



MANITOBA WOMEN'S INSTITUTE (MWI)

Minutes – FINAL

9:00AM

Teleconference

February 2, 2018

PRESENT:

Ann Mandziuk	President
Denise Joss	President-Elect
Heather Klassen	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
Janis Klassen	Director at Large
Vacant	SW "A" Regional Rep
Julie Hockley	Executive Administrator

Additional WI Members Present for the Triennial Committee Report:

- Joan Clement

February 2, 2018: Called to order at 2:04 PM by Ann Mandziuk, President.

Liz Chongva 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, Liz Chongva/Janis Klassen; seconded and CARRIED:

1. A discussion is required regarding choosing an ACWW project to support – **SEE NEW BUSINESS # 2.**
2. March Board Meeting date change required. **MOTION: Date was changed to March 8, 2018, in person at Tornados in Portage, 10am – 4pm; Denise Joss/Peggy Bradshaw; seconded and CARRIED.**

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3. A discussion is required regarding the FWIC request for a line of credit for the Triennial – **SEE NEW BUSINESS # 3.**
4. Deb Melosky will present an individual for the Erland Lee award from the Woodmore WI – **SEE NEW BUSINESS # 4.**

APPROVAL OF MINUTES:

MOTION: That the minutes from the Board Meeting held January 8, 2018 be approved with the following change; amend how the installation of Debra Barrett is noted in the minutes; Denise Joss/Deb Melosky; seconded and CARRIED.

CORRESPONDANCE:

1. Liz Chongva has received a letter from FWIC regarding the one time activity of extending her term by one year.
MOTION: That Liz Chongva's term as the FWIC representative be extended by one year; Deb Melosky/Denise Joss; seconded and CARRIED.

ACTION: That Liz Chongva will send a copy of the letter she received from FWIC to the office for distribution to the board.

ACTION: Ann Mandziuk will request a letter from Linda Hoy, FWIC regarding extension of board members terms on FWIC.

MOTION: That all correspondence be received with the addition; ????? ; seconded and CARRIED.

COMMITTEE REPORTS:

Planned Program (written report) – Debbie Melosky

Planned Program Committee Report – February 2 Board Meeting

- The Planned Program Committee now has the needed members. The committee members are: Deb, Arenda, Ann and Christine Diores (Russell Branch member).
- We will be holding our first committee meeting as a face-to-face meeting in Neepawa on February 17.
- The dates for MB Rural Women's Day have been confirmed for:
 - Virden – October 13
 - Morris – October 27

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- The facilities have been tentatively booked at both locations. After our February committee meeting these bookings will be finalized and the required deposit sent. The facilities to be used are:
 - Virden – Tundra Oil & Gas Place
 - Morris – Multiplex
- More details will be available at the March meeting after our planning meeting.
- The topic is Health Care in Rural Manitoba, if you have any suggestions for speakers or topics please let Deb know before our February committee meeting.

Marketing Committee – (No meeting since December 2017) – Julie Hockley

Restructure Committee – Deb Melosky

In addition to the report below, the following was discussed:

- Discussion regarding whether the board felt that adequate communication has occurred regarding the restructure meetings and process; it was determined that the current communication plan is working well for the majority of members and will thus continue as originally planned.
- It was noted that the SWA does not yet have a regional representative on the board.
ACTION: Janis Klassen has agreed to act as the communication representative until a formal representative is determined.

Restructure Committee Report – February 2 Board Meeting

- Communication was sent out to all members following our January Committee meeting.
- A discussion of regional restructure is to be on the agenda of each of the regional board meetings. With the exception of SWB the regional representative from the committee will be in attendance to answer any questions and to bring feedback back to the committee.
- SWB has decided not to have a representative on the Restructure committee. I will continue to send all information to Fran as the Regional President. Fran disagrees with the direction that MWI is heading. Is anyone aware of someone from SWB that could be personal asked to sit on the committee (there was no response to the e-mail request that was sent out)?
- One change has been made since the last committee meeting and communication. The By-laws & Constitution changes will be made available for review at our 2018 AGM. After some feedback it was felt that the restructure change could be halted at the AGM if we didn't proceed with these by-law changes now.

