

February 1, 2017



**MANITOBA WOMEN'S INSTITUTE (MWI)
Board Meeting –APPROVED MINUTES
February 1, 2017
Teleconference**

PRESENT:

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

ABSENT:

Donna Young, Past President
Denise Joss, President-Elect
Pat Orsak, MB Ag Representative

February 1, 2017: Called to order at 1:00pm by Ann Mandziuk, President

ADOPTION OF AGENDA

MOTION: That the agenda be adopted as presented with the following additions: Valerie Watt/Debbie Melosky; seconded and CARRIED:

- Ann Mandziuk asked if any new information was available from Pat Orsak about the Government Appointee to the Board. Pat Orsak not present at this meeting.
- Ann Mandziuk to initiate a discussion to consider implementing a policy regarding comments on facebook; two events mentioned was the Quebec Mosque Killings and the Scotland WI 150th Anniversary. ADD TO NEW BUSINESS OF MARCG 2017

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AGENDA.

- Peggy Bradshaw requested a discussion regarding the Nominating Committee; SEE UNDER NEW BUSINESS.
- Email correspondence from Breann Maxwell regarding the May 2017 AGM. SEE UNDER CORRESPONDANCE.

APPROVAL OF MINUTES

MOTION: That the minutes from the Board Meeting held January 9, 2017 be approved with the following change; Page 3, Finance Report, October 31, 2017 be changed to October 31, 2017; Maren Mueller/Liz Chongva; seconded and CARRIED.

CORRESPONDENCE:

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

Discussed: Potential appointee would come from the Department of Community Health Services, College of Medicine. Stephen Moses requesting information regarding WI mandate, activities and will then circulate to department members for potential interest; Ann Mandziuk to communicate requested information to Stephen via email mid-February.

- 2. Email from Ann Mandziuk from the MB Association of Home Economists (MAHE), MAHE News Digest; second bullet.**
 - a. Several members have let us know about a **school cooking contest for grades 7-12** held by the Women's Institute in PEI - **are there members here in Manitoba who would like to get a contest like this going??** Visit the [PEI Women's Institute website](#) to get more information on how they run the contest. Keep MAHE informed too

Discussed: Ann Mandziuk brought forward as a potential project for WI or MAHE; Ann to make further inquiries with 4-H via Theresa Cooper.

- 3. Email from Lorna Devros to Peggy Bradshaw regarding declining the nominating committee's request.**

Discussed: Subsequent discussion regarding expanding membership and maintaining existing membership UNDER NEW BUSINESS.

- 4. Email to the office from Wendy Hamilton, FWIC Executive Director regarding Membership Fee's and tracking of more detailed membership numbers.**

MOTION: That \$50.00 be donated by MB WI to the FWIC undesignated Homestead Fund along with the membership fee. Rose Bodz/Debbie Melosky; seconded and CARRIED.

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- 5. Email with attachments from the Resolutions Committee with three resolutions for debate at the AGM May 2017; request from Dianne Kowalchuk that this be brought to the February 1, 2017 Board Meeting.**

The resolutions will be brought forward at the AGM.

- 6. Email from Ann Mandziuk regarding the Canada 150 fund opportunity as information.**
- 7. Email between Pat Orsak, Joan Clement and Ann Mandziuk regarding the Bylaw Draft #3/Constitution document. This item was discussed at the Strategic Planning meeting on January 17, 2017. ALSO SEE UNDER NEW BUSINESS FOR DISCUSSION.**
- 8. Manitoba Strategic Agriculture Leadership Steering Committee to dissolve following consensus from last meeting/teleconference attended by Ann Mandziuk.**
- 9. Letter from Minister Kelvin Goertzen's office regarding the WI letter dated January 16, 2017, ambulance rate reduction in fees.**
- 10. Email to Ann Mandziuk regarding March 1-2, 2017 4-H Bake Sale and subsequent request for assistance.**

Discussed: Valerie Watt to bring to the attention of her local.

- 11. Email from Breann Maxwell to Ann Mandziuk regarding the AGM in Russell 2017.**

MOTION: That all correspondence be received. Valerie Watt/Maren Mueller; seconded and CARRIED.

COMMITTEE REPORTS

1. Finance (verbal report)

Julie Hockley provided a verbal report. SENSUS accounting has assessed that the current state of the WI Quick Books program and accounts status is compromised. Suggestion is to re-install Quick Books and re-enter and label accounts systematically. SENSUS do not have an experienced staff person familiar with setting up Quick Books with non-profit organizations but will provide assistance as they are able; suggest that the Executive Administrator attend additional training for Quick Books. SENSUS also noted that the current office laptop and desktop do not allow for the full functioning of Quick Books; replacing the laptop will allow the update on both the laptop and desktop. Discussion to replace the laptop occurred in 2015 and a budget line was created.

