



Pioneer Park P.O. Box # 2115, Bayfield Ontario, N0M 1G0.

MINUTES ~~(Draft)~~
PIONEER PARK ASSOCIATION BOARD OF DIRECTOR'S MEETING
Location: Brad and Claire's Cottage
38 Christie Street, Bayfield
Date: Saturday, April 16, 2011

Present:

Board Members: Cal Scotchmer, Sandy Scotchmer, Steve Brennan, Brad McLellan, Julie Lane, Bill Rowat, Tracey Church, Dianne Loerchner, Claire Trepanier and Neil Duffy

Not present: **John Manness**

1. PRESIDENTS REMARKS: Neil Duffy

Board of Directors Update: See Neil's report attached.

Three areas of focus for the Board this year are:

- a. Bank erosion project: Bud Robinson will speak to this later in this meeting
- b. Succession planning for the Board: 4 members coming off board, 3 new members up for election.
- c. Law suit commenced against Pioneer Park and the Municipality of Bluewater: Steve Brennan and Brad McLellan will speak to this at an "in camera" meeting following the board meeting.

Succession Planning

Neil expressed his concern that it is becoming increasingly difficult to recruit new board members. He therefore suggested that the by-laws be amended to change the minimum number of board members from 9 to 7 with a range of 7-12.

After some discussion, it was agreed that Neil and other board members will take a further look at the by-laws as it relates to this and other matters.

The following names were provided as potential board members: Ainsley Willock, Colleen and Ian Siertsema.

2. BANK RESTORATION PROJECT: Bud Robinson

See Bud's attached notes.

Bud provided his report regarding the steps taken including:

- a. **BM Ross engineering report:** Zuppinger, Webbs and Erbs – have given Pioneer Park access to these reports. Burns Ross dug bore holes taken 10' off north boundary. The results of these bore holes will be acceptable for our application.
- b. **Meeting before council:** Bud and Bill Rowat attended council on April 4th.
B See Bud's attached notes from the meeting with council held April 4, 2011. Bluewater council voted unanimously to pass a motion to accept Pioneer Parks' proposal in principle and refer it to the budget committee. Once Bluewater gets approval from the budget committee, Bud will get together with them to discuss who they want do the survey work.
- c. **Doug Culvert (surveyor):** Did work on Webb property. Willing to give Pioneer Park 50% discount on fees.
- d. **Survey:** Survey will show property lines, topographical survey showing elevations of bank and cross section showing where bench marks are on the bank to strategize for drainage. Steve requested that in doing the survey, the board would like them to set out stakes showing the property line.
- e. **Other solutions:** Bud advised that he and Alex Shevchuk have been looking at various solutions used in other municipalities.
- f. **Cost:** Bud is not able to provide an estimate of costs at this time because there are so many variables involved in doing the work.
- g. **Timing:** Bud not sure of timing at this point. However, in terms of the AGM, a rough estimate would be: Surveys completed and in the process of engaging an engineer to find a solution.
- h. **Fundraising:** Recommended that a committee be put together to look into fundraising at different levels: Federal, provincial, local, Pioneer Park members and local community.

Blue flag conference:

Bud has received notice of a seminar on May 6th in Toronto. If he cannot attend, he will let the Board know so that someone can attend on behalf of Pioneer Park.

3. APPROVAL OF MINUTES and attachments – Board Meeting held October 2, 2010: Claire Trepanier

Steve requested the following be added to the minutes: The Treasurer and President have access to the Safety deposit box either individually or jointly.

Neil requested the following change to the minutes: The minutes should reflect only Steve's name as presenting the financials.

Motion: to accept October 2, 2010 Board Minutes and attachments as amended
 Moved: Steve Brennan
 Seconded: Dianne Loerchner
 Carried.

**4. APPROVAL OF MINUTES (in camera) held March 10, 2011 via conference:
Claire Trepanier**

Motion: to accept Minutes of meeting held March 10, 2011
Moved: Brad McLellan
2nd: Neil Duffy
Carried

(Note: Bill Rowat did not vote because he was not at this meeting.)

5. COMMITTEE DRAFT PLANS AND BUDGETS FOR 2011:

a. Financials: Steve Brennan

Steve presented the report as attached. (Please note: Excel spreadsheet setting out financial data is in a separate document).

Steve recently picked up a cheque for \$1,000 from the United Way donations.

