

April 13, 2017



**MANITOBA WOMEN'S INSTITUTE (MWI)
Board Meeting – FINAL MINUTES
April 13, 2017
Teleconference**

PRESENT:

Ann Mandziuk	President
Denise Joss	President-Elect
Rose Bodz	Eastern Regional Rep
Audrey Clark	SW "B" Regional Rep
Arenda Van Der Deen	SW "A" Regional Rep
Valerie Watt	Winnipeg/Interlake Regional Rep
Heather Klassen	Director-at-Large
Debbie Melosky	Government Appointed Representative
Liz Chongva	FWIC Executive Officer MB
Julie Hockley	Executive Administrator

ABSENT:

Donna Young, Past President
Maren Mueller, Director at Large
Peggy Bradshaw, Northwest Region Rep
Pat Orsak, MB Ag Representative

April 13, 2017: Called to order at 1:03pm by Ann Mandziuk, President

ADOPTION OF AGENDA

MOTION: That the agenda be adopted as presented with the following additions: Valerie Watt/Liz Chongva; seconded and **CARRIED:**

- Individual Member lists kept up to date and sent to regions.
ACTION: Julie Hockley to re-send lists to regional secretaries.
- Ann Mandziuk presented letter from the Minister regarding general budget information; no **ACTION** required.

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- SW "A" still having difficulty filling Director position
ACTION: Board to discuss how they can support SW "A" at pre-convention meeting.

APPROVAL OF MINUTES

MOTION: That the minutes from the Board Meeting held March 9, 2017 be approved; Deb Melosky/Denise Joss; seconded and CARRIED.

CORRESPONDENCE:

1. **Email from Heather Klassen to Board Members regarding Caro-Ann Poetteker sustaining a broken leg and what the Board would do to communicate their sympathy; discussion required for decision on this and future events of a similar nature.**

Discussed: Currently MWI does not have a policy on providing sympathy/support to Individual Members who are ill/experiencing a loss etc.

ACTION: Further discussion to be brought to the pre-convention meeting.

2. **Letter of request addressed to Wheat City WI for donation to Souris Cooperative Early Learning Centre.**

ACTION: Julie Hockley to forward to Wheat City WI

3. **Letter of invite for the International Peace Gardens Annual General Meeting on April 29, 2017.**

ACTION: Audrey Clark and Arenda Van Der Deen will consider attending.

MOTION: That all correspondence be received. Deb Melosky/Valerie Watt; seconded and CARRIED.

COMMITTEE REPORTS

1. Finance (verbal report)

Julie Hockley provided a verbal report. Ann Mandziuk and Julie Hockley have signed the Draft financial statements for 2015 – 2016. Sensus to provide Final statements for printing. Laptop has been purchased as well as the necessary business grade software including Quick Books; Julie to receive on line training on Quick Books due to April 3, 2017 course being cancelled

Action: The Finance Committee have a scheduled meeting for April 17, 2017.

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2. Planned Program (written report) – Debbie Melosky

One of the Fireside Chat participants has withdrawn; Judy Dunn will replace as a participant.

3. FWIC 2018 Triennial Convention

Fees for the convention have been finalized at the provincial level; FWIC has yet to approve.

4. AGM Planning Committee

Peggy Bradshaw provided confirmation of 49 registrants via email to Julie Hockley; the early bird deadline is April 15, 2017. Julie to request Webber to print 100 copies of all items for the AGM.

MOTION: To receive all reports. Liz Chongva/Debbie Melosky, seconded and CARRIED.

UNFINISHED BUSINESS

Tabled Items

No items.

Action Items

1. Update on progress of playground structure at the Peace Gardens and how the \$5000.00 provided by MWI will be utilized. Audrey Clarke and Arenda Van Der Deen have plans to meet with Gary Enns in February/March 2017 and will report following a meeting.

ACTION: No meeting occurred; no ACTION required.

2. Email between Ann Mandziuk and Stephen Moses regarding the possibility of a board representative being appointed from the Human Ecology Department.

ACTION: Ann Mandziuk will contact student following exam schedule.

