

Huron Fringe Birding Festival Minutes
January 24 2024, 9:00
Zoom

Present: BJ, Kathryn, Norah, Becky, Nancy, Doug P., Fred, Margaret, Liz, Marilyn

Regrets: Lynne, Shirley, Layna (she just got hired back)

Agenda: Moved by BJ and seconded by Doug P to approve the Agenda as read and to deviate from as necessary. Carried. Add to Agenda a report from the "Friends" -Doug P.

Minutes: Moved by Nancy and seconded by Doug P to approve the November Minutes as read. Carried.

Motion: Motioned by email correspondence December 6, 2023 regarding the Printing of HFBF 2024 Brochures. Moved by Lynn Richardson to use Quik Print in Owen Sound for the printing of 1000 copies of our 2024 brochure with the quoted price of \$554.00 plus design and set up costs; to a maximum of \$1000 total. Seconded by Marilyn Ohler. Vote carried by email 'yes' responses.

Welcome: Norah informed us that Shirley and Lynne are birding Panama and Columbia so could not attend today. Lucky Ladies!

Action Items from Previous Minutes: Norah and Doug did not make an FEO application for this year but will attempt for next year. The time frame was too short to properly complete their extensive application. Norah needs some photos from the people she sent a notice to.

BJ had a 'glitch' in the website but OSIM is working on "the fix".

OFO Vouchers: 2020 OFO voucher will not be used unless the person contacts BJ and she will deal at that time otherwise 'forfeited'. The voucher from 2022 was extended to this year 2024. There is also one for 2023.

The 'mail' issue has been sorted out.

Norah spoke with Shirley and she will help with the Silent Auction with Kathryn. Shirley has also agreed to manage the early morning "Birdseed Cookies" that are sold at the VC. Kathryn has stepped forward to help in getting items, (but not organize) for the "Silent Auction". She is also on the Friends BBQ committee so will be busy during the Festival.

Nancy is pulling together her "Banquet Team" and offered to help Kathryn transport the "Silent Auction" items to the Church. Norah has contacted Brome and will try again if she has not heard from them by March/April.

Discussion of Accommodation: Kiah has been given a yurt. An error was made which gave Mark W only two nights instead of three. Norah is investigating possible solutions.

Treasurer Report- Marilyn

Action/Discussion

- New signs for "Nature Showcase" and sponsors need to be addressed for the budget. (Motion for Marilyn)
- Norah to send an up to date Leader honorarium list to Marilyn when completed.

People donating to the Huron Fringe Festival can make their donation to the "Friends of MacGregor Provincial Park" with a note or memo that the cheque is to the "Huron Fringe Birding Festival, mailed to: HFBF % Marilyn Ohler, 44 Cedar Bush Dr., Southampton N0H2L0. Marilyn found that mail for HFBF is sometimes delayed when sent to the park. Rectified.

Marilyn reports \$17,317 in her accounts and the bank states \$18,380.

Accommodation cheque went through and the e-transfer from the "Friends" has been corrected and the amount was reinstated to our account. The brochures have been printed but the cheque has not been cashed. The deposit from the Southampton Rotary Club of \$500 has been deposited. (Bird Banding)

Discussion of e-transfer: which is better for Marilyn, a cheque or an e-transfer? Marilyn prefers a 'cheque' for the paper trail.

Sponsorship and Funding-Norah, Liz, Margaret

Action/Discussion

- Nancy will stay in touch with "Holiday Inn" would like to support
- *Discussion:* Stew to take the lead plan and invite the Rotary Club and other supporters or their designate to a Tuesday/Wednesday 'Introduction to Birding' activity. Norah to welcome?
- Make sure that the Southampton Rotary Club are recognized for their contribution of the Bird Banding (\$500+, sponsorship)
- Liz will contact OPG with her questions regarding their new consolidated, online application process.
- Norah to calculate if Super 8 and Travelodge qualify for the \$500 sponsorship recognition and inform Doug M for signage. (icon placement may not happen this year)
- Nancy will contact the Holiday Inn to find out the 'discount' for HFBF birders and BJ to put it on the website along with that for Super 8 and Travelodge.

