



**Zorra Caledonian Society
MINUTES
Board Meeting – March 13, 2017
7:00 pm at the Embro Legion**

“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”

All Board Members were Present; President - Helen Dowd, Vice President - Brian McMaster, Secretary – Jennifer Moodie, Treasurer – Peter Fleming, Kevin Fraser, Laura Green, Jim Grieve, Jim Knudsen, Steve MacDonald, Ron Marshall, Brian McMaster, Alan Normand and Jim Walton.

Guests– Jamie McPherson, Gord Green, Angus Thomson

Call to Order & Approval of the Agenda (as circulated)

Addition agenda item added “Any comments on the 2017 AGM Minutes” (as the motion to actually approve them will be made at the 2018 AGM). M/S Carried

Approval of Minutes from the Feb 20 CC meeting with an Amendment

Comments: Jim Walton put forward this amendment for the EZCC Grounds Update – Jim and Steve met with the TWP after delegation presentation on Feb 14. Subsequently a follow-up meeting was scheduled for February 21 with TWP Staff (Doug Mills). Kevin Fraser will attend with Jim W.

M/S Carried.

Approval of Minutes from Feb 27 Board Meeting

M/S Carried.

Status Updates from the Action Items in the Minutes

from CC Meeting Minutes

Helen feels we need a dedicated person on the insurance – it is not only getting the policy but it is ensuring every single individual/agency that we purchase services from has insurance and that we are named “additional insured” on a Certificate of Insurance.

Peter Fleming will create an expense form that will be used by members wanting to get reimbursed for authorized expenses.

Steve will get the EZCC rental contract underway with the TWP.

Ontario Volunteer Service Awards - March 21st at Arden Park Hotel in Stratford. Steve MacDonald will take a photo of Dianne and Rollie Rutherford and Jim and Lydia Knudsen. Jennifer will put in the April ZCS newsletter.

Steve said no his daughter was not able to help us with the target Facebook ads which was outlined by the media professional.

Doug Ferguson created an excellent template to track total Games attendance. This is important information for planning purposes. All committee chairpersons will be expected to send their numbers to the treasurer who

will prepare it annually. We realize there has been no accurate total Games attendance tracking in the past (includes all vendors, competitors, volunteers, patrons etc.)

Peter has suggested a consolidation of medal purchasing from the same place, the same size and all for the same price as supplies get depleted.

from Board Meeting Minutes

Jim has made contact with the previous Secretary to obtain the records and will expect to do so by March 20, 2017.

No comments were received on the 2017 AGM Minutes.

Analyzing the 2017 ZCS AGM – Board discussion, what worked, what didn't, 2018 suggestions? AGM Feedback

The AGM was wonderful, well timed and remained on task.

The roast beef dinner, catered by Janice Mitchell, was excellent and there was plenty for all.

We were 100% on track for reservation made = reservations paid.

There was a total of 17 renewals of memberships at the AGM to bring the total to 43 members by the end of the AGM.

Jim Grieve is wondering if it is worthwhile to make direct phone call invitations to some of the long standing members as attendance used to be around 50. We counted up 5 members who are no longer able to attend so felt it was another sign of our aging membership.

Helen suggested that next year she would like to have guests announce what tartan they are wearing as a point of interest.

We ordered 45 meals, had 39 paid and 1 free for the bar tender so served a total of 40 meals. For 2018 whatever is presold a week ahead we will order.

Board 2017 Housekeeping Items

The president asked each Board member to provide **one word** that would sum up what they wanted their Board experience to be in 2017?

Collaborative, Efficient, Heritage, Successful, Fun, Inclusive, Fulfilling, Profitable, Share Responsibilities, Communications, Social were the answers.

She then asked for **one goal** each board member wanted the ZCS to achieve in 2017?

Open to non-traditional Scottish events, Rejuvenate the Society, recruitment, reunion with friends, profitable were offered up for this question.

Directives to the Directors:

The board discussed what etiquette would be followed;

- If not on vacation, to reply and acknowledge emails/calls/texts within 48 hours
- that each email will contain only one topic
- the subject line will relate to the email content attached
- that when different versions of documents are being circulated, include the date
- to come prepared to meetings by having read the package

Collapse of the CC

The president suggested that since all seven members of CC have been elected to the Board and since the chairperson of CC is now the new president that CC be collapsed.