Steve will confirm that the difference in interest from 2009 to last year was due to GICs coming due. New GICs were purchased which resulted in interest being paid in the Fall of 2010.

GST is higher this year because HST is starting to affect us. However, we will be getting a 50% refund.

Tax return has been completed.

Motion: to accept the Treasurer's Report
Motion: Bill Rowatt
2nd: Brad McLellan
Carried.

b. Grounds: Cal Scotchmer

See attached report.

Bud did not submit a receipt for the flag. Cal will ask him for it and he will then issue a tax receipt for the amount paid by Bud.

Pioneer Park's flag

Discussions ensued regarding when to take the flag down for the winter and put it back up in the Spring. The Board agreed that it should be taken down in October and put back up in April and that no other Canadian flag should be put up in its place.

Motion: To take the flag down in October and put it back up in April.
 Moved: Bill Rowatt
 Seconded: Brad McLellan
 Carried.

Water

No water in park – but water up to the park – spoke to municipality and put in curb stop – no cost to park whatsoever. NE corner by Mrs. Tillman's. A blow off valve near Tracy's which will be hidden. No cost – usually \$7,000 they waived that. If brought water into park, it would be metered.

Waste

Garbage can is overflowing now - Cal will contact Jody Overholt at the Municipality of Bluewater to let her know.

Discussions ensued regarding the placing of garbage cans and the board agreed that they should all be on Park property.

Dick Peever (access on our property to work done on John Erb's property)

Cal will ask Dick Peever to replace the dune grass on the beach by May 15th.

Budget approvals:

Cal presented his budget and asked for approval.

Motion : To accept the budget items in the Grounds Report subject to no material variances
 Moved: Steve Brennan
 2nd: Dianne Loerchner
 Carried

Park signage

Steve Brennan advised that he will speak to the insurer about appropriate signage on the property.

c. Entertainment and Park Reservations: John Manness

See attached attached schedule of events from John.

Neil spoke to John a few weeks ago about setting up a committee consisting of Leslie and one of the Frezell's. John advised at the time that he could not commit to entertainment this year. Neil will talk to him in a couple of weeks to see if he is still interested in taking this on.

Movie nights

Neil has a projector and will test it to determine if we can use it in the Park.

Weddings

There is a conflict with a wedding having been booked on the day of the AGM. John will contact the bride to advise of this conflict.

Entertainment

Pastels have disbanded. Discussions ensued regarding other groups performing in the Park. Neil also advised that he spoke to Krista at Kryart about putting together an "Art in the Park" event for children.

d. Membership: Tracey Church and Brad McLellan

See Tracey's Communications attached report and the membership list (separate document).

Discussions ensued regarding a membership drive. There was some concern regarding the AGM and getting a quorum (10% of membership).

The board agreed that they would look at the membership list and target the younger members whose membership have expired.

e. Archives, Memorial Book: Dianne Loerchner

Discussions ensued regarding the contents of the safety deposit box. It was agreed that Dianne, John and Neil will attend together in Goderich to review its contents. It was also agreed that the Archives person and the incoming President go to the bank together to view the contents of the Safety Deposit box.

There was also some discussion regarding retrievable archives. It was agreed that Neil's file regarding the Webb property should be filed in the retrievable archives.

f. Communications: Tracey Church

Discussions ensued regarding the newsletter and how many should be sent out per year. It was agreed that a newsletter will be sent out this June. However, after this AGM two newsletters will be sent out per year – one in the Fall and one in late Spring, at the discretion of the Board. Board members should provide their inserts 3 weeks in advance of the newsletter being sent out.

g. Rummage Sale: Julie Lane

See attached report.

Discussions ensued regarding volunteers for the rummage sale. It was suggested that Julie should contact the Clinton and Goderich high schools to see if any students need volunteer hours.

Tracey Church and Allison Ramsay have agreed to run the membership table on the night of the rummage sale.

Dianne Loerchner and John Steadman have agreed to run the archives table on the night of the rummage sale.

Board members have volunteered as follows:

Dianne can help Thursday and Friday. (7th and 8th).

Brad: Sports convenor with Roger Lewington

Neil: Will help Friday during the day.

Disussions ensued regarding increasing the gas gift certificate from \$50 to \$75 for Terry and Bud as a token gift for assisting with pick up and delivery of rummage sale items.

