



MANITOBA WOMEN'S INSTITUTE (MWI)
Minutes - FINAL
9:00AM
Red River Exhibition Centre
November 6 & 7, 2017

PRESENT:

Ann Mandziuk	President
Denise Joss	President-Elect
Rose Bodz	Eastern Regional Rep
Heather Klassen	Director-at-Large
Audrey Clark	SW "B" Regional Rep
Deb Melosky	Government Appointed Representative
Peggy Bradshaw	Northwest Region Rep
Liz Chongva	FWIC Executive Officer MB
Julie Hockley	Executive Administrator
Thelma Blahey	MB Ag Representative
Valerie Watt	Winnipeg/Interlake Regional Rep
Janis Klassen	Director at Large

ABSENT:

Arlene Waddell	SW "A" Regional Rep
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November 6 & 7, 2017: Called to order at 10:10AM by Ann Mandziuk, President

ADOPTION OF AGENDA

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

1. Liz Chongva to initiate a discussion regarding FWIC and her position on the committee Found under NEW BUSINESS.
2. Janice Morley LeCompte, MLA Rivers, presented the cheque from Minister Eichler's office at the Komarno MRWD; Letter from Ann Mandziuk was mailed in May 2017 regarding the next five year Memorandum of Understanding.
3. Ann Mandziuk sent Marlene Baskerville an email but has not heard back regarding

having a discussion on how best to tap into 4-H for the mutual benefit of both organizations; this item was assigned to the Marketing Committee to pursue.

4. Ann to attend PCWM meeting from 7-9pm on November 30, 2017 to present on WI in a twenty slide presentation; the board spent time during the meeting brainstorming ideas for each slide.
5. The training scheduled for November 7, 2017 was removed from the agenda due to board business taking priority and lack of time.
ACTION: Julie Hockley to send power point regarding email etiquette to the board members and Julie and Heather Klassen to be available to members to assist with computer software questions.

APPROVAL OF MINUTES:

MOTION: That the minutes from the Board Meeting held October 2, 2017 be approved; Valerie Watt/Deb Melosky; seconded and CARRIED.

CORRESPONDENCE:

1. Letter from Honorable Minister Ralph Eichler providing financial support for the 2017 – 2018 fiscal year, received via email on October 24, 2017. Attached in a separate document.
2. Email from Marlene Baskerville to Ann Mandziuk; discussed in unfinished business and attached to agenda.
3. Email from Linda Morassutti to Ann Mandziuk expressing appreciation regarding Snippets and also suggested that a member in need would appreciate a card. Prompted a discussion regarding how to continue to support members – see NEW BUSINESS.

MOTION: That all correspondence be received; Liz Chongva/Janis Klassen; seconded and CARRIED.

COMMITTEE REPORTS

1. Planned Program (written report) – Debbie Melosky

- Both the Minnedosa and Komarno events were very successful. A lot of positive feedback was received on the evaluation forms.
- A total of 210 were in attendance at MRWD, approximately 1/3 of these were non-members.
- There were 6 new memberships sold, 2 branch and 4 individual.

- There was a last minute change to 1 of the fireside chat participants in Komarno, but it worked out very well.
- Work in progress on wind-up activities, which include paying invoices, compiling survey and evaluation results, writing executive summary.
- An event article is being written and will be sent out to local newspapers through MCNA. Other papers that had event articles are Western Producer, Agri-Post, Minnedosa Tribune.
- After the surveys are tabulated we will use this as input to determining our topic for 2018. This will be ready for discussion at our December board meeting.
- Question: what 2 locations should be chosen for 2018? Suggestions received are:
 - West: Sorris, Ninette, Pipestone
 - East: Morris
- We should have the financial statement completed for the December board meeting.
- Work in progress on Resolution investigation. Based on input from our focus group Maren and Margerit are doing more investigation. We will be writing 1 or 2 resolutions.

2. Marketing Committee (written report – see Appendix I) - Heather Klassen

- On November 15, 2017 Valerie Watt will transfer all photos from the Fall contest to facebook page; a deadline of November 25, 2017 to vote; the photo with the most likes will be placed on facebook banner and website.

