



**MANITOBA WOMEN'S INSTITUTE (MWI)  
Minutes – FINAL  
9:00AM  
Teleconference**

**Dial in Number: 1-855-890-5112  
Participant Code: 7660004**

**December 4, 2017**

**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	Interim Winnipeg/Interlake Regional Rep
Janis Klassen	Director at Large
Arlene Waddell	SW "A" Regional Rep
Julie Hockley	Executive Administrator

**ABSENT:**

Rose Bodz	Eastern Regional Rep
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December 4, 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, Deb Melosky/Liz Chongva; seconded and CARRIED:

1. Ann Mandziuk suggested that we discuss the excess dollar amount from newsletter postage being held at Rollingdale Enterprises be added to **ANNOUNCEMENTS**.
2. Discussion of the communications received from members regarding the termination of the newsletter contract with Dianne Kowalchuk be moved to the end of the meeting following **ANNOUNCEMENTS** under **OTHER**.

3. Deb Melosky will provide the highlights from this board meeting to be sent in a draft email to the board members and a final copy to be sent to the membership. A rotating schedule to be set up at the January 2018 meeting.

#### **APPROVAL OF MINUTES:**

**MOTION:** That the minutes from the Board Meeting held November 6 & 7, 2017 be approved with the following amendments; Peggy Bradshaw/Liz Chongva; seconded and **CARRIED.**

1. That the **MOTION** to terminate the newsletter contract with Dianne Kowalcuk be included in the November 6 & 7, 2017 minutes under **OTHER: IN CAMERA.**

#### **CORRESPONDANCE:**

1. Email received from KAP inviting WI to attend the KAP AGM and also act as a sponsor of the event. Discussion occurred regarding the importance of aligning WI with the Department of Agriculture's strategic plan/direction and the benefit to members of the connection with KAP given the farm and rural roots of the organization.

**ACTION: That further opportunities to pursue partnering with KAP be looked at and pursued if deemed appropriate.**

**MOTION: To participate in the Keystone Agricultural Producers' 34<sup>th</sup> AGM as a \$250.00 level sponsor; Julie Hockley to complete the required forms.**

2. Email from FWIC regarding a universal logo. **No action required; WI's can use the logo as they wish on print material.**
3. Email from Sheila Needham regarding MWI and its ACWW Category going from a Category I – up until 2013 – to a Category II as of 2014, meaning that we now have only two votes at the World Conference.

**ACTION: Julie Hockley to contact Sheila Needham regarding details to bring to board as information.**

4. Written correspondence from Dianne Kowalchuk resigning from the Resolutions Committee and the Recruitment and Retention Committee – **See under NEW BUSINESS.**
5. Correspondence to Ann Mandziuk from member; feedback regarding newsletter and seeing the recommendation for a book. **No Action required.**
6. That the correspondence from SWA be discussed under **OTHER** at the end of the meeting.

**MOTION:** That all correspondence be received with the addition; Liz Chongva/Denise Joss; seconded and CARRIED.

## **COMMITTEE REPORTS:**

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

- A discussion occurred regarding whether the revenue from the 2017 MRWD's would remain with the committee or be placed in the general WI account.

**ACTION: Deb Melosky/Julie Hockley to review the minutes to determine the MOTION/DECISION regarding same.**

- An article will be printed in the January 2018 newsletter.

Planned Program Report for December Board Meeting:

- The Executive summary is complete and sent out to all board members.
- Financial Statement complete and distributed to board members.
  - Will the full surplus be tagged for MRWD 2018?
- Thank you sent to all of our financial sponsors.
- Information letter and executive summary sent to the Minister of Agriculture, the Minister of Health and the Minister for Status of Women.
  - A response was received from the Minister of Health which references work that is underway to improve access to services and coordination of resources for Manitobans
- Planned program committee plans to submit 1 resolution on availability / access to Mental Health Services for Rural Manitobans. Possibly on equity between rural & urban services.
- Based on the Survey results (which all board members received) the top request for MRWD 2018 is Health Care in Rural Manitoba.
- Information (role description) sent to Julie on the need an additional member of the Planned Program committee for 2018.
  - Will this be sent out as a note to membership or just be in the January newsletter?
- Will be writing an article on the 2017 MRWD for the January Newsletter.
- Work on MRWD 2018 will start in early 2018.

## **2. Marketing Committee (written report) - Heather Klassen**

- The new format of the newsletter was discussed and will be in place for the January 2018 e-newsletter.

