



**Zorra Caledonian Society
Board Meeting – Jan 15, 2018
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”

Attendance – Helen Dowd (president), Peter Fleming (treasurer), Kevin Fraser, Laura Green, Jim Grieve, Jim Knudsen, Ron Marshall, Steve MacDonald (past president), Alan Normand and Jim Walton

Absent – Jennifer Moodie (secretary)

Welcome – Helen welcome the Board to the first board meeting of the year and passed out tartan tissue packs as a New Year’s gift. (They are from the “Mad for Plaid” product line at Michael’s.)

Roll Call - in the essence of time, the roll call was deferred to the 8 pm General Meeting.

Approval of the Agenda – M/S Approved

Approval of the Minutes from the Previous Meeting – Nov 20, 2017 (with the correction to change Ken Knox to Dave Knox) **M/S Approved**

Treasurer’s Report – Peter Fleming highlighted the 2017 draft financial statements. Income **\$72,249.15**, 2017 Expenses **\$ 61,714.20**, **Net Profit \$ 10,535.75**, **Important to note -** Sponsorship Donations totaled \$ 13,755 and the \$ 1,000 Canada’s Outdoor Park application fee is included in the 2017 statements as we operate on a cash basis. The Board will be sent the itemized details so they can review individual departments specifically. Peter will ensure Ron Marshall and Rick Innes examine the financials, as required by our Constitution, before the AGM.

Motion to approve the Financial Statement as presented M/S – Carried.

Old Business

- 2017 Residual...

- Past presidents pins (Ron has four left to distribute, the 2018 AGM will conclude the project. If any are not yet presented, Ron will deliver them to their homes.
- For the History Books - Years 75,78,79,80 are in - waiting on Ron Marshall to complete year 76 and Jamie McPherson to complete year 77. The AGM is the final deadline and then we move on knowing we have collected up all the history we could.
- VP Brian McMaster – Jennifer confirmed by email to the president that Brian found the ZCS a very stressful experience and will not be re-joining us again.



- **St. Andrew's Night Banquet**
 - o The Board reviewed the comments that were circulated in the AGENDA package.
 - o Helen has put together a 2017 SANB Handbook and has asked for everyone to review it and submit any information she has inadvertently left out. It will be finalized by the AGM and will be the official record of the event.

- **The 2017 Board Goals** were reviewed and all agreed we did accomplish what we set out to do which was **have more fun & opportunities to social, achieve financial success, provide more educational opportunities and have better communication** (throughout the entire organization). Mid-year the Board did "check in" and found that we should try and cover different material at Board meetings then we do at General meetings to avoid repetition and that the president should consolidate information and send weekly emails to the Board each Monday (with action items highlighted and information FYI in regular text) to streamline messaging.

New Business

- **ZCS Constitution** - reviewed by committee, no changes recommended for 2018

- **Discussion on 2018 Board of Directors** (Board sits as nominating committee)
 - Jim Walton & Jim Knudsen indicated they will not seek re-election. Brian McMaster has left the Board.
 - Helen stated she wishes to move to past president but that Gord Mackay would come on the Board and will let his name stand for president and Kevin Fraser will let his name stand for vice president.
 - Peter Fleming will continue in the appointed role as treasurer. Helen to check with Jennifer about continuing her secretary appointment. (In agreement)
 - Names to bring forward as the nominating committee are:
 - Jim Walton to ask Sandra or Darcy Alyea
 - Helen Dowd to ask Geoff Innes (he is willing)
 - Peter Fleming to ask Graham Hart
 - By the next Board meeting we will need to review the AGM & Board meeting minutes from Feb 2017 to see is serving the one, two and three year terms.

- **Hiring of the ZCS Coordinator for 2018**
 - There was one application for the coordinator role – Holly MacDonald
 - Everyone reviewed the content of her email, covering letter and resume.
 - A question was asked about her full time employment and Helen stated she has a full time position now in Tavistock (started Tuesday Jan 9) but that Helen had emailed Holly and that Holly indicated she would be able to handle both positions.