3. Restructure Committee – (written report – see Appendix II) – Deb Melosky

ACTION: Deb Melosky to make corrections to the Restructure Committee meeting notes prior to being sent out to those who attended the meeting. Julie Hockley to send once corrections are made.

- To be presented at the 2018 AGM, Ann Mandziuk, Heather Klassen and Deb Melosky are requesting that one regional representative from each area join the committee.
 - Debra Barrett – Winnipeg/Interlake
 - Janis Klassen – SWA
 - Deb Melosky to check with Sylvia Halls – SWB
 - Northwest – Peggy Bradshaw
 - Janice Harrison - Eastern
- The committee will meet at the end of November 2017

4. Recruitment and Retention Committee – (verbal report – see Appendix VII for minutes) – Peggy Bradshaw

- The committee met via conference call on October 23, 2017.
- The draft TOR is completed and submitted to the board for approval; to be discussed further at December board meeting.
- A letter drafted by Peggy Bradshaw was presented to the board.
 - o **MOTION:** That the letter be accepted with minor changes completed by Ann Mandziuk; Peggy Bradshaw/Valerie Watt/ seconded and CARRIED.
 - o **ACTION: Ann Mandziuk to make minor changes to the letter and send to the office for distribution.**
 - o **ACTION: Julie Hockley to add WI logo and add office contact information and end letter to individual members.**

5. Constitution Committee – (verbal report) – Ann Mandziuk

- No report.

6. Scholarship Committee – (written report – see Appendix III) – Valerie Watt

- Waiting for electronic copy.

7. Resolutions Committee – (written report) – Audrey Clarke

- The Resolutions Committee TOR will be reviewed and discussed at the December 2017 board meeting
- Waiting for electronic copy.
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8. FWIC 2018 Triennial Convention (written report – See Appendix V) – Liz Chongva

- Waiting for electronic copy.

9. AGM Planning Committee – 2018 (written reports – See Appendix IV) – Liz Chongva

- Waiting for electronic copy.

10. AG Report (written report) – Thelma Blahey

- Waiting for electronic copy.
- Manitoba Agriculture Strategic Direction Synopsis – 2016-18 was reviewed and the importance of WI aligning themselves with the Goals of this department in order to continue to receive support both financially and via resolutions.

11. Finance Report (written report – see APPENDIX VI) – Julie Hockley

- **MOTION: That Sensus Accounting be contracted to set up the WI financial accounts on QuickBooks for an estimated amount of \$1500.00; Liz Chongva/Heather Klassen; seconded and CARRIED.**

- **ACTION:** Julie Hockley to contact Sensus Accounting the week of November 13, 2017 to begin action on this item.
- **MOTION:** That the mileage allowance be raised from 0.35/km to 0.40/km effective November 1, 2017; Deb Melosky/Valerie Watt; seconded and CARRIED.
- **MOTION:** That the meal allowance be raised by \$1.00 per meal effective November 1, 2017; Rose Bodz/Peggy Bradshaw; seconded and CARRIED.

MOTION: That all reports be received;

NEW BUSINESS

1. Julie Hockley to lead an active discussion - Updating WI display board.
ACTION: The display board updating will be added to the Marketing Committee workplan.
2. Heather Klassen to lead an active discussion – Viewing of the “Draft Introductory WI Video” created by ChangeMakers and review of the email from the Marketing Committee and the response from ChangeMakers.
ACTION: The board viewed the video and had a lengthy discussion and have decided that they will not pursue the video with Change Makers. Julie Hockley to draft an email with this decision to be reviewed by the Marketing Committee and then sent to Change Makers.

MOTION: That the board elects not to accept the draft video produced by Change Makers.

