



Ontario Heritage Fair Association Meeting Minutes 2023/2

Type of Meeting: AGM

Date: October 28, 2023

Time: 10 a.m. – 12 noon Location: Zoom Call

Attendees: Special Guest Joanna Dawson, Rose Fine-Meyer, Liz Kerr, Carol White, Jacinthe Caron, Bryce Honsinger, Kerby Waud, Heather Montague, Dallas Rochleau, Elizabeth Price, Garrett Hajnal

ITEM	DISCUSSION	DECISION TAKEN/ACTION REQUIRED
Call to Order/Welcome	Rose welcomed everyone to the meeting and thanked everyone for all their work. She made special mention of the OHFA Executive and Board Members, partners, and sponsors.	
	Annual Business Items All motions were carried. Please note that the Board of Directors list changed slightly. Update follows motions.	
Approval of 2022 AGM Minutes	Motion # 1: "That the minutes of the 2022 AGM be approved as written." Moved by: Rose Fine-Meyer Seconded by: Liz Kerr	Decision: Motion carried
Annual Report	Motion # 2: "That the Annual Report for 2022/23 be approved as written." Moved by: Jacinthe Caron Seconded by: Liz Kerr	Decision: Motion carried
Board of Directors	Motion # 3: "That the Board of Directors for 2023/24 be approved as presented by the nominating committee with a committee formed ad hoc following through to fill openings." Moved by: Liz Kerr Seconded by: Hugh Barnett	Decision: Motion carried
Treasurer's Reports	Motion:# 4: "That the Annual Financial Report 2022/2023 as prepared by our auditor be accepted as written."	Decision: Motion carried



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	Moved by: Dallas Rocheleau Seconded by: Rose Fine-Meyer	
	Motion #5: “That a suitable auditor be appointed OHFA’s auditor for 2023/2024.” Moved by: Dallas Rocheleau Seconded by: Carol White	Decision: Motion carried
	Motion #6: “That the OHFA membership fee for Regional Fairs remain at \$50.00 and individual membership fees at \$20.00 in 2023/2024 to help cover the cost of liability insurance for fair activities and all volunteers at Heritage Fair sites in Ontario.” Moved by: Jacinthe Caron Seconded by: Liz Kerr	Decision: Motion carried
	Motion #7: “That OHFA renew its liability insurance with Jones DesLauriers Insurance Management Inc. – John Thomas (agent) for 2023-2024” Moved by: Carol White Seconded by: Rose Fine-Meyer	Decision: Motion carried
Board Update	<p>Thanks goes out to one of OHFA’s Founding Board Members, Wayne Hugli, who has retired from our Board but will continue to support the program from the sidelines. Thanks also to Caroline McBrine, who resigned as well due to her present work conditions but who also will support the program as much as she can. Enza MacEachern has also resigned due to the folding of the fair in her region.</p> <p>Welcome goes to Dallas Rocheleau OHFA’s new treasurer, and to Garrett Hajnal, a recent graduate from the master’s program at OISE and currently working on his PhD who will strength the social media presence and communications.</p> <p>Openings Still available for Indigenous voice and replacement for our Assistant Executive Director plus central and northern fair representatives.</p>	ACTION: Liz will send email to the Board to invite current members to fill positions. She will follow-up with Bryce and Heather re potential Indigenous participation.
Agenda Items		
Regional Fair Funding Available.	<p>OHFA seeks funds from various sources each year to:</p> <ul style="list-style-type: none"> • provide support for the Association (e.g., insurance, auditor fees, supplies, etc.) 	Action Items: Membership fees are due by the end of November.