Discussion: to hold off for now and not take any decisive action to collapse the CC as it was set up to oversee the EHG and the CC could be required to meet again in the near future.

Motions

The president mentioned it had been brought to her attention that volunteer organizations are moving away from recording the name of the mover and seconder for motions in the minutes. Jim Grieve made motion to accept and Peter seconded. Carried

Meetings (General and Board)

The president suggested that meetings continue to be held the 3rd Monday of the month and take place at the Legion (Kevin Fraser to book dates). They will start at 7 pm with the format as follows;

General Meeting 7-8:00 pm, Social 8-8:30 pm Board Meeting 8:30-9:30 pm. The dates will be March 20, April 17, May 15, Sept 18, Oct 16, Nov 20. Motion that the order of these meetings be subject the reversal at the discretion of the chair.

M/S/Carried

Director Duties

The president presented the following chart for the year and the Board was in agreement.

Name of Director	Meeting Duty	EHG Duty	SANB Duty
Helen Dowd	Prepare Agendas, Run Meetings	V & V, 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 Ad Sponsorship Emcee/Announcer	Usher
Jim Walton	Bring laptop / run IT	Grounds Committee	Memberships

Flow of Information

- 2nd Monday of the Month – Agenda Packages Distributed (agenda, director reports, minutes from the previous meeting re-distributed, financial reports etc.)
- 3rd Monday of the Month – Meetings
- 4th Monday of the Month – Minutes from the Meeting(s)

Directors who have submissions for the Agenda Package should have it in the Friday before the package goes out.

Font Size

To be deemed "accessible" that our documents will be created using Arial font with a minimum font size of 10, that 11 be preferred and 12 if it keeps the information to one page. That we refrain from using underlines,

italics and showing text in ALL CAPITALS. Suggestions for accessibly Power point presentations will also be followed by those preparing them.

Branding

Every communication/ marketing materials we create will have “Angus the piper” appear on it, our mission statement and if possible, our official ZCS tartan so we further establish the brand of the ZCS.

The Board discussed the Board terms and they are as follow:

Three year – Laura Green, Steve MacDonald, Ron Marshall

Two year – Kevin Fraser, Jim Grieve, Brian McMaster, Alan Normand

One year – Jim Knudsen, Helen Dowd, Jim Walton

Peter Fleming, treasurer and Jennifer Moodie, secretary both have one year appointments.

M/S/Carried.

Website

It was suggested that we direct the website committee to investigate the possibility of adding a “back office” function to the EHG Website so that the Board can review approved documents in a timely manner – Constitution, past Meeting Agendas, past Meeting Minutes and past year-end financials and any other documents the Board feels is important that the ZCS in the future have access to (like a reference library). This will also facilitate in the writing of grant applications etc. as all the necessary information will be in one location available to all Board members.

Discussion: Jamie McPherson shared that he had contacted our web designer and he wondered if we wanted to have individual access or multi-user access to the back-office? Concerns arose around too many people having access to edit information therefore we would like the access to be READ ONLY for the Board members. Our web advisor is suggesting “multi-user” meaning that each Board member would have their own password but some directors suggested we keep it simple and have just one password that would be set up each year and used by the current Board. Jamie will follow up and get more details in order for us to make an informed decision.

M/S/Carried.

Establish Volunteer Tracking

It was motioned that the Secretary be directed to go back through the past records to compile a chart of who has received the Ontario Volunteer Service Awards so a database can be started so that this important piece of recognition for our Society be continued. Also, to facilitate the coordination of Membership, that a tracking system be put in place for all members. This would include the date of when they started with the organization and recorded to assist with future nominations. Jim Walton suggested that this question be the roll call for our next General Meeting Jennifer will compile this information when she receives the minutes from the previous secretary.

M/S/Carried.

Track Guest, Competitor & Volunteer Attendance using the Template set up by Doug Ferguson.

It was motioned that all departments will track all persons involved in putting on the Games starting in 2017 and that the Treasurer will be the keeper of the annual document.

We would like to see who is there, and what they came to see or help with since there are different levels of attendants. This will assist with our advertising and sponsorship targets.