ACTION: Heather Klassen to contact a videographer she has worked with and Ann Mandziuk to contact Katrina Dalrymple.
3. Julie Hockley to lead a discussion regarding the duties of the office/Executive Administrator’s and how these duties would be delegated if the position were not available to WI.
ACTION: To be placed on the December agenda.
4. Discussion is required regarding the how and at what time, the board minutes are provided to Dianne Kowalchuk; the minutes are legal documents and information in draft form can, and has, contained errors in information.
ACTION: Highlights of the meetings will be agreed upon for distribution to all members prior to the final minutes being approved for distribution. Minutes in draft form will not be distributed to anyone except for board members.
5. The Nominating Committee requires additional members; currently Joan Clement is the sole member. A discussion is required regarding recruiting strategies for additional members.
ACTION: Julie Hockley will send an email to all members letting them know what positions are open and asking them to consider taking on a position or if they know

of anyone who may be interested. Deb Melosky will provide the office with a statement regarding Planned Program committee needs.

6. The Planned Program requires additional members as of November 2017; Deb Melosky and Arenda Van Der Deen have agreed to let their names stand and will continue to function on the committee. A discussion is required regarding recruiting strategies for additional members.

ACTION: Deb Melosky to send Julie Hockley a write up requesting that three people are needed as part of the planning committee for the 2018 MRWD.

7. Ann Mandziuk suggested that a method of networking be created to better ensure that members in need be provided support via a card system.

ACTION: Retention and Recruitment committee add this to their work plan as an ongoing item on how to manage this task.

8. Liz Chongva's term on the FWIC board is coming to an end and she has offered to for one to two years longer for continuity.

ACTION: Thelma Blahey to look into any conflicts with the constitution. This will be moved to the December agenda.

9. Regional Convention dates discussed and a schedule was established as follows:

- Wnp/Interlake– April 14, 2018
- Eastern – April 13, 2018
- SWB – April 5, 2018
- SWA April 1, 2018
- Northwest – April 7, 2018

ACTION: Julie Hockley to email Arlene Waddell to ask if the SWA date can be changed to March 24, 2018.

10. The Strategic Plan was reviewed.

ACTION: Julie Hockley to update the Strategic Plan and send updated plan to members; To be a standing item on the agenda at in person board meetings.

ACTION: Julie Hockley to contact Thelma Blahey via email regarding setting a meeting with the Minister for the Proclamation signing and photo at Ag Days held in January 2018. Also request a meeting following the 2018 AGM.

UNFINISHED BUSINESS

Tabled Items

1. Ann Mandziuk to consult with Thelma Blahey regarding approaching a student from the Home Economist program.

ACTION: Thelma Blahey to check with Cathey Day to see if there is flexibility as to how the ACT reads and if a representative must be from the Home Economist program only.

2. Ann Mandziuk to communicate with Marlene Baskerville regarding working with the University of MB 4-H club. See email exchange.
3. 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: This will occur in December 2017.
4. In late November, 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.
ACTION: This will occur in November 2017

Action Items

No items.

OLD BUSINESS

Tabled Items

1. Valerie Watt and Peggy Bradshaw lead a discussion regarding the changes to the secretarial portion of the annual regional reports.
ACTION: That Valerie Watt make changes to the form as discussed and send to the office.
MOTION: That the Secretary's Report as amended by Valerie Watt be used beginning November 2018 as part of the annual report.

Action Items

1. Julie Hockley has sent three emails to Garry Enns; the last dated October 25, 2017, inquiring what annual funds provided to IPG are being used for and to ask for a financial report regarding the \$5000.00 given to IPG.
ACTION: Julie Hockley to try and contact Garry Enns once again and work together to determine an action for the \$5000.00 and discuss how the annual funds are utilized. Liz Chongva will assist Julie in liaising with Garry as needed.
2. Julie Hockley to update regarding Barry McKay Consulting to have all the resolutions copied onto the online program as discussed during the quoting process and question the invoice received October 17, 2017 in the amount of \$135.60 for website hosting for June 2017 – June 2018.
ACTION: Julie Hockley to contact Barry McKay Consulting and request a deadline for the Resolutions to be entered into the website.

ACTION: Julie Hockley to confirm with Change Makers that they are responsible for our website and the Resolutions portion of the website would be included in this. Barry McKay consulting to be contacted regarding the website hosting fee.

3. Heather Klassen to report on updates for the individual Member Event plans.
ACTION: Retention and Recruitment to add this to their work plan.