Motion: To increase the gas gift certificates to Terry and Bud from \$50 to \$75

Moved: Claire Trepanier

Seconded: Tracey Church

Carried

10. OTHER BUSINESS:

Grant: An application has been made by Pioneer Park to the Municipality of Bluewater for assistance with regard to general maintenance. This year we asked for \$1,800 which represents 25% of our expenses.

Meeting moved to in camera

DATE OF NEXT MEETING:

Saturday, June 11, 2011

Motion: to conclude the Pioneer Park Board of Director's meeting

Moved: Claire Trepanier

2nd: Brad McLellan

Carried.

BOARD SUCCESSION REPORT - NEIL DUFFY

	Current Year 2010-2011		Coming Year 2011-2012	
1 President	Neil Duffy	Aug 2009-Aug 2012	Neil Duffy	Aug 2009-Aug 2012
2 Treasurer	Steve Brennan	Aug 2005-Aug 2008 Aug 2008-Aug 2011	Ian Mathews	Aug 2011-Aug 2012
3 Grounds	Cal Scotchmer	Aug 2007-Aug 2010 Aug 2010-Aug 2013	Bill Rowat	Aug 2010-Aug 2011
4 Archives	Dianne Loerchner	Aug 2005-Aug 2008 Aug 2008-Aug 2011	John Steadman	Aug 2011-Aug 2012
5 Communications	Tracey Church	Aug 2005-Aug 2008 Aug 2008-Aug 2011	Allison Ramsey	Aug 2011-Aug 2012
6 Rummage Sale	Julie Lane	Aug 2007-Aug 2010 Aug 2010-Aug 2013	Julie Lane	Aug 2007-Aug 2010 Aug 2010-Aug 2013
7 Entertainment	John Manness	Aug 2007-Aug 2010 Aug 2010-Aug 2013	John Manness	Aug 2007-Aug 2010 Aug 2010-Aug 2013
8 Membership	Brad McLellan	Aug 2010-Aug 2013	Brad McLellan	Aug 2010-Aug 2013
9 Secretary	Claire Trepanier	Aug 2009-Aug 2012	Claire Trepanier	Aug 2009-Aug 2012
10 General	Sandy Scotchmer	Aug 2007-Aug 2010 Aug 2010-Aug 2013	Sandy Scotchmer	Aug 2007-Aug 2010 Aug 2010-Aug 2013
11 General	Bill Rowat	Aug 2010-Aug 2013		

BANK EROSION COMMITTEE - BUD ROBINSON NOTES

The mandate of the bank restoration committee is to assess:

1. the current erosion problems
2. recommend potential solutions;
3. identify the task required to implement these solutions

Success in controlling bank erosion is dependant on all neighbours taking responsibility for their own property.

Bill Webb and John Erb have both completed their bank stabilization work. Walter Zuppinger has completed the drainage work on the top of the bank for his first phase. BM Ross Engineering completed drawings for the toe of the bank in February which I have seen.

Our strategy is to get Bluewater to join forces with Pioneer Park. Pioneer Park lobbied before the Fall election and again in the new year.

Bill Rowatt and I met with Council on April 4th and asked them to collaborate in a:

1. topographical survey
2. base plan of area
3. geotechnical investigations of the lake bank

Doug Culbert, surveyor in Goderich, advised that he would cut his fees by 50% to support Pioneer Park. His company does most of the work in the area.

Pioneer Park has a Geotechnical Investigation Report thanks to Bill Webb that includes a borehole report taken 10 feet from the north boundary of Bayfield Terrace. This was done on September 19, 2009 – the day the board met for a meeting in the park.

We have offered to share the assets with Bluewater when we were lobbying. When lobbying Bluewater councilors we offered to share the studies we have access to with them.

The wording of the motion at council was to accept the request in principle and refer it to the budget committee for review.

Dale Erb of BM Ross stated that existing reports and borehole information should be sufficient to allow a geotechnical engineer to complete a preliminary assessment of the existing embankment and may provide sufficient information for a final report.

We are waiting for Bluewater to do their budget and then move forward and hire appropriate people to identify problems and solutions.

BUD ROBINSON NOTES COUNCIL MEETING APRIL 4, 2011

I would like to thank Mayor Dowson and Council for your time to consider a proposal from PP.

Bill Rowat is on the board of directors of PP, My name is Bud Robinson and I have been appointed by the Executive of PP Association to chair a lake bank restoration committee with a mandate to assess:

- the current erosion problems
- recommend potential solutions
- identify the task required to implement these solutions

PP Association was established as a private park in 1947 by some very forward looking members of the Bayfield Community. We have 333 members who are entitled to one vote at our AGM.