The park has supplied 'courtesy campsites' non-electric and electric sites'; however, Yurts and cabins are not 'courtesy' and will cost \$144.90 a night. Norah has the detailed Information and has booked or spoken for all sites. No senior rates for Yurts. An interesting tidbit is that the Leaders who are booked at the park, receive the 'total' cost information of the bookings. Motels are all booked. 4 nights free at the Travelodge and 3 nights free at Super 8 with an additional 8 nights paid.

Sponsors are listed on the web-site and on the brochure.

Liz attended a zoom meeting of OPG and their new 'protocol' through a third-party online application. Liz will check if the "Friends" and "HFBF" have to consolidate. Liz has a few questions and it may end up "Friends" ' doing the application? The 'year' runs from January 1st to December 31st. Once the funds are used up money stops. Can we apply earlier? We have funding this year but must apply January 1st for 2025. Will Bruce Power be initiating 'third party' applications as well? Don't ask, yet.

Event Coordinator-Coordinator-Lynne

Action/Discussion

- BJ and Lynne to discuss 'Campers Beach' with regards to the Event Coordinators/Convenors. Simpler to have the EC's all meet at the Registration Tent.

Lynne is away and will proceed after the beginning of February.

“Be Safe” documents need to be updated (re: convenors) and BJ will talk in more detail with Lynne.

BJ reports that it would be nice to have more volunteers to help out with Registration.

Set Up-Gord, Bill, James, others

Action/Discussion

- Becky to check with James and Simon if available to (work around their scouting) help with the Registration Tent Set up and Norah to check with Bob Taylor or Bill Hatten
- Norah to ask Gord to bring the four (4) tables stored in the HFBF shed to the Registration Tent on set up day, please.
- Doug will verify the date the VC renovating will be completed.
- Doug will check with the Administration if the chairs could be stored in the “VC” for the evening presentations instead of the storage units.
- Norah/Layna/Doug to figure out who will set up the chairs?
- Norah to check with Layna regarding reserving at least four (4) or more longer tables for the “Nature Showcase” and Donation Table
- BJ will ask Marshall if he can provide the tables that she likes as well as the extension cord set up that we have used in the past.

Nature Showcase-Norah

Action/Discussion

- Continue to look for a “Nature Showcase” organizer responsible for greeting and physical set up at the VC.
- Norah to contact the new person at the ‘Bruce County Tourism’ regarding their Nature Showcase participation.
- Norah to follow up on if BPBO would like to participate in “Nature’s Showcase”.

Registration-BJ

- a. With Anne no longer at the Registration Tent, we will need volunteers both for Campers Beach as well as the back of the tent. There are too many EC-related items at the back of the tent to deal with when managing ECs, so ECs should continue to check in at the Tent and then continue on to Campers Beach to convene their group. BJ asked if perhaps Gord might be available at Campers Beach to hand out name badges to attendees arriving for their first event of the Festival. He was a great help, especially as a “runner” between registration sites for needed items/people.
Discussion: Norah noted that Gord may not be available every day
- b. The (intermediate) Schedule of Events page, now online, has a link to a printable program.
- c. The link to the VC/CB map is not working properly; if needed, BJ will email the map to all attendees prior to the Festival.
- d. The illustrated registration instructions have been slightly revised and are posted online in two places.