3. The Resolution Book will be converted to a pdf document with optical character recognition.

ACTION: The quote of \$2500.00 from Barry McKay will be accepted. Barry's company will provide a web based Resolutions document that will have character recognition, multiple search capabilities, tracking options and will significantly reduce the time required to search for information.

MOTION: APPROVE FUNDS FOR ABOVE, Liz Chongva/Valerie Watt, seconded and CARRIED.

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4. Manitoba Farm, Rural and Northern Support Services and the request for WI to fund the production of Sleepless in MB. Julie Hockley has emailed Janet Smith with a copy to Debbie Melosky asking for more detail regarding how WI will be promoted within document and how many copies we would receive.

Debbie Melosky reported ??????

5. Strategic Plan (DRAFT) – Julie Hockley has entered responsibility for Strategies/Tasks to committees and individuals.

ACTION: The Strategic Plan was reviewed for the above items and completed. See attached final copy of Strategic Plan. Julie Hockley to communicate with Resolutions Committee regarding changes to how Resolutions are tracked for action.

6. Communication Plan from Change Makers to be discussed in context of Strategic Plan and decisions as to what we will outsource to Change Makers. It has been determined that Heather Klassen, Valerie Watt and Julie Hockley will attend website training with Change Makers.

Update: Training was attended. Valerie Watt, Heather Klassen and Julie Hockley will schedule a meeting to review the items of \$5000 for the cost of creating an Introductory Video and two Testimonial videos. Recommendations will be presented at the pre-convention meeting.

7. Plans for how to efficiently conduct both the 2018 AGM and FWIC meeting; schedule for May and July respectively will be given to the Eastern Region to determine; i.e. The day at Portage.

Update: Liz Chongva provided quotes for two facilities in Portage. An email with details will be circulated following the meeting. An announcement will occur at the AGM confirming plans for 2018.

8. Draft #5 of the Constitution and By-Laws has been circulated by Pat Orsak.

Update: Review is deferred until AGM 2018.

MOTION: Deb Melosky/Rose Bodz, seconded and CARRIED.

NEW BUSINESS

1. **As recommended by Change Makers regarding the website, have a schedule for when one article at a time, drawn from the newsletter, can be placed on the website.**

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ACTION: Julie Hockley to email Dianne Kowalchuk and request that the newsletter be sent in both a pdf and word document form.

- 2. Ann Mandziuk to bring forward ideas for facebook page eg. Pet picture, seasonal pictures.**

ACTION: The Marketing committee will put this on their work plan.

- 3. Ann Mandziuk to report on Katrina Dalrymple – recent graphic design graduate to develop an updated brochure for WI.**

ACTION: Ann Mandziuk to send suggested wording to board members for review and suggested changes. Due date for review will be May 1, 2017; Ann will then meet with Katrina. Brochure will contain reasons to join WI, Vision and Mission statements, women with like interest statement and will be a 3-fold design.

- 4. Valerie Watt to report on progress regarding updating the annual reports required by the Secretaries and/or Presidents of locals.**

ACTION: Valerie Watt will continue working on this and report at May 1, 2017 meeting.

- 5. Ann Mandziuk and Julie Hockley to report on progress regarding updating the Annual General Report.**

ACTION: The report has been condensed and will go to Webber Printing by April 16, 2017.

- 6. Update regarding potential nominees for MB WI are Liz Chongva, Dianne Kowalchuk, Marion McNabb; Valerie Watt and Rose Bodz will work on the nomination documents.**

ACTION: This will not occur for this year; work will continue for next year.

- 7. Heather Klassen to report on Individual Member meeting that occurred in Winnipeg/Interlake area.**

UPDATE: Potential for three new members is outcome; interest in focusing on particular activities; have structure to meetings such as planned program events or speakers; change the communication structure and meeting structure to better fit needs of group and/or event; ability to fund raise and utilize funds to plan activities/events.

ACTION: Involve the Restructure Committee and Recruitment Committee in planning.

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ANNOUNCEMENTS

Adjourn

Meeting adjourned at 3:08pm

Julie Hockley, Executive Administrator