



Willow Prairie Agricultural Society

April 19, 2023 General Meeting Minutes

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Attendees

Executives: Bridgette Lesyk, President; Sheri McAuley, Treasurer; Johanna MacKinnon, Secretary ; Clayton Mackinnon, Social Media Manager

Directors: Nicole Abraham, Jason Carroll, Victoria Wakulchyk, Trina Tapscott, Diana Lynes, Tammy Brundige. **Manager:** Jackie Maruniak

Absent: Brenda Claude, Director, Ashley Carroll, Vice President

Meeting Called to Order: 7:05 pm

La Corey Farm Fair Planning Meetings: Wednesdays May 3, 10, 24, 31 & June 7 at 7 pm

Next General Meeting: Wednesday May 17th at 7 pm

- 1. Review & Approve previous minutes:** general monthly meeting March 15, 2023, membership planning meeting March 29, 2023 and membership clarification meeting April 4, 2023

➤ Jason motioned to approve the minutes as read by everyone and seconded by Nicole Passed - YES

- 2. Reports from:** President, Treasurer, Building Manager/Custodian, Secretary, Communications Social Media Manager

President - M.D. Operational grants submitted, waiting for decisions expected Sept.15

Treasurer - Mac Oilfield sponsored Yoga for 10 weeks \$1250.00. 96K Operational & 44K Savings. 54 plates sold at April pancake breakfast & 5 family memberships, very successful.

Building Manager/Custodian - Bookings: Pancake Breakfast March 19, Monthly Meeting April 19, Funeral Rodney Tizzard April 1, Yoga Thursdays April 13 to May 18 & Tuesdays May 16 to June 13, Membership Open House April 15, Pancake Breakfast April 16, Funeral Maryanne Ouimet (Carly Levesque sister) April 22, card from WPAS. Quilters every Wednesdays 10am to 4pm. New business will need to purchase a new kettle, review the 3 quotes on a new water softener, and received a quote to fix the grill.

Secretary - Advertising on flashboard updated for Yoga, Open House & April Pancake Breakfast.

Communications Social Media Manager - New website is operational, it can be used for signing up new members. There will be advertising online, radio and flyers. 100 people have shown interest in attending the Farm Fair. Sponsor agreements & certificates designed & created. Membership cards designed, ordered & received. Posters for some events at the farm fair were created & are posted in WPAS. Instagram account for WPAS designed & created. April email & calendar completed, May will be created when possible.

3. Old Business:

Well/Septic issues

- ask for update from Jackie

Ice breakers on roof

- ask for update from Jackie

Administration - Update Policy/Procedures Handbook & Bylaws, Clarify Registration Number, Certificate of Incorporation (does this need to be renewed yearly? expires March 31, 2022), Copy of 3 year sustainability plan.

- Johanna to ask Bridgette how to obtain this information.

Volunteer Hours - 5 points per hour @ \$1 per point, this appears to be too high, it will be reassessed December 2023.

All members are to track their hours each month & hand in to Johanna at the general monthly meetings. (some tracking for Jan to April has been done from the sheets provided, contact Johanna if you want the details).

Annual AAAS lessons learned - discuss lessons learned/feedback from attendees Nicole, Victoria & Ashley. Victoria provided pamphlets from the event to Johanna.

- Tabled till the May 17th general monthly meeting.

Investing in a Projector & Screen (\$5,700 MD grant playground) -

- Tabled till the May 17th general monthly meeting.

Online banking signatures - We will continue to use ATB, agreed to not change banks.

- Bridgette & Ashley are to sign up for online access.

Market for April 29- Nicole confirmed that the market will not take place. Closed

Display Case - Jackie has cleaned up the cabinet and is reaching out to 4H to display some of their trophies.

- ask for update from Jackie

Event & Budget Template - Johanna has created a template to be used for proposing an event and then tracking the cost, revenue, profit & loss.

- Jackie & Sheri will trial for the Open House & April pancake breakfast and provide feedback to Johanna.

Policy/Procedures Handbook to be amended, allow paid individuals (Jackie) who are members to be recognized as directors and allowed to vote on domains not in their control. Sheri clarified with the AG Society that this can be implemented immediately.

