



# ONTARIO HERITAGE FAIRS ASSOCIATION L'ASSOCIATION DES FÊTES DU PATRIMOINE DE L'ONTARIO

## OHFA Annual General Meeting – October 15, 2016 Archives of Ontario

**Present:** Rose Fine-Meyer, OHFA; Wayne Hugli, OHFA; Elizabeth Price, MHSO; Enza MacEachern, Sudbury District Heritage Fair; Julie McNevin, Dufferin County Museum and Archives; Carol White, OHFA; Elizabeth Kerr, OHFA; Caroline McBrine, OHFA; Allan Hux, OHFA; Jill McCaw, Ottawa Regional Heritage Fair; Kristin Chiasson, York Region District School Board; Laura Arnold, Grey Roots Museum; Todd Arnold, Bluewater District School Board; Allison Little, Ontario Archives; Hugh Barnett, OHFA

**Via-phone link:** Aaron Harris, Thames Valley Heritage Fair; Sandy Kritzer, OHASSTA; Heather Montague, Kingston

**10:00:** Arrival and Refreshments

**10:15:** Call to Order and Introductions (Rose)

Rose began the proceedings with a thank you to Carol and the OHFA's Regional Fair Sites for providing letters of support in regards to OHFA's application for Ontario 150 partnership grant. She also thanked Allison Little and the Archives of Ontario for their support in providing the venue for the AGM.

### **Section A: Business Items**

(In order to expedite this portion of the agenda, directors and partners were asked to review documents available on the OHFA website in advance and have questions or comments ready)

Motion #1 – “That the Minutes of the 2015 AGM be accepted as written.”

Moved by: Wayne Hugli

Seconded by: Elizabeth Kerr

Motion Carried

Motion # 2 – “That the Annual Report 2015/2016 be accepted as written.”

Moved by: Carol White

Seconded by: Jill McCaw

Motion Carried



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Comments/Discussion: Carol White was thanked for her excellent work in preparing the Annual Report

Motion # 3 - "That the Board of Directors of OHFA for 2016/2017 presented by the nominating committee be accepted."

Moved by: Elizabeth Kerr

Seconded by: Allan Hux

Motion Carried

Comments/Discussion: Liz Kerr welcomed Caroline McBrine and Hugh Barnett as new directors to the board. Rose thanked Hugh for volunteering to take the minutes for the meeting

### **Liability Insurance and Financial Report**

Motion # 4 - "That the OHFA membership fee for Regional Fairs remain at \$50.00 and individual membership fees at \$20.00 in 2016/2017 to cover the cost of liability insurance for all volunteers at Heritage Fair sites in Ontario."

Moved by: Wayne Hugli

Seconded by: Elizabeth Kerr

Motion Carried

Comments/Discussion: Wayne Hugli referred all directors and partners to review Financial Summary, re: liability insurance fees for 2015

Outstanding membership fees: Wayne advised that the following regional partners are behind in paying their membership fees:

- Kenjgewin Teg
- North Bay
- Toronto

Motion # 5 – "That OHFA renew its liability insurance with Jones Deslauriers Insurance Management Inc. - John Thomas (agent) for 2016-2017."

Moved by: Wayne Hugli

Seconded by: Jill McCaw

Motion Carried

Motion # 6 - "That the Annual Financial Report 2015/2016 as prepared by our auditor is accepted as written."



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Moved by: Wayne Hugli

Seconded by: Enza MacEachern

Motion Carried

Comments/Discussion: Wayne apologized for any delays in reporting; explained that the auditor provided final report only within past few days

Wayne refers the directors to OHFA's financial summary for the past year:

-Canada's History will provide approximately the same amount of money this year with the majority going to the Young Citizens program (i.e., line item not to be associated with operating costs)

-For the past several years, OHFA has been holding money in Trust for Hamilton-Wentworth Regional Fair site, in the case that they were to restart; at this point in time, the money will now be moved to general funds.

### **Ontario Power Generation (OPG) update:**

-Carol updated the board on the status of OPG funding; in past years, OHFA has funded individual fair sites who had geographical proximity to OPG; however, at this time, the OPG is now funding the Provincial Fair and Regional Fairs centrally through OHFA. OPG determines how funding is allocated.

- Carol is seeking status updates from OPG on how provincial and individual funds will be distributed going forward; ultimately, OPG decides ultimately which sites receive what funding.

-Enza provided the board with details, re: Sudbury fair's arrangements with the OPG in the past.

