

October 2, 2017



**MANITOBA WOMEN'S INSTITUTE (MWI)  
Minutes - FINAL  
9:00AM  
Teleconference  
October 2, 2017**

**PRESENT:**

Ann Mandziuk	President
Denise Joss	President-Elect
Rose Bodz	Eastern Regional Rep
Arlene Waddell	SW "A" Regional Rep
Heather Klassen	Director-at-Large
Deb Melosky	Government Appointed Representative
Peggy Bradshaw	Northwest Region Rep
Rose Bodz	Eastern Regional 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

Sept 1, 2017: Called to order at 9:03AM by Ann Mandziuk, President

**ADOPTION OF AGENDA**

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

1. Discussion regarding brochure; found in OLD BUSINESS and discussed during the Marketing Committee report.
2. FWIC "Jam Sales"; discussed in NEW BUSINESS.
3. Email from University student regarding survey to be circulated to WI members; see under NEW BUSINESS.

**APPROVAL OF MINUTES**

**MOTION:** That the minutes from the Board Meeting held Sept 1, 2017 be approved; Janis Klassen/Peggy Bradshaw; seconded and CARRIED.

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## **CORRESPONDENCE:**

1. Ann Mandziuk informed the board that Enid Clarke had undergone surgery and is doing well; get well card from WI sent.
2. Ann Mandziuk informed the board that Lynne Ballhorn, WI President in Saskatchewan, loss of a family member; sympathy card from WI sent.
3. Ann Mandziuk forwarded an email regarding 4-H and growing our profile with 4-H members.

**MOTION:** That all correspondence be received; Valerie Watt/Audrey Clarke; seconded and CARRIED.

## **COMMITTEE REPORTS**

### **1. Planned Program (verbal report) – Debbie Melosky**

- 60 registered for MRWD Minnedosa and 20 for Komarno thus far.
- 22 T-shirt orders thus far; need a minimum of 25 for Webber to print.
- Board member assignments for both MRWD days have been sent out.
- Articles related to MRWD have been posted in the Cooperator, Westman Journal, Agripost, Minnedosa Tribune, Interlake Enterprise.
- Writer's from Agripost and Cooperator will attend the Minnedosa MRWD and also write an article.
- Hard copy of survey available at the MRWD events; will also go out to WI Members via email.
- Committee will set up for MRWD the evenings before each event.
- Arenda Van Der Deen will pick up printing from the WI office.

### **2. Marketing Committee (written report/minutes) – Heather Klassen**

- Work plan reviewed and completed; attached to the Terms of Reference.
- Website posts continue on a regular basis.
- Heather Klassen to post an article regarding the Gravel Roads Driver Training Resolution uptake by MPI and article in CAA to be placed on the website.
- Changemakers working on Introductory WI video; hope to have this completed for launch at the Oct 14, 2017 MRWD.
  - o **ACTION: Julie Hockley to contact Changemakers and check on progress.**
- A Fall picture contest will be held for WI members October 2 – Nov 15, 2017; the winning photo will be judged by the Marketing Committee and placed on the website and facebook.
- Julie Hockley will look into starting up the WI Twitter account for the Oct 14<sup>th</sup> MRWD.
- Brochure proof was agreed upon; funds to have Webber Printing provide print will come out of operating costs.

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- **ACTION: Julie Hockley to contact Webber Printing for quote.**
- Marketing committee recommendation to offer Katrina Dalrymple a \$200.00 honorarium for her work on the brochure.  
**MOTION:** Provide a \$200.00 Honorarium to Katrina Dalrymple for her development of the WI brochure; Heather Klassen/Liz Chongva; seconded and CARRIED.
- WI display board to be reviewed and revised at November 6 & 7, 2017 board meeting.

**3. Restructure Committee – (verbal report) – Deb Melosky**

- Meeting is scheduled for Oct 18, 2017 for regional representatives to meet with the committee.

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

- Peggy Bradshaw sent Terms of Reference to Julie Hockley for review; Julie to return with recommendations for editing.

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

- Ann Mandziuk and Elaine Thompson are meeting next week for various reasons and will begin discussion of next steps for the Constitution Committee.