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- This is now with the Constitution & by-laws committee to finalize the changes needed, document and send out to the membership (minimum 62 days before AGM).
- This will need to be on the AGM agenda
- Next Restructure committee meeting will be early March, before the next board meeting. At that meeting we will be reviewing all feedback received from members and regional boards and continuing to work through the planning details.

Recruitment and Retention Committee – (verbal report) – Peggy Bradshaw

- Peggy Bradshaw, Debra Barrett and Julie Hockley met Friday, January 26, 2018 to review the Annual Reports prepared by secretaries and financial reports. The draft revised forms will be presented at the March meeting.

Constitution Committee – (verbal report) – Ann Mandziuk

- Elaine Thomson, Marion McNabb, Joan Clement, Thelma Blahey and Ann Mandziuk met to look at changes to the By-laws for the AGM. Any reference to regions/regional presidents, boards, AGM's were removed and tried to make the changes as generic as possible. They will be sent to members in the February newsletter.

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

- As scholarship applications are submitted to the office they will be passed on to the Committee.

Resolutions Committee – Proposed resolutions presented to the board – Ann Mandziuk

The following items were discussed in addition to the proposed resolutions for the 2018 AGM:

- It was suggested by Thelma Blahey that both the resolution regarding access to Mental Health service and the resolution related to access to Cell Phone coverage would have immediate and significant impact on both the rural and agricultural sectors,
- **ACTION: Board members will email Ann Mandziuk with suggested wording that will tie in the farming and rural communities and subsequent effects for both resolutions.**

The Following Resolutions have been submitted and vetted by the committee:

Be it resolved that Manitoba Women's Institute encourage the Manitoba Minister of Health to establish the Acute Care for Elders (ACE) medical units in Manitoba hospitals.

Be it resolved that Manitoba Women's Institute, in solidarity with Keystone Agricultural

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Producers, urge the Canadian Radio –television and Telecommunications Commission to require that telecommunications companies operating in Manitoba provide full cell service and coverage in all rural areas.

Be it resolved that Manitoba Women’s Institute call upon the Minister of the Environment to investigate alternative methods for the disposal of expired child safety car seats to reduce waste brought to landfill sites.

Be it resolved that the Manitoba Women’s Institute call upon the Minister of the Environment to investigate alternative methods for the disposal of expired child safety car seats to reduce waste brought to landfill sites.

Be it resolved that Manitoba Women’s Institute urge the Government of Canada – Health Canada to maintain the dairy requirements in Canada’s Food Guide.

Be it resolved that the Manitoba Women’s Institute urge the Minister of Health, Seniors and Active Living to bring rural Manitobans to an equitable footing with urban Manitobans regarding (as it relates to) access to mental health care services by significantly strengthening its community-based resources, programs, and services for rural Manitobans.

Be it Resolved that Manitoba Women’s Institute request the Manitoba Minister of Sport, Culture and Heritage, with responsibility for Public Library Services, to enter into a funding arrangement with Centre of Equitable Library Access (CELA) to provide access to books and other print material through local libraries to all Manitobans with Print Disabilities, either downloaded or sent via the mail service.

Be it resolved that Manitoba Women’s Institute urge Manitoba Public Insurance to introduce an education program for all ages about the importance of wearing a reflector or reflective clothing when walking at night.

MOTION: That the Resolutions Terms of Reference, as presented by Julie Hockley, be accepted with additions provided by Deb Melosky; Deb Melosky/Liz Chongva; seconded and CARRIED.

ACTION: Deb Melosky to send the additions in an email to Julie Hockley.