The mission and purpose of PP is to promote the health and enjoyment of the Bayfield area through owning and managing PP and/or other parks open to the public without charge and to undertake other projects for the welfare of the community.

PP is a unique gem for the Municipality of Bluewater.

PP has its west boundary the lake and a 20 metre bank on the north is Bayfield Terrace on the south is Colina Street on the east is Tuyl Street. We occupy one block.

PP has 3 different engineering reports which all state Bayfield Terrace and the north section of PP have experienced extensive erosion. There was a Slope Stability Assessment done providing a rating of 60 indicating moderate to high potential for bank failure. Any rating over 35 is considered volatile.

They also point out to have success with stabilizing the bank it will be dependent on the stabilization of the adjacent properties. For these reasons we feel our efforts to protect PP are contingent on the Municipality collaborating with us to find a mutual beneficial solution to this problem.

I would like to tell you two stories that I think could be relevant if no action is taken by us. I was at a council meeting in Bayfield back in the late 70s probably at the time Mayor Dowson was the road superintendent. A representative from Stanley Township put a proposal before Bayfield Council asking for \$5,000 to do a study to bring water down Hwy #21 which could also serve Bayfield's needs. Bayfield turned down the offer, now we have a water tower and high hookup fees. It was a missed opportunity.

Deer Park Lodge in Central Huron installed a 20" municipal drain diagonally top to bottom outlet to the lake in the Fall of 2008. In the Fall of 2009 there was bank failure. CH has had 4 engineers and they haven't come up with a solution to correct the problem. It is 2.5 years since the bank failed and the cost will be in the millions. Once there is a bank failure, correction is very expensive.

PP would like Bluewater to collaborate in a:

- preliminary slope stability assessment
- borehole logs done 10' from north edge of Bayfield Terrace
- geotechnical reports

Also, 3 property owners in the immediate vicinity that are willing to share reports from studies conducted to improve the bank stability on their properties.

Even though our conditions are not exactly the same, some preliminary reports should provide guidance to what could be differing solutions. It seems clear that such a cooperative approach to these problems would prove financially beneficial to both Pioneer Park and the Municipality of Bluewater.

FINANCIAL REPORT - STEVE BRENNAN

Note: EXCEL SPREADSHEET WITH FINANCIAL FIGURES ARE IN SEPARATE DOCUMENT

Financial Report for Board of Directors Meeting – April 16th, 2011

As is typical for this time in our fiscal year, we are running with a loss or deficit.

We are currently showing a loss of \$ 1,636.19 which is an improvement since our fall meeting of \$ 2,427.64, at which point we showed a loss of \$ 4,063.83.

On the Revenue Side -

Overall Revenue is down \$ 894.28 or 11.76 % Year to Date (YTD)

The two areas of change on the revenue side since our last meeting are

Donations – Donations in Total YTD are showing a decline of \$ 1,071.13 or 23.66 %. This is mainly due to a decline in Donations through the United Way Donor Designation Program which is actually down \$ 1,244.33 YTD, another area in which Donations are down is Memorial Donations, YTD we have not received any Memorial Donations but in my mind that's just fine, I'd rather not see Memorial Donations as Memorial Donations typically mean we've lost someone who was close to the Park. The 5k Run, General and Park Use Donations are all showing increases YTD.

Interest - we have received a total of \$ 1,444.38 in interest on our Investment Portfolio since our last meeting.

On the Expense Side –

Overall Expenses are up \$ 1,707.13 or 25.70 % (YTD)

The major expense incurred YTD falls under Park Maintenance and is for repairs to the stairs. The amount of this repair was \$ 2,447.45 and was incurred in September 2010

We are also showing Rummage Sale Expenses in the amount of \$ 237.14 which technically belong in last year's fiscal period, August 1st, 2009 - July 31st, 2010.

Another area that affects our increase in expenses is that last year we showed a negative expense for Silent Auction in the amount of \$ 172.33 which was a recapture of expenses which were double paid in our fiscal year 2008 -2009 and reimbursed to the park in the 1st quarter of fiscal 2009 - 2010.