- e. The Registration Log-in page has been posted but only the committee with pre-registration access can log-in to view the scrolling events. The public cannot yet log-in but can create an account to be ready for March 15 registration. In the meantime, BJ asked that the committee, and specifically the program committee, log-in and review the events for appearance and any errors/omissions.
- f. Once the events have been confirmed, BJ will then post the final Schedule of Events page on the website. The scrolling events will then show at the bottom of the page, allowing viewers to see the events in the same manner as they show during the registration process.
- g. BJ asks that the committee wait to register until the last week before the Festival to allow her time to further test event fee totaling and function of our new features (in progress now with OSIM).
- h. Note – the Friends membership cannot be selected through our registration process without also selecting one of our Festival events.
- i. There has been an issue with lost photos and file links on the website. OSIM has restored most of the files but there are still some to be replaced.
Discussion: Norah has contacted the program committee regarding the missing photos.
- j. With the new changes by OSIM, BJ will be able to easily monitor online submission of waivers and resend the waiver email as needed weekly to delinquent attendees. The hope is that there will only be a small number of waivers that need to be signed on-site. The new waiver no longer requires a witness signature nor initials to confirm the use of photos, simplifying the waiver process.
- k. BJ will be working on equalizing the size and layout of the sponsor icons on the website. Discussion: Norah suggested that BJ experiment with two (2) columns instead of three (3)
- l. Shilpa and Shirley have expressed an interest in helping in the Registration tent. (mornings preferably?)
- m. BJ will double check that all waivers are completed for each day.

Action Item: BJ will talk in more detail regarding Campers Beach with Lynne and Becky.

Action Item: Norah will ask Lynne to provide the missing Grey-Bruce Bird Checklist to BJ to upload/link again.

Programme Committee- Norah, Liz, Nancy, Lynne, Margaret and Fred

Motion to Purchase Brochures noted at the beginning of the Minutes: Refer to Norah's email correspondence of Dec 6, 2023 to purchase the brochures from "Quik Print". Carried.

<u>Quote:</u> Quik Print Quantity & Cost	1000-\$554	1500-\$682	2000-742.50	2500-\$797.00		6-\$350 (setup)
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11" X 17" 4-colour, double-sided on 100 lb silk text, ½ fold + 3 panels (1000) @ 13%	\$554
Brochure Design 5.50 X \$60.00 @ 13%	\$330

Subtotal	\$884
Hst @ 13% (\$114.92)	\$114.92
Balance and Total Due	\$998.92

The Committee is very happy with the timely service and the 'good quality' new Festival Brochures featuring the "New Redstart" photo by Doug Martin. 1000 brochures were ordered from QWIK PRINT, 1240 2nd Ave. East, Unit 1, Owen Sound ON N4K 2J3 (519 371-5955. Norah thoughtfully contacted Carole Edwards so that she was aware of the change. The set up turned out to be more expensive than estimated, (not sure if 'set up' is an annual charge) but the convenience for Norah was 'cost saving'. It was noted that a consistent "wrapping" of leader's names (moving a full name to a single line) may have added to the cost. Norah will send a brochure pdf to us.

Leaders Accommodation

- The park will keep checking for a cancellation for Mark W accommodation for 'third night'.
- Norah sent Leader/campsite/yurt/cabin information to the park prior to the 5-month window for reservations. Park and Motel accommodations are all arranged.

Discussion of Brochure Distribution Centre: Margaret has volunteered to be the "HFBF Distribution Centre" in Southampton. "Thank you, Margaret." Contact her to pick up brochures. Kathryn would like at least 6-10 brochures to give to possible 'Silent Auction' donors. Doug will pick up some for Owen Sound presentation. Next BBC outing they will be distributed as well. 450 brochures to be set aside for BJ for the festival. Norah may keep a few for the Owen Sound Field Naturalists.

Discussion of Leader List: Norah is working on an up to date Leader Honorarium list to be sent to Marilyn.

Discussion of Signage: Gord has kindly volunteered to set-up but he will be looking for someone to help him. Doug Martin is working on signs for 'Sponsors, Nature Showcase'. To be discussed further for the budget for Marilyn.

Action: Gord to bring the four (4) tables stored in the HFBF shed to the Registration Desk when they set up the tent on the Thursday.