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	<ul style="list-style-type: none">• fund an annual Provincial Heritage Fair or Provincial Celebrations to showcase top students and their research projects• provide funds (if available) to Regional Fairs in Ontario to help them sustain the fair in their region <p>Canada's History (CH) provided us (via Canadian Heritage) with a one-time grant to grow and sustain the Ontario Fairs. Then in March 2023, Ontario was invited to participate in a pilot program that provided new funds to encourage future participation in the fairs by inviting teachers and teacher candidates to in-person fairs and to devise promotional activities that all fairs in Canada might use in the future to attract new participants.</p> <p>A successful application to Ontario Power Generation (OPG) plus donations from individuals and Ontario educational groups allowed OHFA to support all three objectives.</p> <p>Recognizing that this amount of funding would not be available in 2024, OHFA budgeted the funds for a two-year period ensuring that funds would be available for 2024. The bank balance (as shown in the auditor's report) indicates we will be able to provide support for all three objectives in 2024.</p> <p>We just recently received confirmation from Ontario Power Generation of their continued support for the 2024 Provincial and Regional Fairs.</p> <p>The amount of funding available per Regional Fair will be determined by the # of fairs and participation levels but should be in the range of \$1000.</p> <p>Each Regional Fair site will receive a contract from OHFA in January 2024 in which they commit to:</p> <ul style="list-style-type: none">- Hold a fair (in-person, virtual or hybrid) in 2024	<p>The OHFA Board will meet to determine funding procedures by the end of November</p> <p>A contract outlining the conditions outlined at the AGM will be sent to each participating site in January</p> <p>Money will be distributed to Regional Fairs in January or early February</p> <p>Decision:</p>
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	<ul style="list-style-type: none"> - Have a dedicated fair bank account or budget line and commit to standard Canadian accounting practices - Pay their membership fee to OHFA by the end of November 2023 - Honour sponsorship of Canada’s History and OPG in the form of a special prize honouring their sponsors, acknowledging the sponsorship at Fair events, and providing thank you tributes for the sponsors (e.g., photos, student thank you emails/cards, etc.) - Complete and submit a short on-line report sharing the following data: <ul style="list-style-type: none"> ▪ # of schools and classes participating at the school level and the regional fair level ▪ # of students participating at both school and regional fair level ▪ # of research projects completed at the school level ▪ # of research projects adjudicated at the regional level ▪ # of workshops or special activities included as part of the fair experience at the school or regional level ▪ # of volunteers at the school and regional levels <p>* a composite report is shared with our major sponsors and partners and highlighted in the OHFA Annual Report.</p> <p>**Although Canada’s History currently has no additional funds to provide for the fairs , raising funds for fairs continues to be a priority.</p>	<p>Motion carried</p>
<p>Provincial Fair Celebrations (Locations, Dates, Funding)</p>	<p>Instead of one centrally located Provincial Fair, OHFA held two Celebrations in 2023 - one in Toronto and one in Kingston and the rational continues to be valid for 2024.</p> <p>Rational:</p> <ul style="list-style-type: none"> ○ Funding ○ Transportation Costs ○ Distance 	<p>Action Items:</p> <p>Each Regional Fair should discuss with their local committees their</p>