**6. Scholarship Committee – (verbal report) – Valerie Watt**

- Looking at the wording of one sentence in the Red River Exhibition brochure.
- Committee to meet prior to the November 6 & 7, 2017 meeting and will report any progress at that time.

**7. Resolutions Committee – (verbal report) – Ann Mandziuk**

- First meeting will be in person on November 1, 2017.

**ACTION:** Julie Hockley to provide cost break down for one face to face meeting per year for each committee for November Board Meeting.

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

- **Liz to send to Julie**
- FWIC “Jam Fundraiser”; Jam is at WI office
  - **ACTION: Board members to email Liz Chongva orders and the remainder will be transported by Julie Hockley to the MRWD events and to the November board meeting for distribution.**

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. **AGM Planning Committee – 2018 (verbal report) – Liz Chongva**

**Liz to send report.**

**11. MB Agriculture report – (verbal report) – Thelma Blahey**

- Thelma Blahey expressed her thanks to the board members for assisting in the onboarding process.
- Accessing MB government webinars will be demonstrated on November 7, 2017.

**MOTION:** That all reports be received; Denise Joss/Valerie Watt; seconded and CARRIED.

### **UNFINISHED BUSINESS**

#### **Tabled Items**

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

**ACTION: Ann, Thelma and Julie Hockley to schedule a time to meet.**

2. 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.

**ACTION: Julie has connected with Dawn Krinke and will continue to pursue options.**

3. 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: Julie to send out following the return of membership fees and annual reports to avoid confusion.**

4. 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: See #3 above.**

5. Decision regarding mileage coverage for committee in person meetings.

**ACTION: This will be discussed at the November board meeting.**

#### **Action Items**

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1. 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.

**ACTION: Julie ordered the cards in early August and will follow up with Webber Printing on progress.**

2. 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.

**ACTION: This item is complete; Oct 18, 2017 meeting has been set.**

## **OLD BUSINESS**

### **Tabled Items**

1. Secretarial portion of annual report has been amended by Valerie Watt and Peggy Bradshaw; further discussion regarding a motion to accept the amended forms will be discussed **November 2017** Board meeting, along with the entire annual package; annual reporting will be sent out in the current format this annual cycle; shortened format will begin in 2018 – 2019.

### **Action Items**

1. Audrey Clarke to continue to pursue a meeting with Gary Enns, International Peace Gardens, regarding \$5000.00 and determine the best course for the WI contributed funds.

**ACTION: Julie Hockley sent email too Gary Enns inquiring what annual funds provided to IPG are being used for, ask for a financial report regarding the \$5000.00 that has been given to the IPG for a WI project; ask for the picnic area to be repaired with the \$5000.00. Gary sent an email stating that he would look into the repairs and provide a financial statement but has not yet provided this information. Julie to send Gary a follow up email. Audrey Clarke will put this item on hold until Gary Enns returns email sent by Julie Hockley.**

2. 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.

**ACTION: Julie followed up with email; Barry has responded; Julie to follow up with clarifying email regarding an invoice for maintenance of the resolutions link.**

3. Brochure update – two additional brochure proofs were circulated along with the original provided by Katrina Dalrymple; brochure design will be a combination of all three proofs.

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**ACTION: Discussed during Marketing Report.**

4. Individual Member Event plans – Rose Bodz reported that 6 individuals attended “Picnic in the Park”; 5 members and 1 non-member.

**ACTION: Heather Klassen to follow up with WI members on a future event.**

5. Confidentiality Policy/Board Policy – Julie Hockley to report.

**ACTION: Policy was circulated to board; Julie to complete the Conflict of Interest portion and provide recommendations to the board for November meeting.**

6. Dianne Kowalchuk concerns she has and how we might address them in order to utilize the Nellie McClung presentation – Julie Hockley to report.

**ACTION: Dianne provided the presentation on a USB to the WI office; this has been provided to ChangeMakers for utilization in the introductory video; once returned, discussion on how to utilize will occur.**

7. Plan for November 7<sup>th</sup> training on email/computer use, technical and etiquette at Board Meeting.

**ACTION: In Progress: Julie Hockley to work with Heather Klassen on developing a 1.5 – 2 hour training covering both technical and etiquette related topics/items regarding computer/email use; Each board member to email the office with items they wish to have covered. Deadline for submission of items for training is October 31, 2017.**

8. Ann shared an email conversation she had with Marlene Bskerville, 4-H regarding how best to engage university students and 4-H members.