We have made donations to the following local organizations, as approved at the AGM –

Bayfield Historical Society \$ \$100.00,
 Bayfield Agricultural Society \$ 200.00,
 Bayfield River Valley Trail Association \$ 100.00

Bank Balance and GIC'S –

Our current bank balance is \$ 11,100.62
 Our total Investment Portfolio at present is \$ 66,380.53

GROUNDS REPORT – CAL SCOTCHMER

Grounds Report and Budget for April 16th 2011

- When the flag becomes worn or faded they are taken down or replaced. If they can be re-hemmed this will be done instead of replacing
- Stairs are checked at least monthly by Terry and the last check was on April 1st 2011 and are in good shape when Terry finds any problems he fixes them asap
- Picnic tables stacked under the cedars have been brought out for summer use
- Some trees needed to be trimmed because of broken branches due to the heavy snowfall this winter. Done by Terry and Bud.
- The municipality brought water up to the northeast corner of the park at no cost. There is a curb stop there and we are hoping we do not need to use the water however it is reassuring to know it is there if we need it in the future.
- I have spoken to Jodi Overholt at the municipality and she has assured me that Waste Management will continue to pick up the waste at no cost to the park. They may have missed a pick up or two through the winter due to lack of access to the park. However they have begun regular pick ups this spring.
- Bud and Cal will ensure that the volleyball court will again be set up this summer.
- John Erb had some bank work done and Dick Peever had to cross over Park property to get there and get back out. After reviewing the beach Terry, Bud and I are satisfied that Dick has cleaned up and left minimum damage to Park property. Any markings that are left will be looked after by mother nature.

Budget requests are listed below along with quotes

PIONEER PARK GROUNDS MAINTENANCE PROJECTED COSTS FOR – 2011

1. ROB MILLIGAN - WEST PROPERTY CARE GRASS CUTTING, WEED TRIMMING & LEAF CLEAN-UP IS AT SAME \$90 RATE AS LAST YEAR ESTIMATED COST \$2,400 AS WE DID NOT PAY HST FOR THE FULL SEASON LAST YEAR
2. SPRING FERTILIZER \$226 THIS HAS BEEN APPROVED
3. FALL FERTILIZER COST ESTIMATE \$230 NEEDS APPROVAL. COULD SPRING & FALL FERTILIZER BE APPROVED & NOT HAVE TO ASK FOR APPROVAL EACH TIME HAVE A BUDGET OF \$5007
4. AERATION AND GRASS SEEDING IN AREAS THAT NEED TO BE FILLED IN THESE AREAS ARE ONLY INSIDE THE PARK SEE ATTACHED QUOTE \$254.25 NEEDS APPROVAL
5. WEED TRIMMING BOTH SIDES OF STAIRS TO THE BEACH TERRY HAS DONE IN PAST AT NO COST THIS NEEDS TO BE DONE 2-3 TIMES PER YEAR. ROB MILLIGAN WOULD BE THE PERSON TO DO THIS HAS LIABILITY COVERAGE SEE ATTACHED QUOTE: \$39.55 X 3 = \$118.65 NEEDS APPROVAL
6. BANK TRIMMING IF NEEDED THIS YEAR WOULD JUST BE OVERGROWN WEEDS & SMALL UNDERBRUSH WHICH COULD BE DONE LATE SUMMER OR EARLY FALL BY BAYFIELD TREE SERVICE ESTIMATED COST \$250 - \$300 WOULD GET APPROVAL BEFORE BEING DONE
7. FLAG BUDGET \$200 APPROVED IN 2010 IF PEOPLE PAYING FOR FLAGS ARE NOT REIMBURSED WE DO NOT NEED A FLAG BUDGET OF \$200 UNLESS THIS MIGHT BE NEEDED IN THE FUTURE

8. PIONEER PARK EVENT BOARD NEEDS INSIDE CORK REPLACED DUE TO WATER STAINS AND FADING ESTIMATE COST \$25 **NEEDS APPROVAL**

9. STILL NEED SPLIT RAILS TO REPLACE BROKEN ONES HAVING HARD TIME FINDING 11' STILL LOOKING ESTIMATE \$50 - \$60 APPROVED 2010 **BUDGET ESTIMATE FOR 2011: \$3,813.90**

Rob Milligan – West Coast Property Care

Quote – Aerating and seeding:

To whom it may concern
In regards to Pioneer park

This is a quote for aerating and seeding
 $\$ 225.00 + 29.25(\text{hst}) = \$254.$