4. Julie Hockley circulated the Board Confidentiality Policy with Conflict of Interest Portion complete. Additional changes required or Motion to adopt.
ACTION: Julie Hockley to resend to board with conflict of interest portion completed.

OTHER:

IN CAMERA DISCUSSION HELD NOVEMBER 6, 2017:

MOTION: Ann Mandziuk indicated that the board would move into an IN CAMERA discussion regarding the newsletter.

MOTION: Ann Mandziuk indicated that the board would move out of IN CAMERA discussion with a MOTION.

1. **MOTION:** To end the newsletter contract between the Manitoba Women's Institute and Dianne Kowalcuk. Communication regarding the decision to be provided to Dianne as soon as possible.

Adjourn –

Meeting adjourned _2:37PM by Ann Mandziuk.

Julie Hockley, Executive Administrator

APPENDIX I

MINUTES

MARKETING COMMITTEE MEETING

September 28, 2017
Teleconference

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

1. Terms of Reference – Work plan reviewed and completed.

ACTION: Completed during teleconference.

- See Appendix 1

2. Creating a schedule for website posts.

ACTION: Complete

3. Heather Klassen to place an article regarding gravel roads driver training, MPI, CAA and Minister's receiving letters and CAA writing an article regarding MPI including training on gravel roads as mandatory; resulting from the deaths of young drivers related to gravel road driving.

4. Changemakers and introductory video progress.

ACTION: Julie Hockley to email Changemakers requesting progress update; will it be ready to launch at Oct 14, 2017 MRWD.

5. Picture Event will call for "Fall/Autumn" pictures to be emailed to Valerie Watt as an attachment to an email. The event will begin October 2, 2017 and have a deadline of November 15, 2017. The Marketing Committee will choose the winning photo and post it on the website and as the cover picture for the WI facebook page.

6. Twitter account is active and will be utilized at the MRWD events

ACTION: Julie Hockley to locate password.

7. **Recommendation to the board for the Oct 2, 2017** meeting that an honorarium of two hundred dollars be given to Katrina Dalrymple for her work on the brochure with a one year free membership to WI.

8. Newsletter review to be included as a standing item on the Marketing Committee agenda.
Recommendation to the board for the Oct 2, 2017 meeting that the Newsletter be reviewed by the President and the Marketing Committee prior to printing.

9. WI Display Board to be included as standing item on the Marketing Committee agenda. The display board will be included on the Nov 7 & 8, 2017 board meeting agenda for review and rejuvenation.

Next Meeting: TBD

APPENDIX II

October 18, 2017

WI Regional Board Restructure Meeting

Attending: Diane Hall, Lynne Moore, Rose Budz, Janice Harrison, Audrey Clark, Fran Dickinson, Sylvia Halls, Enid Clark, Verna Cuddington, Liz Griffiths, Arlene Waddell, Valerie Watt, Deb Melosky, Heather Klassen, Ann Mandziuk.

If MWI were a tree what kind of tree would it be and why?

The tree of Life Oak – withstands storms of like Spruce – firm branches, Maple, Birch, Ash
Caragana – I hate it, but I hope MWI is as resilient as it is,
Silver Willow – established, continues to spread, knows what it was- happy what it is
Burgundy Willow – bent but have not snapped, waiting for growth
Weeping Birch- flows in the wind, moving so it is up with the times, sturdy stem
Banyan, Willow

What is the Current role of the Regional Boards?

- Meet twice a year plus regional AGM
- Each region is independent of each other
- Reps from each branch on board
- As regional reps like to attend branch regional meeting
- Val as regional rep calls all presidents together for a meeting (in Fall) to discuss issues – separate from other regional meetings
- No job description for Regional Reps
- Some Regions having issues filling jobs – recycling people in roles
- Pay an honorarium to secretary (?)
- Conduit from provincial to regional to branches
- Provincial board now meeting more often – so hard to get information out in a timely fashion
- Regional board off on the side
- Out of sync with provincial and regional board for communication to happen timely
- Many use branch president elect as regional rep
- Distance an issue
- BIG MESS

What are the needs of the members in the region?