**ACTION: Email has been circulated.**

**NEW BUSINESS –**

1. Updating WI display board.

**ACTION: Each Board Member to email Ann Mandziuk with one idea on how to update the board; one time per year the display board will be updated. Julie Hockley/Deb Melosky to bring the display board to the November board meeting for discussion.**

2. Arlene Waddell reporting concerns from WI members regarding members without email addresses receiving the electronic copy of the newsletters.

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**ACTION: To be discussed at the November Board Meeting.**

3. Arlene Waddell reporting that Elaine Thomson did not receive any fees from MWI for the SWA individual members.

**ACTION: Ann Mandziuk to assist Julie Hockley in identifying which individual members are associated geographically by a local.**

4. Arlene Waddell reporting that Linda Wilson (Sec) does not have a list of individual members for SWA.

**ACTION: Julie Hockley to re-send the member list to locals and regional secretaries;**

#### **ANNOUNCEMENTS**

1. Rooms are booked at the Best Western Hotel for November 6, 2017.
2. Executive Administrator contract has been signed for 2017 – 2018.

**Adjourn –**

**Meeting adjourned at 11:16AM by Ann Mandziuk.**

Julie Hockley, Executive Administrator

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## **APPENDIX 1**

### September 2017 Board Report – Planned Program committee

- The Term of Reference for this committee has been completed.
- Margerit Roger (PCWM) has joined our committee to assist with resolutions and a survey. She has become a MWI member so is working with us in that capacity not as a representative from PCWM.
- The survey is to collect data from rural women to establish their areas of concern which will feed into determining the MRWD topic for the next year. This information may also be of value for other MWI initiatives. A meeting was held to determine what questions we wanted to ask to collect the needed information. Margerit will create our survey and then tabulate the results after they are collected at MRWD. Ann will be joining us for this meeting.
- We have set up a resolutions sub-committee, for resolutions on the Planned Program topic. Our first step is to hold a focus group with rural women with experience with Manitoba mental health services. This will determine what topics we should be investigating for resolutions.
- We have received \$5,000 in support from the Thomas Sill Foundation.
- We have posters, brochures and event business cards to give to board members for distribution.
- Note that the location in Minnedosa has changed from the United Church to the Community Conference Center. It was felt that this would better meet our needs from a space perspective.
- The September Newsletter will include an update on MRWD, Registration Form and an article on Mindfulness from Keith MacPherson. This article is part of the Planned Program material to be provided outside of MRWD.
- The registration form is on the website and was e-mailed to members. The brochure, which contains the registration form, and the poster will be sent out to our distribution list & members list via e-mail as soon as they are available. Please forward this on to anyone you think might be interested in attending.
- We are going to have event t-shirts this year (provided at least 25 are ordered). This is pre-order only for pick-up at the event. We are going through Webber printing for these and all of our print requirements.
- The registration process is in place and also reviewed by Julie. Registration is now open.
- Our advertising strategy has been finalized and work is in progress. We have already had a short article in the AgriPost and an article written for us by Dianne K will be sent out to all local newspaper (through MCNA).
- Does MWI want to have something for a draw prize at the MWI Table (suggestion purse with a few MWI items in it)?
- Fireside chat questions have been sent to the facilitator for review.
- We need board members to take on a job for the day. The details of the job will be provided by the committee. For both locations, we need:



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- Registration table (1) – responsible for finding 1 more person to work (will work with Marsha Harris from out committee)
- MWI table & membership sales (3)
- MWI Greetings – Ann

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## APPENDIX 2:

### Agenda for Marketing Committee Meeting – September 1<sup>st</sup>, 2017

1. Complete Work Plan for TOR deliverables (see below)
2. Creating schedule for website posts every 2 weeks (maybe on Tuesdays) for consistency and to follow our Strategic Plan
  - a. With some of these longer articles for our website, create a Facebook post with a bit of a "teaser" and direct people to our website to read the full article
3. Add AGM Questions to AGM minutes on website
4. Do we include the Snippets on the website under News & Events? Or are they meant for members only?
5. Picture event for website and Facebook

