

FINAL



**MANITOBA WOMEN'S INSTITUTE (MWI)  
Minutes – FINAL  
TELECONFERENCE**

**April 3, 2018**

**PRESENT:**

Ann Mandziuk	President
Denise Joss	President-Elect
Vacant	Director-at-Large
Deb Melosky	Government Appointed Representative
Peggy Bradshaw	Northwest Region Rep
Liz Chongva	FWIC Executive Officer MB
Thelma Blahey	MB Ag Representative
Debra Barrett	Interlake Regional Rep
Vacant	Director at Large
Vacant	SW "A" Regional Rep
Vacant	SW"B" Regional Rep
Julie Hockley	Executive Administrator

**ABSENT:**

Rose Bodz	Eastern Region Rep
-----------	--------------------

April 3, 2018: Called to order at 9:35AM by Ann Mandziuk, President.

Debra Barrett has agreed to provide Board Highlights to the office for distribution.

**ADOPTION OF AGENDA**

**MOTION:** That the agenda be adopted as presented with the following additions, Denise Joss/De Melosky; seconded and CARRIED:

1. Ann Mandziuk received a letter from ??? that they would be disbanding or joining **UNDER NEW BUSINESS???**

FINAL

2. Provincial office received correspondence via the website; inquiry regarding the MWI scholarship. **ACTION: Julie Hockley responded to the email.**

**APPROVAL OF MINUTES:**

**MOTION:** That the minutes from the Board Meeting held March 8, 2018 be approved with the following change; ???????and add a first and second to the MOTION for accepting CORRESPONDANCE; Peggy Bradshaw/'Denise Joss; seconded and CARRIED.

**CORRESPONDANCE:**

1. Thank you card addressed to Ann Mandziuk from 4-H; already circulated via email/scan. **ACTION: Julie Hockley to scan and email a copy to Janis Appleyard.**
2. Email from Katrina Dalrymple with Annual Report cover template.
3. Email from Justina Hop requesting information regarding the use of Changemakers and the quotes and proposals of same; the proposal was emailed as an attachment to Justina.
4. Correspondence from Heather Klassen, Director-at-Large resigning from the board. **SEE NEW BUSINESS.**
5. Correspondence from Janis Klassen, Director-at-Large resigning from the board. **SEE NEW BUSINESS.**

**MOTION:** That all correspondence be received with the additions; Deb Melosky/Debra Barrett ; seconded and CARRIED.

**COMMITTEE REPORTS:**

**Planned Program (written report) – Debbie Melosky**

Planned Program Board Report for April Meeting – Submitted by Deb Melosky

- Work in progress on determining our speakers for both days.
  - STARS has been confirmed to speak, they will be sponsored by Canola Growers
  - A laughter yoga session has been confirmed.
  - Committee is investigating other topics and will decide who we want to approach at our next Committee meeting.
- For local assistance in advertising and sponsorship, Lenore Branch will help with the Virden event and Individual Member will help with the Morris event.

## FINAL

- Work in progress on who will be asked for sponsorship, starting point is those who sponsored us in 2017.
  - Sponsorship letter and levels has been finalized.
- Budget will be presented at the May meeting.
- Revised TOR for 2018 will be presented at the May meeting.
- Next committee meeting, conference call on April 3.

### **Marketing Committee – (verbal report) – Ann Mandziuk**

1. **ACTION: Julie Hockley to forward the Marketing Committee notes regarding the MWI video to the board.**
2. **ACTION: Board members to send pictures that they think would work well in the video to Heather Klassen, who will send them to the videographer; deadline to send original pictures is April 13, 2018.**

### **Restructure Committee – (verbal report) – Denise Joss**

1. Nothing to report; waiting to receive feedback from the Regional Convention meetings before proceeding further.

### **Recruitment and Retention Committee – (NO REPORT)**

### **Constitution Committee – (verbal report) – Ann Mandziuk**

1. Elaine Thomson is researching past minutes and other documents to determine if the regional boards did ratify the constitution changes as presented and will report to the committee her findings.

### **Scholarship Committee – (verbal report) – Liz Chongva – Denise Joss**

- One inquiry as presented in CORRESPONDANCE.