Rob Milligan – West Coast Property Care
Wednesday April 05 / 2011
519-524-0754

Quote: Hand Trimming – both sides of stairs to beach

To whom it may concern
In regards to Pioneer park

This is a quote for hand trimming both sides of the stairs to the beach.
Hand trim both sides of the public stairs to the beach. 2 or 3 times a year as needed.
 $\$35.00 + \$4.55(\text{hst}) = \$39.55$ per trimming

Thank You: Rob Milligan

- Some folks may ask about a Black Pipe at the Park north fence across from Bill Webbs, it is not the curb stop, but will be a "Blow Off Outlet" that is required by Specification Standards on watermain stubs.
- Rob Milligan & someone else mentioned the PPA should consider (depending what our Park insurance co. says ?) display signs erected at all three gates & the stairs saying. " USE at OWN RISK "

Wednesday April 05 / 2011
519-524-0754

SCHEDULE OF PARK EVENTS 2011 – JOHN MANNES

2011 Pioneer Park Weddings – as of March 28, 2011

DATE	CONTACT	ADDRESS, PHONE, EMAIL	STATUS	DETAILS, SCHEDULE & NEEDS
Sat. July 16	Jennifer Wheeler	j.wheeler@tvdsb.on.ca	Booked Requested confirmation 01/24/11	# Guests: 40 Setup: on the beach Ceremony: 4:00 p.m. Cleanup: Need: power on Donation: \$200 cheque rec'd
Sat. July 23	Courtney Lafferty (Samuel Ranking)	175 Arbour Glen Cres. London, ON N5Y 2A4 519-642-1262 c-lafferty@hotmail.com	Booked	# Guests: 100 Setup: 3:00 pm Ceremony: 4:00 pm Cleanup: 8:00 pm Need: gates unlocked, power on Donation: \$150 rec'd & acknowledged
Sat. Aug 13	Carlie Wyton	carliewyton@hotmail.com 4 Godman Rd. London, UK SE15 3SR H:44-777-233-6370, W:44-808-768-794? Parents: T D Wyton 178 Guildwood Cres. London N6J 3Y6 Mathew Bell 38 Hodgins Cres. Woodstock, ON N4V 1A7 C:965-993-1863, 519-539-8293	Confirmed 3/28/11	# Guests: 80 Setup: by Little Inn Ceremony: 11:00 a.m. Cleanup: by Little Inn Need: Gates unlocked, power on Donation: \$200 cheque rec'd (receipt to T D Wyton)
Sat. Sep 3	Tom Swedlund (Nicole Browning)	263 Ellsworth St., Apt 5B Bridgeport, CT 06605 C:203-626-1687 tomswedlund@gmail.com 1826 Corner Meadow Cir. Orlando, FL 32820 C:407-312-3600 nbrowning@cfl.rr.com	Booked	# Guests: Setup: Ceremony: Cleanup: Donation:
Sat. Oct 22	Ashley Overholt	519-280-2579 aoverhol@uwo.ca	Held	# Guests: Setup: Ceremony: Cleanup: Donation:
Not Picked	Amanda Budd	amandabuddha@gmail.com	Emailed f/u 01/16/11	# Guests: Setup: Ceremony: Cleanup: Donation:
Sat. Sep 24 or Sat. Oct 15	Nicole Rose	Nicole_Rose@cpr.ca Cell: 403-540-8106	Emailed 2/12/11	# Guests: Setup: Ceremony: Cleanup: Donation:

ARCHIVES REPORT – DIANNE LOERCHNER

Archive Report for April 16, 2011 – submitted by Dianne Loerchner

1. Memorial book – Pete Payne is currently putting the names in the book for 2010.

In Memoriam - Stewart Atkinson, Tom Penhale, Alan Galbraith

Bench Sponsors - The Readers' Bench - Ruth Brown, Eunice Diamond, Gayle Waters, Doris Ball, Jane Davidson-McKee, Judith Gooding, Judith Higgs, Leda McAlister, Gail Grant, Janet Earley

2. On Feb 3, 2011, Brenda Blair, John Steadman and myself met at the Bayfield Archives to go over the Irretrievable Archives. John put together the following report:

“Feb. 3, 2011 Pioneer Park Archives Audit

Dianne Loerchner, Brenda Blair, John Steadman

The contents of the Bankers Box were audited today. They were previously contained in one of the fireproof file cabinets in the Archive Room attached to the Bayfield Library. These files are due to be scanned for posterity in the near future as fire is a constant worry in a building as old as the Archive Room.

