

June 5, 2017



**MANITOBA WOMEN'S INSTITUTE (MWI)  
Board Meeting – FINAL MINUTES  
June 5, 2017  
In Person – Days Inn**

**PRESENT:**

Ann Mandziuk	President
Denise Joss	President-Elect
Rose Bodz	Eastern Regional Rep
Audrey Clark	SW "B" Regional Rep
Arlene Waddell	SW "A" Regional Rep
Heather Klassen	Director-at-Large
Debbie Melosky	Government Appointed Representative
Peggy Bradshaw	Northwest Region Rep
Rose Bodz	Eastern Regional Rep
Liz Chongva	FWIC Executive Officer MB
Julie Hockley	Executive Administrator

**ABSENT:**

Pat Orsak, MB Ag Representative  
Valerie Watt, Winnipeg/Interlake Regional Rep  
Janis Klassen, Director at Large

June 5, 2017: Called to order at 10:08AM by Ann Mandziuk, President

**ADOPTION OF AGENDA**

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

1. Restructure Report to be submitted under NEW BUSINESS.
2. Motion required for donation to Forever Fund for Alice McLaren to be submitted under NEW BUSINESS.

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## **APPROVAL OF MINUTES**

**MOTION:** That the minutes from the Board Meeting held May 1, 2017 be approved; Audrey Clarke/Heather Klassen; seconded and CARRIED.

### **Approval of Pre and Post Convention Minutes**

**MOTION:** That the minutes from the Pre and Post Convention/Board meeting held May 5 & 6, 2017 respectively be approved; Debbie Melosky/Denise Joss; seconded and CARRIED.

## **CORRESPONDENCE:**

1. Ann Mandziuk received an invitation to attend and present at the Red River Exhibition Scholarship meeting on June 19, 2017.

## **COMMITTEE REPORTS**

### **1. Finance (verbal report)**

Julie Hockley provided a verbal report. Cash Calendar revenue for the May 25, 2017 draw was \$1,140.00.

**Action:** Julie Hockley to take an online QuickBooks course over July and August 2017.

### **2. Planned Program (written report) – Debbie Melosky**

- Also see written report **APPENDIX 1**
- Keith MacPherson will speak on mindfulness at MRWD(s)
- Marsha Harris will write an article on Mental Health
- Advertising for MRWD will go out to school divisions
- A display copy of, “Sleepless in Manitoba” will be on the MFRNSS table; attendees will be directed to where to download the electronic version
- MFRNSS brochure was circulated by Denise Joss
- Basswood/host for Minnedosa MRWD are meeting today to begin planning for the day

### **3. FWIC 2018 Triennial Convention (written report) – Liz Chongva**

- See written report – **APPENDIX 2**

### **4. AGM Planning Committee – 2017 (written reports) - Peggy Bradshaw**

- Peggy Bradshaw provided a written report and a financial statement
- The finance document will need to be adjusted to reflect the board travel, meals and hotel cost for one night – **SEE APPENDIX 3 & 4**
- Ann Mandziuk has approved **APPENDIX 5** to be sent to planning committee

members

- **ACTION:** Peggy Bradshaw to send electronic copy of financial summary to Julie Hockley; document to be amended and sent to planning committee members and board members.
- **ACTION:** Julie Hockley to create an electronic copy of the Planning Binder; may request a volunteer to do this as it will require re-typing of hard copy.
- **ACTION:** Board to create a policy outlining Board Responsibilities versus Planning Committee Responsibilities
- **ACTION:** Julie Hockley to make a note in planning documents that the evaluation form will have a specific questions regarding which format (one or two day event) is preferred and whether a speaker is preferred at the one day event
- **ACTION:** Linda Torno has asked WI to endorse/support the Poverty Committee; Peggy Bradshaw to check with Pat Orsak regarding any implications regarding the constitution; board to consider any political implications; Peggy Bradshaw to research the committee and provide information to the board.

#### **5. Marketing Committee Report (verbal report/minutes) – Heather Klassen**

- See **APPENDIX 6**
- Ask Barry McKay to copy the remainder of the resolutions on the online tool.
  - **MOTION:** To contract ChangeMakers to work with WI on creating an Introductory Video and two Testimonial Videos for the price of \$5,000.00, Peggy Bradshaw/Liz Chongva, seconded and CARRIED.

