



ONTARIO HERITAGE FAIRS ASSOCIATION

L'ASSOCIATION DES FÊTES DU PATRIMOINE DE L'ONTARIO

ANNUAL GENERAL MEETING

Saturday, October 24, 2015
Archives of Ontario - Toronto

Present: **Elizabeth Kerr** (President), **Rose Fine-Meyer** (Vice-President), **Carol White** (Executive Director), **Wayne Hugli** (Secretary/Treasurer), **Wendy Schieman** (Regional Representative – Eastern Region), **Jill McCaw** (Ottawa Regional Fair), **Heather Montague** (Kingston Regional Fair)

Alison Little (Archives of Ontario), **Elizabeth Price** (Multicultural History Society of Ontario), **Connie Culbertson** (Ontario Genealogical Society – Toronto), **Marcel Martel** (York University)

Participating by Phone:

Laura Arnold (Grey Roots Regional Fair), **Shaughna Crew** (Simcoe County Regional Fair), **Evan Farquhar** (Kenjegin Teg Regional Fair), **Blair Janzen** (Niagara Public Regional Fair), **Aaron Harris** (Thames Valley Regional Fair), **Rob Mewhinney** (Toronto East Regional Fair),

Vanessa Tamburro (Ontario Human Rights Commission)

Before and during the meeting everyone enjoyed a variety of refreshments provided by Liz Kerr. Everyone appreciated the selection of beverages, fruit, cheese and desserts.

The meeting was called to order at 12:35 pm by OHFA President Elizabeth Kerr.

Liz welcomed everyone who was able to attend the meeting in person and by phone. She provided an opportunity for delegates to introduce themselves. She thanked Alison Little for hosting the meeting this year at the Archives of Ontario and arranging for phone access for those who were unable to attend in person.

Since all delegates had received a copy of the minutes of last year's AGM in advance they were accepted as distributed. A copy of those minutes is posted on our website at [http://www.ohfa.ca/media/Minutes - AGM 2014.pdf](http://www.ohfa.ca/media/Minutes_-_AGM_2014.pdf)

Motion # 1

"That the Minutes of the 2014 AGM be accepted as written."

Moved by: Elizabeth Kerr

Seconded by Rose Fine-Meyer

CARRIED

ANNUAL REPORT – 2014-2015

Copies of the 2014-2015 Annual Report were emailed to delegates in advance of the meeting and a vote was held to accept the report. A copy of that report is posted on our website at [http://www.ohfa.ca/media/Annual Report - Ontario Fairs 2015.pdf](http://www.ohfa.ca/media/Annual_Report_-_Ontario_Fairs_2015.pdf). Carol was thanked for the excellent report.

Motion # 2

"That the Annual Report 2014/2015 be accepted as written."

Moved by: Elizabeth Kerr

Seconded by Carol White

CARRIED

OHFA BOARD OF DIRECTORS

A proposed Board of Directors for 2015-2016 was distributed and posted on our website at [http://www.ohhfa.ca/media/OHFA Board - 2015-2016.pdf](http://www.ohhfa.ca/media/OHFA_Board_-_2015-2016.pdf)

Before voting to accept the new Board, Liz Kerr indicated that she would prefer to remain on the Board as Past President for the upcoming year and recommended that Rose Fine-Meyer assume the role of President for 2015-2016.

Motion # 3

"That the Board of Directors for 2015-2016 presented by the nominating committee be accepted, with the change that had been suggested."

Moved by: Wendy Schieman

Seconded by Aaron Harris

CARRIED

LIABILITY INSURANCE

Wayne presented a brief overview of the benefits of our liability insurance coverage and reminded everyone that sites are not covered by the policy until their annual membership fee has been paid. Individuals who are not directly connected to a Regional Fair or partner organization must take out an individual membership in OHFA to be included in this coverage. Our insurance provider – Jones Deslauriers Insurance Management Inc. – has indicated that we will have \$5,000,000 general liability coverage and \$2,000,000 directors and officers coverage again this year, but that the supplier will now be Gore Mutual. The premium will remain unchanged when our policy is renewed in mid-November.

