

**RICH LAKE RECREATION AND AGRICULTURAL
SOCIETY**

**Director's Meeting March 14th, 2017 7:00PM
Agenda**

Chair: Don Kossey

Item		Lead
1	Call to Order	Chair
2	Confirm Attendance and Quorum	Chair
3	Housekeeping Items: <ul style="list-style-type: none">- Meeting Ground Rules- Director Codes of Conduct- Review Agenda Template for future meetings- Communication – Emails, Google Drive, Newsletter, Website- 13th Director Position	Ashley Smith
4	Review/Update Action Items List	Ashley Smith
5	Correspondence	Nicole Landstrom
6	Financials (if Required)	Nicole Landstrom
7	County Update	Wanda Austin
8	Miscellaneous/New Business	All

RICH LAKE RECREATION AND AGRICULTURAL SOCIETY

Director's Meeting March 14th, 2017 7:00PM Meeting Minutes

Attendees: Don Kossey, Elwood Kumpula, Noreen Kumpula, Nicole Landstrom, Ashley Smith, Billy Smith, Dave Tizzard, Briget Vezeau, Wanda Austin (Councillor)

Absent: Chris Griffith, Alvin Kumpula, Dustin Kumpula, Wilf Onciul

7:05 Call to Order

- 8 of 12 Directors Present – Quorum achieved

HOUSEKEEPING ITEMS

- Meeting Ground Rules:
 - Agenda and updated action list and any documentation that needs to be reviewed will be sent out at least 1 week prior to regularly scheduled Board meetings
 - Items to be added to the Agenda should be requested as additions 2 weeks prior to regularly scheduled Board meetings – this include items that any members of the public would like to be included on the Agenda for discussion
 - Please respond to email communication in a timely manner
 - If a decision requires approval via email, or documentation is sent that needs to be reviewed in between meetings, please allow other Board members 5 days to review – follow up with a phone call is suggested.
 - Please let Don or Ashley know if you are not able to attend a regularly scheduled meeting of the Board prior to – if we do not have enough members for a quorum then we need to reschedule as opposed to wasting people's time
- Director Code of Conduct from AAA was reviewed with all Directors and signed.
 - Wilf, Alvin, Dustin, and Chris will need to sign at the next meeting
- **Action:** Ashley to send out generic Agenda template for future meetings for review by Directors
- Documentation including Meeting Agendas, Minutes, and action lists, will be saved onto the Google Drive website as opposed to being sent out via email – this will help with version control of documents and also be used for storage of documentation for future reference as Board members change throughout the years
- **Action:** Ashley to add members' email addresses to Google Drive site so keep an eye out in your Inbox for invitation
- Newsletter was discussed

- Nicole volunteered to lead the newsletter development
- We will strive for bi-monthly newsletters – the first will be sent by mail and email to those that requested but going forward newsletters will be posted at post office/boxes and available at the store and online
- Currently Alanna with the County updates the website for us, RLRAS member Conny Evans has volunteered to take over updating the website for us
- Website currently down - **Action:** Ashley to look into this
- 13th Director position
 - New Bylaw states that the Board can elect a 13th member that has skillsets that the Board is looking for and requires
 - Consensus that having someone with administrative, documentation writing skills would be an asset in order to assist with things such as Business Plans, AAA and other reports, grant applications, building status updates (in future), etc.
 - Ad will go in next newsletter asking members who are interested to contact us by email with a brief “resume” of their skill sets they could contribute
- **Action:** Ashley to send out 2017 membership list to the Board so they can contact people they think may be interested or good candidates

ACTION LIST UPDATE

Please refer to attached Action List dated March 14th for Action Items. This was reviewed and updates provided.

- Tim and Lisa offered to host AAA workshop on running effective meetings, etc. This would occur outside regular meeting time and require at least 80% attendance
- **Motion:** Ashley motioned to have Tim and Lisa come conduct workshop, 2nd by Briget
 - Opposed: Noreen
- ➔ **motion carried**
- Next Bingo March 29th, 12 volunteers needed please contact Nicole or Briget if you are available
- Next Bingo April 17th, volunteers needed for this as well

Events

- Going forward we should make sure we look at admission rates for events and potentially increase what we charge or charge for events we typically don't
- Trail Ride May 27th
 - Volunteers will be needed for this
 - **Action:** Don to have Budget and To-do List created for distribution **on April 3rd** for the next meeting
- Ranch Rodeo – do we want to have 1 or 2 Rodeos? What are the dates?
 - **Action:** Billy and Chris to determine dates that would not conflict with other rodeos in the area

- Additional Potential Events
 - Farmer Olympics (May?)
 - **Action:** Don to check with insurance to see if we can host this in the new Agriplex
 - Family BBQ/Baseball (August?)
 - Community Auction (Fall?)/Casino Night
 - *Added to Action List for future discussion*
- Board will meet at 6pm at the Ag Grounds to see the new building and areas available for functions

Youth

- April 28th (?) Dance
 - **Action:** Briget to look into dates and budget

Grants/Fundraising

- Wanda provided package of grant information from the County
- **Action:** Ashley to scan and put onto Google Drive for the Board to look at
- Fundraising idea: Rich Lake members would be allowed to pay to put their brands on kickwall in the Agriplex, perhaps have a supper, etc.
- Marketing workshop in Cold Lake on March 29th from 9am to 1pm \$40/pp
- **Motion:** Noreen motioned to approve Briget to attend and for the Society to reimburse her costs to go (\$40 + commuting @ 44.5 cents/km), 2nd by Don → **motion carried**

Building

- Guy who designed the firewall is looking for invoice to be paid before he will release information
 - Board suggested to pay 50 percent now and the remaining once information is received
 - **Action:** Don to follow up
- Final Inspection for permit to be completed tomorrow March 15th at 1pm
- Next Steps:
 - Overall interior design required – specifically to lay our mechanical room area
 - Need to hire architect to develop various design options

CORRESPONDENCE

- National Volunteer week Fair & Bistro April 27th at the Bold Center from 4-7pm
 - Let Nicole know if you are interested in going
- Youth Leadership Program
 - Let Nicole know if you are interested

FINANCIALS

- Nicole to become familiar with financials and update format going forward for future meetings
- **Motion:** Elwood motion to pay bills in the amount of \$697.74, 2nd by Nicole → **motion carried**
- Signing authorities need to be updated at the bank
 - **Action:** Ashley to provide Election of Officer Meeting Minutes needed to do this

COUNTY UPDATE

- County would like 2 delegates from the Board to come and give the County a status update including: building update, list of events, fundraising ideas, etc.
- **Action:** Ashley and Briget to request delegation for April 11th

MISCELLANEOUS/NEW BUSINESS

- Noreen provided letter from Carmen on Youth project where they interview Seniors – will add this and Carmen’s contact information to the newsletter
- Society Members would like to use the Museum once a month to get together and play music
 - **Action:** Don to check with insurance to ensure we can do this

Meeting Adjourned 9:48 pm

Next Meeting: Tuesday April 11th

****BOARD TO MEET AT 6PM AT THE AG GROUNDS, MEETING TO FOLLOW AT THE MUSEUM****