

Monthly schedule for Treasurer/Secretary

Monthly

- Prepare for meetings – agenda and bills to pay (bills - just to executive)
- Send emails to all directors reminding of meeting
- Send the minutes of the meetings to all by email within 1 week of meeting if possible
- Complete other tasks from members from emails and meetings
- Enter invoices and pay monthly bills
- Send Rentals/Maintenance committee an email at the beginning of month of rentals for the month

Others:

- Update website
- Floats for multiple events throughout the year
- Deposits
- Emails (either reply or forwarded them to the person responsible) or phone calls/messages
- Facebook updates – Facebook messenger messages (reply)
- Joint meetings with curling club (take minutes, emails them out and follow up emails as need be)
- Orders office supplies when needed (usually dollar store). Order cheques and deposit books from Bank.

JANUARY

- Prepare financial statements
- Meet with auditors to go over FS before annual meeting
- Register delegates going to OAAS convention – try to get early bird rate
- Have the OMAFRA grant forms finalized and emailed by Feb. 1
(They are sent to TAS via email in November)
- Prepare list of new membership – from previous years entry forms
- Get homecraft advance lists out to members by last week of January or sooner
- File HST (July – December)

Annual Meeting:

- Election of officers
- Appoint secretary/treasurer contract fee and bonus
- Resignation of any directors
- Review financial statements for the year
- Appoint new auditors for the upcoming year
- Set next year's Annual Meeting date so it can go in fairbook

General Meeting

- Set all dates for fair events – to go in fairbook
- Signup sheet for the monthly snack providers (then I put the next month provider on the minutes)
- Send in the forms for the HST rebate – first (Jan.1-June 30) second (July1-Dec.31)

FEBRUARY

- SBCBA (South Bruce Community Business Assoc.) Will get invoice that membership is due end of February. Also if they are doing the “advertising” spot in the Business Directory we always take a spot. Only 10 spots get on the list quick
- Fairbook changes – get committees to finalize ASAP
- Go to convention (if possible) and take items from District #10 winners and your four crafts items from your fair (selected by district rep. at your fair) or organize someone to look after these items (pick up and deliver after convention)
- Get spending money for delegates going to convention
- Sponsorship letters to a few that I do – Germania Insurance, Gay Lea (email) Ontario Power, maybe few more
- Prepare “Charitable Forms” and get sent by March 1
- Issue a cheque to Mun. of South Bruce \$1.00 for our yearly land lease
- Set theme for fair
- Donation to Minor Sports Valentine Dance – 2 Weekend and 2 Dance Tickets – send letter to confirm
- Start working with Security for fair and sign contract
- Start working with Mildmay Tent Rentals and sign contract
- Start working with Food vendors and get them to sign contract.

MARCH

- Final changes to fairbook by March’s meeting
- Have committees verify any vouchers in their section so they can be properly posted in fairbook
- Confirm events coming to the fair – grandstand, entertainment etc.
- Work on fairbook
- Book Judges
- Ask Donald E. Scott brings his horses to give wagon rides Sat. only at the fair. Then put in f.book
- Attach convention delegate reports to agenda and minutes

APRIL

- Attend District #10 meeting (let host Agr. Society know how many are coming for lunch
- Proofread book and have book proofread by others. Send in printer by middle of April.

MAY

- Change over of Agri-Curl building – TAS pays expenses May 1 to October 31
- Send fairbooks to all members on list (try to hand deliver as many as possible.)
- Put entry form in all members fairbooks
Take to May meeting and have directors take books and they have one week to deliver
- Send letter to Mun. of South Bruce – requesting donation/grant
- Send in the form for the Bruce County Grant as soon as possible
- Make changes to pamphlet and send to printers. Print pamphlet.