80 years of ZCS History

The president has reached out to the Archivist at the Perth County Archives and received a suggestion that we contact the Liz Mayville at the County of Oxford Archives Governor’s House, County Square 82 Light Street, Woodstock, ON N4S 6H1 T: 519-539-9800 x 3918 archives@oxfordcounty.ca

Discussion: Jim Grieve says that most of the material is at his house and we thought the previous secretary would have some records as well. Steve MacDonald can head up this new “History Committee” and will review what we have on hand. He wants to know if we deposited everything at the Archives how would we access it if need be. The president mentioned that benefits are we know it is safe and secure and would be properly archived for future generations. However, it no longer would be our property. There is a small file at the Archives now with recent clippings of the EHG. The president will contact Ms. Liz Mayville to get more information.

History Addition; There is a project pending with Johnathon Hook about the Rev. Dr. Geo Leslie MacKay homestead and Jon will keep us apprised. Steve MacDonald to take on this project. Jim will give contact information for Jonathan Hook, current owner of property.

Board 2017 Social Report

NEW suggestion - EHG Appreciation BBQ & Orientation Night (for all Volunteers hosted by the Board)

Monday June 26, 2017

EZCC

6 pm BBQ

6:45 pm –Instructions that affect all departments and presentation of volunteer shirts (pep rally atmosphere)

7 pm Breakout training sessions (each committee chair facilitates the training for their own department)

7:30 pm Ends

Discussion: Some directors expressed concern that is very busy week for them. Another wondered if it was on the same night as the ZHPPS Graduation. Helen asked the committee chairs to go back to their committee people and gather some input to see if this idea is well received. We weren’t sure whether to have it in advance of the Games or after?

Annual President’s Party

Sunday July 9, 2017

Tim & Helen Dowd’s

4710 Perth Line 72, RR # 1 Newton

Discussion: Not sure if we should eat at 1 pm or 5 pm – directors to check with their spouses. Also Helen suggested since everyone has a 45 min to 1 hour drive one-way, that the meal be caterer for \$ 10 a person. She and Tim would supply the meat and beverages. Guests would just have to bring a lawn chair.

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 for now,

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 a 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.
 Motion to have Ken McGugan, author, will come for \$410.00 + HST plus accommodations at Miller's Keep of \$90.
 M/S/Carried.

Direction to the Treasurer to create a SANB using \$ 30 and \$ 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 - ?
 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)
 M/S/Carried.

Review of 2017 Calendar of Events

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 1 pm eat	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

*April 22 – ZCS is invited to attend the Tartan Ball hosted by Sherry Sim School of Dance in Innerkip – Tickets \$ 50@ and book with Steve so he can organize the tables of 8. We will invite the General Membership as well.

Review of 2017 Timelines Report

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	-----	-----

Update from the Zorra TWP 150 3rd Planning Meeting Feb 28 & NEW online grant application

-Steve MacDonald

Last word is that there is a possibility of an additional monies (up to \$5000) upon application. Peter suggestion that we sign the contract with the Township for the Rental of the Community Centre and then complain of any possible losses after the fact so that we can prove what those losses are. The potential is there to regain more than the amount of rent. Steve will get a contract signed for the Community Centre ASAP.

Ideas for the application for the \$5000 grant which is due April 6th:

It was suggested that Steve write in for \$1500.00 as a general application and split it towards Tug-of-War and Allison Lupton as both are history and Canadian.

M/S/Carried

Membership Coordinator Update

Jim Walton reported that 43 members as of the AGM,

Suggested that a NEW "honourary lifetime membership" to John Innes, Jim Gibb, Ron Totten etc be introduced.

Discussion: Motion that the Constitution Committee create a policy to award Honourary lifetime memberships and bring it forward for thef

Review of 2017 EHG Committee Structure

Jim Walton mentioned to the president that there are really just three main areas of the Games; Program, Administration and Grounds. The three district areas have been colour-coded for easy reference.

