



Willow Prairie Agricultural Society

Membership Planning Meeting

March 29, 2023, Minutes

Attendees

Executives: Sheri McAuley, Treasurer ; Johanna MacKinnon, Secretary;

Directors: Brenda Claude, Clayton MacKinnon

Meeting Started: 7:00pm **Meeting Adjourned:** 8:00pm

Item	Notes	Action Item
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Planning	<p>Review the Partners List, Agreement & Certificate</p> <p>Review the Partner communications plan</p> <p>Review the WPAS Membership information phamplet</p>	<ul style="list-style-type: none"> March 30, Trina & Sheri to distribute the framed certificates, have partners sign the WPAS partner agreement and ask partners to send their business logo to the WPAS email & their participation at the open house Clayton is creating the Phamplet about the WPAS Membership will order and have for the open house
	<p>Membership Cards</p> <ul style="list-style-type: none"> Cards arrived March 29, will use marker to put first name, last name, expiry date and card number Distribution, tracking, lost card replacement processes 	<ul style="list-style-type: none"> Membership will be effective April 2023 to September 30, 2024 (assuming the partners align). Members that sign up at the open house or before our fiscal year, will benefit from the free months. Any new members that sign up later will be prorated at \$5 per month to a maximum of \$60.00. If member looses card they will send an email to WPAS and a new card with their card number will be mailed.
	<p>Website for WPAS</p>	<ul style="list-style-type: none"> Clayton is creating a Website for WPAS to allow for membership signups at the open house. Johanna to send an email to executives to approve the creation of the website and using it for membership signups. Will discuss paying Clayton for the work at the next monthly meeting and the future benefits of using the Website.
<p>Open House</p> <p>Saturday April 15th 4pm to 7pm</p> <p>Guest Speaker at 5pm</p>	<ul style="list-style-type: none"> time, speaker, food/drink setting up & clean up (23 partners displayed on the outskirts of the room, chairs in the centre, speaker on stage) 	<ul style="list-style-type: none"> Membership Open House Saturday, April 15th, 2023, 4pm to 7pm. Clayton created an event on facebook and poster flyers that can be printed off and posted in various areas. Guest speaker is from LARA at 5pm (Sheri will do Intro) Food & beverages will be available (Jackie is prime) Volunteers are welcome to help with setup that starts at 2pm and cleanup after the meeting. Breakfast is the next day.

<p>Objective to sell 100 memberships</p>	<ul style="list-style-type: none"> • spokesperson (Sheri), notetaker, timekeeper (Johanna) • cash float, membership sign-up desk 	<ul style="list-style-type: none"> • Johanna will send details to Natasha to add details of open house to the outside bulletin board. • Johanna to track the member card numbering and member information for the member sign up.
<p>Misc</p>	<ul style="list-style-type: none"> • Yoga • Pancake Breakfast Sunday April 16th (Sheri is Prime) • Quilting Poster • Monthly Calendar 	<ul style="list-style-type: none"> • Yoga will start Thursdays for 5 weeks, April 13th till May 18th 7pm to 8pm (Trina is prime). Johanna to send details to Natasha to add to the outside bulletin sign. Will see how attendance goes and discuss a Tuesday class at the next monthly meeting Wednesday April 19th 7pm. • Introduce a Kids tickets for breakfast • Johanna to send details to Natasha to add to outside bulletin sign. • Need the list of names of who received the membership rate at Mar.19 breakfast. (name, mailing address, email address, phone number) • Clayton created a poster for Brenda to use for advertising for quilters at the Farm Fair • Clayton is updating the Calendar that is distributed in the mail to some residents in La Corey, Iron River & Rural Bonnyville. (quilting wednesdays 10-4, April breakfast, Open house, the list of partners). Jackie will be printing off and distibuting.