Discussion of Birdseed Cookies: Shirley is 'happy' to manage the "Healthy Early Morning Birdseed Cookies Sales"

Discussion of the Nature Showcase: Norah stated it will happen on Sat and Sun the first weekend and Sat the second weekend. To be located at the VC and organized according to their 'needs'. Still actively looking for a volunteer to be on site to welcome and decide on a location. If you think of anyone, tell Liz and she will send out information. Vortex, Quest, OPG, BP and Penetangear are already signed up. Norah has been in touch with Bruce County tourism.

New Business

Discussion of BPBO presence at the festival: BethAnn Currie of BPBO would like to promote the BPBO at the festival with a "BPBO postcard giving information about BPBO fundraising, cabin availability, etc. It was suggested they could display postcards at the "Donation Table" or

participate in our "Nature Showcase". (if they can find a volunteer) BJ could make room at the 'Registration Table' for the postcards.

Discussion of the White Board & Golden Eagle: Norah will print it on the bottom of list.

Discussion of Website advertising: Holiday Inn is offering HFBF participants a discount.

Publicity-Norah, Doug P., Bruce, Bob, Doug M., Lynne (writer)

Action/Discussion

- Doug mentioned that photos have to be updated for the FEO application for next year's submission.
- Margaret is our local designated brochure distributor. (DBD) - Kathryn would like at least 6-10 immediately.
- Margaret to bring some brochures to the next BBC outing to be handed out.
- Norah set aside 450 brochures for BJ for the festival.
- Norah will send out a pdf of the brochure to the committee.
- Norah will keep a few brochures for the Owen Sound Field Naturalists.
- We will not reprint the white boards. Golden Eagle will be added manually.

Website Norah & BJ

- The committee is (especially the Program Committee) asked to review the "Events Calendar" on the website and report any 'irregularities' to BJ
- BJ/OSIM to work on the photos and Camper's map links
- Norah asked several leaders for photos, please send them to her or BJ.
- BJ to update her "Toggle Paypal" information on the website
- Committee Members can use their access information to check out the information available but must wait until last week before the festival to pre-register.
- Related to sponsors - BJ to experiment on the website with two (2) columns instead of three (3) with the goal of making the logos on the website a universal size
- Norah will ask Lynne for the updated 'Grey/Bruce Bird List' to send to BJ.

Discussion of a Pre festival Park Promotional Idea: Stew Nutt approached Norah with the idea of an 'Introductory Birding' activity for the Southampton Rotary Club who are sponsoring the "Bird Banding Event". Perhaps extend this to a short morning activity on Tuesday or Wednesday between the festival for any sponsors; i.e. Southampton Rotary Club, Lions Club, OPG, BP or prospective supporters). This would not be a "Festival Event" so requires no waivers. Stew has already received permission for 'free admission' for this group from Scott, Superintendent. Neat idea, Stew! Doug and Stew will chat about it. The binoculars that were 'donated' could be used. Norah would like to do the "welcome".

Discussion of "Teasers": BJ has 'Little Blurbs' and 'generic phrases' that can be used on our facebook page or website. Some have been sent to BJ from previous years.

Meals, Banquets and Tents-Nancy

Action/Discussion

- Shirley to arrange for the "Early Morning Birdseed Cookies"

The Catholic Church and Caterer are booked and confirmed. Nancy quizzed us about our opinion of the meal at the Banquet last year. Keep with the same menu; however, request a

'non packaged' gluten free dessert if possible. 'Chicken and beef was an excellent selection.'
Discussion of Tent(s): Same location as usual. Nancy would like to coordinate the Mildmay tent and the Registration Tent set up. So Thursday is the preferred date. BJ will get in touch with Marshall to see if the HFBF can use his tables (the ones she likes) and extension cord to set up for the Registration Tent. Final number of tables will be decided closer to the festival.

