



## DRMC Board of Directors Minutes of Meeting

<b>Date:</b>	November 19, 2012
<b>Time:</b>	7:00 PM
<b>Location:</b>	Kingstec Campus, Student Services Boardroom
<b>Present:</b>	Colby Clarke (Chair), Peter Mowat (Co-chair), Trish Gerrits, Joel Stoddart, Jennifer Weisner (Recording Secretary), Don Regan, Lisa Hammett-Vaughan, Peter Sheppard, Susan Paddock
<b>Regrets:</b>	Leslie Dixon, Jim Retallack

### 1.0 APPROVAL OF AGENDA

Approval of Agenda – **Motion Carried** (*moved by Peter, seconded by Joel*)

### 2.0 APPROVAL OF OCTOBER 15<sup>TH</sup> MINUTES

Approval of Minutes – **Motion Carried** (*moved by Trish, seconded by Joel*)

### 3.0 BUSINESS ARISING FROM OCTOBER 15<sup>TH</sup> MINUTES

- Standing Items for Specific Months – Leslie was unable to make the meeting. To be discussed at the next meeting.
- CAPF Grant – This item will be discussed under “Fundraising Plan”.
- Process for Recruiting/Accepting New Board Members – Trish developed an application for new Board Members. She reviewed the application with the members present. It was suggested that new applicants would submit a resume and cover letter outlining their interest in becoming a new Board Member along with the application. It was also suggested that we provide the applicant with information about Deep Roots. Peter noted that the Thank-you letter was sent to Jim Waldrum.

*Susan Paddock enters meeting at 7:10 p.m.*

**ACTION:** Trish will work on putting together a one-pager of information about Deep Roots.

### 4.0 TREASURER’S REPORT (Leslie Dixon) – *Peter reported the financials on behalf of Leslie*

*Leslie was unable to attend the meeting, but forwarded an update via e-mail along with the Festival financials, Profit & Loss by Class (November 2011 through October 2012), Assets and Liabilities & Equity, 2012 Budget and DRMC ticket sales.*

Leslie noted the following (via e-mail):

- The current bank balance is \$23660.

- We currently have a garnishment on our account for over \$5000 regarding 2011 HST. She has communicated with CRA several times over the past month and had hoped to avoid this. She suspects we may see these funds refunded back, if last year can be sorted out.
- With regards to the Festival, there was a net profit of \$16,888. She is unsure if there are any invoices outstanding. Work will continue on the Festival financials.

*Lisa Hammett-Vaughan enters meeting at 7:28 p.m.*

*Peter Sheppard enters meeting at 7:33 p.m.*

## **5.0 OPERATIONS UPDATE**

### Final Festival Update (Peter Mowat):

Peter received the results of the Acadia survey. He reviewed the results with the members. The students will present their findings to Peter in person soon.

### Annual General Meeting:

The Board decided that January 20<sup>th</sup> is the proposed date for the AGM and January and 27<sup>th</sup> is the proposed snow date. It was suggested that the venue be changed to the Farmers Market building. The details will be decided during our meeting in December.

### Planned Events for Next Year:

We need to confirm that we are going ahead with these future events as soon as possible. Peter will connect with Francois to further develop these events.

## **6.0 FUNDRAISING UPDATE (Joel Stoddart)**

Joel gave an update from the Fundraising Committee. Topics of discussion include:

- Increased promotion of Deep Roots Festival and Cooperative.
- Capitalize on local strengths and local environment (i.e. food and wine destination)
- Seek to partner with other potential events in the community (i.e. April Flavours, Farmers Market, restaurants/wineries, Just Us, Paddy's, etc.).
- The Festival has to change for next year. Review our current model for our 10<sup>th</sup> anniversary. Ask the community where they see Deep Roots going.
- No implementation of the strategic plan. Need to figure out what we want to accomplish.
- Explore ways to streamline our efforts.
- Where do we go from here? It is important to hear from the Festival Committee.

*Don Regan exits meeting at 9:09 p.m.*

- Peter Sheppard suggested unloading the concessions by selling them off or giving them away.

*Joel Stoddart exits meeting at 9:21 p.m.*

## **7.0 OTHER BUSINESS – No other business was discussed**

## **8.0 NEXT MEETING**

December 3<sup>rd</sup>, 2012

Kingstec Campus

7:00 PM

## **9.0 ADJOURNMENT**

Motion to adjourn at 9:25 PM – **Motion Carried** (moved by Trish)