### **Resolutions Committee – (verbal report) – Ann Mandziuk**

1. **MOTION: That Sheila Needham be given permission to represent the MWI vote on resolutions.**

### **FWIC 2018 Triennial Convention – Liz Chongva**

1. A discussion

FINAL

**FWIC Report – (NO REPORT) – Liz Chongva**

**AGM Planning Committee – (verbal report) - Liz Chongva**

1. Discussion regarding how the Celebration of Life ceremony would be handled.  
**ACTION: Liz Chongva and Julie Hockley to work together on this.**
2. Discussion regarding the evaluation for the AGM; will discuss following Regional Conventions and subsequent feedback.

**Department of Agriculture – (verbal report) – Thelma Blahey**

1. Many changes within the department with the new fiscal year.
2. New Canadian Ag Program has started.

**Finance Report (written report – see bank statement APPENDIX I) – Julie Hockley**

**ADD FINANCE REPORT HERE**

That all reports be received; Denise Joss/Liz Chongva; seconded and CARRIED.

**NEW BUSINESS**

1. Another discussion is required regarding choosing ACWW projects is required as the projects chosen at the March board meeting are no longer available; an email was circulated to the board members prior to the meeting.
2. An initial discussion regarding the number of board meetings held annually; the Act requires two annual meetings; the length of meetings, teleconference versus in person; financial implications. **TO BE MOVED TO NEW BUSINESS APRIL 28, 2018.**
3. An email request has come from Don Walmsley, facilitating an English as a second language course in Neepawa asking for a presentation regarding the MWI. Julie Hockley has emailed back stating that we would be willing to provide same.
4. Liz Chongva to initiate a discussion on presenting Clearwater WI with a 100 year certificate.
5. A discussion is required regarding an honorarium for Katrina Dalrymple for her work on the graphics and template for the newsletter. A further discussion is required as to the annual report template provided by Katrina. **SEE APPENDIX I**
6. The resignation of Heather Klassen and Janis Klassen, Directors-at-Large has left two additional vacant board seats.

**UNFINISHED BUSINESS:**

1. Approved expenses and attendance at the Regional Meetings by the President, President Elect and the Executive Administrator; discussion required.

**MOTION: Travel and accommodation expensed are approved for the President, President Elect and Executive Administrator to attend each regional meeting; Deb Melosky/Heather Klassen; seconded and CARRIED.**

**Tabled Items**

2. In December 2017, Julie Hockley to send a blank spreadsheet with headings that will enable locals to track member years of service; Julie to also send emails to individual members to communicate years of service.

**ACTION: To be completed for the 2018 annual reporting.**

3. In December 2017, Julie Hockley to send a blank spreadsheet with headings to individual members to have them track their volunteer hours and return to the office for the end of year forms beginning November 1, 2017.

**ACTION: To be completed for the 2018 annual reporting.**

4. Julie Hockley to lead a discussion about the duties of the Executive Administrator – will occur at in person meeting in March 2018.

**Action Items**

1. Heather Klassen presented the WI introductory video; the video was well received by the members and some suggestions were made for editing. Suggestions included changing the background music, adding more content regarding MWI influence at the government level, and the need to provide the videographer with wording/content for each slide.

**ACTION: Heather Klassen to send video to the board members; members to provide comments and suggestions within one week of receiving.**

**ACTION: Marketing committee to incorporate suggestions and provide further input on each slide.**

**Tabled Items**

**OLD BUSINESS**

**Tabled Items**

FINAL

1. Regarding WI memorabilia storage; Julie Hockley contacted MB Archives to determine what types of items they accept; NO COMMUNICATION RECEIVED THUS FAR.
2. Require decision on IPG funds re Gwen Wooley, Acting CEO confirmation.  
**ACTION: For April agenda.**
3. Julie Hockley reviewed board duties power point and provided handouts to the board members.
4. Julie Hockley circulated the Code of Conduct/Confidentiality agreement and a additional, similar document utilized by the Farm Women's Conference Committee.  
**ACTION: Julie Hockley to merge the two documents and circulate via email to the board; document will be edited one last time and a MOTION to accept will occur via email.**  
**MOTION: That the document, now titled Board Code of Conduct, be accepted as a board policy as of March 27, 2018; Liz Chongva/Deb Melosky; seconded and CARRIED.**

**ANNOUNCEMENTS:**

**OTHER:**

1. **Adjourn**

**Meeting adjourned 3:25pm by Ann Mandziuk.**

Julie Hockley, Executive Administrator