OHFA MEMBERSHIP FEES

Wayne indicated that membership fees for 2016 are now due and that many sites and individual members have already renewed their memberships. He will send out reminders to those sites whose fee is still outstanding.

Motion # 4

"That the OHFA membership fee for Regional Fairs remain at \$50.00 and individual membership fees remain at \$20.00 for 2015-2016 to cover the cost of liability insurance for all volunteers at Heritage Fair sites in Ontario."

Moved by: Wayne Hugli

Seconded by Wendy Schieman

CARRIED

Motion # 5

"That OHFA renew its liability insurance with Jones DesLauriers Insurance Management Inc. - John Thomas (agent) for 2016."

Moved by: Wayne Hugli

Seconded by Evan Farquhar

CARRIED

FINANCIAL REPORT – 2014-2015

Copies of the 2014-2015 auditor's report were forwarded to delegates prior to the meeting. A copy of that report is posted on our website at [http://www.ohhfa.ca/media/OHFA Audit - 2015.pdf](http://www.ohhfa.ca/media/OHFA_Audit_-_2015.pdf)

Wayne presented a brief financial overview indicating that our financial audit cost \$1,017.00 and it is anticipated that the renewal fee for our OHFA liability insurance coverage will be \$1,269.00. We have already received our annual HODG (Heritage Organization Development Grant) of \$925.00. At the present time our bank balance is \$9,037.36. Our only projected additional income will come from OHFA memberships, Provincial Fair donations, and an HST rebate of approximately \$1,400.00 for the previous fiscal year. Canada's History has indicated that we can anticipate financial support from them which will be similar to what was received last year.

Motion # 6

"That the OHFA financial report for 2015-2016 as prepared by our auditor be accepted as written."

Moved by: Wayne Hugli

Seconded by Wendy Schieman

CARRIED

Motion # 7

"That Bradley Lecour, CPA, CA, be appointed OHFA's auditor for 2015-2016."

Moved by: Wayne Hugli

Seconded by Vanessa Tamburo

CARRIED

At the AGM in 2014, a motion was passed concerning funds held in trust for any Regional Fair site that have discontinued participation in the Fairs program in Ontario. Since Hamilton Wentworth Regional Fair has not existed for three years Wayne recommended that the \$328.00 that has been held in trust be allocated toward the Provincial Fair in 2016.

Motion # 8

"That the funds held in trust for Hamilton-Wentworth Regional Fair be re-allocated to the Provincial Fair in 2016."

Moved by: Wayne Hugli

Seconded by Shaughna Crew

CARRIED

STRATEGIC PLAN – 2015-2016

Copies of the Strategic Plan were provided to delegates in advance of this meeting. Delegates were provided with an opportunity to comment on the plan before voting to accept it. A copy of the plan is posted on our website at http://www.ohhfa.ca/media/OHFA_Strategic_Plan.pdf and [http://www.ohhfa.ca/media/OHFA_Strategies - Appendix A Strategic Plan 2015-2017.pdf](http://www.ohhfa.ca/media/OHFA_Strategies_-_Appendix_A_Strategic_Plan_2015-2017.pdf)

Social Media

The benefits of social media such as FACEBOOK and TWITTER were discussed and Rose volunteered to set up and manage a twitter page for the association. A link to that page will be posted on the home page of our website. She also offered to create a facebook page as well. Liz said that she would follow up with Katie Millan with regard to some work that she has already done for us in this regard.

Regional Fair Support

Liz reminded us of the importance of an OHFA presence at Regional Fairs each year. She encouraged Board members to attend the events in their area and reminded Regional Fair sites of the importance of having the dates and locations of those events on our website pages and calendar.

Carol reported that our OHFA Partners plan to contribute awards for our Regional Fairs again this year and indicated that the Ontario Human Rights Commission would be adding a new award which will be posted on the Awards page on our website. Vanessa will provide a bilingual description of the award. She hopes that this award will make students more aware of their rights and of the history behind their creation. The Commissioner has expressed an interest in attending the Provincial Fair in 2016.

It was suggested that we consider adding an award relating to Franco-Ontarian history. Elizabeth Price suggested that we approach le Réseau du patrimoine franco-ontarien (<http://www.rpfo.ca/en/>) or the Francophone Assembly of Ontario ([AFO, or L'Assemblée de la francophonie de l'Ontario](#)) in this regard. She also suggested contacting [AEFO](#) to see if that teacher organization might be interested in providing an award.