JUNE

- Order wristbands, entry tags & forms, meal tickets, etc
- Fill out form for “road closure” for parade. Get Mun. Of South Bruce to sign form and then send to T. Fire Dept, OPP and notify Ambulance
- Have books, pamphlets, gr. Tags and entry forms available for the public.
This brings people to the fair if they know ahead of time
- Order Portable Toilets – C & P Toilets. service Saturday and Sunday as needed.
- Confirm with Teeswater Highlanders about piper (pipers). See if they are available for weekend.
- Confirm with sounds – order speakers/mics for events
- Complete Building Permit for beer tent. Done online - cloudpermit. Will need tent drawing (Mildmay tent rentals sends you this) and map (saved on computer unless changing location) to attach to the application.
- Email Dignitaries (MP, MPP and Mayor) to request their presence for opening ceremonies in August. Sooner the better to get us on their schedule.
- OAAS Volunteer Award nominee
- Confirm with Cherie (boomers) about Friday lunch

JULY

- Order wristbands for admission and age of majority (MedTech, London). You will have to give them a credit card # for admission/dance bands since they are printed with names on them. Note Dance always gets yellow.
- Fill out Health Unit Application and the Electrical Application
- Get someone to “open” the fair
- Confirm judges to be hired at meeting – then send letter confirmation and fairbook to every judge (sample letter in My Documents)
- File HST – Jan - June

AUGUST - BUSY MONTH WITH THE FAIR

- Letter off to T. Arena verifying open/close times of arena and community centre
- Ask Municipality to cut grass Tuesday/Wednesday of fair week
- Drop off 2 day passes to Manjin Machanics in Bluevale. Jason Manjin does the arm wrestling
- Order Float Money first week of August (\$8,000 to \$15,000)
- Type all judges sheets
- Type all bulletins for Most Points (in computer)
- Order Toilet paper, paper towels, garbage bags (clear and black). Get hand soap, air fresheners, Picture frame for OAAS volunteer award & give to chairperson (they will need to sign it) and any office supplies (pens, envelopes, etc) from dollar store.
- Set up office Tuesday/Wednesday of fair week.
- Get lots of cheques signed! You will need these for expenses throughout fair weekend and also prize cheques
- Get rosettes set up in boxes for each group (Horse, Beef, 4-H, Pet show, etc.)
- Get the admission passes decided on and type up info sheets for the 3 gates
- Make up all floats in advance – Thursday before fair
- Make arrangements with BMO Wingham for night deposit
- Get “cash prize money” out for Kidz Zone, Regional 4-H Beef and some Truck Pull entries, Children’s programs (pet, frog, milk moustache). Make up envelopes with the prize money for each category
- Make up cash recap sheets to be used for each count of money
- Get helper to run the office at the agri-curl on the Friday of the fair while I am at the arena all day
- Get helper in the arena. When you get really busy have another helper assisting with entry tags at a different table (not yours)
- Have a helper for fair day – picking up money all day long
- Do a list of the pie/cake auction entries
- Print off Parade Registration forms (50-60)
- Finalize deposit money and account for everything
- Try to review the judges sheets looking for errors and calculate most points to put up at fair time. Sometimes easier to find an error before homecraft exhibits leave on Sun.
- Write out cheques for Senior and Junior ambassadors bursary (done at the end of their term)
- Balance fair and deposit all money handed in late.
- Send out multiple of emails to remind committees about handing in expenses. A due date is required or expenses will never get handed in.
- Send an email reminder about committee reports to attach to September agenda. Possibly multiple emails.

SEPTEMBER

- Pay all the expenses if you know there is enough money
- Calculate prize money from judges sheets and get prize money cheques made out (don't send til after Sept. meeting)
- Make a detailed financial review of all money paid out and prize money for Sept. meeting, plus a comparable financial report from previous year and current year.
- Mail prize money cheques after Sept. meeting
- Pay school prize money in cash – give each school a detailed list of student's winnings and put each student's money in separate envelopes with entry info.
- Review additional payments after the fair: Gate Helpers, Wagon Rides etc.
- Make up fair report for District #10 by October 15
- Notify OAAS winners for District 10 winners.
- Book rooms for convention – 4 double rooms – free cancellation February

OCTOBER

- Get things rolling for the Spook Haus at month end, Order one portable toilet and handwashing station, order float
- District #10 meeting – plan to attend
- Take winning entries to District that are needed (bread, choc. chip cookies, posters) or elect someone to take these items.

NOVEMBER

- Discuss donations from spook haus

DECEMBER

- December meeting is usually very short or cancelled
- OAAS will request next year's fair dates and the fair info that will go in the Ontario Fairs booklet
- Affiliation fees for the OAAS must be received by them by December 31st or you will not be listed in the Ontario Fairs book
- Email what you want in the "Ontario Fairs" book to promote our fair
- Send a reminder email to Class W, WW and X for their advance list due at January's meeting
- Send an email reminder about potential convention delegates
- Email members notice of Annual Meeting (two weeks' notice)