**Action item:** Carol will follow-up with the OPG again next week

### **Further items related to Financial Summary**

-Wayne provided the board with information on personal donations and provincial fair donations

Expenses: Wayne reviewed for the board some of the basic operating costs, including liability insurance, audit fees, Young Citizens program

-HODG (Heritage Organization Development Grant) will now be received via automatic deposit, as set up by Wayne

-AGM expenses: these include Wayne's hotel expenses and Carol's train expenses, which will be donated back before year end

-Wayne has yet to receive website expense invoices



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-Regarding money held in trust for Peel Region; while Peel Region does not anticipate starting up again anytime soon, Wayne advised the board that OHFA will continue to hold these funds in trust

Question: Liz Kerr asked Wayne if OHFA was eligible to receive more funding from HODG; Rose explains that, based on the current mandate of OHFA, this amount remains restricted; Further to this point Elizabeth Price (MHSO) explained that, over the course of the next year, all funding programs for heritage organizations in the province will be under review by the Ministry

Motion # 7 – “That Bradley Lecour, CPA, CA, be appointed OHFA’s auditor for 2016-2017.

Moved by: Wayne Hugli

Seconded by: Rose Fine-Meyer

Motion Carried

**10:48:** Meeting recessed for 10 minutes

### **Section B: Information Items and Discussion**

**10:59 a.m.: Meeting resumes**

Rose called the meeting back to order; Carol took time to welcome new sites to OHFA: York Region, Dufferin County

-Carol invited Kristin Chiasson from York Region to discuss the progress of York Region’s heritage fair committee

-Kristin explained that two teachers from York have been recruited for their committee: Jan Emerson, Christian Blake

-Kristin explained to the board concerns that Grade 10 history is being taken more often now as a summer course; York fair committee looking at introducing intermediate teachers to work of heritage fairs; the fair committee has also identified a possible site for their fair at the Sharon Temple

-At this time, Julie McNevin from the Dufferin County Museum and Archives spoke to their efforts to engage local schools; the Museum currently operates a Digital History Project for High school students; -

-Julie explained that the Museum has had some contact with schools, but need more ‘buy-in’ from teachers; to that end, the Museum is hoping to expand their programming to private schools and Catholic schools in area



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-Julie also indicated that the Museum is working on more community outreach to local heritage organizations

-At this time, Carol welcomed both representatives to ask any questions they have from the OFHA board

-Allan Hux sought clarification on the Dufferin County Museum's school board affiliation; as the museum continues to seek new relationships with teachers, Allan offered to help facilitate contact between the Museum and OHASSTA President, Sandy Kritzer

-Enza provided the Museum with advice, in terms of making local principals aware of the benefit of heritage fair participation

-Julie also discussed some of the challenges associated with being located in a rural area

**Action items:** Rose promised to share power point with OHFA board illustrating importance of social studies; Wayne promised to share OHFA password for access to site for all partners and directors

### Section B: Strategic Plan

a. Human Resources – Sustaining OHFA for the Future – Current Status, Regional Site Concerns, Sustainability of Fairs and OHFA

b. Communication – Current Status, Regional Fair Expectations and Needs

c. Strategic Partnerships – Current Status, Changes, if any, Needed

d. Fund Development – Current Status, Pending Grants (Rose), Other Ideas

(At this time, Aaron Harris, Thames Valley Heritage Fair, phoned in to meeting)

#### **a. Human Resources – Sustaining OHFA for the Future**

-Carol explained to the board that the OHFA is currently in its third year of a three year strategic plan; moving forward, the board requires the support of individual sites to help in reporting, as well as drafting a new strategic plan; most of the data will be collected as usual from the on-line reporting

-As Carol explained, sustainability will be one of the primary issues for the board moving forward

-Previous years: initially, Historica Canada hired Wayne and Carol to work part-time to oversee OHFA operations; as of 2009, however, this relationship with Historica ended; in response to this development, OHFA become a volunteer-driven organization

(Sandy Kritzer, OHASSTA, joined the meeting via phone)



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-Carol explained that OHFA is now at the stage where sub-committees are needed to take more of a lead role in organization; to this end, Carol sought the partners' advice for steps forward

-Rose discussed the model currently used by the Women's History Network, which is dependent upon the work of subcommittees

-Wayne discussed some of the expenses involved in maintaining the central organization for the provincial fairs

-Carol also voiced her support for more fundraising expertise on board

-At this time, Rose suggested that Carol introduce a motion for the establishment of new subcommittees for OHFA moving forward

