

Zorra Caledonian Society
Director's Meeting – June 19, 2017
MINUTES
Time – 6:30 pm @ Embro Zorra Community Centre

“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”

Board Members Attending; President - Helen Dowd, Vice President - Brian McMaster, Secretary – Jennifer Moodie, Treasurer – Peter Fleming, Laura Green, Jim Knudsen, Steve MacDonald, Alan Normand, Jim Grieve and Jim Walton,

Arriving Later – Ron Marshall,

Regrets – Kevin Fraser.

Welcome - Helen welcomed the directors and called the meeting to order at 6:32 pm.

Approval of the Agenda with the addition of flags & the golf day **M/S, Carried.**

Approval of the Minutes from the Previous Meeting – May 15, 2017 – M/S, Carried.

Taking Care of Business 12 days out from the Games...

Site Plan

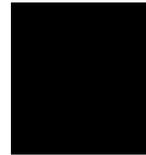
St. John has been changed to first aid. The AGCO did not know what St. John referred to – a church dinner? Tug of War has been moved officially to the same field as the Heavy Events – will have to go end-to-end to have enough room, some rutting of the field is expected which will need to be repaired. It has to take place now 12-1 pm during the Heavy Events lunch break.

Schedule

The schedule continues to be tweaked almost daily - a big red flag was Tug of War was scheduled to be at 12:30 on the same field as the Massed Bands – this was noted and changed! Ron Marshall later pointed out that the pipe band competitions start at 1:30 and not 1 pm. As well, Katherine Grieve later informed the president that the road race committee decided to change start times and shared with Helen this important change.

Passes

All volunteers, all competitors (dancers, pipers, heavies, road race, tug, all entertainers) are to use a pass this year. There are always a few stragglers so notify anyone in this category and give them specific instructions – your pass is at Gate A or Gate B and their names should be clearly marked on them for pick-up. A reminder that ALL passes are to have the name of the department issuing them on the back so we know what comes back to us. We have given out now over 730 passes.



Sherry Sim requested that all qualified dance teachers that show their 2017 Scot Dance Membership Card and a piece of ID be allowed in at no charge. There are about 30 max and many will be away in PEI. Sherry will let the secretary know for their association so it is no work for us and Helen will send a sample of the pass to Jim K for Gates.

M/S, Carried.

Opening Ceremonies

We will have at 8:50 am from the dance stage in the arena, Doug Turvey, Town Crier for the Township of Zorra welcome everyone and declare the Games open. Philip Kerr will sing the US and Canadian anthems. We will try and get this broadcast across the whole grounds, however it is not as imperative as it once was, because NOW we are doing both anthems again during the 12:30 pm Massed Bands. At the later time, Helen will greet the guests and thank them for attending, while Gord Marshall releases the doves. Laura reported we have 132 dancers for the competition so the arena will have a good showing.

Signs

Doug Ferguson has requested that all outdoor signage requests go to him and through him if sourcing elsewhere.

Insurance

Peter Fleming is taking care of this and it will be processed on our renewal date.

EZCC Contract

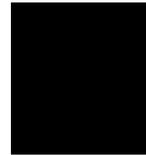
Peter is coordinating and doing the due diligence to ensure it does get completed this year.

Sponsorship

The Grieve's have completed this and obtained a value of \$ 14,400 worth of financial and in-kind donations for 2017 – the Board is indebted to this fine team work! A final listing has been submitted for the website and the new one-page program that is in the works.

AGCO (Alcohol, Gaming Commission of Ontario)

Doug Fyfe, Brian McMaster and Helen Dowd had a 90 min meeting with the AGCO inspector on Monday May 29th along with Stephanie Starchuck from the TWP. There is a lot riding on us licensing the entire 4 acres so we have been given very clear instructions which will be shared tonight in the Power point presentation, as well as in the written follow-up instructions to the volunteers. All ZCS persons are expected to help keep our event safe and compliant. The serving of minors (by hand-offs) and competitors bringing in their own booze is strictly prohibited. Signs must be posted and the “past abusers” will be notified in advance. Three security personnel will be hired from 8 am to 6 pm.