#### **6. Scholarship Committee Report (written report) – Liz Chongva**

- See **APPENDIX 7**
  - **ACTION:** Julie Hockley to send the information about the scholarship criteria to the branches
  - **ACTION:** Ann Mandziuk to send Julie Hockley the contact information for Red River to inquire about potential fund raiser to be added to the scholarship amount

**MOTION:** To receive all reports, Heather Klassen/Liz Chongva, seconded and CARRIED.

#### **UNFINISHED BUSINESS**

##### **Tabled Items**

No items.

##### **Action Items**

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## **OLD BUSINESS**

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

**ACTION:** Audrey Clarke to continue to pursue a meeting with Gary Enns and determine the best course for the WI contributed funds.

### **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 to consult with Pat Orsak regarding approaching a student from the Home Economist program. This item will be moved to UNFINISHED BUSINESS.

### **3. Planning of 2018 AGM by WI.**

**ACTION:** Planning committee to be assigned during committee discussion.

### **4. AGM 2018 Certificate for local who signs the most members.**

**Action:** Assign decision to AGM Planning Committee.

### **5. Resolutions PDF document has been converted to a web-based document. Review and discussion required.**

**ACTION:** Julie Hockley to follow up with Barry McKay Consulting to have all the resolutions copied onto the online program as discussed during the quoting process.

### **6. Provide Katrina Dalrymple with a clean logo for the brochure.**

**ACTION:** Julie Hockley to contact Webber Printing.

### **7. Brainstorm “Top Three” reasons to join WI for the brochure.**

**ACTION:** Julie Hockley to send a reminder to the board members to provide Ann Mandziuk with suggestions.

### **8. Valerie Watt to report on progress regarding updating the annual reports that are completed by the Secretaries and/or Presidents of locals.**

Valerie Watt absent.

### **9. Heather Klassen to report on progress regarding the engagement of individual members; item can be a discussion that occurs related to Restructuring Committee and/or the collated responses to the questions from the AGM.**

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**ACTION:** Heather Klassen was in the process of organizing an event for June. Rose Bodz will take the lead, communicating with Valerie Watt and Heather regarding arranging the event.

## **NEW BUSINESS**

### **1. Discussion regarding email received by Dianne Kowalchuk on May 16, 2017 titled, “Resolutions and Annual Report”.**

**ACTION:** Ann Mandziuk to contact Dianne Kowalchuk to address issues raised.

### **2. Board Policy Review – add development of new protocol for the board meetings and board correspondence of “Confidentiality Expectations”.**

**ACTION:** Julie Hockley to create Confidentiality Expectations

### **3. Review feedback from AGM Questions that were placed on the tables. Additional related discussion regarding how to incorporate special interest groups such as book clubs in order to address recruiting question.**

**ACTION:** Ann Mandziuk to attach the comments from the questions to the next Snippets. Debbie Melosky to send suggested committee assignments to Julie Hockley based on the comments on the questionnaire.

### **4. ACWW Fund Raiser and quote – Ann Mandziuk requesting permission to purchase a \$50 Tim Horton’s gift card by June 22, 2017.**

**MOTION:** Ann Mandziuk will be provided with \$50.00 to purchase a gift card for the ACWW Fund Raiser event; Rose Bodz/Denise Joss seconded and CARRIED.

### **5. Discussion on Dianne Kowalchuk’s Nellie McClung presentation and appropriate uses to promote WI.**

**ACTION:** Julie Hockley to email Dianne to ask what concerns she has and how we might address them in order to utilize the presentation.

### **6. Barb Steinwandt’s comments at AGM regarding 4-H members as a neglected recruitment opportunity; discussion on next steps.**

**ACTION:** Julie Hockley to draft a letter to the Brandon 4-H office to inquire about a potential link with WI and email Barb regarding her ideas to capitalize on 4-H as a potential new membership pool. Ann Mandziuk to communicate with Marlene Baskerville regarding working with the University of MB 4-H club.

### **7. Decision on creating Membership Cards as part of a new member package.**

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**ACTION:** Decision to order more general WI business cards to hand out as an alternative to a membership card. Julie Hockley to place an order with Webber Printing and provide one to each new member and 10 per board member to distribute.

**8. Tracking mechanism for years of service of individual members.**

**ACTION:** 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.

**9. Tracking mechanism for volunteer hours and other items for individual members.**

**ACTION:** Julie Hockley to send a blank spreadsheet with headings to individual members to have them begin tracking their volunteer hours and return to the office for the end of year forms beginning April 2017.