- Current timely communication include individual members as well (how do we get them involved?)
- In the past - Regional Rep did a report for meetings when it was twice a year and that was put in the newsletter
- Now – after every meeting provincial board meeting have one person do notes and send them to individual members and branches
- Need two way communications from member up to board
- Regional reports shared to other regions
- Different levels of technology
- Could the regional boards meet more often
- Combined branch meetings

- Better communication for new members – What is MWI? What do you get? What would my obligation be?
- Have FUN
- Regional forms – share ideas roll call etc. Are there other ways to share this information?
- Why do we as a region have to do a report to our branches?
- More communication NOT necessarily more meetings
- Conventions only place all get together
- Information sharing/communication between regions
- At provincial board have round table on agenda for each meeting or just after regional meetings to bring issues Locals → Regional Rep who contact locals for information → MWI board
- Quarterly Regional board meetings

What are the Opportunities/Strengths of the current regional structure?

- Communication in all regions in some way
- Electronic cost – snail mail out
- Members throughout the province
- Members share information across locals
- Stepping stone for executive positions
- Regional rallies or events
- Locals get together
- Use the newsletter more effectively
- Share local booklets
- NONE
- Regional Boards Brocken

What are the Challenges/Impossible of the current regional structure?

- Local minutes sent to regional rep monthly → regional rep share with other regions if possible
- Distance/cost – how to finance travel costs for meetings
- Including individual members
- People taking on executive positions
- Any value in having more meetings?
- Better regional communication
- Regional reps understand what to bring back to regions
- Better regional rep job description
- Finding people to fill executive positions
- Clear expectations
- Impossible for younger women to attend day time meetings
- How to involve individual members
- Younger people not able to commit
- Timely minutes
- We have always done it this way

RED Flags

- Fun gone
- Too much business
- Incentives – what is in it for me

- Brochure not an incentive
- Do we need 5 regions?
- Decreased membership
- Majority of members not interested in what is happening at provincial level
- Aging membership
- How to make more attractive to younger generation – task commitment

Regional Board Structure Remains the Same	Reduce # of Regions	Eliminate / Restructure Regional Board	Expand Role of Regional Board
Remain the Same	How big would the region be?	Run region with a committee	Executive have regional board meetings with all locals represented – not one local represented
Keep as is but communicate more with regions	Reduce regions	Regions with out regional board – different job description	Keep 2 mtgs regional 1 conference call
	Divide province into 2 regions east and west	How would regional rep be elected within the region?	Suggest individual members take more interest in work of MWI
	Province divided into east & West	Information go from provincial board to local presidents & individual members	Most have representation and communication strategy for individual members
	Have 2 regions split east and west	Provincial report on every local agenda	Giving boards more purpose
Change # of Regional Meetings Heading was moved to remains the same		What will be the role of regional reps to provincial board?	If we cant get a president or pres elect try having co- president co-president elect
Need local club reps to meet somewhere somehow Have at least 3 board meetings annually		Summary notes taken at each provincial mtg and filtered down	Meetings open to anyone to attend
Have regional board meetings a		Do away with regional board	Have meetings open to more members rather than just those

minimum of 4 times a year			appointed
Regional board meeting in sync with provincial		Regions have more of a committee format – chairman needed	Regional board get better at communicating – timely with pro and within their membership
Have more than two meetings a year 3-4		Is there a need for Regional reps?	Make regional meetings less form but more productive – define pu
		Less communication	More issues
		No socialization	Regional boards expand role to include more programs
		Eliminate board – regional rep would be responsible for communication	
		Replace board with regular meeting of regional rep individual members and local presidents	
		Communicate directly provincial to branches and individual members	
		No regions less connection with locals and MWI board	
		No regional level	
		Regional reps and local presidents only	
		Eliminate regional boards – communication through regional reps	

Silent Ballot Vote

1. Regional Board structure remains the same (but addressing weaknesses identified in this process) - 5 votes
2. Eliminate Regional Boards – 9 votes

Next Steps

- Ratify restructuring regional boards at provincial meeting in November
- Committee put together to flush out details 1rep from each region
- Take recommendations to provincial AGM in April
- Include decision in every newsletter starting in January
- Today's report sent to Ann → members participating in todays meeting → regional presidents

