



**MANITOBA WOMEN'S INSTITUTE (MWI)  
Minutes – FINAL  
IN PERSON – PORTAGE LA PRAIRIE**

**March 8, 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

**ABSENT:**

Rose Bodz	Eastern Region Rep
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March 8, 2018: Called to order at 10:22AM by Ann Mandziuk, President.

In the absence of Rose Bodz, Deb Melosdy 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, Peggy Bradshaw/Liz Chongva; seconded and CARRIED:

1. Peggy Bradshaw would like to have time on the agenda to reflect on her time with the MWI Board; this will be done during the lunch break and not reflected in the minutes.
2. A letter from SWA Region dated February 27, 2018 has been addressed to the Provincial Board and will be discussed under NEW BUSINESS.

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3. An email from Justina Hop has been sent to Ann Mandziuk and will be discussed under NEW BUSINESS.
4. An email from Don Womsley, facilitating an English as a second language course in Neepawa asking for a presentation regarding the MWI will be discussed under NEW BUSINESS.
5. A letter has been received from Linda Hoy, FWIC requesting that MWI consider extending Liz Chongva's term on FWIC board to be discussed under FWIC REPORT

**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: That the MOTION be sent to the Nominating Committee to bring forward at the AGM.**

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

**COMMITTEE REPORTS:**

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

1. The general liability insurance will be increased to 2 Million for the venue in Virden.  
**ACTION: Julie Hockley to arrange to have Co-operators Insurance increase the amount for the MRWD event.**
2. Julie Hockley sent n electronic save the date to all members last week and it is also posted on the website and facebook.

Planned Program Board report for March 8 Meeting:  
Submitted by Deb Melosky

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- The planning committee of Deb, Arenda, Ann and Christine had a very productive first meeting in Neepawa on Feb 17.
- The facilities have been booked for Virden – Tundra Oil & Gas Place and Morris – Multiplex Crocus room. Also booked time the day prior for setup. Deposits have been made for both locations.
- Will use the Multiplex catering service in Morris. Have names of caterers for Virden that we will be contacting. Will have caterer responsible for all food / refreshments for the day to keep this as seamless as possible.
- We will be asking members nearest the event location to assist us with in-kind sponsorship from a few businesses and local advertising. The rest of the planning will be done by the committee.
- Will charge 1 registration fee, for all attendees, of \$25 and will look into electronic registration and using etransfer.
- Decided not continue with the event Facebook, there was not enough interest to justify the extra work. Will use MWI's Facebook for all our information.
- Event Save the Date is on the MWI website and Facebook now. The electronic notice will be going out shortly to members and all other distribution lists. Please share with your contacts. There will also be a notice in the April Newsletter.
- Discussed possible speakers and topics, we are doing some further investigation and will decide at our April meeting who we want to approach. A “laughter yoga” session is planned for after lunch. Canola Growers has expressed an interest in being a speaker sponsor again this year, we are looking into having them sponsor a speaker from STARS.
- We will be encouraging mingling at the event, though a “bingo game”, extended breaks and mixing up the table seating as people arrive.
- Looking at maybe 1 longer speaker and then have more, shorter talks. Can cover a lot of material but none need too long to speak (approximately ½ hour).
- There will be display table again this year, with organizations that focus on our health services topic.
- We are looking at services available in the area so some topics will have different speakers at each location.

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**Marketing Committee – (written Report) – Ann Mandziuk**

1. Recommendation from the committee to change the timing of newsletter release dates as seen below:

**Newsletter timing** - question for the board

February, April, June, August, October, December still maintain the June and December issues as e-mail.

**MOTION: That the distribution of the newsletter change to the recommended schedule; Debra Barrett/Denise Joss; seconded and CARRIED.**

2. Discussion regarding the facebook spring photo contest occurred.

**ACTION: Julie Hockley to email Valerie Watt that the contest topic of Spring in Agriculture and Rural Areas is ready to be launched; Julie to send the email to all members once approved by Valerie.**

February 28, 2018

Debra Barrett, Ann Mandziuk

A question for Julie and Geeks Computers about using something like Mail Chimp to publish our newsletter, Snippets and other mass e-mails sent to the membership.