The possibility of participation and support from the [Métis Association of Ontario](#) and/or the [Ontario Federation of Indigenous Friendship Centres](#) was also discussed.

Carol reminded us of how much the donors appreciate the thank-you letters that they receive from recipients. Partnering with OHFA offers organizations and opportunity to promote their history and heritage initiatives and programs with participants in the Heritage Fairs program.

Human Resources

Liz Kerr stressed the value of our human resources within OHFA and encouraged job shadowing for those who might wish to assume a leadership role in the future. We are also seeking potential OHFA directors and volunteers with

fundraising expertise. These efforts will help to ensure the future of the Fairs program in our province. Anyone interested in taking on one of these roles is invited to let us know.

Elizabeth Price suggested that we consider advertising for volunteers through intern programs. These programs provide support for the recipients but also offer valuable experience for the volunteers. Supervision would be required and most programs extend throughout a whole semester. Liz Kerr will investigate possibilities through the University of Toronto.

Regional Fair Participation

Concern was expressed about potential effects of the current teacher action in Ontario but at this time it appears that sites that participated in 2015 will continue to take part in the program again in 2016.

Our contact in Sault Ste. Marie has expressed an interest in re-joining the Fairs program this year. Marla Adamson Barber is teaching history to grade 7 and 8 students at the west end of the Algoma District School Board who have been moved to Algoma Central Secondary School in Desbarats, Ontario. Close to 200 students would be involved in the event. OHFA welcomes the return of this Regional Fair and encourages the inclusion of students from other schools in that area. Marla will be added to our list of Regional Fair contacts for 2015-2016.

Fundraising

Fund development strategies are our greatest need at this time. Holding a Provincial Fair is only possible when sufficient funds can be raised. At the present time, we are only able to hold that event when Canada's History is able to provide additional financial support and we have had to require sites to pay for the cost of transporting delegates to and from the event. We require a minimum of \$12,000 to \$15,000 to fund this event each year.

The Ministry of Education in many provinces has provide financial support but we have not been successful in gaining such support in Ontario. Ontario Power Generation has expressed an interest in increasing its financial support for OHFA and Carol is working with Cindy Clarke to develop a funding proposal for the upcoming year.

Financial support from organizations such as the Ontario Geography Consultants Organization (OGCA), Ontario History, Humanities and Social Science Consultants Association (OHHSSCA), and Ontario History and Social Sciences Teachers Association (OHASSTA) have been received as well as donations from York Pioneer and Historical Society and Grandmother's Bake Shoppe. Individual donations from members of OHFA are also received throughout the year to support the Provincial Fair. Donations can be made on-line at <https://chimp.net/groups/ontario-provincial-heritage-fair>. Donors will receive an official receipt for income tax purposes.

Alison Little suggested that we consider approaching the Ministry of Tourism, Culture and Sport for financial support and Jill McCaw recommended that we investigate ways to connect with the Canada 150 celebrations through Canadian Heritage because a number of other provinces have been successful in gaining funding in that way.

Ontario Chapter of the Canadian Association of Heritage Professionals (<http://cahp-acecp.ca/chapters/ontario/>) was also suggested as a possible source of financial support.

Rose indicated that the OHFA executive would hold a conference call in the near future to discuss this further.

Motion # 4

"That the Strategic Plan for 2015/2016 be accepted as a working document that will be reviewed by the Board at each upcoming Board Meeting."

Moved by: Carol White

Seconded by Connie Culbertson

CARRIED

PROVINCIAL FAIR PROPOSAL – 2017

At this point in the meeting we were joined by Professor Marcel Martel from the Department of History at York University. He has been working with Alison Little from the Archives of Ontario to develop a proposal for the Provincial Fair in 2017. They have offered to host the event at York University and assist with arranging accommodation, travel, and tours for that event.

There was discussion of extending the length of the event to include a third day. Regional Coordinators supported the concept but indicated that it would involve additional paperwork and cost for teacher release time at the local level. There was also some concern about including younger students who might have difficulty dealing with an additional night away from home.