Emergency Preparedness

Thanks to Brian, a plan has been identified and is as follows:

Lightning - all open fields be evacuated and people head to their cars OR take cover in the Arena. (will be announced over the PA system)

High Winds/ Tornado – announced over the PA system - everyone needs to seek shelter in the arena.

Lost Children - An announcement over the PA system will be made that we have a lost child and that the all visitors should take a moment to look around to see if they can find a child that looks to be in distress/looking for parents. Gates will be instructed to close. Parents will be instructed to take children to the Visitors & Volunteer tent to orientate them where to go in case they get separated from their caregivers. If a lost child is found, please take them to the Visitors & Volunteers tent.

Heart Attack- AED is in the arena located in the arena hallway that leads to the six change rooms. The on-site first aid should be notified as well as 911 (emergency number is 355644).

Terrorist - call 911 and event security, tell people to move away from the danger area as quickly and calmly as possible. (emergency number is 355644).

Robbery - call 911 and event security, (emergency number is 355644).

Media Plan

Is complete and all aspects completed. Alan enjoyed handling the radio advertising portion, Helen the print and Dave Knox has offered outstanding support on Facebook. At Georgetown H.G. Helen was handed a one-page program which she feel she needs to replicate or else we will have mass confusion.

Games Day Announcers

All board members, who have something that needs announced July 1, are to start letting Alan & Diane know so they can piece together their script. Everyone will be expected to adhere to the times on the schedule or things will not end well.

Volunteer Shirts

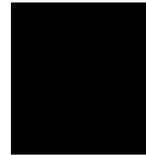
We will have the garbage crew and the washroom staff wear the red EHG shirts we have on hand.

Volunteer Lanyards

Helen will give out then at set-up days or at the Games from the V & V tent. Chairpersons will be expected to pick up the set amount they need and then return them by 5 pm. It is not one per person but rather how many slots you have in the day so that only people on shift are wearing them.

Clans & Concessions

Jim W. has booked 11 Clans and 21 Concessions (9 food, 12 general). Each get two free passes to enter the Games and the Clans pay no fees to attend. Jim has collected in excess of \$ 3,100 from the Concessions.



Survey Questions

Have been finalized and Kathy Fraser and Helen will ask 100 guests. Helen will ask Doug Fyfe to assist with the compiling of the stats as he has experience in this from being a project manager.

Safety Vests

Peter had the \$ 50 deposit for the Fairboard – parking has enough (Kevin Fraser bought 6) so these borrowed vests will only be for Road Race – Katherine or Jim Grieve will hand them over and Grant Innes will be held responsible to get them all back.

Set-Up instructions for Wed June 28 7 pm and Thursday June 29 at 9 am

Jim W, Kevin and Jamie will be ready for us and have a logical, organized approach to follow. It is important that the signs we use at the roadside be put on wooden posts this year and Helen has to let the County know the corners they will be at! Ron Thomson and Dale Ross have done this task in the past.

Tug Reunion

Jennifer and her parents have headed this up and Jennifer created an invitation she will send to us to see. They have been busy getting email addresses of past pullers and are organizing a meet and greet from noon to 1 pm (during the Tug of War and will have a photo shoot at 12:30 pm)

Flag Situation

Ron Marshall was contacted last Saturday morning by Warren while he was at a flag store in London. He advised Ron that he had purchased \$ 1K worth of flags for uptown and the Grounds. We since learned that the uptown flags were not in good enough condition last year to be used, but nothing was done about it, so there were no flags uptown in 2016. Meanwhile Katherine Grieve very kindly took a complete inventory of the flags that were put in storage. Warren and Keith RSVP'd for the appreciation night so we agreed to see what comes of this as it was almost 7 pm and guests were arriving.

Golf Day

Jennifer and Wayne are willing to coordinate this with the local golf course, Stonehaven. It will be about \$ 50 for 9 holes of golf, a power cart and a catered meal. We would need about 40 golfers to make it fly. The Board gave Jennifer direction to