There is no charge just a matter of copying the e-mails to be used. Questions for Geeks would be around viruses, etc.

Do we have the MWI graphic in just black and white? When the coloured version is used it does not reproduce well in B/W.

**Newsletter timing** - question for the board

February, April, June, August, October, December still maintain the June and December issues as e-mail.

February Issue

- Dedicated to AGM info and anything that needs to go to the membership within the 62 days time frame

April Issue

- Summer
- AGM info if needed

June Issue

- AGM report

August Issue

- Start up for the year

October Issue

- Christmas functions

December Issue

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- Highlights of MRWD

### **Suggestions**

One e-mail copy of each issue could go to the branches – it would show the pictures in colour.  
No cost for anyone unless they want to print one.

Bulk mailing to branches if we need to reduce costs further

We brainstormed some ideas for up coming newsletter.

ACWW info and thank you from the Canada Area project

Mention our MWI project

Tips for getting volunteers/members

Roll call ideas

Speaker ideas

Program ideas

### **FACEBOOK**

Photo contest ideas

- Signs of spring
- Pets/animals
- Summer
- Seasons
- Flowers

Would we add to Facebook our meeting highlights?

Could we do a series of volunteer tips, roll call, speaker, program suggestions

Post your program contest for branches

List other branches Facebook pages

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

#### **ADD DENISE'S REPORT HERE**

1. Minutes will continue to be sent to all members and a mailed copy will go to members without an email address.

**ACTION: Julie Hockley to email and send hard copies to members without email addresses.**

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

1. Domain WI sent in a planned program report that was well received.

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

1. Work continues on the revision to the Constitution and Bylaws; Elaine Thomson is investigating minutes from past AGM's to determine whether **Ask Ann how to tactfully state this**

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2. A discussion occurred regarding the most current version of the handbook and whether some members may not be referring to the correct and most up to date version.

**ACTION: Julie Hockley will compose a memo to be approved by the board and emailed to members reminding members to refer to the 2013 blue handbook.**

**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 – (verbal report) – Ann Mandziuk**

1. The resolutions were included in the February Newsletter.

**FWIC 2018 Triennial Convention – Liz Chongva**

1. A discussion occurred regarding whether a prize would be awarded for the Tweedsmuir and if so, what would the dollar amount total be, or would it be a purchased item. In addition, the topic of how the entries would be judged requires finalizing.

**ACTION: Julie Hockley to send an email to board members reminding them to send Liz Chongva their thoughts on these two items prior to the April board meeting.**

2. The committee is asking that the MWI board continue to encourage members to register for the Triennial Convention.

**ACTION: Ann Mandziuk to provide Julie Hockley with the FWIC Newsletter to be emailed to all members.**

**FWIC Report – (written report) – Liz Chongva**

**Liz report here**

**AGM Planning Committee – 2018 - Liz Chongva**

**Liz report here**

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

**Thelma to send report here**

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

1. The engagement letter for the annual audit has been signed by Ann Mandziuk; Sensus

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Accounting will have the report completed shortly and continues to input the 2017 codes in Quick Books.

That all reports be received; Debra Barrett; Liz Chongva; seconded and CARRIED.

## NEW BUSINESS

1. A discussion occurred regarding choosing an ACWW project to support through WI Coins for Change/Pennies for Friendship.

**MOTION: That the following ACWW project be adopted; if the Bangladesh project has already been spoken for the two choices below, in order of preference will be supported by MWI:**

**ACTION: Julie Hockley to Email Sheila Needam**

### First Choice:

**COUNTRY:** Bangladesh

**SOCIETY:** Women Empowerment and Environmental Development Organisation (WEEDO)

**PROJECT:** Providing agricultural training and production inputs for empowering vulnerable women and enhancing family level food security

**PROJECT NO:** 1029

**ACWW GRANT:** £5,782\*

### Second Choice:

**COUNTRY:** India

**SOCIETY:** SWADD Society for Downtrodden Development

**PROJECT:** Income Generation for Rural Women and Girls by Establishing Provision of Hygienic low Cost Effective Sanitary Napkins.