Silent Auction- Shirley, Kathryn

- Kathryn and Shirley will be gathering some "Silent Auction" items and boxing them up for easy transport to the church for the Friday Banquet set-up.
- Nancy (and her 'team') will help Shirley/Kathryn transport the "Silent Auction" items to the banquet for set up.
- Norah contacted Brome feeders for donations and will check again in March/April.

Friends of update-Doug P and Kathryn Wallace

Storage:

- Doug will ask if the HFBF items are to be moved to the new unit or will the HFBF take over the shed by the Administration Centre.
- Doug will check if the HFBF have to move their items from the 'shed', can the HFBF retain the shelving for their use.
- Doug will check if the 'other' VC wooden shed will be moved.

Discussion of Two new Storage Units: Doug relayed that the "VC" have purchased two storage units to be located at the back of the "VC" parking area to store the chairs, tables and 'Friends BBQ' equipment. The "VC" would like more usable space and will be renovating! The plan is to be completed before the festival, but Doug will verify. Layna inquired "What is to become of the "Tree ring" display and how was it used? (Adrienne Mason's design?)

Discussion from the "Friends": Who will move the chairs for evening events and Doug will ask Administration if they can be stored inside during the festival in the VC. Will they be removing the other 'shed' from the "VC"?

Discussion of the HFBF Shared Shed: Doug will ask if the HFBF items are to be moved to the new unit or will the HFBF take over the shed? If HFBF items have to be moved from the shed, then the shelving has to go with the HFBF bins, etc. The goal is to have all HFBF remain 'together'.

Discussion of Future "Friends" events: Family Day weekend in February. We are invited. Layna came back at the beginning of January.

Discussion of Discounts: Holiday Inn, Super 8 and Travelodge are giving the festival participants a discount which BJ could put on the website when she finds out the percentage/process. Nancy will check for next year which way they would like to support.

[Motion to Adjourned Doug Pedwell at 10:32am](#)

Next meeting(s):

Friday, February 23 at 9:00 a ZOOM

Wed., March 27 at 9:00 a ZOOM (Fred's Birthday)

Wednesday, April 24 at 9:00 a ZOOM

Thursday, May 16 at 10:00 at the Park OPG/BP

*Liz will check with her contacts to see if May 16 date works for both OPG and BP.
At the May meeting, we will discuss the 'Wrap Up' meeting

The Committee – 2024 Festival

Norah Toth – Chair, Program, Publicity, Facebook, Local Sponsors (with help from the Board and others),
Accommodation, non-park items
Marilyn Ohler – Treasurer
Becky Grieveson – Secretary, Registration
BJ Martin – Registration, EC Volunteers (on site)
Fred Jazvac – Program
Liz Addison – Program, Corporate Sponsors
Lynne Richardson – Program, Bird List and Standards, Event Coordinators Coordinator, Writer/Editor
Margaret Anderton – Program, Local Sponsors
Nancy White – Program, Banquet, Food, some facilities
Shirley Harrison – Silent Auction
Kathryn Wallace – Friends Liaison, Silent Auction assist
Doug Pedwell – Friends Liaison, Publicity (Speaking Engagements)

Supporting the Committee

Bill Hatten – Event support – radios and vests
Bob Taylor – Publicity (Blog)
Doug Martin – Graphic Design
Gordon Toth - Signs

Mission Statement:

To introduce birding and nature appreciation opportunities by educating people about the unique ecological environment found at MacGregor Point Provincial Park, the Lake Huron shoreline, and the counties of Bruce and Grey.

Goal:

To celebrate the natural heritage of the area and promote return visits through a self-sufficient birding and nature festival.

Objectives:

To increase the awareness and appreciation of MacGregor Point Provincial Park as a birding destination.
To illustrate that the Georgian Bay, Lake Huron Shoreline of Bruce County is an ecotourism destination.
To maintain a core group of local partners as evidenced by their continuing support.
To maintain and further improve the current quality of the festival.