Motion: "That OHFA will create a manual and develop job descriptions for new sub-committees, and will solicit input from the board in establishing these sub-committees; a draft outlining this process will be in place by December 2016"

Moved: Carol White

Seconded: Liz Kerr

Motion Carried

**Action item:** Enza will seek input from fundraiser she is in contact with

Comments/Discussion: Jill asked Carol what kind of committees are specifically needed by OHFA. Carol and Wayne will create a list for the board to consider

### **Further updates**

#### **Regional Fairs**

-Carol outlined some of the issues currently experienced at regional fair sites; specifically, finding sufficient judges for French immersion students; additionally, Carol raised the issue of inclusion of homeschoolers, private school students

**Question for discussion:** Carol sought regional input on outreach strategies for volunteer/student recruitment; how can we promote the fairs?

-Liz pointed out the provincial conferences: perhaps OHFA could put in proposals to conduct sessions, or produce content for digital magazines

-Wayne suggested further outreach to school councils and parent associations



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- Enza suggested recruiting more Teacher candidates, as well as history professors from local post-secondary to act as judges
- Allison also suggested that if sites are near Museum studies programs, OHFA fair sites could seek undergraduates, other students to help adjudicate
- Enza pointed out that less students are using their public library resources; in response to that, OHFA needs to bring in people to facilitate archival research in classrooms
- Rose stated that broad networking is the key to reaching some of these goals
- Wayne reminded the board that website links to OHFA are key to drawing more people to the organization's work; OHFA offers links to other sites, as well (redirection)
- Enza explained the work of the Sudbury Museum curator in creating a scavenger hunt for fair participants, incorporating student projects into the activity
- Sandy also let the board know that OHASSTA has just updated their own website; it provides links to other heritage organizations; OHASSTA will look to include a link to OHFA; Sandy also indicated that there is also the possibility of including information about OHFA in their publication *Rapport* (current distribution of 800 teachers)
- Kristin asked about OHFA's current status on social media; suggested monthly twitter chats
- At this time, Carol suggested moving on to fundraising; as Carol explained, the grant for Young Citizens pays for some transportation for Young Citizens to attend provincial fairs, but not delegates; certain regional sites do interesting things in order to raise money for individual fairs; for example, Kingston fair applies to their local Rotary Club for money to get students from Kingston to Toronto for the provincial fair; Rotary Club has been funding for three years now
- Laura explained to the board that the ETFO branch in Owen Sound has made contacts on behalf of the Grey Roots Museum; word of mouth also remains very important
- Carol suggested that the best strategy for regional sites is to seek money from local organizations for more specific items, e.g., transportation; as Carol also reminded, the further the site is from Toronto, the more transportation costs become an issue
- Wayne add that in past years, Sault Ste. Marie students travelled to the provincial fair by plane and cannot participate now because costs have been downloaded to sites
- Rose added that parents also need to be prepared to help cover some travel costs for their children



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-Jill added that the Catholic board in Ottawa always pays for their students' provincial participation

-At this time, Allison asked: Has a corporate sponsor been approached in regards to student transportation to provincial fairs?

-To this, Carol responded that it is essential to establish new committees to review these issues, re: transportation

-Further to this, Carol added that French first language involvement remains problematic, and thus requires further investigation at the subcommittee level

-At this time, Carol and Rose moved on to next point: Resources. Are there things that fairs need?

-Jill informed the boards that Canada's History needs to develop lesson plans for the Young Citizens program; specifically, a template modelling for teachers how to involve students in the program

-Carol added that some regional sites are also wanting to know how to include the Young Citizens logo into an I-movie format (issue around 'copy and paste') in IPAD

### **b. Communication**

-Twitter, Email, and Website: what else do local sites need? Are sites happy with how OHFA is currently communicating to members?

-Rose said that Twitter needs more followers at local level; should the OHFA be using Facebook?

