



**Zorra Caledonian Society  
Director's Meeting – Oct 16, 2017  
MINUTES  
7:00 pm @ 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”

**In attendance: Helen Dowd, Steve MacDonald, Peter Fleming, Alan Normand, Jim Walton, Laura Green, Ron Marshall, Arriving Later - Kevin Fraser, Jim Grieve**

**Absent – Jim Knudsen, Jennifer Moodie**

**Helen welcomed the Board members to the October meeting.**

**Roll Call** – Name one thing you want the Board to add/drop for 2018?

**Answers included:** Tug of War, maximize Grounds, more Highland content, Make better use of the north field that soccer let us use this year, add more livestock at the 2018 EHG, try and avoid duplication at meetings – Board vs. General, prioritize emails to the Board in the Message Line with (FYI when it is just for Board information ACTION REQUIRED when a reply is needed and/or EOM (end of message) when the email contains no message in the body).

**Approval of the Agenda** (as circulated) **M/S Carried.**

**Approval of the Minutes from the Previous Meeting – Sept 18, 2017 M/S Carried.**

**Treasurer's Report** – Peter Fleming

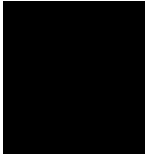
- Still waiting one 1 bill from 2017 EHG – Mr. Pinch for port-a-potties
- GIC's came due, rolled them over - 1.6% 1 year non cashable and 1.1% cashable, \$12K in acct.
- A \$ 100 donation will be sent in memory of Bev Matheson, wife of past president Mel Matheson and mother of current board secretary, Jennifer Moodie.

**Old Business**

**- Update on Site Options for 2018**

The Board reviewed the report past president Steve MacDonald prepared on alternative sites.

- o Steve & Helen will tour Canada's Outdoor Park on Oct 20<sup>th</sup> at 10:30 am – Kevin, Jim W and Peter are unsure if they can attend, as it depends on the weather.
- o If we do move locations as a trial for 2018, we would need to look at the logistics of moving things like the bleachers and the dance stage off site in Embro.

- 
- Comments were made regarding the bleachers – they are not accessible and would they even meet code?
  - Laura mentioned we would need change rooms for the dancers and showers for the road runners.

**The Site Investigation committee will present their findings to the Board at the November 20<sup>th</sup> Board meeting.**

- **Update on Outstanding Records/Business being held by Previous Secretary (Kevin)**
  - Jim Knudsen was to check with Rollie and Dianne Rutherford to get their records
  - Kevin has been texting with Warren to try and get the final two boxes.
  - Helen will put an “all call” notice in with the Nov 1 - Town Crier Flyer to see what we can shake loose from the past 80 years.
  - **The 80 50<sup>th</sup> anniversary ZCS booklets recently found at the Embro Library, will be sold for \$ 2.00 at the St. Andrew’s Night Banquet, and will continue to be sold at functions until they are gone (AGM, V & V at July 1<sup>st</sup>). M/S Carried.**
- **Update on the collection of Our History/Records (Steve)**
  - Steve is ready to take everything to the Archives once it is retrieved. He would like to have a “records review” night prior to him taking them there.
- **Stationary** – the new ZCS blank notecards were distributed to those who ordered them.
- **Update on St. Andrew’s Night Banquet**
  - Special Occasion Permit (NEW online)– Helen has applied for it – Steve MacDonald & Kevin Fraser will join her on the bar committee. Steve MacDonald will bar tend and will ask Jack Matheson to assist. The license is from 6 pm to 1 am.
  - Reservations for “clan seating” will be cut-off one week ahead (it took Wendy Marshall 2 hours last year to figure this out on the day-of)
  - With Brian McMaster stepping back the Board asked Jim Walton to carry the Haggis
  - Doug Fyfe will address it
  - Jim K is asking Ruth Ross to lead us in O Canada and God Save the Queen
  - Rev Bill White will be asked by Geoff Innes to say grace (confirmed)
  - Laura Green has secured the ZHPPS Grade 8 class to do the coat check. They work for tips.
  - Stage – Steve to check with Sherry but the plan is we will only have a quarter section and two sets of stairs for the haggis and the speaker. The EZCC has confirmed they can hide all the other stage pieces (so we do not get a discount on the small hall).
  - Helen will get Jamie to do the second round of revisions on the layout – adding a few more round tables that will be set for 8 so as to not to overcrowd.
  - **Motion – that we pay hall rent for Thursday (start time 9:30 am) so we can set up the hall how we would like and that we pay staff to tear it all down Friday night. M/S Carried**



- When the guests clear out on Nov 24<sup>th</sup> we will just have the president's party at the hall, Helen will make sure we have some music and people can hang out and visit. We can then just leave no clean-up of tables and chairs.
- The Menu will be the same as 2016 and is shown below with the food allergies noted in brackets...

Broccoli Salad (bacon, pumpkin and sunflower seeds, mayo (eggs) Coleslaw mayo (eggs)– mashed potatoes (dairy) – turnip (butter) – carrots and peas (butter) – turkey – stuffing (gluten -no meat just turkey stock) cranberries - gravy with one crock pot gluten free for each table – rolls and butter – scones – haggis – steamed pudding which has beef suet and gluten - caramel sauce – carrot cake and pie (pork lard) - all baked goods obviously with gluten .

## **New Business**

- **Resignation of Brian McMaster, Vice President, options/next steps**
  - There was confusion over the interpretation of Brian's email
    - Some members thought he was just stepping back – when Jennifer comes back we will have her talk to him in person. If he is leaving, we will want all his records so we have them for future reference.
    - Thoughts were just to leave the spot open to the AGM in February as we are onside with our Constitution.
  - **Ken Ulch**
    - Notified the Board he is awaiting hip surgery
  - **Recommendations from our new Volunteer Recruitment committee**
    - Holly MacDonald, Angus Thomson, Katherine Grieve and Helen Dowd met at 6:30 pm to discuss options and will meet again in November. A summary report will be made available of their recommendations in due course.
  - **Discussion around hiring a ZCS Coordinator for 2018.**
    - Board members agreed that this is worth investigating and that the next step would be to draft up a job description.
    - Board members are to send Helen any duties they want to “off load” to this position so it can be reviewed at the November Board meeting.
    - Duties discussed were: attending meetings, taking minutes, preparing agendas, selling & tracking memberships, handling [info@embrohighlandgames.ca](mailto:info@embrohighlandgames.ca) emails, communication with board & membership etc.
    - Kevin Fraser suggested that we would have to “ease” a new person in as to not to overwhelm them and have them quit.
    - Helen's motto, One director = one job is key so the Board members themselves do not become overwhelmed.
  - **Discussion on Corporate VISA Card for the Society**
    - All agreed that the time has come to get one corporate visa card for the Society that the treasurer will be the keeper of.



- Motion was made that Treasurer Peter Fleming apply for a corporate credit card at the Royal Bank with a \$ 1,500 limit (over that and the Constitution states we need two signatures) M/S Carried.
- **Medals – remains a deferred item**

**Adjournment** 7:55 pm M/S Carried