## **MARKETING COMMITTEE MEETING - MINUTES**

### **MARKETING COMMITTEE MEETING**

**November 29, 2017**

**Teleconference**

**PRESENT:**

<b>Ann Mandziuk</b>	<b>President</b>
<b>Heather Klassen</b>	<b>Director at Large</b>
<b>Julie Hockley</b>	<b>Executive Administrator</b>

### **1. Video:**

There has been no response from ChangeMakers regarding the email sent from the Marketing Committee related to the amount they will invoice WI for the video; also no response regarding whether they will continue to monitor our website and complete the six month audit.

**ACTION:** Julie Hockley to send an email to ChangeMakers (Sean) asking what is included in their fee regarding website upkeep.

**ACTION:** Julie Hockley to follow up with Barry McKay regarding invoice for website maintenance once a confirmation from ChangeMakers (Sean) is received.

**ACTION:** Heather Klassen to contact a videographer regarding the WI introductory video; video to feature Ag/Farm, Strat Plan, WI featured as prominent and obvious topic from beginning to end, resolutions, other reasons to join WI, branding that ties in with the brochure.

### **2. Newsletter:**

The Marketing Committee has been tasked with creating the revised newsletter and will be added to the Work Plan. Katrina Dalrymple will be asked to create a template based on three examples that the Marketing Committee provide as a desired outcome. Other items discussed included:

- Cost of postage to mail the newsletter (may be something to bring up at the AGM)
- Newsletter length is very long – 12 pages
- Topics to go into the January newsletter were discussed
- There is a \$400+ balance of postage at Rollingdale; discussed the financial impact of always ordering more postage than required

**ACTION: Marketing Committee members to send three newsletter templates that they like to the office; the top three will be chosen and sent to Katrina Dalrymple by Monday, December 4, 2017.**

**ACTION: Julie Hockley to email membership asking/reminding of Dec 11th deadline for newsletter items and encourage a monthly contribution regarding ideas for meetings, accomplishments etc.**

### **3. Evaluation of Snippets, newsletter and website:**

**Currently ChangeMakers conducts a six month audit of the website and we will also add this as a question for the AGM evaluation forms for member feedback.**

Snippets is a short version of what will come out in a full version in the newsletter and does not require evaluation; members can choose to read it or not.

The newsletter will be evaluated via a question on the AGM evaluation and via the marketing committee at bi-annual intervals.

### **4. Display Board:**

To be moved to the February Marketing Committee agenda.

### **5. Results from MRWD Survey:**

A synopsis of the survey will be published in the newsletter.

### **6. Next Photo Facebook Contest:**

The Fall photo contest has concluded and Linda Rosenthal's photo was chosen as the winner. Valerie Watt has posted a potential Winter themed photo contest idea on facebook.

**ACTION: Julie Hockley to email Valerie Watt and ask if the next contest could be a "Winter Wonderland" theme, including Christmas/Holiday and landscape photos; contest deadline mid-January 2018; Valerie to provide details for email that Julie will send to members.**

### **7. Email from Joan Clement regarding a webpage on the WI website:**

Nadine Clement is asking for a webpage to advertise the FWIC Triennial and wants access to the website. The Marketing Committee has access to the website and would manage this in conjunction with ChangeMakers.

**Next Meeting:** TBD

### **3. Restructure Committee – (written report) – Deb Melosky**

#### Update on Regional Restructure – December 2017

The first meeting was held of the full Regional Restructure Committee, with the purpose of defining what their scope of work is. The committee is made up of the following people:

Janis Klassen – SWA Representative  
Audrey Clark – SWB Representative  
Debra Barrett – Winnipeg / Interlake Representative  
Janice Harrison – Eastern Representative  
Peggy Bradshaw – North West Representative  
Deb Melosky – chair  
Ann Mandziuk  
Heather Klassen  
Denise Joss

#### Rollout of change:

- Regional conventions for 2018 are still required.
- Until the restructure change is implemented everything proceeds as usual.
- The roll out date of this change has not been established yet. It will be in 2018, a schedule will be established as soon as the committee is comfortable that we have enough information to make this decision.
- No changes will be introduced until after the MWI AGM.

#### Communication:

- A report will be sent out to the membership after each of the Regional Restructure committee meetings. These reports will be sent out via e-mail to all members. They will also be sent via mail to each branch secretary, to ensure the information gets to all members, and to individual members who do not have e-mail.
- If any members have comments, suggestions, questions these should be directed to the committee representative for their region (see list above), who will then bring them forward to the full committee.
- We will put an update in each of the MWI Newsletters leading up to the change being implemented, starting with the January 2018 edition.