- **Motion to hire Holly MacDonald as the coordinator for 2018 – M/S Carried.**

- **Decision on Laptop Computer or External Hard Drive**
 - After weighing the pros and cons direction was given for Helen to inform Holly she is to purchase and keep all Society files on a USB drive with large capacity (and to keep a back-up of the USB information as well).
 - The Board also directed Helen to inform Holly and Jennifer that we would like hard copies of all Board and General meeting minutes maintained organized in binders by year.

- **2018 Ontario Volunteer Service Award Nominations**
 - **That the Society would nominated Warren McKay, Ron Thomson, Jack Matheson and youth winner Alexander McKay for the 2018 Ontario Volunteer Service Awards. Jennifer to apply online by the deadline Jan 25. M/S Carried**

- **2018 AGM Final Preparations**
 - We went over the game plan for the Feb 26th AGM and decided who was doing what....Kevin Fraser – Legion contact, including facility and bar, Jim Walton – ticket sales & laptop & projector, Wendy Marshall – table runners and centre pieces (Ron will ask), Helen Dowd - caterer arrangements, table cloths, powerpoint presentation, advertise in flyers, Holly MacDonald – social media & website, sell & track memberships, Peter Fleming – arrange financial review with appointed examiners (Rick & Ron M), Ron Marshall – distribute 50th anniversary books to all guests as a keepsake & final past president pins, Jennifer – update 2017 invitation and distribute to all 2017 and 2018 members.
 - Board in General – drum up ticket sales
 - Photographer – we will ask Anne Innes or Holly, Steve MacDonald will set up hall the afternoon on the day of with help from those who are able.
 - LASTLY – wear tartan and be prepared to tell us what one you are wearing!

- **2018 Year-in Review Progress Report**
 - Jan 15th – Board & General Meetings
 - Feb 12th – Final Board meeting for 2017 Board 7 pm at the Legion.
 - Feb 26th – 2018 AGM 5:30 social, 6 pm dinner, 7 pm AGM
 - Easter Monday – PROPOSED - one day kid's Celtic Day camp
 - March 21-31 – Kai the Barbarian @ Thistle Theatre – plan to attend!
 - Ron Marshall noted that they need tour guides for the two busloads that are coming in from Toronto with the Taiwanese. If interested



Speak to Ron. The group would like to go around the TWP and see landmarks etc.

- The play also needs a guest reader, Helen to line up Alan Normand as our representative.
- April 6th – Celebrate National Tartan Day in Embro @ the Legion
 - Live Celtic Music by Shepherd's Knot (\$600)
 - Adult Highland Dancers Perform from Sim School of Highland Dance (for a donation).
 - Authentic Scottish Appetizers & Desserts (Board to supply like EHG info night)
 - Tickets \$ 15.00 (Legion will donate hall and charge us \$ 25 to clean)
 - Time - 8 pm to Midnight
 - Posters & Tickets (max seated at tables and chairs = 70)
- **Motion that the ZCS would celebrate National Tartan Day as above – M/S Carried**
 - May or June – PROPOSED - ZCS Golf Tournament with Dinner and Whiskey Tasting (buy all three together or dinner and whiskey tasting only)
 - July 1 - 81st EHG
 - Oct – educational evening /speaker @ the Legion
 - Nov – 82nd SANB – Offer from Dan Needles \$ 1,500+ HST (refer to picture and bio). The Board members are to spend some time researching this – talk to each other and talk to our customers and see if \$ 40 would be ok to charge. We historically have operated the SANB on a breakeven basis, so the costs are the costs.
 - Dec - Christmas social (worked well this past year – worth trying again?)
- **Decision on Image for Medals & Trophies** – deferred to the Feb 12 Board Meeting

Next Board meeting Feb 12, 2018 7pm @ the Legion

Adjournment at 8:03 pm M/S Carried.