### MARKETING COMMITTEE WORK PLAN FOR DELIVERABLES

2017 – May 2018

<b>DELIVERABLE</b>	<b>TIME</b>	<b>KEY STEPS</b>	<b>STATUS/COMMENTS</b>	<b>BUDGET</b>
Updated brochure	September 2017 ??	Hire graphic designer	Katrina Dalrymple is currently working on this	???
Intro/Testimonial Videos	April 2018	Hire ChangeMakers	Met with ChangeMakers – they have requested content and are working on a video concept	\$5,000 plus tax
Monthly analytics	monthly	Ask ChangeMakers to set up website analytics	Val is already reporting Facebook analytics	Part of maintenance budget ??
Facebook Groups	January 2018	N/A	Completed 2 groups – one open and one closed	N/A
Facebook/Website Posts	Facebook – weekly posts Website – 2 posts per month	Ask for content from members and create posts	Ongoing	N/A

## APPENDIX 3

### Restructure Committee Board Report for September

Committee Members: Deb, Ann, Heather

- Terms of Reference has been completed and forwarded to Julie.
- As agreed at the June board meeting we are putting plans in place for a meeting with the Regional Presidents to discuss restructure needs / options.
  - We will target having our changes ready for discussion at the 2018 AGM. Our committee will draft the wording for any changes needed to the Constitution & By-laws and forward these to that committee. We will have any changes to the Constitution & By-laws committee by the end of 2017.
  - Need to have a minimum of 2 representatives from each region (i.e. president & president – elect). It will be open for anyone who wants to attend, but must RSVP so we know what number to expect.
  - Looking at holding the meeting in Portage at the Ag building on Tupper. Hoping for either October 11 or 18.
  - We are going to arrange for a facilitator for this meeting from Manitoba Agriculture (possibly Joanne Baker or Megan Sprung). We felt it was best to have an impartial facilitator since this could be a sensitive topic.
  - The committee will meet with the facilitator to work out the details of the session and what will be communicated to the Regional Presidents in advance. Regional presidents will then have time to prepare for the meeting by consulting with their board members.
- Discussion on our other 2 committee priorities:
  - There needs to be consistent timely communication to ALL members.
    - Beyond what is coming from the province currently (newsletter, snippets) this is the responsibility of the regional reps.
    - We need to develop a job description for the regional representatives, this may change after the restructure decision is made.
    - Committee recommendation until a complete job description can be developed: After each board meeting a summary of the key points needs to be written by the regional reps and sent out via e-mail to all branch and individual members.
      - The regional reps could take turns writing these and sharing with the other reps that way each rep only needs to do twice a year. These need to be sent out within a few days of the meeting.
  - We need to look at ways to better involve Individual Members.
    - There needs to be a definition of the Director-at-large job. Possibly this job could be increased to include “advocates for individual members”.
    - More work is needed on this to determine how to get organized and how to keep it going.
    - Step 1: along with membership forms send out a questionnaire to individual members (existing and new). This questionnaire would be sent

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out in mid-October with the membership renewals. Asking such questions as what their interests are, would they like to get together with women of like interests, what activities / organizations do they currently participate in.

- We will finalize the questions by the end of September and review with the board at the October meeting.
- Must ensure that regions & Branches are getting a list of the individual members. Encourage them to include individual members in their events.
- Ann / Julie are currently looking at updating the existing membership form to collect more relevant information.

## APPENDIX 4

### FWIC BOARD JUNE 2017 MEETING

Following the FWIO and ACWW Canada Area Conferences in Pembroke, Ontario, with bus tours to Ottawa between the two conferences, The FWIC AGM and Annual Board meeting was held June 25<sup>th</sup>-26<sup>th</sup>, 2017 in Fort Coulonge, Quebec.

Some of the FWIC Board members attended both conferences, with full attendance (Newfoundland absent) at the FWIC Board meeting. Board members were transported from Pembroke, Ontario across to Fort Coulonge, Quebec staying at the SpruceHolme Bed and Breakfast. A Victorian style (two houses). A social meet and greet evening was held prior to the meeting.