**10. Pro-rated membership fees for later joiners.**

**ACTION:** Memberships will be pro-rated by the month. **MOTION:** Local's at \$40.75 and individual member's at \$45.75 memberships will be pro-rated by the month; Debbie Melosky/Arlene Wotten seconded and CARRIED.

**11. Committee Review.**

**ACTION:** Julie Hockley to email Donna Young and Joan Clement to see if they would like to continue on the Nomination Committee. Debbie Melosky to contact Marsha Harris for Recruitment and Retention Committee; Julie to contact Arenda Van Der Deen regarding her daughter as a potential for the same committee. Julie Hockley to email Gail Watson and Mary McPhee to inquire about joining the Resolutions Committee. See **APPENDIX 8**.

**12. November 7 & 8, 2017 in person Board meeting – discussion/decision for training ideas.**

November 7<sup>th</sup> will consist of training on email/computer use, technical and etiquette training and November 8<sup>th</sup> will consist of the board meeting.

**ACTION:** Ann Mandziuk to provide Julie Hockley with contact for the Red River Exhibition Centre in Portage; Jackie Simpson.

**13. Suggested discussion for Recruitment Committee – provide a free one year membership for students who volunteer for WI; join WI.**

**ACTION:** Currently have one student who volunteers for the MRWD's; the funds will come out of the MRWD revenue or WI operating funds as needed.

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**14. Restructure Committee: Looking for confirmation of direction; Top Four Points of Report**

- 1.
- 2.
- 3.
- 4.

**Should we consider this a priority and should it receive Board Approval.**

**MOTION:** The Restructure Committee will meet with the 5 Regional Presidents and President Elects to discuss the future direction of Regional Boards and bring the feedback to a board member meeting; Rose Bodz/Peggy Bradshaw; seconded and CARRIED.

**ANNOUNCEMENTS**

1. **\$50.00 will be donated to Forever Fund from Operating Budget for Past President.**

**MOTION:** Denise Joss/Liz Chongva; seconded and CARRIED.

**Adjourn –**

**Meeting adjourned at 4:00pm by Ann Mandziuk.**

Julie Hockley, Executive Administrator

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## **APPENDIX 1**

### Planned Program Board Report for June

- The grant request for Thomas Sill Foundation has been submitted, I received 1 call with a few questions but didn't get any indication as to whether we will be receiving any support from them.
- Thomas Sill contact suggested that MWI look and Endow Manitoba in future for support. This would be something worth investigating to determine what the criteria is (too late for 2017 as funds are typically allocated annually).
- We have received \$4,121 in sponsorship dollars, plus speaker sponsorship and some in-kind.
- We have confirmed our display tables with the exception of 1, which we are waiting a response on. The display tables will be: 1) MWI 2) Rural Stress Line 3) Table for speakers to display their material 4) Wellness – put together by Marsha Harris 5) Addictions foundation (6) Mood Disorders Association.
- We have asked for input from our Fireside chat participants on resolution topics. So far we have received feedback from Judy Dunn. Will be discussing further at our next committee meeting.
- Work in progress with local groups related to their participation in each event. A representative from Basswood will participate in our next committee meeting (re. Facility & food).
- Our next committee meeting will be a conference call on June 12.



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## **APPENDIX 2**

### **FWIC REPORT – JUNE 2017 MWI BOARD MEETING**

I had the pleasure of hosting FWIC President Linda Hoy after she attended the Manitoba Women's Institute AGM in Russell. Denise Joss and I picked Linda up at the airport on the way to the MWI AGM.

Sunday following the AGM Linda and I attended the Pink Tea Fundraiser by the Council of Women of Winnipeg held at the Dalnavert Museum – Guest Speakers were JudyWasylycia-Leis and newly appointed Senator the Honourable Marilou McPhedran. After the tea we toured the museum.

I took Linda on a tour of various Winnipeg areas; had supper at the Forks, before going to a community concert in Ile des Chenes, Man.

Monday Linda and I met with CEO Garry Enns of the Peace Gardens in the morning at McNally Robinson Ink Cafe discussing other possibilities with the WI and Peace Gardens.

We met with Joan Clement, Lynn Hopley, Ann Manzdiuk and Elaine Thomson with a staff person of the Hotel Fort Garry at 1:00 p.m. We were shown rooms for the Conference along with the hotel guest rooms.

