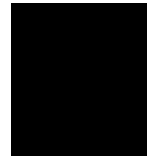




**Zorra Caledonian Society
2017 Director Duties
as of March 13, 2017**

"The Zorra Caledonian Society is a volunteer community organization formed in 1937 to recognize the Scottish heritage of the Village of Embro and the Township of Zorra"

Name of Director	Meeting Duty	EHG Duty	SANB Duty
Helen Dowd	Prepare Agendas, Run Meetings	V & V, Program, Entertainment	Chairperson
Brian McMaster	Assist the President	Co-chair Bar with Doug Fyfe	Carry Haggis
Jennifer Moodie	Takes Minutes, Distributes Information to Members & "Fence Sitters"	Children's Scottish Crafts, Helps over at Highland Dance	Communicate w Membership about SANB
Peter Fleming	Prepare Financial Reports and Budgets	Treasurer	Collect \$, Pay Bills
Steve MacDonald	Snack – March	Parking	Usher
Kevin Fraser	Book Legion	Grounds	Bar
Laura Green	Snack – April	Highland Dance	Book Sherry Sim
Jim Grieve	Snack - May	Sponsorship	Usher
Jim Knudsen	Snack – Sept	Gates	Usher
Ron Marshall	Snack – Oct	Pipe Bands	Book Ingersoll Pipeband
Alan Normand	Snack - Nov	Record Radio Ads Radio Ads Emcee/Announcer	Usher
Jim Walton	Bring laptop / run IT	Grounds Committee	Memberships



Zorra Caledonian Society 2017 Calendar of Events

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Date	Event	Time	Location
Monday March 20	General Meeting # 1	7:30 pm	Embro Legion
Monday April 17	General Meeting # 2	TBA	Embro Legion
Monday May 15	General Meeting # 3	TBA	Embro Legion
Thursday June 29 Raindate – June 30	SET-UP	9 am	EZCC
Saturday July 1	80 th EHG	7 am - 5 pm + clean-up	EZCC
Sunday July 9	Annual President's Party	BBQ & Social	Tim & Helen Dowd's
Monday Sept 18	General Meeting # 4	TBA	Embro Legion
Monday Oct 16	General Meeting # 5	TBA	Embro Legion
Monday Nov 20	General Meeting # 6	TBA	Embro Legion
Friday Nov 24	81 st SANB	6 pm doors open	EZCC



Zorra Caledonian Society 2017 Timelines

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Month of Meeting	Agenda/Focus Items	Delegated Authority
January	Presentation of EHG Pitch Pages Decide OVS Award winners Finalize AGM Documents	Chairpersons Board Board
February	AGM	Board
March	Board Review of Housekeeping Duties, Decide Director Duties, Timelines, Calendar of Events, Social Reports Finalize Plans for EHG	Board Board & Chairpersons
April	Update on EHG SANB Draft Budget	Board & Chairpersons Treasurer
May	Update on EHG Finalize SANB	Board & Chairpersons Board
June	Set-up for EHG	Board & Chairpersons
July	EHG President's Party	All members President
Aug	-----	-----
September	Analyze past EHG Distribute SANB Posters & Tickets	All members Board
October	Update on SANB Prepare for next EHG Review Constitution	Board Board & Chairpersons Board
November	Continue EHG Discussions Finalize SANB preparations Finalize Constitution Updates (if any)	Board & Chairpersons Board Board
December	-----	-----



Zorra Caledonian Society 2017 Board Social Report

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Annual President’s Party

Sunday July 9, 2017
Tim & Helen Dowd’s
4710 Perth Line 72, RR # 1 Newton
Cost \$ 10 per person.
Bring a lawn chair.
Time – TBD?
Invited - all 2017 ZCS members & their spouses

2017 St. Andrew’s Night Banquet

Date - Nov 24, 2017
EZCC Booked - Helen
Doors Open 6 pm
NEW – start time 6:45 pm (so we can get eating by 7 pm)
Posters, Programs & Tickets – Helen (use same design by Dragonfly Ink)
Caterer Booked and Janice will make the Haggis – Helen
Address to Haggis – Doug Fyfe
Haggis Bearer – Brian McMaster
Ask Ruth Ross to lead us in singing – Jim Knudsen
Grace – ask Rev. Bill White - Helen
Decorating Lead – Wendy Marshall
Book Ingersoll Pipe Band – Ron Marshall
Book Sim School of Dance – Laura Green
Ushers – Board Members
Bar – Doug Fyfe paperwork, Kevin Fraser lead bartender
Ticket Contact – Jim Walton
Continue with the reserved “clan” seating for those of 8+
Details will be shared with the membership at the May General Meeting
Tickets and Posters etc. will be available at the September meeting.
Feedback was to keep maximum at 200 tickets like last year and use a set-up where the buffet is in the centre area and then the Band uses that same area to march in.
Guest Speaker - Ken McGoogen from Toronto, Author of *How the Scots invented Canada* and close with a book signing.

Treasurer to prepare budget with \$ 35 as the ticket price for the April meeting.



2018 Annual General Meeting

Select a Date - Monday Feb 26, 2018

Book Embro Legion & a Bartender - (Kevin)

Book Caterer (Janice Mitchell) - Helen

Set Ticket Price - \$ 20

Select Ticket Contact – Jim Walton

Advertise to Members - Jennifer by way of newsletter, Doug Turvey's flyer, on website.

Review Constitution – Jim W. & Peter

Financials – Peter to complete and book Rick Innes & Ron Marshall to examine.

Nominating Committee – 2017 Board as a whole

Sell Memberships – Membership Coordinator

Prepare PowerPoint – Helen

(Past Presidents Medals – Ron Marshall)

Table Décor – Wendy Marshall

Wear Tartan and new have guests announce what tartan they are wearing.

5:30 pm Doors open, 6 pm Dinner, 7 pm AGM – (aim to be done by 8 pm, socialize to 9 pm)