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	<ul style="list-style-type: none"> ○ Overnight accommodation – OHFA not comfortable with overnight yet ● Both were successful but it was much easier to host in Kingston due to <ul style="list-style-type: none"> ○ Smaller city, easier parking, less complicated transportation issues ○ Support from Kingston and Ottawa personnel in booking venues, activities, supervision ○ \$1000 in funding and support from local sponsor – not a major factor as both Toronto and Kingston received a lot of discounts and free items ● 2024 Dates and Considerations <ul style="list-style-type: none"> ○ We need at least two Host sites and possibly three ○ Sites need local people to work with designated OHFA Board member(s) in planning and celebration day support ○ Dates: will be determined in collaboration with other fair coordinators in their designated area ○ The Celebrations do not need to be on the same date but should occur late May or early June to avoid conflict with school activities and celebration reports. d ● Programming Requirements: <ul style="list-style-type: none"> ○ Host site will determine the programming for the day in collaboration with designated OHFA Board member ○ Host site and designated OHFA Board member will determine # of participants per Regional Fair ○ Host site will book venue and programming activities ○ Host site will provide local volunteers, if needed, to help make the day run smoothly ● Funding: <ul style="list-style-type: none"> ○ Funds will be available from the 2023-24 Ontario Power Generation support and the remainder of the two year funding provided by Canada’s 	<p>interest in being a host and if interested should contact OHFA at help@ohfa.ca or Carol at cwhite@kingston.net as soon as possible but no later than the end of December.</p> <p>Ottawa will host in 2024. Niagara will discuss and let Carol know by mid-December. Kerby suggested a new concept be considered i.e., offering tickets to local attractions</p>
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	<p>History in 2023 but discounts from local venues and cash contributions from local sponsors are welcome</p> <ul style="list-style-type: none"> ○ Host site will prepare a budget and their designated OHFA Board member will seek approval from the OHFA Board for all expenditures ○ OHFA will determine amount of funding based on number of participants, number of Regional Fairs in the geographical region, budget requirements ○ Payment can be made for approved budget items, if requested in time, for direct payment from OHFA or paid locally and receipts sent to OHFA Treasurer for reimbursement. ○ Note: Unless finances change transportation support for sites to travel to the celebrations will not be covered. <p>Provincial Showcase. – Unlike Provincial Fairs in the past, the Celebrations in 2023 did not feature a showcase of projects. Instead, winning projects from Regional Fairs were showcased on the provincial website and were introduced by an opening video that featured interviews and activity photos and video clips from various Ontario Regional Fairs.</p>	<p>Decision: It was decided that the 2024 Provincial Showcase will be similar to 2023 and there will be no showcase at the Celebrations.</p>
<p>Awards 2023</p>	<p>Currently OHFA gives out 11 Provincial Awards from seven Ontario Partners and OHFA to each Regional Fair – Should changes be made? Any suggestions from partners and coordinators welcomed.</p> <p>Discussion Points:</p> <p>Good discussions regarding the number of awards, including Sites often have challenges with the number of awards, especially since there are many local awards in some Regions.</p>	<p>Action Item:</p> <p>ACTION: Liz will arrange a meeting in late November with the Partners and interested Board members</p>



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	<p>Sites requested flexibility in giving awards. It was noted that some of the awards have broad scope i.e., the OLA Award, Founders' Award. They also requested that criteria be revisited for each award with more flexibility being built in.</p> <p>Heather from Kingston suggested a new award to recognize projects with a connection to the land: the idea was well-received; a sponsor should be sought</p> <p>- Some Ontario partners would like to discuss more ways they can be involved with the fairs. e.g., Ontario Archives offers workshops at fairs; others have done so in the past as well</p> <p>The “Executive Award” honouring the teacher and his/her class with the most positive participation at each Regional Fair will be continued for 2024 (Approved by OHFA Board at last Board meeting)</p>	<p>ACTION: Liz will pull together the criteria now being used in documents on our website as a starting point to revision.</p> <p>Rose will contact Heather at Queen’s University and then contact Niche regarding a possible new award.</p>
INFORMATION AND DISCUSSION ITEMS		
Yearly Calendar	<p>The sidebar in the Newsletters will be updated regularly to show all upcoming due dates and events.</p> <p>Some dates already in place;</p> <p>Confirmation of Commitment to hold a Regional Fair and Membership Payment – end of November</p> <p>Contract for Funding Distribution – early January with signed contracts returned before by end of January</p> <p>Details including date, venue, other pertinent details submitted by end of January</p>	



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	<p>On-line reporting – asap after Regional Fair but no later than May 15</p> <p>Young Citizen Submissions – June 5, 2023 – Voting Start - June 10th</p>	
<p>Key Findings of Canada’s History Surveys</p> <p>Special Guest, Joanna Dawson, Program Director, Canada’s History</p>	<p>Rose welcomed Joanna Dawson, who shared that last year marks 30 years of the Heritage Fairs program across Canada. This milestone was seen as a good opportunity to hire a research firm to conduct a review of the program.</p> <p>Focus groups and surveys were conducted with teachers, alumni students, coordinators, educators from across Canada to discover status of the Fairs and determine steps for moving forward.</p> <p>Key Findings:</p> <ul style="list-style-type: none"> • Strong national network • High educational value – especially incorporation of historical thinking concepts, cross curricular learning and skills, links to curriculum • National connections and communication extremely important – Fundraising at national level really helps provincial and territorial organizations • Main Barriers: Lack of Time, lack of awareness of the program, competition with other initiatives plus • lack of understanding on the part of teachers as to how the inclusion of a heritage fairs project in the classroom addresses so many areas of Ontario's Curriculum. Bryce mentioned the 2023 Language Arts Curriculum in particular. <p>Main Focus Moving Forward</p> <ul style="list-style-type: none"> • Promotional Strategies <p>One of the main promotional items that was produced by Canada’s History was a promotional video in both official languages that can be used to promote the fairs across Canada.</p>	