At the AGM MLA Greg Nesbitt had invited Linda to the Legislative Buildings for Monday afternoon. Following the hotel meeting we proceeded to the Legislature and met with several MLAs – had a photo with Ron Schuler toured Greg Nesbitt's office then taking us to meet Minister of Agriculture Ralph Eichler having our picture taken with them. We also got to meet with Deputy Agriculture Minister Dori Gingera.

We had supper at the Spaghetti Factory and toured more of the Forks Area.

Ann Mandziuk and I will be attending the ACWW Area Canada Conference in Pembroke Ontario followed by the FWIC Annual Board meeting in Fort Coulobme Quebec from June 22<sup>nd</sup> to 28<sup>th</sup>.

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**APPENDIX 3**

Provincial MWI Conference 2017

<b>Budgeted</b>	budgeted for	<b>Actual</b>	
Registration	80	8800	
			65 Regular 7150
			3 Late 390
			6 Friday 480
			1 Saturday 70
			2 Friday 40
			7 Banquet 350
		8800	8480
Sponsorship		1500	1975
Auction		0	615
sil Auction- 3 items		0	135
<b>Total Revenue</b>		<b>10,700</b>	<b>\$11,205</b>
<b>Expenses</b>			
Hotel		6720	6387.73
Speakers	Mileage	720	568
Speakers	Honorarium	200	400
Speaker	Rooms	215.4	see hotel note
Secretary	Honorarium	100	100
Parliamentarian		100	100
Minute Checkers		200	0
Free registration		110	0
Advertising/ Publicity		1000	18.36
Speaker Gifts		150	159.4
Board Rooms		1000	0
Unanticipated		395	209.63
Office		0	76.71
Entertainment		0	266.26

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**Total Expenses**

**10910.4**

**8286.09**

**Profit**

Note 1 banquet speaker room banquet meal for MLA and Municipal rep and meals for MWI Executive Director includ

Note 2 The minute checkers opted to not accept an honorarium

Note 3- We wanted to try the Art Tree project- We only had word that three would come so had to determine how to

Note 4 - We asked about Name tags early on We collect every year but since no word that they were there had to pu

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## **APPENDIX 4**

Report of May 5/6, 2017 AGM held in Russell .  
Report includes General overview, Financial report and Evaluations.

General overview ---- Peggy Bradshaw North West Region Rep

Evaluations supported the opinion that it was a very successful AGM. However it was a major undertaking for such a small region. Participation in planning by Fork River was not possible because of distance, and possible businesses to canvass for sponsorship were very few. Fork Rivers contribution of \$500.00 was really appreciated and their running of the raffle and silent auction was an important contribution.

In regards to the preconvention meeting with the PCWM. This was added to the AGM but people were asked to register so we would know what size of a meeting room we needed and how many there would be for lunch. Complaints about the meeting included cost and choice of lunch. In order that we could meet for a sufficient length of time it was necessary that lunch be delivered. Some people came to the meeting without registering so last minute heads were counted and more lunches had to be made. Cost was average as tax and tip were included. The Inn was very accommodating . Time restraints did not allow people to go to the restaurant . The meeting seemed to meet expectations but there needs to be a discussion about if and how we should proceed.

There appeared to be some problem with finding the binder from last year but the fact that Rose and Joan had planned several conventions over the years was a plus. There seemed to be some questions about whose jobs were whose. Planning committee or board. It was felt that the Friday was the planning committee and the AGM meeting was the boards with local planning committee dealing with facility. Aside from our registration committee and a few other small jobs the weight of the planning fell on 3 people. It was suggested that the AGM books needed to be put together ahead of time. Also perhaps someone from the executive should be at the registration table to answer possible questions about AGM meeting. It has been expressed that the next time the AGM is supposed to be held in the North West Region we as a region may not be able to do it.

Sponsorships were very good especially when it is a small community and some corporations were not approached because of appeals for the FWIC next year. Individual thank you notes were mailed or hand delivered to all the sponsors and

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to the Russell Inn and a copy of the evaluation that applied to them was also sent. I have given you a copy of the financial statement and I have brought a cheque for \$2,918.91. The sponsorships are mostly responsible for this profit, as well as the fact that we get a really good deal from the Russell Inn.

Speaker expenses were minimal --- Lynda Trono (Poverty) stayed with Peggy and did not stay for Banquet.

If there are any other questions I will try to answer.