#### Items that need to be addresses as part of this change:

1. Finances
  - a. Regions will need to disperse their existing funds and close out bank accounts.
2. Historical Information

- a. Before the next committee meeting the regional representative will be looking into what regions have in place, what historical items do they have, are there any existing guidelines for archiving.
3. Define role of Regional Representative
4. How will election of regional representative be handled
  - a. Should be by regional members within each region
5. Coordinating activities within Regions
  - a. Keep it simple, don't replace one structure with another
  - b. It is at the discretion of the members in each region what events they have (i.e. replace spring convention with a fun get together).
6. Regional Book of Remembrance
7. Annual reports:
  - a. Branch reports would go directly to the provincial office, instead of the current process of being consolidated by the regional secretary.
  - b. Keeping in mind that the streamlined annual reporting will be implemented for the 2018 year end.
8. By-laws and Constitution

Next Meeting:

- At our next committee meeting, which will be January 2018, we will start working through the details of what needs to be put in place for the above-mentioned impacts of the elimination of Regional Boards.
- If you are aware of any other areas of impact, that have not been identified by this committee, please let your committee regional representative know.

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

- There has been no meeting since the November board meeting.
- Peggy Bradshaw will contact locals and ask for them to share their planned programs to be provided to other locals and the office and shared in the newsletter.

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

- This is tabled until the Restructuring of Regional Boards is complete and presented at the AGM.

**6. Scholarship Committee – (verbal report) – Liz Chongva**

- Website has been updated to reflect re-wording of scholarship requirements done by Liz Chongva and Valerie Watt.
- Discussion regarding a replacement for Valerie Watt on the committee.

**ACTION: Julie Hockley to contact Valerie to confirm she is resigning from the committee.**

## 7. Resolutions Committee – (verbal report) – Audrey Clarke

- Dianne Kowalchuk has resigned from this committee and a new Chair is required along with an additional member.
- No meeting has been held since the last board meeting.
- The office is in possession of the submitted resolutions

**ACTION: Julie Hockley to scan and email resolutions to Audrey Clarke, Mary McPhee and Gail Watson.**

**ACTION: Julie Hockley will send an email will be sent from the office asking for members to consider putting their name forward for this committee along with others.**

**ACTION: Board members to send an email with 1-2 lines describing each of the positions to be included in the email sent by Julie Hockley.**

## 8. FWIC 2018 Triennial Convention – Liz Chongva

### MWI DECEMBER 2017 BOARD MEETING – FWIC SKPE MEETING

The morning session of the call was with FWIC Executive Officers to go over business.

Several Provincial Presidents joined in on the afternoon portion of the call.

The New WI logo for Canada was approved at the Meeting – information and picture of logo has been sent out to members.

FWIC Officers were to approach their Provincial Boards about staying for a longer term (i.e. 1 or 2 years) for continuity on the Board.

The FWIC Convention package had been sent to the FWIC Board members.

There are plans for the FED Bulletin to go out every 2 months. The next edition will go out the first week of December about the Triennial Convention and FWI C Strategic Plan changes.

FWIC Jam sales have been successful to date, further discussion later in the New Year for further sales.

The FWIC Centennial Celebration committee has been formed to look into ideas for the 100<sup>th</sup> Anniversary of FWIC.

The afternoon session with the Provincial Presidents reviewed the Ad Hoc Committee Strategic Planning Interim Report to FWIC Full Board dealt with creating a strategic plan to have FWIC become a sustainable organization. There are eight people on this committee who had spent two days in planning with the following --

*The focus is to be a national voice for women and families by promoting leadership and personal development through education and fellowship.*

*New Core Value is a commitment to promote personal development and education opportunities for women and families.*

*New Mission Statement – a national network for women and families to promote leadership and personal development opportunities through education and fellowship.*

*The Strengths, Weaknesses, Opportunities and Threats of FWIC were listed.*

*Possible Recommendations for Strategic Changes were itemized and listed.*

*Proposed FWIC Structural Changes along with FWIC Goals and the advantages for Provincial WIS to support these proposed changes.*

The next FWIC Skype call will take place on January 20<sup>th</sup>, 2018.



Liz Chongva FWIC Executive Officer (Manitoba)

## 9. AGM Planning Committee – 2018

- No meeting; will report in January 2018.

## 9. AG Report (written report) – Thelma Blahey

Manitoba Agriculture Report  
For Dec 4<sup>th</sup> MWI Board Meeting

Information about MWI's newest initiatives has been shared across our MB Agriculture Industry Leadership team and other parts of our section. On the level of board governance, it is encouraging to see your organization take a look at itself and see where **you** see growth and change as an organization. We do have a new resource called Board Check that provides you an opportunity to see if your organization has all that it needs. I would be happy to share it at the next board meeting.

Here is a quick update on the current PUBLIC information on our MB AG link as well as the Federal link for the new Canadian Agricultural Partnership (CAP) funding ... Manitoba's Industry consultation info is all public as well...