Parking Lot

- Join NW region with SWA or SWB
- How Regional boards pay mileage for regional meeting
- Facebook – Regional groups on page
- Handbook - duties job descriptions
- Regional funds what happens
- Some used provincial handbook as guide
- People who will do tasks but don't want to belong to MWI
- Issue of second signature for regional cheques – told it had to be someone from regional board – and could not use someone from own branch
- How do we get individual members involved?
- Do we have branches share their programs with individual members
- What are member obligations?
- Use ACWW as a carrot to bring in new members

Sticky Note Ideas – Opportunities to Attract New Members

- Get together and create local activity clubs
- Focus on recruiting individual members
- AGM spring event – attract non member
- Capitalize on resolution process/opportunities
- Personal development day
- Rural women's day
- Ask local members to suggest changes

APPENDIX III

MWI SCHOLARSHIP CHANGES

Two, \$750 Manitoba Women's Institute Scholarships are awarded to rural applicants taking a Manitoba recognized academic or vocational course.

Criteria:

Rural Manitoba resident

Student enrolled in a recognized Manitoba academic or vocational course to gain knowledge and skills that would enable them to acquire professional or technical status.

Applications must contain:

Name; address; Manitoba city/town; postal code; telephone number; email.

Proof of current enrolment in a program related to enhancing or sustaining rural life.

Letters of reference/recommendation from at least two people (teacher, employer, community leader)

A resume, including education, employment and volunteer work, community and school activities

Outline in a 500-750 word essay how you feel the experiences, education and volunteering you have had so far or the training or education you are planning to embark on will help you to empower women families or communities in your future.

The scholarship Funds are administered through the Red River Exhibition Foundation.

On Scholarship application page/sheet – Manitoba Women's Institute – delete paragraph on

NOTE if you are applying for the Cam Brown Scholarship or R.D. Payne Scholarship etc.

Change wording at bottom of page to

The criteria to apply for the above scholarship include: (1) A Rural Manitoba resident. (2) Student enrolled in a Manitoba recognized academic or vocational course to gain knowledge and skills that would enable them to acquire professional or technical status. PLUS

APPENDIX IV

NOVEMBER 2017 Board meeting –

2018 AGM requirements to be considered

– Expenses

Printing of the AGM report –is this a AGM meeting expense or a general expense.

The cost of printing the financial statements for the AGM is that cost in the registration fee.

How many board members other than committee members will be arriving the evening before the AGM if no pre board meeting is held.

Would the board expenses come from MWI Funds or the AGM meeting – hotel costs and mileage.

Would/should each local branch be asked to contribute \$30.00 to offset costs. (this amount would be equivalent to item for Country Raffle)

Need to know the number of Tweedsmuir entries in order to have judges in place along with honoriums.

These items will determine the registration fee. (The fee has to be reasonable as members will not attend the one day AGM otherwise)

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Liz Chongva
2018 AGM Co-chair.

APPENDIX V

FWIC 2018 Planning Committee Meeting October 30th, 2017-

A conference call was held on Monday Oct. 23 to go over the committee reports.

Joan Clement has taken on the task of Tours/Transportation along with co-chair of the FWIC Convention and sponsorship.

Nadine Clement will be helping the Convention Planning Program She gave a lot of pointers for the various committees.

There were various committee reports presented and discussed.

The Convention committee would like to encourage the MWI MEMBERS to attend.

Volunteers will be needed to help with the convention.

There will be a timeline go forward for conference call.

The next will be November 9th Thursday with registration material ready for committee approval, with registration package ready to be forwarded to FWIC in time of the Nov. 25th Skype meeting.

December 6th call will be to go over FWIC comments and make adjustment if possible.

In the New Year it was suggested that conference call take place on the 4th Wednesday of each month.

