



**Zorra Caledonian Society  
General Meeting – May 27, 2019  
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”

**6:45 pm – ALL ELECTED DIRECTORS met at the Embro Highland Games Sign south of Embro for the 2019 Board Photo NEW wearing (family) tartan – kilt, tie, jacket etc.**

**Welcome** - President Gord MacKay called the meeting to order at 7:10 p.m.

**Confirmation all present are paid members** (excluding guests) was completed.

**Directors present were:** Gord MacKay, Kevin Fraser, Helen Dowd, Geoff Innes, Peter Fleming, Alan Normand, Angus Thomson, Jack Matheson, Keith Matheson, Jennifer Moodie, Laura Green, Paul MacLeod, Ron Marshall, Steve MacDonald

**Coordinator:** Holly MacDonald

**Members present were:** Diane Normand, Doug Ferguson, Grant Innes, Jim Grieve, Katherine Grieve, Wally Matheson, Jim Walton, Madison Van Egdom, Wayne Moodie

**Membership Roll Call – “What suggestion do you have for the June 17, 2019 EHG Volunteer Appreciation & Information Night?”**

**The following replies were given:** add the Dashing White Sergeant demonstration, lots of people there, volunteers for finance area, extend invitation to volunteer set up, sign-up sheet for set up and tear down get emails, offer to sell them a membership, membership drive, agenda on the wall, contact committee/volunteers prior to night or touch base with them, free membership to people who volunteer this year, need more young people (new blood), name tags, roundtable setup, walk around grounds, Facebook volunteers, volunteers off the street

**Approval of the Agenda M/S Carried.**

**Approval of the Minutes from Previous Meeting**

General Meeting - April 29, 2019 – **M/S as amended (Henhoeffer not Henhoffer). Carried**

**Correspondence**

Thank you from the Oxford District Women’s Institute was read thanking the Society for donating two passes to the EHG to their April 28th event Garden Party for a Cause.

**Review of the Action List**

**Action Sheet – reviewed for completion of items and items that are carried to the next Action Sheet.**



### NEW Action Items Listing for June 2019

<b>NEW Action Items Listing Action Required</b>	<b>Action by:</b>	<b>Deadline</b>	<b>Status</b>
June 1 Newsletter	Gord & Helen	June 1	Done
June 1 Newsletter, Invite for Appreciation & Information Night, Invite to President's party to all members	Holly	June 1	Done
Complete May 27 Meeting Minutes	Geoff	June 3	Done
Prepare EHG Info Night Agenda	Gord	June 10	Done
Complete May Coordinator Report	Holly	June	Done
Update 2019 EHG DRAFT Site plan and send to Berle	Gord	ASAP	Done
First Aid – EMS Woodstock, Fanshawe First Aiders	Kevin Fraser	ASAP – emailed request waiting for response	Done
Continue to work with Matt Brown on EZCC matters for Grounds	Gord/Jim/Kevin	Continual to July 1	Done
June EHG Info Night Snacks	All board members	June 17	Done
September Meeting Snacks	Ron Marshall	September 23	
Book Legion for April 4, 2020 for NTD	Kevin	September	Too early at this point to book it
Reconciliation paperwork with bar vendors	Peter Fleming & Wally Matheson	June	Done
Letter for Bank – Signing Authorities	Geoff	June 14	Done
OPP until 6 p.m. on July 1	Grant/Gord	ASAP	Done
Taiwanese location	Kathy Fraser to Helen	ASAP	Done



Overnight Security – Embro Fire Dept.	Kevin	ASAP	Done
Teacups for Tea Room if donating cups please label them and give to Katherine Grieve	Katherine Grieve Board Members	June 17	Done
Book Band and Dancers for NTD 2020	Helen	ASAP	Done
12 Recyclables Containers from Oxford County	Jim Walton	June 28	Done
Bar Glasses – coloured – check with Upper Thames Brewery and Junction 56	Wally Matheson	June 17	Done

### **Treasurer Report – Peter Fleming**

Peter gave a synopsis of the finances to date. PayPal is working out well for registrations.

If chairpersons need a float for July 1<sup>st</sup> please let Peter know 10 days ahead. Peter also needs the prize money schedules so he can have them prepared for July 1<sup>st</sup>. If you have EHG invoices email/scan them to Peter or please give them to Peter at the games at the latest.

**Motion to accept the Treasurer’s Report - M/S Carried.**

### **Coordinator Report – Holly MacDonald**

Holly submitted her report showing seven hours worked in March.

**M/S Carried.**

## **1.0 Old Business**

### **1.1 June 1 Caledonian Scottish Open**

The 2<sup>nd</sup> annual Caledonian Scottish Open is set for Saturday, June 1, 2019 at the Stonehaven Golf Course. Jennifer asked for everyone to sign up – either for both golf and the meal or just the meal. The tee off time is 3 pm. At 5:30 pm there will be a steak & chicken BBQ. Prizes will follow the meal. The format is at 9-hole/shot gun start. Teams will play best ball. The cost is \$ 50 per person. Cost includes: Golfing, Motorized Cart, BBQ Dinner & Prizes

\*Dinner Only: \$25. per person. Contact John Hicknell at the Club to register and pay by credit card. The cut off is May 25<sup>th</sup>. The committee is Jennifer, Sherry Matheson and Julie Matheson. They are going to make prize baskets up for the contest winners. This year's theme is OUTLANDER so if anyone wants to clean up on the prizes, you should watch a few episodes and brush up on your Outlander trivia. Sponsors for prizes: Upper Thames Brewing Co., Stonehaven Golf, Diane Normand, Zorra Caledonian Society – 2 tickets to Embro Highland games. Ron and Angus will be playing the pipes. Registration – 33 golfers and 7 for the meal. Prizes for most Tartaned up. Contingency budget is \$250.



