to her being unable to fill her position for the remaining 2017 year made by Linda and seconded by Steffany. All in favor, no objections, no abstain. Motion carried.

Motion forwarded for Logan Morse to act in the role of interim Grand Street Parade Director for the remaining 2017 AVABF made by Angie and seconded by John. All in favor, no objections, no abstain. Motion carried.

Motion forwarded for an offer to be extended to Andy Woolaver to accept his application to volunteer with the AVABF with the recommendation that he assist the GSP Director made by Katie and seconded by Krista. 7 in favor, no objections, 1 abstain. Motion carried.

Upcoming Meetings:

- May 15, 2017 @ 6:30pm, AVABF office in Kentville: Regular Board Meeting

Motion to Adjourn made by:Angie/ Second: Linda / Meeting Adjourned at:8:55pm