The June 2016 AGM minutes along with FWIC and Homestead Financial Statements were reviewed with discussions arising from the reports Highlights from the provinces and committee's reports were presented.

There was an update on Skype Executive meetings which have been held in November, January and April going between 2.5 to 4.5 hours and feel that more business is covered with more Action Items being accomplished.

A review of the Strategic Planning and Board Restructuring of the FWIC was presented. There will be new Board position of Treasurer.

A rose bush (for all zones) to be planted in the 2019 spring for the FWIC 100<sup>th</sup> Anniversary was selected with nursery to be contacted with choice and availability.

We had a sample at Breakfast of the Preserves which is another fundraising item which be available later in the year. We have now been advised that the preserves are ready for shipping – the order of 25 boxes (2 jars per box) for Manitoba will be shipped to the MWI Office in Brandon

ACWW World President Ruth Shanks and ACWW Canada Area President Sheila Needham attended the FWIC Board meeting on the second day. Ruth Shanks spoke about the work at ACWW level – a new constitution and all the government documentations, change in investments and restricting of the Board. Connection with the United Nations; Commission on the Status of Women; Pennies(Coins) for Friendship; The 40<sup>th</sup> Anniversary of the Projects; A new initiative ACWW Membership Gift Certificate –which can be purchased for a friend or relative. A slide presentation from the Tonga, South Pacific projects were shown. I had the opportunity to thank Ruth Shanks for her presentation. Linda Hoy presented her with a FWIC Pin and a Honourary FWIC Membership.

Sheila Needham explained her role as President to represent ACWW across Canada to all member societies which include W.I.'s and eleven other organizations. She attends Board meetings and visits member societies across Canada.

There was considerable discussion on a new W.I. logo developed by 3<sup>rd</sup> year College graphic design students with one design chosen by the FWIC Executive for presentation to the full FWIC Board with no consensus on the design which will be researched and developed for the new Skype meeting in September

**New business** –a planning committee is to be formed for the 2019 FWIC Centennial celebrations.

Donna Henderson designed and made a quilt for the 2018 FWIC Convention which she presented to the Board, also created sales template and picture for each province to

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market ahead of time. There will also be a Quilt Stories booklet for sale. At the conclusion of the Board meeting the FWIC Board went to La Chute, Quebec – where logging operations were done shooting logs down the river over rapids, then for a potluck supper hosted by the Pontiac W.I. local branch for a fun social evening.

Submitted by  
Liz Chongva

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## **APPENDIX 5**

Federated Women's Institutes of Ontario (FWIO) celebrated their 120 anniversary at their 2017 Conference held in Pembroke, Ontario, June 20- 22<sup>nd</sup>. Theme Our Journey to 2017 – Past, Present, Future 120 years of Achievement. The opening ceremonies began at 7pm following dinner. FWIO President Margaret Byle welcomed everyone. Greetings were presented from ACWW World President Ruth Shanks, ACWW Canada Area President Sheila Needham; FWIC President Linda Hoy; and ACWW U.S.A Area President Jo Ellen Almond.

A FWIO Canada 150 project book launch followed with selected published stories from FWIO members in honour of the 120<sup>th</sup> Anniversary. Title – “Ordinary to Extraordinary” FWIO is in the process of digitizing the Tweedsmuir history. They have been awarded grants to record the history. There were Ottawa tours following the FWIO conference before the ACWW Canada Area Conference. I attended the FWIO Conference and enjoyed meeting more W.I. members.

Submitted by  
Liz Chongva

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## **APPENDIX 6**

### **ACWW CANADA AREA CONFERENCE – Jun 23-25, 2017**

Ann Mandziuk, Diane Kowalchuk(recording secretary) and Liz Chongva attended the ACWW Canada Area Conference.

The theme of the Conference is “Women Helping Women for 90 Years and Beyond” held at the Best Western Hotel and Conference Centre in Pembroke, Ontario.

Prior to the conference there were bus tours to Ottawa - my tour was to the War Museum, with pictorial stories and equipment from the Boar War to the Hong Kong War, a very moving experience. We ate our lunches on the bus on the way to the RCMP Horse Museum and Training Centre of the Musical ride. On display was a horse drawn carriage used for special events. Queen Elizabeth had been given a horse from the Centre which she rode in England until its death. We walked through the stables. We continued on to Rideau Hall with a guided tour -an interesting place.