Committee	Responsibilities	Chairperson
Overall EHG Management	-oversees the entire EHG on its 80 th anniversary	Board of Directors
Highland Dancing	-oversee the Highland Dance competition	Gord and Laura Green
Tug of War	-oversee the Tug-of-War competition	Ken Ulch
Heavy Events	-communicates with Sean Borland	Jamie McPherson
Pipe Bands	-communicates with the PPBSO (Pipers & Pipe Band Society of Ontario)	Ron Marshall
Road Race	-coordinates the 2, 5 and 10 km road races	Grant Innes
Sheep Herding & Dog Agility	-coordinates getting the sheep, dogs and humans for this event	Jamie McPherson
Livestock	-coordinates getting the Highland Cattle	Jim Grieve
Entertainment & Speakers	-books the musicians, speaker, possibly whisky tasting, Thistle Theatre and ancestry.ca	Helen Dowd
Children's Scottish Crafts	-coordinates Children's Scottish Crafts	Jen Moodie
Children's Scottish Outdoor Games	-coordinates Children's Scottish Outdoor Games	Rowena Ridder
NEW Scottish Artifacts on Display	-display items that came from Scotland and have been here 150 years	Katherine Grieve
NEW Emcees for the Day	-ensures that announcements are made about the various events and their start times	Alan and Diane Normand
EZCC & Zorra 150 Contact	-liaison with the Embro Zorra Community Centre and keep us connected to Zorra 150	Steve MacDonald
Advertising – Print, Radio, Social Media & Website	oversees the print, radio ads, social media and website for the Games	Helen (print), Alan (radio), Social Media?, Jamie (Website)
Sponsorship	-coordinates the sponsorship for Games	Jim and Katherine Grieve Assisted by Kevin Fraser
Online Program	-ensures the events are listed and accurate on the online program and all sponsors mentioned	Helen Dowd
Bar Operations	-coordinates the bar	Doug Fyfe along with co-chair Brian McMaster
Insurance	- Books the \$ 5,000,000 insurance policy we require	ZCS Executive with assistance from Colin Kennedy
Visitor & Volunteer Services	-coordinates the V & V tent for the day	Helen Dowd
Beef Dinner Contact	-liaisons with the Presbyterian Church	Kevin Fraser
NEW Grounds Committee	-creates the site map, ensures the grounds are set-up as such including garbage, recycling, port-a-potties, tent rental, our bleachers, hydro, PA, site & street signage and snowfence	Jim Walton Jamie McPherson Kevin Fraser
Parking	-ensures parking lots are staff, marked and managed	Steve MacDonald
Gates	-coordinates all gates all day all over the grounds	Jim Knudsen
Clans & Concessions	-coordinates the clans & concessions	Jim Walton

Motion to establish new “**Grounds Committee**” (Responsible for Site Map, Location of Bleachers, Ordering & Placement of Port-a-Potties, Snow Fence Placement, Ordering and Placement of Tents, Organize Garbage & Recycling Program, Book Sound System, provide and install site & street signage (Parking, Gates and Clans & Concessions to align under this new department)
M/S/Carried.

Motion to Establish a “**Site Investigation Committee**” for 2018 EHG to look at options for moving the Games to a potential new site if remaining at EZCC is no longer feasible due to soccer field construction/limitations and parking restrictions.)

Discussion : Perhaps it is time to start looking at other options. For example, Steve has surveyed Southwood Community Center at the South end of Woodstock. It is a 10 acre site with 3 large paved parking lots. It provides space to keep our Games at the same size but grow our audience significantly. Motion that Steve be the chairperson, Grounds committee join him and the president as well. Work for this committee will begin after July 1st.

M/S/Carried

Review of 2017 Pitch Pages

Discussion:

It was suggested that instead of commemorative “stickers” for the backs of the medals, to just set these medals aside, and actually order medals that have “Canada 150” and “EHG 80” stamped on them. Jennifer will look into the costs and ordering of Lanyards with ZCS 80th and Canada 150 instead of marking it on the medals themselves.

Heavy needs to remove “the gate” from their budget and rectify the discrepancy between the male and female prize money. (Men get \$200 and Women get \$100)

Individual events should not be claiming “gate or sponsorships”. These income items come through the official sponsorship committee so the treasurer will remove from the budget.

The president expressed concern with seeing “individuals” being paid cash to work at the Games. She feels this is very unfair and sets a real precedent. Kevin Fraser and Jim Walton elaborated that some of the work that we are paying for is going to youth or service clubs in the community and yes others agreed that is ok. There needs to be some way then to make this known as only “insiders” know this! Kevin feels strongly that the arena should be looking after the toilets that are on their property and others agreed. Helen mentioned this would never happen at the Rec complex in Milverton. Steve to look into with the EZCC contract.

We are trying to decrease the amount of our porta-potties so that they can all arrive in one load. The number of washrooms will be decided after there is a further inspection of the grounds by the committee.

V and V booth will conduct the survey of visitors (male or female, decade they are born in, postal code, how they heard about the Games, what attracted them to visit and how many Games have they attended here before?). As well Brian McMaster suggested that we could sell memberships at the V & V tent and perhaps even tickets for SANB.