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MOTION: That three quotes for the purchase of a laptop be provided to the Board; that Quick Books be re-installed and prepared as a non-profit account; that Julie Hockley research potential training opportunities for Quick Books software . **THE INFORMATION WILL BE PROVIDED TO THE BOARD VIA EMAIL AND VOTED ON; TO BE ADDED TO THE MARCH 2017 BOARD MEETING MINUTES.**

2. Planned Program (written report) – Debbie Melosky

Debbie Melosky provided a written report with the following verbal additions:

- Marsha Harris has joined the Planned Program Committee for MRWD
- Planned Program in another format will be provided to all members to account for those members who do not benefit from attending the MRWD; to be planned for 2018-19
- Bell “Let’s Talk” funds may be available for the MRWD project and Debbie Melosky will pursue
- A decision was made by the Planned Program members that Speakers would be permitted to sell their items at MRWD eg. Books
- Planned Program members will decide if members will receive a discounted admittance price versus non-members for MRWD 2017.

MOTION: To receive the verbal report. Debbie Melosky/Audrey Clark, seconded and CARRIED.

3. FWIC 2018 Triennial Convention (verbal report) – Liz Chongva

- Financial statements reviewed –
- Looking at ways to make the museum more viable – holding events – geared more to children
- Recruitment of a honorary spokesperson – for a year or the triennial term.
- Peace Garden Scholarship under review.
- Discussion of having WI Month versus Week - as most locals have their meetings in the early part of the month.
- Discussion of WI Logo – rebranding and launches
- Discussion with List going out for FWIC President – elect for the next Triennial.

UNFINISHED BUSINESS

Tabled Items

No items.

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Action Items

1. A meeting to be arranged between Ms. Grahn of the Bruce D. Campbell Food and Farm Discovery Centre and the President of MWI for further discussion.

Meeting with Myrna Grahn and Ann Mandziuk is scheduled for February 14, 2017.

2. The Resolution Book will be converted to a pdf document with optical character recognition; outsourced to Change Makers.

Julie Hockley to meet with Change Makers for a quote while at website training March 2017.

3. MWI 100th anniversary – a bench was purchased and placed at the museum in Morris. It has been damaged.

Valerie Watt reported that the cost of the bench purchased three years ago was \$948.00; there are two plaques currently in place.

MOTION: The Board will cease to pursue the purchase of a replacement bench. Valerie Watt/Debbie Melosky; seconded and CARRIED.

4. Local/Branch structure alternatives when all positions are not able to be filled; retention of locals.

This is being pursued in the Strategic Plan and will be removed from UNFINISHED BUSINESS.

OLD BUSINESS

1. **Update on progress of playground structure at the Peace Gardens and how the \$5000.00 provided by MWI will be utilized.**

Audrey Clarke met with Gary Enns via telephone on January 6, 2017. Gary has been applying for grants without success. It is still high on the IPG priority list. Audrey and Arenda Van Der Deen will plan an in person meeting with Gary in February/March 2017 to discuss moving forward and timelines.

2. FWIC Media Campaign/New Membership Drive planning as part of their Strategic Planning process. Next meeting scheduled for January 26, 2017; Liz Chongva to update.

NEW BUSINESS

1. **Review the agenda for the Meeting with Minister Eicheler as the priorities listed in the agenda are difficult to identify in the Strategic Plan; the agenda also requires**

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shortening. A background paper to the Minister's office prior to the meeting may be required.

Suggested by Pat Orsak to change the wording of the priorities indicated on the agenda to better reflect the current Strategic Plan; the priorities listed on the agenda were added prior to the Strategic Planning sessions of November 2016 and January 2017. Julie Hockley and Ann Mandziuk will edit the agenda for brevity and strategic planning priorities.

- 2. 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; date TBD.**

Decisions regarding outsourcing will occur by suggestion to the Board via the respective committees; Committee structure TBD by the March 2017 Board Meeting.

- 3. Board members were to send Julie Hockley suggestions for how to efficiently conduct both the 2018 AGM and FWIC meeting; schedule for May and July respectively. This presents a tight turnaround.**

To be discussed at Regional meetings occurring between March and May 2017; input from members will be requested.

- 4. Strategic Plan (DRAFT) - Discussed at length during January 17, 2017 teleconference; an updated draft was sent to board members on January 20, 2017. At this juncture, decisions regarding Lead/Responsibility are required and Action Work plans for each Task/Strategy are required.**

Julie Hockley to assign committees to the strategic plan priorities and tasks; board will finalize assignments at March 9, 2017 Board Meeting. In the meanwhile, committees are to proceed with currently assigned tasks.