APPENDIX VI

Finance Committee Meeting

Minutes
9:30AM
Teleconference
October 25, 2017

PRESENT:

Ann Mandziuk
Denise Joss
Julie Hockley

President
President-Elect
Executive Administrator

NEW BUSINESS:

1. Sensus has recommended that the initial set up of the accounts into Quick Books be completed by them; thereafter, Julie Hockley will enter the payables and deposits. The cost would be between \$1000.00 and \$1500.00. The cost for correcting the 2015 – 2016 entries was \$1800.00 due to the incorrect set up of the accounts and incorrect coding. The scope of the Women’s Institute financial accounting is at a level that Sensus recommends a qualified accountant set the initial system. In addition, the time estimated for set up done by Julie Hockley is 40 hours.

RECOMENDATION: That Sensus be retained to set up the Quick Books accounting and coding system for the Manitoba Women’s Institute for 2016 – 2017. That Julie Hockley then maintain the system thereafter.

2. Membership Fees were briefly discussed and will be further discussed in relation to items that have arisen within discussion at the Restructure Committee and how this relates to raising member fees in 2018 -2019.

ACTION: Maintain on the Finance Committee Agenda.

3. Account Balances as of October 25, 2017:

Forever Fund	\$1,018.17
Organizational Chequing	\$28,586.04
IPG	\$0
Projects	\$468.91
Short Term 30 – 59 days 00007	\$30,000.00
Short Term 30 – 59 days 00008	\$24,985.55
Share	\$5.00
Share Equity	\$8.00

UNFINISHED BUSINESS:

1. Reimbursement for Board Members and other committee members for mileage and meals at required meetings.
 - Currently mileage is reimbursed at 0.35 cents per km
 - Currently meals are reimbursed:
 - o \$6.50 breakfast
 - o \$8.50 lunch
 - o \$15.00 dinner

RECOMMENDATION: That the mileage reimbursement be increased to 0.40 cents per km to better reflect government and other non-profit/charity reimbursement rates. 0.43 cents per km is the current government and non-profit/charity rates.

RECOMMENDATION: That the meal allowance reimbursement be increased to reflect government and other non-profit/charity reimbursement rates as follows:

- \$7.85 breakfast
- \$9.85 lunch
- \$16.70 dinner

Julie Hockley, Executive Administrator

APPENDIX VII

and Retention Teleconference Committee Meeting

October 23, 2017

Present: Peggy Bradshaw (Chair), Denise Joss, Rose Bodz, Liz Chongva, Dianne Kowalchuk

The agenda was reviewed and accepted by consensus.

The Terms of Reference document for the committee was reviewed and amended. It was noted that the template for the TOR was not user friendly and could have been much simpler. The document will be re-written and re-sent by Dianne.

The work plan for Retention was reviewed:

1. It appeared that the most important action at this time is to contact the individual members for the purpose of encouraging them to take part in WI activities, committees, and projects, and to let them know that they are not forgotten. Peggy will draft a letter. It is unclear whether these letters will be sent out by Peggy or by Julie at the office. Peggy now has a copy of the membership list, including individual members.

It was also decided that we would encourage locals to print their yearly program on one page and to send a copy to Peggy and Dianne as newsletter editor. Locals will be encouraged to make these available to all individual members in their area. This program sheet should include a contact person(s).

2. There was some discussion about sending a survey to the locals asking for a description of the things that they do to keep their current members happy (retention).
3. There was some discussion about simplifying reporting procedures at the local and board levels. Some action has been taken on this and we must find out what other committees are doing so that we do not overlap.
4. At some point, we will want to look at why members “lapse”.

It was difficult to have a complete discussion on the subjects of recruitment and retention because the suggestion was made that other committees are taking action on the same topics.

Actions:

1. Dianne will re-type the TOR and send it to all members. She will also investigate the history of this committee.
2. Peggy will draft a letter to individual members. This will be sent out ASAP.
3. Dianne will do a blurb in the newsletter about the need for locals to make their yearly programs available.
4. Peggy will report to the next board meeting:
 - a. Individual members letter
 - b. Regional reps asked to urge locals to summarize yearly program on one sheet of paper to send out to individual members, Peggy, and Dianne for newsletter.
5. Peggy will speak to the chairs of the Restructuring and Marketing Committees to be sure that our activities are not redundant.

The meeting adjourned at 12 noon.

Minutes were recorded by Dianne Kowalchuk