-Allison reported to the board on the Ontario Archives launch of a new Facebook site; result has been huge surge in number of visitors; archival photos more widely viewed on Facebook than Flickr; educators in particular have responded well to the Facebook page

-Rose offered to set up a Facebook account for OHFA

### **c. Strategic Partnerships**

#### **Update from Carol, re: Canada's History**

-Canada's History may or may not be continuing the two Canada's History awards

#### **Partner update**

-Elizabeth Price let the board know that student letters (i.e., thank you letters) remain much appreciated, and very helpful in terms of qualitative feedback



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-Allison concurred that the feedback from students is welcomed

### **d. Fund Development**

-Carol informed the board that, regarding Canada's History, that CH does not have any more funding for Young Citizens, but do have enough for this years because of the way it has been distributed in the past; however, there is no promise that this will continue to exist in the future; the money in 2017 will amount to \$275 per young citizen; for this, a total of 28 videos must be produced in the province, with guarantees that participation in the provincial fair will be made available to student participants

-OHFA will keep \$75 of this funding, providing \$200 per site

### **Grant update**

-Rose informed the board of her work to submit an application for a Celebration Grant submitted under the umbrella of Ontario 150 funding; the grant application was filed in September, and word should be received before the end of 2016 on the success of OHFA's application; if, however, OHFA does not receive funding, other contacts can be utilized for further funding opportunities

-Rose also informed the board of her work to submit an application for The Partnership Grant (new partnerships only) with Fixt Point Theatre that will be called 'Common Place, Common Ground,' in order to better incorporate Indigenous perspectives of place and space into the project; in the first year, this project would include six school boards, with two schools per board, and two teachers per school to be engaged at the local level; all technical facilitation for this project will be provided by Fixt Point

-Rose indicated that she is hopeful that OHFA will receive some grants, but would like to look further into other grants available.

### **Discussion closed on Strategic Plan; moved to final vote**

Motion # 8 - "That the Revised Strategic Plan for 2015/2017 is accepted as a working document that will be reviewed by the Board at each upcoming Board Meeting."

Moved by: Carol White

Seconded by: Liz Kerr

Motion Carried



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### 1. Swag for 2017

- Wayne reported that none of the partner sites ordered memory sticks (\$7 per item); replace next order with agenda books
- peel and stick pads can be ordered, if members interested
- tote bags \$7 per item if ordered in bulk of 150
- Jill wondered if there are items for teachers (e.g., teacher bags); Wayne will look into
- Wayne invited further suggestions for items; need to be received before mid-December

### 2. Preliminary Calendar 2017

- Website should be updated with new programming info soon
- Canada's History website is now updated for their programming
- Carol reported that Kayak magazines can be ordered this year in both English and French
- February 15 deadline for Ontario to sign its Young Citizen contract. Sites will be asked to commit in January.
- Email Carol with any questions, re: calendar
- Calendar will be distributed to all sites and partners with the minutes.

### 3. Partner Initiatives for 2017 Sharing Session

- Rose thanked all partners, including Allison Little of Archives of Ontario for hosting
- Elizabeth Price discussed MHSO digital archive, which can be ideally used in schools; currently two partners: Canadian Macedonian Historical Society and Polish (?); new materials include: 2,500 oral history tapes now digitized, 77 newspapers, over 6000 historical photographs, 680 transcripts, 450 interviews indexed, 180 biographical entries on narrators; need to continue to seek new revenue sources to maintain program
- Sandy Kritzer discussed upcoming 2016 OHASSTA conference in Ottawa; plans to be in Ottawa for 2017 conference; plan to be more of an Ontario organization (less Toronto centred); improved digital footprint (re: presence on social media); OHFA will update members about OHASSTA conference
- Allison Little provided the board with details on new Ontario 150 exhibit; features two new lesson plans online accompanying the exhibit; AO willing to travel to provide adjudicators, workshops at regional sites



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- Rose updated, re: Then/HiEr funding; funding has come to an end, Carla Peck seeking new funding to continue a similar project; requires new partnerships and support, seeking OHFA support

New Motion: “That OHFA vote to support new partnership with *Thinking Historically for Canada’s Future, 2017-2023* project proposal”:

Moved: Allan Hux

Seconded: Jill McCaw

Motion Carried

At this time, the meeting breaks for lunch

**LUNCH 12:20 – 1:20**

**1:20:** Meeting resumed

### **Section C: Partnerships**

#### **Initiative with FIXT POINT Introduction - Presentation FIXT POINT**

- Rose presented a brief video on the work of Fixt Point, discussed partnership initiative
- new available funding programs are targeting digital projects focusing on Canada’s present; digital projects representing diversity of stories focus of funding initiatives
- Partnership with Fixt Point poses new possibilities of moving forward with history projects in an increasingly digital era
- Enza asked about the process for selecting schools; Rose suggested regional diversity (east, north, south, west)
- Jill asked if the project would be in English; Rose informed that at least one project should be in French, as well as at least one with an Indigenous focus