The following changes were made to the committee(s) structure previously decided at the June 6, 2016 Board Meeting; further changes may be decided as needed. SEE JUNE 6, 2017 BOARD MEETING MINUTES BELOW FOR COMPARISON:

a. Marketing Committee split into Marketing and Recruitment and Retention

Marketing Committee responsible for website, facebook, brochures; Members include, Heather Klassen (Chair), Valerie Watt and Julie Hockley.

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Recruitment and Retention Committee members include, Peggy Bradshaw (Chair), Rose Bodz, Liz Chongval and potentially two additional non-board members

b. Restructure Committee expanded to include additional members; Debbie Melosky, Ann Mandziuk and two non-board members with goal of one branch member and one individual member

June 6, 2016 – Board Meeting Minutes excerpt regarding Committee Appointments:
Donna Young/Maren Mueller

That appointments be made to the committees as noted below, with Interim Chairs as indicated, whereby the Interim Chair shall initiative the first meeting and provide a subsequent report, with meeting dates to be determined by the respective committee:

Administrative

- Finance (Ann Mandziuk I/C, Denise Joss, Joni Swidnicki)

Governance

- Constitution (Ann Mandziuk, Joan Clement I/C, Pat Orsak, Joni Swidnicki, Elaine Thompson, Marion McNabb)
- Nomination (Donna Young I/C, Denise Joss, Peggy Bradshaw)
- Restructure (Debbie Melosky)

Standing Committees (as required)

- 2017 Provincial Convention Committee (Joan Clement, Rose Kieper I/C, Peggy Bradshaw)
- Marketing (Valerie Watt, Peggy Bradshaw, Heather Klassen I/C, Joni Swidnicki, Denise Joss, Liz Chongva, Ann Mandziuk)

Education

- Planned Program (Maren Mueller, Debbie Melosky I/C, Arenda Van Der Deen)
- Scholarships – RREF and FWIC/IPG (Liz Chongva, Valerie Watt I/C)
- Peace Garden (Audrey Clark, Fran Dickinson I/C (can call on Arenda re natural playgrounds if necessary)
- Issues/Advocacy (Rose Bodz, Heather Klassen & Arenda Van Der Deen)
- Resolutions (Audrey Clark, Dianne Kowalchuck I/C, Enid Clark)

5. From CORRESPONDANCE discussion regarding membership, the following was discussed:

- Change wording in Strategic Plan in Priority 1, and any other subsequent language, from “increase membership” to “expand membership” to better reflect WI’s desired outcomes

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- Utilize the expertise of Change Makers to review and edit Strategic Plan once Board Members have agreed upon a final draft
- Potential to restructure local meetings to be less rigid and only include those items that are relevant and important to the local; not require all executive positions to be filled to constitute viability of a local; younger members to create their own local in areas where there is also an existing local of older members
- Create a survey to go to both members and ex-members to determine best way to maintain and expand membership
- Consider providing Change Management training to the Board members so that communication of changes to the members occurs uniformly and with increased chance of acceptance of changes to WI processes
- Use newsletter to communicate our Strategic Plan Executive Summary, priorities etc. with members
- Discussion of plans for the AGM in 2018 will be held at the 2017 AGM
- The Board to work with Ann Mandziuk to determine what message(s) the Board wishes to convey when Ann speaks at the Regional Meetings 2017

6. Email between Pat Orsak, Joan Clement and Ann Mandziuk regarding the Bylaw Draft #3/Constitution document.

Ann Mandziuk will continue to correspond with this committee. General consensus is that this item is close to completion.

ANNOUNCEMENTS

1. From Ann Mandziuk, Home Economists Newsletter for information:

- **Reintroduce mandatory home economics classes** to help improve public health says the New Brunswick Medical Society. [Read more at CBC.ca](#)

2. Lt.-Gov. Janice C. Filmon is requesting nominations for the **Lieutenant Governor's Volunteer Service Awards** which are presented annually to six worthy individuals who represent the north, rural and urban areas of the province. The awards will be presented at the annual Volunteer Awards banquet held during volunteer week on April 25 at the RBC Convention Centre. Nomination information can be found at [VolunteerManitoba.ca](#). Deadline is February 10/17.

Potential nominees for MB WI are Liz Chongva, Dianne Kowalchuk, Marion McNabb; Valerie Watt and Rose Bodz will work on the nomination documents; Recommended that Board put this on the agenda as an item to be discussed at the beginning of the annual year. Move this item to NEW BUSINESS for March 2017 agenda.

Adjourn

Meeting adjourned at 4:18pm

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Julie Hockley, Executive Administrator