- Motioned by Nicole & Seconded by Sheri, Passed YES
- Discuss at the September 20 general monthly meeting

4. New Business

Next Yoga session - Instructor Tracy, 5 weeks on Tuesdays May 16 to June 13, 7pm to 8pm. Will advertise on the flashboard starting May 1st.

Mothers Day May 14 Pancake Breakfast (Sheri to prime) -setup starts at 8am & wraps up by 1pm, any time you can offer is appreciated. Membership card pickup & selling of new memberships will be available. Will trial using Costco & homemade pancake mix.

- Jackie to decorate the tables
- Jason to prepare 20lbs of hash browns
- Welcome to Tammy & her husband will help at the breakfast
- We will need as many volunteers as possible (8 to 10)

Replacing water softener & fixing stove/grill - Jackie received 3 quotes to replace the water softener, we do not need an iron filter. Jackie to check if our Septic can handle the new water softener.

- Jackie motioned to approve Brightwater \$5K, seconded by Ashley. Passed YES

Grill was purchased in 2009. Quote from Jim in Bonnyville, grill gas valve \$927/pilot flame \$100/labels knobs \$75 each, plus GST.

- Jackie mentioned to approve \$1500, seconded by Jason. Passed YES

Livestock Traceability - all animals/livestock at an event are to be tagged and if not the association is responsible this will be effective in 2024.

- Discuss at the September 20 general monthly meeting.

5. Other Items Discussed

Farm Fair Raffle Bank Account - Sheri will open the bank account.

Farm Fair Budget Event primes provided their vision & what they need, Sheri to approach Corporate Sponsors to help pay for expenses. Discounts on farmers market tables to be discussed at working sessions starting May 3.

Farm Fair Events & Primes - Kidzone- Nicole/BBQ - Bridgette/ Flock & Feathers - Sheri/ Breakfast & Quilt Show- Brenda / Candy etc. - Sheri /Farm Display- Clayton/ Entertainment- Sheri & Trina/Raffle- Ashley / Farmer's Market- Bridgette/ Volunteer Hours - Johanna /Advertising - Clayton/ Horse Rides by Warren- Jackie

Farm Fair Planning Meetings - Wednesdays May 3, 10, 24, 31 & June 7 at 7 pm additional meetings to plan the event.(Nicole motioned to approve additional meetings, seconded by Victoria. Passed YES).

Farm Fair Raffle Prizes- 1st Prize Side by Side 54 North worth 30K, 2nd Prize Arctic Spa worth 15K or 12K, 3rd Prize Robotic or Zero Turn lawn mower Dynamo worth \$4K that can be paid for after the draw.

- Draw to be in the Fall at Harvest Dinner & Dance Saturday September 30.

Farm Fair Online Raffle vendor- Rally Up has been selected

- Sherri motioned to approve, seconded by Ashley. Passed YES

Flashboard - Johanna sent Natasha details to remove the Open House & April pancake breakfast, to add Mothers day pancake breakfast & Save the Date for the Farm Fair. Will add the Tuesday sessions of yoga starting May 16 on May 1.

Budget for 2024 -

- Discuss at the September 20 general monthly meeting

Youth Agriculture -

- Discuss at the September 20 general monthly meeting

Designing & Creating the Website - An email was sent on April 1st 2023 requesting approval to pay Clayton for designing & building the new WPAS website, it was approved by Jackie, Sheri, Bridgette, Ashley & Brenda. The average cost for a simple website ranges from \$2K to \$5K.

- Clayton has proposed under \$2K and will maintain the website as part of volunteer hours.
- Will vote on the amount at the May 17 General Monthly Meeting

Email & Flyer for May events - Quilting Wednesday 10-4, General Meeting May 17, Breakfast May 14, Yoga on Tuesday & Thursday, Gun shooting event May 27.

- Clayton to design the 2 formats as soon as possible,

Membership promoting -

- Will discuss at the May 17 General Monthly Meeting

Seniors paying 1/3 of custodian costs - need to review if additional costs should be paid.

- Will discuss at the May 17 General Monthly Meeting

Meeting Adjourned: 9:20 pm