#### **Young Citizens 2017 Discussion Challenges - Direction for 2017 - Beyond 2017**

- Carol reviewed the financial situation for the Young Citizens program for 2017; there is enough money to run the program for the next year
- Will not know the specifics of the funding amount until February 15, 2017 (date when contract will be signed with Canada’s History)
- Ontario again assigned 28 YC videos, as per terms of contract; issues persist, however, with having all sites deliver promised number of videos
- Three sites last year asked if they could submit additional videos; this helped reach goal of 28 videos
- Moving forward, there is a need to ensure that funding exists to cover all YC participants travelling to provincial fair



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- Issue with providing costs for students travelling from regions beyond the GTA (e.g., Kingston, Ottawa, Sudbury)
- Liz proposed cost-sharing initiative; regarding the production of videos, Liz asked as to whether or not Fixt Point might be able to assist in providing technical training to teachers
- Laura suggested some form of contract between OHFA sites and potential YC candidates to ensure that videos are delivered in time; Liz suggests a letter of understanding (perhaps accompanying permission forms)
- Laura outlined some of the processes used by Grey Roots Museum to prepare students for YC participation

**Action item:** Carol will draft letter of understanding for participants' parents to sign in advance; Carol will circulate for board approval

### Other business

#### **Civics in the Curriculum**

- Allan informed the board that OHASSTA and History Consultants have concerns that there will be changes to compulsory course work, possibly eliminating Civics as a compulsory course (Civics possibly becoming an elective credit)
- Allan will forward a sample letter to all OFHA directors/partners that is currently being drafted to protest the Ministry's decision; this letter will be e-mailed to sites.

#### **Board Minutes**

- Wayne asked if the board would approve making all meeting minutes publicly available on the website; deferred to later discussion

#### **2017 Provincial Fair Update**

- Liz asked if there were any further updates to provincial fairs; Rose will send out updated information to all partners
- Sites need to be aware that there will be an opportunity for sites to arrive on Friday this year. Activities will be provided for Friday arrivals.

#### **Future meetings**

- Wayne will circulate a note suggesting dates and times for conference call meeting in January 2017

#### **2:18: Meeting Adjourned**

**Hugh Barnett, secretary, October 15, 2016**



## ONTARIO HERITAGE FAIRS Calendar 2016-2017

\*Important Dates for Ontario Regional Fairs are enlarged and highlighted.

Fall 2016	Promotion of Heritage Fairs and Young Citizens in schools and education conferences.  Website and all documents relating to Young Citizens are updated at <a href="http://www.canadashistory.ca">www.canadashistory.ca</a>
November 26-29, 2016	Young Citizen Forum – Ottawa National Heritage Fairs Meeting – Ottawa
<b>January 15, 2017</b>	<b>Deadline for Regional Fair sites to confirm participation in Young Citizens program</b>
<b>February 13, 2017</b>	<b>Deadline for Regional Fair sites to complete online form to request Heritage Fair material</b> (Please note that Kayak magazines may be requested in English and/or French. The Canada History awards may or may not be available – will update)
February 15, 2017	Deadline for OHFA to sign contract for participation in Young Citizens program – 28 YCs
<b>February 19, 2017</b>	<b>Deadline for Regional Fair sites to sign contract for participation in Young Citizens program</b>
February 28, 2017	Submission of Awards by Ontario Partners
<b>March 2017</b>	<b>Ontario Awards sent to Regional Fair Sites</b>
<b>April / mid-May, 2017</b>	<b>Heritage Fairs take place across Canada</b>
<b>May 24, 2017</b>	<b>Deadline for submission of Award Charts to OHFA</b> Please submit as soon after your fair as possible.
<b>May 24, 2017</b>	<b>Deadline for submission of Final Online Reports to OHFA</b> – Please submit as soon after your fair as possible.

<b>May 26, 2017</b>	<b>Deadline for online Provincial Fair registrations and submission of paperwork</b>
<b>June 1, 2017</b>	<b>Deadline to participate in Kayak Kids' Illustrated History Challenge</b>
<b>June 5, 2017</b>	<b>Deadline to submit Young Citizen videos to Canada's History</b>
<b>June 9, 10, 11, 2017</b>	<b>Provincial Fair</b>
<b>June 12, 2017</b>	<b>Online vote opens for Young Citizens</b>
June 30, 2017	Deadline to complete Ontario Composite final report for 2015-2017 Heritage Fairs and Young Citizens programs
<b>July 1, 2017</b>	<b>Canada History Week</b>
<b>July 7, 2017</b>	<b>Online vote for Young Citizens closes</b>
<b>August, 2017</b>	<b>Young Citizens recipients are announced</b>