### **1.2 APPROVAL of 2019 EHG Site Plan**

Gord MacKay reviewed the site plan. There is no specific spot for vendors as Jim Walton fits them as they arrive. Clans on each side of Tug-o-War pitch. There will be metal fence from the lawn bowling fence to the corner of the arena. Rugby will be on the new soccer field. Dancing will be outside subject to weather. The Taiwanese will be in the Large Hall. Kathy Fraser is looking after them. Peter Fleming (Treasurer) will be in the cloak room. This room will function as the main EHG office all day.

**Motion to Approve the 2019 EHG Site Plan M/S Carried.**

### **1.3 APPROVAL of 2019 EHG Schedule of Events**

Helen presented the 2019 EHG Schedule of Events with a NEW addition – the Scottish Tea Room. Katherine Grieve has offered to step up and run this new area of the Games. She has asked Margaret Thomson to be the hostess. There will be tables and chairs to set-up, volunteers at 1pm to prep tables, food, and beverages, hostess + 3-5 cooks and servers (1:30-4:30), tear down/clean up help. It will require the CC lobby, approx. 40 chairs, two serving tables, kitchen access and equipment. She will ask the Legion to borrow square tables. She has requested she use table linens and teacups borrowed from members and friends. Proceeds will go to MacKay Farm Gate Restoration project and expenses are projected to be \$ 250 (thrift store purchases for teapots and cups, donations of borrowed linens and more china and crockery, borrow tables from Legion (do we give the Legion a donation yearly for meeting space, etc.?). Will need to purchase tea, milk, lemon, etc., some supplies or baking).

**Motion to approve the 2019 EHG Schedule as presented M/S Carried.**

### **1.4 Sponsorship Update (Peter Fleming, Gord MacKay, Steve MacDonald, Kevin Fraser)**

Peter provided a copy of what sponsors have given by the deadline, designated by their donation level. The cut off was May 24<sup>th</sup>. Patti has provided a large pile of completed packages (thank you letters and the appropriate number of passes). Helen and Gord distributed the envelopes and members will drop off at the corresponding businesses with a personal thank you for their support! Based on this information, we can put together a list of 2018 sponsors who have not given yet in 2019, along with phone numbers. Gord will then set-up a meeting with Steve and Kevin and they will start individually phoning/calling on sponsors. A summary was presented by Peter with a total of \$ 7750 plus received to date.

## **2.0 New Business**

### **2.1 Event Emergency Plan (EEP) – 2019 EHG to reflect the new site**

President Gord has looked after ensuring the EEP is up-to-date for 2019 (contacts, phone numbers etc.) and relevant to the new site now that we are moving back to Embro. He will have a copy for distribution and the highlights will be discussed at the June 17<sup>th</sup> information night.



## **2.2 2019 DRAFT EHG Press Release (PR)**

Helen provided the Board a copy of the press release. There were a few blanks that she needed chairpersons to complete for their area of the Games. The PR will be finalized and sent out three weeks ahead of July 1 to area newspapers. IF anyone has updates (teams coming in for Tug of War etc.) please let her know. Out of country and out of province competitors should be mentioned as reporters like to feature that news in their articles.

## **2.3 Plans for the June 17 EHG Volunteer Appreciation & Information Night (VAIN)**

A document was created in 2017 for the inaugural VAIN to ensure that volunteers were being given accurate and important details. It is called the **Volunteer Appreciation & Information Night Important Instructions for Volunteers** and is updated annually. A copy was reviewed. Board members are asked to review it closely to ensure nothing has been missed. In addition to the two page handout, a PowerPoint presentation will be used for a “global” presentation by the President at the onset of the evening to capture the “must know” details.

## **2.4 Game Plan for 2019 EHG Set-up on Saturday, June 30, 2019 (Gord MacKay)**

Gord is creating a master SET-UP list for the EHG. This will begin in 2019 and be kept current as we go forward from here. It will encompass every job from start to finish to pull off the EHG from a Set-up/Tear-down perspective.

## **2.5 President’s Party July 7 (1pm Potluck with Cured Pork Chops)**

An invitation has been prepared and will be sent out with the June 1 and our Summer Newsletters. All members of the Society are welcome to attend. It will be BYOB and a salad or dessert. Please RSVP to Gord by July 2.

## **2.6 Suggestions for a Speaker for our annual Education night in October**

Gord will ask Don Hilborn to speak about his mission trip to Tanzania.

**M/S Carried.**

## **2.7 83<sup>rd</sup> St. Andrew Night’s Banquet Poster approval**

Helen presented the SANB poster for approval. The date will be Friday November 29, 2019, Dinner @ 6:45 p.m., Guest Entertainer is Kiley Joe Masson & his 3 Piece Band, Tickets \$40.00, catered by Janice Mitchell.

**Motion to approve the poster as presented M/S Carried.**

## **Other Business**

### **Road Race Signs (Grant Innes)**

Grant Innes brought forth a proposal to have a Road Race sign attached to the bottom of the EHG sign at Hwy 2 and Embro Road (37<sup>th</sup> Line) (round-about). He stated that it would be good publicity and low-cost advertising. The pros and cons were discussed including it would



compete with the original message on the sign, clutter up the sign, adding a sign dilutes the message, sets a precedence. Grant said he would pay for half the cost of the sign.

**Motion: To have a Road Race sign on the bottom of the EHG sign at Hwy 2 and Embro Road (37<sup>th</sup> Line) and Grant Innes will pay half the cost. M/S Carried.**

**Drone for 2020**

Gord MacKay will arrange to have a drone take pictures of the Games.

**Next Meeting** – September 23, 2019 - 7 pm @ the Embro Legion

**Adjournment**

**Refreshments** were provided by Paul MacLeod