



## MANITOBA WOMEN'S INSTITUTE (MWI) Minutes

Board Meeting  
Via ZOOM

November 17th, 2021 @ 7:00 p.m.

### PRESENT:

Debra Barrett	President
Liz Chongva	President Elect
Denise Joss	WI/FWIC Representative
Angela Pickett	Executive Administrator
Heather Cummings	MB Government Appointed Member- Regrets
Michele Gurman	MB Government Appointed Member
Janice Harrison	Eastern Regional Rep
Peggy Bradshaw	Southwest Regional Rep
Thelma Blahey	MB Ag Representative
Gisela Nolting	Winnipeg-Interlake Regional Rep
Ann Mandziuk	Advisor

**1. Installation of new Board member, Michele Gurman, MB Government Appointed Member (2-year term)**

**2. Adoption of the Agenda – 7:02 PM**

**Motion:** Moved by Janice Harrison that the agenda be adopted as amended.  
Seconded by Peggy Bradshaw. **CARRIED**

**3. Approval of Minutes , September 19th, 2021**

**Motion:** Moved by Ann Mandziuk that the minutes from the Board Meeting held September 19th, 2021 be approved as circulated. Seconded by Gisela Nolting **CARRIED**

**4. Acceptance of Month end Financial Report for October 2021.**

**Motion:** Moved by Liz Chongva that the financial report for October 2021 be accepted as amended. Month to be added to the Account Balances sheet sent out. Seconded by Gisela Nolting. **CARRIED**

## **5. CORRESPONDENCE**

5.1: FedEx Cares grant was received in the amount of \$1236.30 (\$1000 US funds) Discussion regarding using the 236.30 towards a project.

**Motion:** that MWI donate \$236.30 to the Manitoba Association of Women's Shelters. (Made in Manitoba project) Moved by Peggy Bradshaw. Seconded by Janice Harrison. Carried

5.2: 5 Madge Watt books are for sale for \$21.49. If interested, please send a cheque to the office. There is an office copy of the book. (donated by the authors) FYI

5.3: Teulon, Broomhill and Dufresne WI have disbanded, Individual Membership forms have been sent to each member, and the disbanding package to each secretary.

## **6. UNFINISHED BUSINESS**

6.1: CEBA – \$20,000 has been paid. \$20,000 remains to be paid in January 2022 with \$20,000 forgivable

6.2: MWI Funding Update: On November 15<sup>th</sup>, Liz Chongva, Gisela Nolting, and Janice Harrison met with Hon. Minister Ralph Eichler to sign the funding agreement in the amount of \$37,300 (and \$5,000 in-kind office expenses). The agreement is valid for the years of 2021-24. Payment of the funding to MWI is pending.

## **7. NEW BUSINESS**

7.1: Committee TOR's have been completed and received to the office. The Strategic Plan will soon be reviewed.

7.2: The yearend financials will be brought to Sensus once the October credit card statement is ready. (estimated date: November 22<sup>nd</sup>) FYI

7.3: Discussion regarding surplus of FWIC/ACWW delegate funds- forwarded to the Finance Committee for further discussion and recommendation

7.4: Facebook contest to draw in new members has been created and posted. A \$25.00 gift card has been donated by Liz Chongva for sharing the post.

7.5: Zoom training through Manitoba Association of Parliamentarians re: managing virtual meetings. The sessions are two times a month with various topics January through May. Liz Chongva and Debra Barrett will be attending.

7.6: Change of Board meeting time for January, March and May to accommodate the above training. Board meetings will be at 9:30 a.m. for those months.

7.7: Mail in ballot add a vote

**Recommendation:** The Finance Committee recommends the Board approve AGM 2022 process include -

a-Mail in vote postmarked for return to MWI on or before April 30th, 2022.

b-Scrutineers to count the vote the week of May 9 to 13th, 2021.

c-Vote report to be prepared the following week for distribution at a post AGM Zoom meeting.

d- Issues which require membership input will be added to the AGM vote.

7.8: Office Christmas hours

**Motion:** Moved by Denise Joss that the office be closed for Christmas December 22<sup>nd</sup>, 2021 to January 4<sup>th</sup>, 2022. Seconded by Janice Harrison. Carried

7.9: Accountant services

**Recommendation:** The Finance Committee recommends MWI continue to retain Sensus as our Accountant of Record providing Sensus agrees to make the necessary changes to MWI's Year End Reviewed Statement to ensure accuracy and clarity.