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## APPENDIX 5

### Board Expenses for 2017 AGM

(One night hotel, mileage and meals)

<b>Board Member/Staff Name</b>	<b>Total Amount of Expense</b>
Heather Klassen	\$372.67
Rose Bodz	\$406.50
Julie Hockley	\$188.00
Denise Joss	\$180.60
Liz Chongva	451.37
Valerie Watt	\$394.67
Ann Mandziuk	\$206.37
Debbie Melosky	Paid by MB Government
Pat Orsak	Paid by MB Government
<b>Total</b>	<b>2,200.18</b>

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## APPENDIX 6



### MINUTES

#### MARKETING COMMITTEE MEETING

May 9, 2017  
Teleconference

**PRESENT:** Valerie Watt Winnipeg/Interlake Regional Rep  
Heather Klassen Director at Large  
Julie Hockley Executive Administrator

1. Terms of Reference to be developed.

**ACTION: Julie Hockley to provide a template to be filled in at next meeting.**

2. Work plan to be developed based on Strategic Planning goals.

**ACTION: Julie Hockley to develop draft work plan to be reviewed by committee.**

3. Discussed contracting with ChangeMakers to create Introductory Video and Testimonial Videos (2) at a total cost of \$5000. Give example of the West Broadway Ministry video as Introductory Video example. We will also ask ChangeMakers what they would like us to provide.

**ACTION:** Put as recommendation at June 5, 2017 Board Meeting for decision. Heather Klassen to present during Marketing Committee Report.

**4. Send email to Board Members and Dianne Kowalchuk regarding the gravel road resolution being discussed in a recent CAA brochure – as a demonstration of WI's effectiveness through resolution writing.**

5. Website and facebook updates:

**ACTIONS:**

- a. Julie Hockley to add MRWD photos to website
- b. Valerie Watt to add newsletters to website under "News"
- c. Heather Klassen to add picture of board from AGM
- d. Julie Hockley to email Regional Secretaries, Presidents and Reps to request information regarding summer events for the website/facebook
- e. Picture Event – to be held in the Fall. Post summer pictures – deadline for submission to be determined and to be discussed at June 5th Board meeting regarding subjects/themes for pictures

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6. Valerie Watt reminded committee that we have a closed MWI discussion group on facebook that any member can join.

7. Twitter account is active and all committee members can post.

**Next Meeting:** June 14, 2017 at 9:00am (conference call)



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## APPENDIX 7

### MWI Scholarship Committee 2017 Report

We received 5 applications for our scholarships . Three through Red River Ex Foundation and two through our office.

We chose two applicants starting out on their post-secondary education. One will be attending University of Manitoba and the other Brandon University. Both fit very well with MWI's vision for the future.

Red River Ex Foundation has been advised of our choice and they have all their information.

We would like to suggest, at a later date, some changes to the wording in the brochure and website information for next year.

Valerie and Liz.

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## APPENDIX 8

### COMMITTEE REVIEW 2017 – 2018

#### ADMINISTRATIVE COMMITTEES:

1. Finance:

- Ann Mandziuk, Denise Joss, Julie Hockley

#### GOVERNANCE COMMITTEES:

1. Constitution

- Ann Mandziuk, Joan Clement, Pat Orsak, Julie Hockley, Elaine Thomson, Marion McNabb??

2. Nomination

- Donna Young, Joan Clement, Justina Hop

3. Restructure

- Ann Mandziuk, Debbie Melosky, Heather Klassen, Denise Joss, Non-Board Member

4. Recruitment and Retention

- Peggy Bradshaw, Liz Chongva, Rose Bodz, Non-Board Member (Marsha Harris?), Non-Board Member (Arenda's Daughter??)

#### STANDING COMMITTEES:

1. Provincial Convention Planning Committee

- Denise Joss, Liz Chongva, Arlene Waddell, Rose Bodz

2. Marketing Committee

- Heather Klassen, Valerie Watt, Julie Hockley

#### EDUCATION COMMITTEES:

1. Planned Program Committee

- Debbie Melosky, Maren Mueller, Arenda Van Der Deen, Marsha Harris

2. Scholarships Committee

- Valerie Watt, Liz Chongva

3. International Peace Gardens Committee

- Audrey Clarke, Arenda Van Der Deen, Fran Dickson

4. Resolutions Committee

- Dianne Kowalchuk, Audrey Clarke, Gail Watson, Mary McPhee