

**Elgin Federation of Agriculture**  
Board of Directors Monthly Meeting  
Via Telus Business Connect Meetings  
**September 9, 2020 @ 8:00pm**

**Attendees:** Chair: Melissa Schneider, Isaac Clutterbuck, Kris Butler-Pettit, Art Alblas, Fons Vandenbroek, Anita Provoost, Greg Fentie, Mark Wales, Steve Walsh, Patrick Unger, Garrett Vanderwyst, Donna Lunn, Heather Derks (OFA MSR), Tracey Arts (OFA Zone 4 Regional Director)

1. Call to Order – Melissa Schneider at 8:00pm
2. Disclosure of Pecuniary Interest – None noted
3. Approval of the Agenda: with the addition of #5, Approval of August OFA Regional Meeting Minutes. Motion: Mark, Second: Fons. Carried.
4. Approval of August EFA Monthly Meeting Minutes – Correct name of website designer from Hannah Wiebe to Hannah Weber. Motion: Donna, Second: Garrett. Carried.
5. Approval of August OFA Regional Meeting Minutes – Motion: Mark, Second: Isaac. Carried.

**Business Arising from Minutes**

1. EFA website
  - Steve presented package (attached) that he received from Hannah Weber to create a website with the addition of a Blog space.
  - Donna commented that this is an American site and paid in American funds. Garrett added that Square Space is a reputable company and will not be going anywhere.
  - Motion by Garrett, second by Steve – to move ahead with having Hannah Weber create a website for the EFA and train us to use it for the quoted amount of \$2,018.24 CAD.
2. OFA Office Rent
  - Melissa to send a signed honorarium letter to Dita and Steve. Steve will write cheque for \$1,000 honorarium to County of Elgin and send to Dita. Dita will deliver the letter and cheque directly to Becky Higgs at the Count of Elgin office.
  - Heather thanked the board for use of the office space.
  - Heather has paid the bill for the internet at the office.
3. Farm Help Directory update
  - Defer to a future meeting

**New Business**

1. 2020 Budget Committee – committee struck consisting of: Melissa, Steve, Anita, Greg, Art, and Dita (as a training opportunity). Melissa will schedule a meeting and send out to the group to begin the process.
2. Computer Protection Software/Microsoft Office 365/Office Equipment
  - Microsoft 365 – Motion by Garrett, seconded by Steve to not pay the annual subscription. Dita to do more research on options and cost. Carried.
  - Protection Software – Motion by Fons, seconded by Kris for Dita to purchase ESET security software from Staples for the laptop and submit receipt for reimbursement.
  - Post meeting – Dita researched further and found that these application renewals were approved by the board in September of 2018 and 2019 to support protection of the

- laptop and the work of the Office Administrator. Email motion by Steve, seconded by Art to approve the purchase of these annual licence subscriptions by Dita. Carried.
- Office Equipment – Dita requested direction on what to do with the old office equipment, specifically the old laptop, mouse, and printer.
    - i. Keep the laptop as a backup. Dita to check what is on it.
    - ii. Donate the printer and mouse
3. 2020 OFA AGM
    - Motion by Fons, seconded by Greg to acclaim Steve Walsh as an EFA delegate to the OFA AGM. Carried.
  4. Giant Tiger gift card
    - the card has a balance of \$215.04 and was a donation to the 2010 International Plowing Match. Consensus of the board is to keep the card as contingency for now.
  5. 2020 EFA Annual General Meeting
    - Plan for the event to run both in-person and virtually
    - Dita to begin the planning process
      - i. Confirm availability and book the basement room in the County of Elgin building on December 9, 2020 at 7:30pm
      - ii. Confirm availability and book the recommended speaker, Franco Naccarato.
  6. EFA Fall Newsletter
    - Request for content from the board members
    - Send content submissions to Dita no later than Wednesday November 11, 2020
    - Heather and Dita will finalize Newsletter on November 17, 2020 and prepare for mailing.
  7. In Camera refresher
    - Schedule for the less busy winter months. Date TBD
  8. Robert's Rules refresher
    - Schedule with "In Camera" refresher. Date TBD
  9. Bill 156
    - Greg met with government officials and members from the farm community to discuss Bill 156, specifically Section 8 regarding journalism. In this section, journalists are exempted from some parts of the bill. There is concern that this provides a loophole for activists to circumvent the protections the bill is meant to provide.
    - The OFA is drafting a response to these changes.
    - Anita will follow up with Susan Fitzgerald, Executive Director with Ontario Livestock Transporters' Alliance.
    - Greg will forward the link to the full Bill for Board review.
    - Heather offered to help draft a submission to the OFA.
  10. Petty Cash Report
    - Steve reported no change to the Petty Cash balance.
  11. Treasurer's Report
    - Cheque Log – Dita created a Cheque Log at Steve's request, but Steve did not realize that Debbie had also done so long ago. Debbie forwarded her version to Dita. Dita will merge the two and maintain going forward.
    - WSIB – Steve has determined that the account was in Roberta Guillard's name and therefore, there were no filings for the period April 1, 2018 to December 31, 2018.
      - i. Steve requested that the name now be "Elgin Federation of Agriculture".
      - ii. Melissa is the representative of record and must be the one to follow up on this.

- Add Dita Cornelissen to the Accounts Payable roster for August wages, mileage, and expense reimbursement.
  - Motion by Isaac, seconded by Art to pay all the bills including Dita’s wages, mileage, and expense reimbursement. Carried.
12. President’s Report
- Melissa had no report for this month.
13. MSR Report
- Heather sent a combined August and September report that was shared at the August meeting.
  - West Elgin COVID Relief Food Drive – Heather is on the committee. The group is looking for volunteers, donations, and social media shares to get the word out about this much needed cause.
  - Request from an area press organization “Young and Free Press” for names of young farmers in the St. Thomas and Elgin area that would be willing to be interviewed and profiled in an article. Send suggestions to Heather as soon as possible.
14. PAC Report
- Greg and Fons reported that PAC met on August 25, 2020 via Zoom. There were 98 participants.
    - i. Rural Broadband issue was discussed.
    - ii. Freedom of Information Act request for member information is under appeal.
    - iii. Lambton Federation of Agriculture has a particularly good website worth visiting. They have a video posted worth checking out: “Agriculture Across Lambton County”.
    - iv. OFA proposed by-law change discussed
15. Regional Director Report
- Tracey Arts made a verbal report on the following topics:
    - i. TCE presentation – will take 8 years to build the facility
    - ii. Touched on Bill 156
    - iii. Temporary Foreign Worker update – changes to housing requirements
    - iv. PAWS Act wording discussion
    - v. Enterprise Canada – consulting team for government lobbying

**Additional Items**

1. Heather – with the AGM approaching, Heather asked the board members to consider if they will be staying on the board for another term. If not, please let Heather know as soon as possible.

**Motion to Adjourn at 9:55pm:** Moved by Steve, seconded by Art. Carried.

**Minutes recorded and prepared by:**

Dita Cornelissen, EFA Office Administrator