**PROJECT NO:** 1030

**ACWW GRANT:** £3,760\*

### Third Choice:

**COUNTRY:** India

**SOCIETY:** Socio Economic Development Association (SEDA)

**PROJECT:** Sexual and Reproductive Health Awareness

**PROJECT NO:** 1033

**ACWW GRANT:** £4,451\*

2. The Woodmore WI has a nomination for the Erland Lee award.

**MOTION: Nomination is accepted; Liz Chongva/Peggy Bradshaw; seconded and CARRIED.**

**ACTION: Julie Hockley to submit with \$15.00 fee to FWIC; Woodmore WI will forward a cheque for the fee.**

3. Deb Melosky has resigned from the Restructure Committee; Denise Joss has taken Deb's place.
4. A discussion occurred regarding strategies for communication during regional and AGM meeting to encourage positive exchange and member feedback.

5. A letter from SWA Region dated February 27, 2018 has been addressed to the Provincial Board. The letter was reviewed by the members and answers were provided as a collective response from the board.

**MOTION: Julie Hockley to send an email of the response letter to SWA via Verna Cuddington and hard copy in the mail.**

6. An email from Justina Hop has been sent to Ann Mandziuk for review by the Provincial Board. The email was reviewed by the members and answers were provided as a collective response from the board.

**MOTION: Julie Hockley to send an email of the response to Justina.**

7. A review of the organizational chart occurred.

**ACTION: Julie Hockley to use a software program to create the current org chart in a larger more readable form.**

8. The revised annual Secretary and Financial reporting forms with minor grammatical and wording changes will be used in the 2017-18 reporting year

**MOTION: Julie Hockley to make the grammatical and wording changes and form will replace older version; Peggy Bradshaw/Denise Joss; seconded and CARRIED.**

9. A discussion is required regarding the newsletter content moving forward, evaluation methods to encourage honest and constructive feedback from members.

**ACTION: Julie Hockley to send an email to members soliciting articles and news for the newsletter on an ongoing basis.**

**ACTION: The Marketing Committee will place on its agenda a plan to create an evaluation of the newsletter on a bi and/or bi-annual basis.**

**ACTION: Julie Hockley to communicate with Katrina Dalrymple regarding the front cover of the annual report and the creation of a newsletter template.**

10. 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.

11. An email request has come from Don Womsley, 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.



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1.

### 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

1. Regarding WI memorabilia storage; Julie Hockley contacted MB Archives to determine what types of items they accept; NO COMMUNICATION RECEIVED THUS FAR.

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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.**

**ANNOUNCEMENTS:**

**OTHER:**

1. **Adjourn**

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

Julie Hockley, Executive Administrator

**APPENDIX I**  
 Membership 8769994

Account Name	Balance
FOREVER FUND 3 00005	\$1,018.52
OPERATIONS 00004	\$28,595.68
Organizational Chequing 00001	\$65,577.59
<u>PEACE GARDEN 00001</u>	\$0.00
PROJECTS 00002	\$469.07
Short Term 30 to 59 days 00007	\$30,000.00
Short Term 30 to 59 days 00008	\$24,985.55
Share 00001	\$5.00
Share Equity 00001	\$8.00

Accounts

**Scheduled Bill Payments**

Date	To Payee	From Account	Amount	Details
27-Feb-2018	CUETS Financial Mastercard #5525943740085309	Organizational Chequing 001	\$113.65	Date 27-Feb-2018

Scheduled Bill Payments

**Scheduled Transfers**

From Account	To Account	Date	Amount	Details
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You currently do not have any transfers scheduled.

Scheduled Transfers

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