

ZB13.3 Attachment 1



November 5th 2020

Dear Association Officer,

**RE: 2020/2021 TERM
NOTICE REGARDING APPOINTMENT OF REPRESENTATIVE TO
THE CANADIAN NATIONAL EXHIBITION ASSOCIATION (CNEA) MEMBERSHIP**

The Canadian National Exhibition Association (CNEA) is a not-for-profit organization that was founded in 1879 for the purpose of fostering the development of agriculture, industry and the arts. The CNEA has a long history of planning and executing the 18-day Canadian National Exhibition, often referred to as The Ex, and is one of the top ten agricultural fairs in North America attracting approximately 1.5 million visitors annually. More information has been included in the enclosure.

Your organization is a member organization of the CNEA and is eligible to appoint / re-appoint a member representative (“Appointee”) to the CNE Association for the upcoming new term.

As communicated to you in May of this year and reported in the news, the CNEA announced the difficult decision to cancel the 2020 Canadian National Exhibition. The onset of COVID-19 also led us to postpone our Annual Meeting originally scheduled for June. At the time of the postponement, we distributed a message via e-mail from the CNEA President along with the 2019 Annual Report and Financial Statements to keep members informed as to the financial status of the CNEA. Our original intent was to delay the 2020 Annual Meeting until a time when group gatherings would be permitted. However, with the on-going limited gathering protocols in place, the CNEA Board of Directors has decided to move forward with a virtual Annual Meeting before the end of year.

A member appointment/reappointment must occur at least annually. As our annual meeting was postponed and we align member appointments/reappointments to coincide with our annual meetings, the term of this appointment/reappointment will be shorter than usual since we will have our 2021 annual meeting in the spring and we will seek re-appointments for 2021 prior to that meeting.

Appointment Process

Re-appointing / Returning your current member representative – by Email

In the event that your organization will be re-appointing your current appointee, **an email communication to the CNEA is sufficient** with key contact information confirming the name of the returning appointee.

New Appointees – Appointment Form Enclosed

If you are nominating a new individual as your Appointee, we ask that you complete the enclosed one-page form and you indicate the name of your Appointee. The nominee is asked to consent to the appointment, acknowledge and agree to support the CNEA mandate and vision and authorize the release of their contact information by signing the 'Authorization, Consent and Acknowledgement' section of the form.

For new appointees, we request that you share a short background about the person (such as a bio or C.V) to accompany the form.

This term will commence on the date of the Annual Meeting – rescheduled this year to the virtual meeting date of Thursday December 3rd 2020. This term will continue until the spring Annual Meeting in 2021. Please share these dates with your organization Appointee.

The appointment authorization must be signed by an officer of your association and not the representative. If the officer of your association and the representative are the same person, please ensure another officer or executive from your association signs the authorization.

Please have the 'Notice of Appointment' form authorized by the proper authority, signed by the member, and returned to my attention, **not later than Monday November 23rd**.

No Appointment

In the event that your organization has decided to not appoint any representative at this time to the CNE Association membership, kindly send an email confirming that no appointment will be made.

As always, your organization can change your Appointee or, if there is a vacancy, make the appointment at any time.

We thank you for your continued support of the CNEA and the participation of your Member Appointee over the last term. We look forward to continuing to engage with your organization and your Member Appointee.

The 2020 Annual Meeting

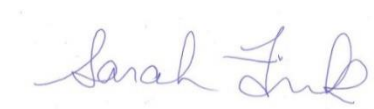
Please note that the virtual **Annual Meeting** of the Canadian National Exhibition Association (CNEA) has been scheduled for:

- Date: Thursday, December 3rd 2020
- Time: 1:00 pm – 2:00 pm (approximate)
- Format: Virtual Meeting – details to be sent in the coming weeks

Please share these meeting details with your Appointee.

In preparation for the Annual Meeting, please complete the attached form or, as applicable and explained above, send a communication by email to Linda Costa / lcosta@theex.com / 416-263-5202.

Let's go to the Ex,

A handwritten signature in blue ink that reads "Sarah Fink". The signature is fluid and cursive, with the first name "Sarah" and the last name "Fink" clearly distinguishable.

Sarah Fink
Manager, Corporate Secretariat Services

Encl.

- Further Information about the CNEA
- Notice of Appointment Form