The program began after the tours to Ottawa, Friday evening with dinner and opening ceremonies. Sheila Needham ACWW Canada Area President welcomed all the delegates and guests – A letter from the Governor-General was read. Greetings from ACWW World President Ruth Shanks( Australia), ACWW Deputy Margaret Yetman (Canada), ACWW USA Area president , Jo Ellen Almond and FWIC President Linda Hoy.

Saturday dealt with Society Greetings and reports (MWI is considered a Society under ACWW) World President Ruth Shanks gave a report. ACWW Canada Area Business was held before lunch with Brian Inness VP of Canola Council – ACWW Committee Reports –Margaret Yetman (Newfoundland) and Donna Jebb (Ontario) who sit on the ACWW Agriculture Committee – Christine Raeburn (Ontario) on the UN committee, and Judith Parks (Nova Scotia) along with Deb Reardon (U.K.) for Pen Friends. There was an International Exchange report with a U.S. Homemaker Association member being selected/awarded a trip to Canada hosted by an Ontario W.I. member.

The Dinner speaker was Sally Armstrong a Canadian journalist and human rights activist who spoke about her experiences while covering Afghanistan and Iraq about women speaking out. Sally spoke about the young girl Malala who refused to be intimidated, going to school and being shot, surviving, this was due in part to the rise of social media in helping to spread her story globally. In her presentation she said what will make the world change is not just political and public will, but personal will, having the courage to stand up and do something about it. Sally was presented with a Honourary FWIO membership – having the opportunity to sign her books which were for sale. I had the pleasure of speaking to Sally Armstrong the following morning as she joined myself and the W.I. members at the breakfast table. It was a pleasure listening to more of her life and experiences. I was fortunate to have my picture with her.

Sunday morning began with an inspirational service lead by FWIC President Linda Hoy with each Province relaying an inspiration comment or quote. In the business sessions following Canada Area projects were chosen. After lunch there was a Question Period and Margaret Yetman giving a presentation. The conference concluded about 3 p.m.

Submitted by  
Liz Chongva



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## **APPENDIX 7**

### **FWIC Convention Report for MWI MEETING – October 2017**

A Convention Conference call was held on Saturday morning Sept. 16<sup>th</sup>, 2017. Committee reports were presented with registration fee set for the early bird – and a full registration after a cut off date – a daily rate was also set.

There were reports from the facilities/ food service re guest rooms, meal costs etc.

Sponsorship reported that sponsorship is slow at this time.

The reports from the publicity communications; entertainment were reviewed.

No chair for the tours committee.

Other committees had little to report at time of call.

Volunteers required to help with various committees and at convention time.

There will be another conference call sometime toward the end of October.

Liz Chongva

FWIC Convention Liaison

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## **APPENDIX 8**

Update on 2018 AGM for October 2017 Board meeting – conference call.

The Canadinn Hotel in Portage la Prairie has been confirmed for the AGM on April 28<sup>th</sup>, 2018.

Price of \$3,970.10 based on 100 people – includes room, lunch use of podium, wired mike and A/V system. Extra charge for another wired mike for \$45.00 or wireless for an additional charge.

**Registrar** is Janis Klassen.

The following people have been approached as **speaker** Todd Cuddington-Superintendent of the Portage School Division.

Catheryn Pedersen as **secretary** with Colleen Synchronsen, CAO for the town of

Neepawa as **parliamentarian**. Confirmation letter will go out in January,

There will be Judges required for the Tweedsmuir Competition. - 4 categories.

Honoriums for all the above people including judges.

### **Items to consider – 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 would that be part of the fee.

Will there be a pre AGM board meeting the evening before

Would the board expenses come from MWI Funds or the AGM meeting – hotel costs if there is a pre board AGM meeting and mileage.

A need to find out prior to AGM how many Tweedsmuir entries there will be entered.

The 2018 AGM committee can meet in the evening of the November 6<sup>th</sup> to set the registration fee.

Liz Chongva

2018 AGM Co-chair.