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	<p>National Video will help promote and raise the profile of the Heritage Fairs program</p> <p>Video created to showcase the program with attracting teachers. Use this video to distribute and elicit engagement of heritage fairs in Ontario.</p> <p>-OSSTF and Faculties of Education, reach out. Rose will check opportunities</p> <p>Here are the links to watch the videos.</p> <p>Français : https://www.youtube.com/watch?v=5RogH7ZSpdl&t=1s</p> <p>English : https://www.youtube.com/watch?v=mDnkRFRwCgI</p>	
<p>Input for New CH Initiative for 2025</p>	<p>2024 will be the final year of the Young Citizens program. Canada's History hopes to replace this program with a new initiative that will promote the winners from Regional Fairs across Canada. 2024 will be a planning year and the new program is scheduled to begin in 2025. Discussion: What would you like to see included? Prizes? Adjudication to choose top Canadian projects? Posting on Canada's History website? All ideas welcome. OHFA will base our response for feedback on your input.</p> <p>Note: Two of the four national winners in the Young Citizens contest in 2023 came from Ontario. Let's keep that going this year. See the 2023 winners:</p> <p>Newsletter : https://us1.campaign-archive.com/?u=9f8132854db4c2a3b24732481&id=48dc277b21</p> <p>Web Page : https://www.histoirecanada.ca/jeunesse/jeunes-citoyens/allez-a-la-rencontre-de-jeunes-conteurs-canadiens-allumes</p> <p>Feedback for Canada's History Re : the new initiative.</p>	



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	<p>Discussion Points</p> <ul style="list-style-type: none"> - Good to have a national initiative – not sure that recognizing top winners from each regional fair will work – Some provinces have more regional fairs than others – will sponsors want equal numbers per province/territory? - Concern that some Ontario fairs stress non-competitive aspect of fairs and did not participate in Young Citizens as a result. Will this new program create similar problems? - It was pointed out that it is important to somehow recognize all of the national representatives chosen somehow – not just a few - Liked the idea of showcasing heritage fair projects (videos, power points, project boards, etc.) on website and or kayak magazine, etc. - If adjudication there needs to be very clear criteria for judging and as few judges as possible to avoid regional and person bias 	
<p>Input for Canada’s History re Significance of National Program</p>	<p>Last year, the 30th Anniversary of the Fairs program, Canada’s History gave all regional fairs red ribbons for participants. One of the findings of the surveys conducted Canada-wide last year was the importance of a national focus for the fairs. Several provincial and territorial coordinators at the recent National Fairs’ Meeting suggested that it is important that Canada’s History continue to provide that focus with ribbons or other items such as stickers, etc. for participants to show the significance of their participation in a national initiative. Is this important to Regional Fairs in Ontario? Were the red ribbons effective? What suggestions do you have for Canada’s History on how to retain their national presence and support of the program?</p> <ul style="list-style-type: none"> - It is important that all students who are chosen to represent their school at a regional fair be rewarded in some manner – Medals expensive so ribbons or buttons a good alternative. This could be a national focus or provincial/territorial or both. This will be discussed more at an Ontario meeting. 	



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<p>Promotional Ideas</p>	<p>As part of the pilot program Ontario was part of – Ontario outlined a few promotional ideas to attract new teachers to the program. These ideas included:</p> <ul style="list-style-type: none"> • Invitations to Special Guests especially those who have never seen an in-person fair • Connections to museums and historical groups • Connections to Faculties of Education • What’s the Story? – slideshow to complement the online booklet <p>If anyone is interested in receiving more details about these ideas and others presented in Ontario’s final report, they can contact OHFA at help@ohfa.ca</p>	<p>Action Items:</p> <p>If anyone is interested in reviewing the slideshow created to complement “What’s the Story?” let Carol know.</p>
<p>Adjournment</p>	<p>Rose again thanked all our participants and presenters. Meeting adjourned at 12:05 p.m.</p>	