7.10: Newspaper ad was sent to the Association of Manitoba Newspapers. It was paid for out of pocket by Peggy Bradshaw for the Made in Manitoba project

**Motion:** Moved by Denise Joss to repay Peggy Bradshaw \$36.75 for the cost of the ad. Seconded by Liz Chongva. Carried.

7.11: Manitoba Accessibility Office contacted MWI regarding mandatory board training. The training is on-line and will need to be completed by May 2021, the link for the training will be sent to all board members by EA.

7.12: Yearly office insurance bill received.

**Motion:** Moved by Ann Mandziuk to pay the 639.27 owing to The Co-operators. Seconded by Peggy Bradshaw. Carried.

7.13. Yearly membership to ACWW is due

**Motion:** Moved by Gisela Nolting to pay the membership fee in the amount of \$119.00. Seconded by Denise Joss. Carried.

## 8. COMMITTEE REPORTS

### 8.1 Executive Committee

- Summer plan, the office hours during the 2021 summer worked well due to the low

volume of external and internal communications and work-related duties. A summer coverage plan will be determined and brought to the November board meeting for approval.

- Board Coverage, Board coverage for the summer 2022 will be provided by the President and President Elect at the level of the 2021 summer to allow MWI to function effectively. No extra coverage required.
- Saskatchewan WI membership with Manitoba, Saskatchewan had 12 members attend their October 2021 AGM. SWI has decided to disband provincially, leaving no local SWIs functioning. Participation with FWIC requires membership with a province, Correspondence to the SWI President, Karen Gerwing with an invitation to SWI members to join MWI as affiliate members. These memberships would be non-voting yet allow for participation on MWI committees, and possibly participation on the FWIC board and committees
- Nomination of Board Directors, to date there are no nominations for most positions, a person is interested in assuming the Eastern rep position. The Committee shall prepare a description of the Board position responsibilities, what is involved such as duties, and time commitment for posting on social media, inclusion in the MWI Newsletter and member emails.
- Marketing & Promotion Committee will investigate creating a short video for member and public advertising the benefits and function of MWI and the Board.
- Process for re-nomination, Nominations will be requested in the February and April newsletters, and a slate of Directors, either nominated or re-nominated, will be presented on the AGM ballot.

## **8.2 AGM 2021 & MWI Women's Day – Tabled to April**

**8.3 Marketing & Promotion-** many Zoom sessions have been planned. Attendance has been good. Any suggestions to be forwarded to the committee for further sessions

## **8.4 Bylaw & Policy – Debra Barrett Tabled to January**

**8.5 Resolutions-** Heather Cummings has been replaced by Debora Durnin-Richards as the Chair of the committee. A Zoom session on Resolution writing will be held November 24<sup>th</sup>.

**8.6 Scholarship-** Nothing to Report

**8.7 Finance** •Budget 2021 – 2022 is to be prepared pending the signing of the provincial funding agreement

Membership fees will be described on both the Institute and Individual member forms. Fee breakdown per member is FWIC membership \$5, FWIC Delegate Fund \$1, ACWW Delegate Fund \$, member insurance \$1, International Peace Gardens \$1 Total of \$9 per member paid to external sources

**8.8 IPG-** Janice Harrison to check if there are photos of the Cactus

**8.9 FWIC-** Module Training is being offered via Zoom, length of sessions was altered due to lack of interest.

### **8.10 MB Agriculture and Resource Development**

- Funding agreement that was signed on November 15th by the minister was sent up for processing. Wheels are in motion for the cheque to be issued shortly.
- New premier is Heather Stefanson
- As part of the mandate from the department, I am encouraging the group to do a Zoom presentation on how we can address climate change in our area.
- A reminder to members that if they are cattle producers or know the cattle producers in their area, to remind producers there is a feed and transportation assistance program available. This pertains to farmers who had to move in feed to their cows or transport their cows away from home to be fed over the winter. Details of the program are on the ARD website.
- Sugantha Nathaniel is our new A/Director for our Division. She is interested in meeting the executive of MWI. She wants to be invited to the next executive meeting to introduce herself and hear about the current activities of MWI.

**8.11 Agriculture & Rural Development-** Nothing to report

**8.12 Nomination-** Nothing to report

**8.13 Strategic Plan – Debra Barrett Tabled to January**

**8.14 Made in Manitoba Project-** Project has been successful. An interview was conducted and posted on Discoverwestman.com

**9. In-Camera Session - None**

**Next Meeting Date: January 19<sup>th</sup>, 2021 at 9:30 a.m. via Zoom**

**Adjournment :** Motion to Adjourn: Moved by Denise Joss

**Meeting adjourned by Debra Barrett at 9:18 p.m.**