FWIC 2018 Triennial Convention – Joan Clement

- Registration form has been distributed to members via email the website and on facebook.
- Suggested that we work on encouraging members to attend and volunteer to assist; consider sponsoring members to go via local initiatives.
- Looking to have 100 early bird registrants; 80 members plus the committee members.
- Any revenue/loss will be split 50/50 between MWI and FWIC.
- The committee worked on marketing to a wider age bracket.
- This is an opportunity for WI members to attend a national event in the province of MB.
- The tours originally planned have been taken out in order to meet the budget.

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- Tourism Winnipeg will set up a booth to promote tourism opportunities for registrants.
- Craft booths have been arranged on site.
- The Tourism Winnipeg grant is dependent on how many people stay in Winnipeg/hotels; if staying at a different hotel than Fort Garry let the committee know by indicating on the registration form.
- Joan Clement will be sending an article regarding the Triennial for the February newsletter.
- Voting delegates were discussed; if attending as a voting delegate you must attend all business sections of the conference.

FWIC Report – (written report) – Liz Chongva

Feb, 2nd MWI REPORT ON FWIC SKYPE CALL JANUARY 20TH, 2018

Skype call took place Saturday Jan 20th, 2018

Financial reports of both FWIC and the Homestead were review with discussion on the maintenance/upkeep of the Homestead. Consideration to have some renovations to washrooms, program room and public health kitchen facilities for the success of the homestead.

Renovations on hold until the future direction/ownership status of the Homestead is determined by FWIC, although small renovations can be done.

2018 Triennial Convention registration package was discussed.

Letter was to be sent to the Provinces re Board Restructure and Staggered Terms of Office.

Information on Grants and fundraising. The FWIC Centennial Celebrations sub-committee report was presented to apply for the appropriate Heritage Canada and Canadian Government grants.

The Legacy Fund grant with deadline 6 – 12 months prior to the commemorative celebration Commemorate Canada – celebrations of 100 years then in 25 year increments – targeting youth etc. commemorative maple leaf tree planting and plagues by all WI branches and member in partnership with 4H Canada.

Canadian History Fund

There is thought given to have a FWIC history book published to commemorate the 100TH Anniversary.

Next skype call March 3rd, 2018.

AGM Planning Committee – 2018 - Liz Chongva

Items discussed in addition to the attached report:

- The registration fee will be \$50.00 per member.
- An honorarium for the various required positions e.g. recorder
- WI may come out of this with a loss on the books; this has been acknowledged and prepared for.

MOTION: In lieu of the typical request from locals for a donation of silent auction prizes, a donation of \$30.00 per local will be requested; this will be a choice and left up to each local to decide if it is monetarily feasible.

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ACTION: Liz Chongva to compose an email to send to the office to be emailed to all local secretaries.

2018 AGM REPORT FOR FEBRUARY 2018 BOARD MEETING – Liz Chongva

Arlene Waddell is still on the committee for the AGM, not co-chair.

The room rate for the hotel is \$114.00 plus taxes with an additional \$10.00 per adult person. The code is 239143 Manitoba Woman's Institute.

Numbers for catering to be in April 23rd. Menu will consist of soup and deli-style sandwiches.

Both speaker and parliamentarian who were asked to participate are not available.

Looking around for another person to act as parliamentarian.

Got a quote for a storyteller/entertainer – total expenses \$381.00.

Expenses to be covered are honorariums for parliamentarian, registrar and secretary, plus cash prizes for competitions (have not be able to find out the amounts)

Ann Mandziuk put together an AGM agenda for the newsletter. Thanks.

Could the Celebration of Life be held before lunch?

Department of Agriculture – (written report) – Thelma Blahey

ACTION: Thelma to send Ann Mandziuk and Denise Joss dates and times to meet to discuss how WI can partner in meaningful ways with the Agriculture sector.

Provided by Thelma Blahey:

Manitoba Agriculture always sends out press releases when announcing either a new program or changes to a program. Here are some of the latest headlines that were released.

