

Business Plan Ad Hoc Committee: Frequently Asked Questions

1. Where would the meetings be held?

The location of the meetings will depend on who is on the committee, in order to make it most convenient for the members. The hope is that we could have one initial face to face meeting at a convenient location (perhaps a Fair office or meeting room) and then any future meetings could be held as conference calls to minimize travelling expenses.

2. What will the time line be for the meetings?

The committee should be fully established by the OAAS at the Spring Board of Directors' meeting held on April 9, 10 and 11, and the initial meeting should be held as soon as convenient to all after that (hopefully before the end of April). Any subsequent meetings will be determined by the committee in order to complete the report by the Fall OAAS Board of Directors' Meeting that is scheduled for October 22, 23 and 24. The number of meetings or their form is to be determined by the committee in the most cost efficient manner.

3. Is there any remuneration for the representative i.e. travel expenses etc.

A motion was made by the OAAS that all travel expenses for this committee be covered by the OAAS at the regular OAAS rate for its Committees (30 cents per km for driving and the most economical rate for any other travel). Food expenses are covered at the OAAS rate of \$20 (or for partial days, \$5 for each of breakfast and lunch; and \$10 for supper) per day.

Accommodation expenses, if required, are covered based on 2 persons sharing a room. No additional remuneration is to be paid to committee members. Home Fairs may offer to support their participants if the wish. Many of our Committees meet by conference telephone call because of time and cost efficiency.

4. Is there a form to be completed when submitting the representatives name?

There is no form that has been created to submit a representatives name, however the key information should be the home Fair of the applicant (and which gate receipt category that Fair falls under); the name of the applicant; the applicant's contact information (particularly email information); and their qualifications to sit on such a committee (experience in creating business plans and working with staff members at a Fair or similar organization).