The proposal was supported and further discussions will take place in this regard.

SWAG FOR 2016

In the past, OHFA has purchased a few items (pens, jotters, key lights) that were made available for purchase by Regional Fair sites at cost. Wayne was asked to investigate possible items and report back later this fall. Some suggested items were wrist slappers, pins, pencils, pens and bags. Items for students should not exceed \$2.00 in cost.

PROVINCIAL FAIR 2016

Carol commented briefly on the Provincial Fair report that is posted on our website at http://www.ohhfa.ca/media/Ontario_Provincial_Fair_2015.pdf . Last year's event was a great success and arrangements have already been made to hold the Provincial Fair on June 11-12, 2016 at the New College Residence at the University of Toronto.

The possibility of arranging for a later departure from Toronto on Sunday afternoon was discussed but this would pose a problem for some sites because of train and bus schedules. It was suggested that we consider offering an optional tour or event on Sunday afternoon for those sites that will not need to depart before 3:00pm. All delegates would participate in the morning tour and lunch.

In response to concerns that have arisen with regard to past Provincial Fairs, guidelines have been developed to ensure that all sites are aware of the procedures involved with the event. These guidelines were adapted from the ones used in the past with for the National Fairs that were held when the Historica Foundation sponsored the Fairs program. The proposed guidelines can be found on our website at http://www.ohhfa.ca/media/Provincial_Fair_Selection_Guidelines_-_2015-2016.pdf

Wayne highlighted a few of the items:

- It is important that adults selected as counsellors for the event should have had some previous experience participating in overnight programs and activities so that they have the necessary supervision skills.
- Sites should choose alternate student delegates who can be asked to replace those that may need to drop out at the last minute due to illness, etc.
- Parents must understand that they are only invited to attend the Provincial Project Showcase. All other program activities are not open to them.
- Choosing a worthy student who will benefit from the Provincial Fair experience should be the top priority.
- At the Regional Fair level, students should be made aware of the implications of attending the Provincial Fair and asked in advance whether or not they wish to be considered. This will help to avoid situations where a child is not prepared for an overnight stay without parent supervision or other unexpected complications.
- Consultation with teachers before student delegate selection would be wise.

One minor change was suggested to the guidelines:

"The information presented in projects must be historically accurate." Will be re-worded to read "The historical research must be of high quality and grammatically correct."

The revised guidelines will be shared with Regional Fair coordinators and posted on our website so that all sites are aware of them before the events are held in the spring.

YOUNG CITIZENS PROGRAM

Carol provided an overview of the results of the program in 2015 and indicated Ontario sites will again be offered 28 spots in the program in 2016. Last year's student video submission can be viewed at <http://www.canadahistory.ca/Kids/YoungCitizens/Find-a-Young-Citizen> .

Carol will contact sites this fall to determine whether or not they wish to participate in the Young Citizens program and find out how many spots they would like to fill. She will need numbers by mid January so that they can be submitted to Canada's History and our contract can be signed. We will receive \$275.00 from Canada's History for each Young Citizen video uploaded to the website. Ontario will forward \$200.00 per Young Citizen to the Regional Fair sites involved and will retain \$75.00 for transportation of Young Citizens to the Provincial Fair. We hope to receive additional funding from Canada's History to support the Provincial Fair – as we have in the past. Without that financial support such an event

would not be possible. Once all 28 spots have been allocated Carol will forward that information to Canada's History and will sign our contract for 2016. Contracts to Regional Fair sites will be sent out early in the new year.

First Nations and French first language videos should be encouraged.

The deadline for video submissions will be June 6, 2016 and online voting will take place from June 13th to 22nd. Winners from each province will be announced in August.

Blair Janzen, Laura Arnold and Aaron Harris commented on the reasons for the success of the Young Citizens programs in their areas. They felt that it is important that students are made aware of the expectations and that sites consider approaching teachers and students in advance to ensure that they have the necessary skills, support, and equipment needed. Jill McCaw commented on the high quality of the videos produced by students in Ontario.