<http://www.gov.mb.ca/agriculture/growing-forward-2/next-policy-framework.html>

<http://www.agr.gc.ca/eng/about-us/key-departmental-initiatives/canadian-agricultural-partnership/?id=1461767369849>

## 10. Finance Report – Julie Hockley

- All financial documents are with Sensus while they set up the Quick Books accounting system and begin annual auditing process.

**MOTION:** That all reports be received; Audrey Clarke/Janis Klassen

## NEW BUSINESS

1. Discussion regarding the resignation letter from Diane Kowalchuk.
2. Discussion regarding replacing Valerie Watt's board position. Debra Barrett will attend the board meetings as interim Winnipeg/Interlake Regional Representative.
3. Discussion regarding all of the vacant positions on Marketing, Planned Program, Nominating, Scholarship, Resolutions as well as the board positions of Director at Large, President Elect and Extending Liz Chongva's term as the FWIC representative.

**ACTION: Debra Barrett to send a letter to locals stating that she has let her name stand as the Winnipeg/Interlake Regional Representative to the Board.**

**ACTION: The board will complete the installation of Debra Barrett as Regional Representative at the January 2018 board meeting.**

**ACTION: An email will go out from the office with 1-2 line job descriptions/expectations of each position to all members.**

**ACTION: Thelma Blahey to investigate any issues with having Liz Chongva extend her term on the board.**

4. Discussion regarding auditing and maintenance of the website; what role, if any, Changemakers will have in this.

**ACTION: Julie Hockley to review the contract with Changemakers regarding the commitment between both parties for maintenance/auditing of WI website in order to determine next steps (retain another organization or maintain Changemakers).**

A review of the email exchange between WI and Changemakers occurred regarding the payment for the intro video produced by Changemakers and rejected by WI. A dollar amount was discussed but further inspection of the verbal contract and email trail has determined that Changemakers did not act in good faith; when asked to consider the complaints and changes requested by WI, Changemakers refused to consider our complaints or requests.

**ACTION: Related to the above action, Julie Hockley to email Changemakers regarding the payment as it was determined by the board that Changemakers had not acted in good faith and the payment consideration should reflect this.**

## **UNFINISHED BUSINESS:**

### **Tabled Items**

1. In December 2017, Julie Hockley to send a blank spreadsheet with headings that will enable locals to track member years of service; Julie to also send emails to individual members to communicate years of service.  
**ACTION: To be completed by the end of December 2017.**
2. 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 by the end of December 2017**
3. Julie Hockley to lead a discussion about the duties of the Executive Administrator – will occur at in person meeting in March 2018.
4. WI Memorabilia discussion regarding what is to be done when a museum or other venue closes; where should the memorabilia be housed. **TABLED to January Agenda.**

### **Action Items**

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

**ACTION: Heather Klassen to meet with a videographer to determine next steps for the video.**

2. Liz Chongva's term on the FWIC board is coming to an end and she has offered to stay on for continuity until another member is voted in. **SEE NEW BUSINESS ACTION ITEM.**
3. Convention dates discussed and a schedule was established and Arlene Waddell reported that SWA will have the meeting on March 24, 2018 replacing the April 1<sup>st</sup> date.
4. Meetings with the Minister of Agriculture for the signing of the proclamation and to discuss resolutions following the AGM are required. Julie Hockley has received communication that this will be considered.

**ACTION: Julie Hockley to send formal request through the general mailbox.**

## **OLD BUSINESS**

### **Tabled Items**

None.

### **Action Items**

1. Julie Hockley communicating with Garry Enns regarding an explanation of funds used at the IPG.  
**ACTION: Julie Hockley to contact the administrative staff person, Cathy McGhan.**
2. Julie Hockley provided an update regarding Barry McKay Consulting; waiting on settling the issue with Changemakers and determining what website maintenance Barry McKay Consulting is doing and if this is a duplication of services that Changemakers already provides; relates to 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.
3. Julie Hockley circulated the Board Confidentiality Policy with Conflict of Interest Portion complete. Additional changes required or Motion to adopt.

**ACTION: Julie Hockley to add "Duties of the Board" to this document and bring draft to January 2018 meeting.**

## **ANNOUNCEMENTS:**

1. There is a surplus of \$450+ dollars-worth of postage at Rollingdale Enterprises left over as a result of excess postage ordered on a regular basis. (EDITED)

**ACTION: The Marketing Committee will review the ordering of postage as part of the general review of the newsletter.**

**OTHER:**

1. The correspondence from several of the SWA members, regarding Dianne Kowalchuk's employment contract being terminated, was reviewed and discussion occurred.

**ACTION: Ann Mandziuk will send an email to all members regarding the board's position, next steps regarding the newsletter and moving WI forward.**

**Adjourn –**

**Meeting adjourned 11:45am by Ann Mandziuk.**

Julie Hockley, Executive Administrator