#1 2003-006 Black Binder containing minutes; Memorandum of Agreement etc. Elaine Sturgeon B.H.S Archivist.

#2 2003-006 2002 survey; Furgusson; membership lists; Companies Act; Contours and Drainage maps. 1947. In question was the Handbook.

New:

#1 - 4 files attributed to Lucy Woods Diehl. Inventories of each file was written on the individual file folders. 1945-1962

Of note: An original photograph of the Boarding House. L.W.D. [Lucy Woods Diehl] file #4 contained Summer Theatre materials from the years 1948 - 1950. This included a script and Director's notes for the play Streets of New York.

There were two more file that seemed more pertinent to the Historical Society. Materials included in these files chronicled the 1st Annual Quilt Show and The Bayfield Bicentennial.”

A suggestion for those who like to act – For a special event or celebration, what about putting on the “Streets of New York?” Or a fund raiser?

RE: scanning documents – Does anyone know of a student who needs community hours? Perhaps they could do this.

3. The documents in the Safety Deposit Box have likely not been checked since they were placed there in 2003. It would be advised that whenever there is an incoming president, the president and the archivist go to the bank together to familiarize themselves with the documents in the safety box.

COMMUNICATIONS REPORT – TRACEY CHURCH
(Please note: Membership List is in a separate document)

Newsletter

- In February, the newsletter went out:
 - Mailed 185
 - Emailed 33
 - Cost of newsletter each time ~\$400 includes printing, envelopes, labels & stamps
- Need to set date for next newsletter to come out (June?). Neil suggested we once again try for a fall newsletters instead of a spring and summer one. It didn't work with one of the older boards we had, but can reintroduce for this board. May mean no June newsletter this year but perhaps a November one.
- Need to set date for blurbs due (3 weeks prior to mailing?).

Online Archives Site

- Current archives access is:
 - Go to www.pioneerparkbayfield.ca/efiles
 - Enter username: **efiles**
 - Enter password: **pioneer**
 - There are sub-directories under EDocuments
 - Single-click to open a document
 - You will need to re-enter username & password when opening a new document
 - Send any documents you want archived to Tracey to upload – be selective!
- Since the change over to the new server at Tuckersmith (in March), the efiles directory cannot be accessed with the current password. I have contacted Pete @ Tuckersmith to get the new access information.
- I will pass on the new username and password when I hear back.

Email

- New email is: info@pioneerparkbayfield.ca
 - To access the email, go to the Tuckersmith email site:
 - Go to: www.tccmail.ca
 - Username: info@pioneerparkbayfield.ca
 - Password: pioneerpark2011
 - Please ONLY use this email for Pioneer Park business.
 - I have been checking the email periodically
- We will not be using the email I created last year on Yahoo.

Online Calendar

- There is a calendar associated with the new TCC email account so I thought we should use this one as our common calendar (rather than the Google one set up last year since no one has added anything to the Google one yet anyway).
- I have added our 3 main events to this new calendar (Rummage Sale, 5K, AGM)
 - John & Claire I suggest you also use this calendar for your park reservations: entertainment, parties, and weddings!
 - Watch the numbers of events you book.

Website

- Website is currently up-to-date with 2011 events so far and current board members and contacts.
- Our new email has been added to the site and it was also included on the last newsletter.

Membership

- We have 333 people on our Membership list:
 - Minus 51 whose membership have expired = 282 active members
 - Expired members = 24 (in 2010) + 27 (prior to 2010)

RUMMAGE SALE REPORT – JULIE LANE**Spring 2011**

- Rummage Sale – Friday July 8th,2011
- Set up will be on Thursday July 7th – 8th
- Cal will be handling all media and press coverage and my right hand !
- Claire and Sandy to be shadowing
- Steve will be helping both days and he will be my money man!!!
- Conveners 'Social at my cottage on June 12th @ 1:00- packages will be given out and set up and take down procedures will be discussed
- Date confirmed with April at the arena- Pursuing a letter from Municipality to be kept on file indicating booking procedure, much needed for future reference and confirmation
- Storage space secured with Ron – after May 24th weekend
- Bud will head up the Silent Auction, donations welcome!
- Terry and Helen will once again assist with pickups and storage coordination
- Convener's are being contacted (new conveners are needed)
- Rummage Sale signage to be posted throughout area with pick up information in May
- Spread the word that I can sign volunteer hours

- Want to give both Terry and Bud \$50.00 gas cards
- Board members that can assist ?