Last weekend, Carol attended a National Meeting the last weekend in October to find out more about this year's version of Young Citizens. This meeting was held in conjunction with the Youth Forum that was attended by Laura Arnold from Grey Roots Regional Fair and our student delegates Robert Hann (Grey Roots Regional Fair) and Kristen Rowe (Durham Regional Fair)

Laura provided a brief overview of the Youth Forum and indicated that she and the students really enjoyed the experience. She said that the days were long but filled with excellent tours and activities. They have provided a report and photos of the event that are posted on our website at [http://www.ohfa.ca/YOUTH_FORUM - 2015.php](http://www.ohfa.ca/YOUTH_FORUM_-_2015.php). On behalf of OHFA, Laura was thanked for her involvement with the Youth Forum and the great job that she did as our counsellor.

Canada's History medals will once again be provided to Regional Fairs but sites may receive only one this year. Carol will confirm that and notify sites. Sites must register with Canada's History by February 12th to receive this award plus Kayak magazines for their site. A reminder will be sent to sites in January.

Final Online Reports will be required as soon as possible after Regional Fairs are held so that Carol can complete our report to Canada's History before the end of June. Award Charts are due May 22, 2016.

Carol reminded everyone of the ILLUSTRATED HISTORY CHALLENGE that is offered by Canada's History is a useful education opportunity for students. Information about that contest and both English and French posters are available on our website.

OHFA PARTNER INITIATIVES

Archives of Ontario

Alison Little highlighted the many services offered by the Archives of Ontario that would support the Fairs program in our schools. Many lesson plans and kits are available on their website and tours and workshops are available upon request throughout the province. They are appropriate for students from Grades 2 to 12 and there is no charge. These excellent resources can be accessed on-line at <http://www.archives.gov.on.ca/en/education/index.aspx>

On-site exhibits are on display for approximately 18 months at the Archives in Toronto and there are on-line links for those who cannot attend in person. There are also twelve travelling exhibits that can be borrowed.

Representatives may be available to attend Regional Fairs – upon request. For more information about these services please visit the website at <http://www.archives.gov.on.ca/en/index.aspx> or contact Alison at Alison.little@ontario.ca

Ontario Genealogical Society

Connie Culbertson from the Toronto branch of OGS shared information about the upcoming conference which will be held in Toronto in June 2016. Details about that event can be found at <https://www.ogs.on.ca/conference/>.

She expressed concern about the various archives that are being closed and/or merged with other collections. OGS is moving to a new location but its website will continue to provide access to clients at <https://www.ogs.on.ca/>

Family history lesson plans have been created in conjunction with the Archives of Ontario. These should be of great value to students researching family history for their projects.

Ontario Library Association

Liz Kerr reported on behalf of Beckie MacDonald from the OLA. She provided copies of the OLA Conference package for those at the meeting. The conference is scheduled for January 27th to 30th 2016 at the Metro Toronto Convention Centre. Those who were unable to attend the meeting in-person can access information about the event at <http://www.olasuperconference.ca/> . This conference always offers excellent workshops that would be of interest to those involved with the Fairs program.

The other OLA program that was highlighted was the "Forest of Reading" . This program focuses on recreational reading and often features titles with historical or heritage themes. Further information about this program and this year's featured titles can be found at

https://www.accessola.org/web/OLAWEB/Forest_of_Reading/Welcome/OLAWEB/Forest_of_Reading/Breaking_News.aspx

Multicultural History Society of Ontario

Many of the MHSO publications that are available free on our website. *Polyphony* (<http://mhso.ca/wp/polyphony-the-bulletin-of-the-multicultural-history-society-of-ontario/>) might be particularly useful for students.

Both Rose and Liz encourage on-going cooperation and sharing with our partner organizations because there are many ways that we can support each other. Rose is working on a list of useful history and heritage websites that we will share on our site.

At the end of the meeting Liz thanked Alison and the Archives of Ontario for hosting our meeting and allowing us an opportunity to visit and explore their facility.

Before adjourning the meeting there was some brief discussion about the possibility of changing the date of our AGM in 2016 since a number of people found that this weekend conflicted with other commitments that they had. Since this had an impact on attendance at the AGM, this will be considered before a date for next year's meeting is scheduled.

The meeting adjourned at 3:25 pm.