

# Corporation of the Municipality of South Huron

## Exeter Rodeo Committee

### Agenda

Wednesday, November 13th, 2019

7:00 PM – 9:00 PM

Town Hall, 322 Main Street, Exeter

#### 1. Call To Order

#### 2. Agenda

Recommended Motion:

That the Agenda for November 13<sup>th</sup>, 2019 be approved as presented.

#### 3. Disclosure of Pecuniary Interest and the General Nature Thereof

#### 4. Minutes

Recommended Motion:

That the minutes of August 27<sup>th</sup>, 2019 be adopted as presented.

#### 5. Business Arising from the Minutes

#### 6. Business to be Discussed

6.1 Council Meeting Update

6.2 Jessica's House Music Weekend: exploring entertainment partnership

6.3 Event Debrief

- Preliminary Financials
- Master Event Work Plan

6.4 Planning for Exeter Rodeo 25th Anniversary in 2021

6.5 Unfinished Business

- Governance Discussion

#### 7. Committee Updates

#### 8. Correspondence

- Vicki Sword on behalf of Ross Millar Group re: 2019 Tour Year Book

#### 9. Adjournment

Recommended Motion:

That the Exeter Rodeo Committee hereby adjourn at \_\_\_\_\_ to meet again  
on \_\_\_\_\_ at \_\_\_\_\_ PM or at the Call of the Chair.

### **Correspondence**

*Received by email on October 6, 2019*

Good afternoon, Scott.

Ross Millar Group is developing a yearbook showcasing the 2019 rodeo season. Just like the 2016 - 2018 yearbooks, it will be filled with highlights, photographs, stats and accomplishments from throughout the season. Each individual rodeo will have a page in the book to showcase their event, thank supporters and highlight their successes.

In order to complete the individual rodeo sections, we are asking each committee to fill out the attached form with information about their event. Please submit the completed form with as much information as possible about the Exeter Rodeo. I understand that there may be information that you do not have, but fill in what you can.

Please email the completed form to [REDACTED]. If you have any questions about the information requested, please contact me via email or at the phone number listed below.

Thank you,

Vicki Sword

# Corporation of the Municipality of South Huron

## Exeter Rodeo Committee Agenda

Tuesday August 27<sup>th</sup>, 2019  
7:00 PM – 9:00 PM

### South Huron Recreation Centre

**Present:** Steve Clarke (Chair), Mike Clarke, Scott Nickles, Jo-Anne Fields, Dave Marshall, Brenda McCarter, Mayor George Finch, Deputy Mayor Jim Dietrich

**Staff:** Scott Currie

#### 1. Call To Order

The Chair called the meeting to order at 7:02 PM

#### 2. Agenda

**Motion:** 36-2019

**Moved:** Fields

**Second:** Cook

**Disposition:** Carried

That the Agenda for August 27<sup>th</sup>, 2019 be approved as presented.

#### 3. Disclosure of Pecuniary Interest and the General Nature Thereof

None

#### 4. Minutes

**Motion:** 37-2019

**Moved:** Cook

**Second:** Fields

**Disposition:** Carried

That the minutes of August 6<sup>th</sup>, 2019 be adopted as presented.

#### 5. Business Arising from the Minutes

None

#### 6. Business to be Discussed

##### 6.1 Council Meeting Update

None

##### 6.2 Event Debrief

- Attendance & Visitor Data Collection
  - An attempt was made to collect attendance data at the gates; however, it was too difficult for our volunteers who had the responsibilities of processing payments and stamping hands. For reliable visitor data a

volunteer needs to be dedicated to this task at each gate during admission.

- Preliminary Financials
  - Invoices from suppliers are still being received and processed, final expense numbers will be available next meeting
- Facilities and Grounds
  - Still some signs out that need to be retrieved. For next year their location needs to be documented to make retrieval easier.
  - The Committee was not satisfied with the security service provided and will review options to improve it for next year.
- Marketing and Promotion
  - Nothing to report
- Vendors
  - Vendors were satisfied with the experience
- Sponsors and Financial
  - Roughly \$21k in cash and \$3-4 in-kind was generated this year
- Special Weekend Activities and Entertainment

**Motion:** 38-2019

**Moved:** Fields

**Second:** Dietrich

**Disposition:** Carried

That Connor Wilson be approached about performing again at next year's rodeo

### 6.3 Planning for Exeter Rodeo 25<sup>th</sup> Anniversary in 2021

### 6.4 Unfinished Business

- Governance Discussion: Committee Structure and Meeting Quorum

The committee wants to review its governance structure. Staff are asked to bring back a report exploring options:

- 1) Opening the Terms of Reference and creating an Executive Committee
- 2) MOU with the Municipality

- The committee would like to collect and document the major tasks from each volunteer who works to plan and deliver the rodeo. The intention is to create one Master Work Plan for future reference. Staff will circulate a template for collecting these tasks and roll up into a Master Work Plan
- Beginning in March of 2020, the Committee wishes to set a meeting schedule on the second Wednesday of each month.

## 7. Committee Updates

None

## 8. Correspondence

None

## 9. Adjournment

**Motion:** 38-2019

**Moved:** Fields

**Second:** Dietrich

**Disposition:** Carried

That the Exeter Rodeo Committee hereby adjourn at 8:13PM to meet again on November 13<sup>th</sup> at 7:00 PM at Town Hall or at the Call of the Chair.

DRAFT