- Governments announce improvements to Agri Insurance for 2018 Growing Season
- Shared Ag Priorities leads to a signing of a 5 year multilateral agreement between the federal government and the provinces.
- New Regulations in Livestock Industry to take effect Jan 1, 2018. Details for all of these can be found on the Manitoba Agriculture website.

A reminder to all livestock producers that as of January 1, 2018, farmers are to have their Premise ID numbers on their livestock manifests when hauling cattle from their holding facilities to the auction marts. You can contact the Traceability office to register for a Premise ID number if you don't already have one. Livestock manifest books can be purchased from any Manitoba Agriculture office.

Finance Report (verbal report) – Update on Sensus) – Julie Hockley

1. Julie Hockley working with Sensus on the QuickBooks accounts set up; the accounts are being reduced and simplified; the 2016 – 17 audit will be completed for the AGM; however work is still required.

That all reports be received; Janis Klassen/Denise Joss; seconded and CARRIED.

NEW BUSINESS

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1. Nominating Committee – Nominations are required for the positions of President Elect and Director at Large. Julie Hockley sent an email to all members and has received no nominations to date.
2. A discussion occurred regarding choosing an ACWW project to support through WI Coins for Change/Pennies for Friendship.
ACTION: Item will be moved to the March and/or April agenda as new projects will be published by ACWW at some point in March 2018.
3. A discussion occurred regarding the FWIC request for a line of credit for the Triennial convention and subsequent expenses. **MOTION: MWI to provide the FWIC committee with monetary support during the planning stages of the event; this may be in the form of a line of credit or payment for invoices and down payments through the office; Liz Chongva/Denise Joss; seconded and CARRIED.**
4. The Woodmore WI has a nomination for the Erland Lee award; this will be moved to the March agenda.

UNFINISHED BUSINESS:

1. Approved expenses and attendance at the Regional Meetings by the President, President Elect and the Executive Administrator; discussion required.
ACTION: The finance committee will meet to discuss details and financial impact of travel and hotel costs.

Tabled Items

1. 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.
1. 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.
2. Julie Hockley to lead a discussion about the duties of the Executive Administrator – will occur at in person meeting in March 2018.

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Action Items

1. The WI introductory video is still an action item and the board agrees to pursue this with a videographer.

MOTION: That we continue moving ahead with the videographer Samantha Layer working within the remaining approved budget.

OLD BUSINESS

Tabled Items

Action Items

1. Regarding WI memorabilia storage; Julie Hockley contacted MB Archives to determine what types of items they accept; NO COMMUNICATION RECEIVED THUS FAR.
2. That WI proceed with the videographer Samantha Layer working within the remaining approved budget; Heather Klassen reported that she has provided Samantha with information to begin on a draft and is waiting for communication regarding progress
3. Update regarding the meeting with the Minister of Agriculture for the signing of the proclamation held January 18, 2018 at 9:30AM. Arenda Vanderdeen, Janis Klassen, Ann Mandziuk and Julie Hockley attended the signing; a good discussion occurred with the Minister.
ACTION: Ann Mandziuk will send pictures to the office to be distributed to the board members.
4. Julie Hockley received communication from Gwen Wooley, Acting CEO of the IPG regarding the balance of funds received from WI;
Still require a decision on what to do with the balance at IPG.
5. Julie Hockley circulated the Board Confidentiality Policy with Conflict of Interest Portion complete. A **MOTION** to adopt was put forward followed by a first and second; some board members are asking for clarification regarding the need for a Board Confidentiality/Conflict of Interest Policy. The requirements for such a policy will be provided at the March meeting. This will be a reiteration of the discussion had at the strategic planning session in November 2016 as the first policy to be developed followed by presentation of the policy in November 2017 when all members agreed that it was a document to be adopted once the duties of the board were incorporated in the document.

ANNOUNCEMENTS:

OTHER:

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1. **Adjourn**

Meeting adjourned 4:13pm by Ann Mandziuk.

Julie Hockley, Executive Administrator