NEW Volunteer Policy

The Board will have to finalize one in the next month or two. The president wondered about everyone wearing matching shirts like they do at the Embro Tractor Pull. As well she would like to see shifts standardized so that people can work multiple places (if their health and energy levels allows).

How are we going to feed volunteers – should we? For example anyone who volunteers from 8 am to 5 pm gets a free meal ticket for the beef dinner. These are the kinds of things we need to work out.

Discussion:

Perhaps volunteers need only a lanyard for with the word volunteer on it and the schedule or QR code on the back. Some volunteers should only get a free coupon for a hotdog instead of the Roast Beef Dinner. Garbage people will be the 4-H exchange group. This requires further discussion.

2017 EHG Schedule of Events

The schedule was updated immediately after the meeting to note the NEW site locations as certain events needed to be relocated from where it was discussed at the February CC meeting. Here it is.

Legend - Black is firm – Red is ?

2017 EHG Schedule

Time	Event
7 am	Gates Open
8:00	Highland Dancing Registration Opens (in arena)
8:00	Road Race Registration Opens (arena front entrance)
8:30	Solo Piping & Solo Drumming competitions begin (main field)
9:00	O Canada & God Save the Queen (dance stage in arena)
9:00	Road Race Begins (2, 5 & 10 kms) (centre of main field)
9:05	Highland Dance competition begins (dance stage in arena)
10:30	Dog Agility Show (west side of main field)
10:30	Sheep Herding Demonstration (south field)
10:30	Ontario Heavy Event Championships Begin (heavy events field)
11:00-2:00	Roast Beef Dinner (large hall)
11:00	NEW Bar Opens (large hall) Entire Grounds Licensed
11:00	Children's Scottish Crafts (small hall)
11:00-noon	Children's Scottish Outdoor Games (west side of main field)
12:00	Children's Scottish Crafts (small hall)
12:00	Highland Dance Awards (dance stage in arena)
12:20	NEW Massed Highland Fling for morning dancers (main field)
12:30	Massed Bands (main field)
12:30	Tug-of-War Competition (heavy events field)
12:50	Official Welcome & Release of Doves to mark our 80 th anniversary
1:00	Children's Scottish Crafts (small hall)
1:00	Pipe Band Competitions begin (main field)
1:30	Highland Dance competition resumes (dance stage in arena)
1:30	Dog Agility Show (west side of the main field)
2:00-3:00	Children's Scottish Outdoor Games (west side of main field)
2-2:45	Allison Lupton, Ian Bell & Dan MacDonald perform live Celtic & Canadian Music (large hall)
2:45-3:15	The meaning of Celtic Rings by Jason Bellchamber (small hall)
3:15-4:15	Allison Lupton, Ian Bell & Dan MacDonald perform live Celtic & Canadian Music (large hall)
4:00	Highland Dance Awards presented (dance stage in arena)
4:30	Massed Bands (main field)
5:00	Embroidered Highland Games conclude - thank you for attending!

Visit the Highland Cattle – in the cattle barns at the north side of the Main Field

Have questions? Visit the Visitor & Volunteer Services tent near the Main (Outdoor) Gate.

Need more sheep herding on the list other than 10:30 am

Need more about heavy events on the list other than just in the am.

Push the Canada 150 exhibit of family heirlooms brought over from Scotland!

2017 EHG Budget Considerations

Peter presented the 2017 Budget noting that some of the exact costs are not confirmed but only estimates (ie, tents, the concessions, the toilets, site rental, complimentary meals, insurance, consultants and legal fees, volunteer t-shirts)

The projected expenses are \$52K and projected expenses are \$50K

There was a question around how strict we will be about Committees adhering to their budgets but it is in the bylaws anything over \$ 250 needs Board approval.

The target date for the presentation of this financial statement is next Monday, March 20th

We looked at ways to cut the budgets for many committees (advertisement budget could be cut in half, lanyards instead of t-shirts for volunteers, Helen offered to cut the printed program and asked everyone to re-look at their budgets). Peter will prepare budget 2.0 and submit to the Board by Friday.

Motion to find carts that are free of charge in attempts to not have to pay for any carts. Jim will look for Carts offered by sponsors and Helen to advise Ken Minler he is not to order one or the ZCS will not be paying the bill. M/S Carried.

Next Meeting (General Meeting followed by a Board Meeting) March 20, 2017 @ 7:30, Embro Legion

Adjournment at 11:09 pm