



MANITOBA WOMEN'S INSTITUTE (MWI) Minutes

Board Meeting
Via ZOOM

January 19th, 2022

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

Call to Order 9:34 a.m.

1. Adoption of the Agenda – 9:35 a.m.

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

2. Approval of Minutes , November 17th, 2021

Motion: Moved by Liz Chongva that the minutes from the Board Meeting held November 17th, 2021 be approved as amended. Seconded by Gisela Nolting **CARRIED**

3. Acceptance of Month end Financial Report for December 2021.

Motion: Moved by Gisela Nolting that the financial report for December 2021 be accepted as circulated. Seconded by Michelle Gurman. **CARRIED**

4. CORRESPONDENCE

4.1 FWIC has requested along with the yearly fees that MWI report local WI donations to various projects- Along with the membership form and fees for the 2021-22 year, EA included the amount of the Made in Manitoba project monetary and tangible donations. As our request for local WI Institutes finance report does not include all the community donations made per branch and the finance statements are requested in October for the fiscal year, this amount will be added to the next year's forms. It was requested to FWIC to advise the use of this information to MWI. FYI

4.2 Contact from man from Calgary who is researching War time activities of various organizations. Is interested in knowing if any pins were used by MWI at that time. He is also looking for history on our activities during the war. Suggestion that member Rose Kieper could provide this information to the office to be passed on. A request will be made in the newsletter if any member has information on pin use during this time.

Action: EA to contact Rose Kieper and Ann to add to the April newsletter

4.3 EA has requested the scholarship fund year-end report from RREX. As they are in the process of their yearly audit, this information to be provided at the beginning of February to the office

5. UNFINISHED BUSINESS

5.1: CEBA – \$20,000 was paid on January 15th, 2022, the bank will send a letter stating \$20,000 is forgivable. There is no more owing to CEBA.

Action: EA to follow up with Westoba regarding the letter if not received by January 25th.

5.2: A cheque has been sent to MAWS in the amount of \$470.30 to MAWS (\$236.30 as per our last board meeting from MWI) and \$234 collected from Individual members. FYI

5.3 Accessibility Training- All board members are required to take the training.

Action: Upon completion of training, board members to send a copy of the certificate to the office for EA to file

6. NEW BUSINESS

6.1: Resolutions committee revised TOR submitted and approved by the board.

Action: EA to contact Committee Chair to advise acceptance of TOR

6.2: The Finance committee recommends renewing the membership for the Manitoba Cooperator. The online version is being shared with interested board members and they have been a great support to us in the past. The amount of the subscription is \$70.00

Motion: Moved by Ann Mandziuk that MWI renew the subscription for the office to the Manitoba Cooperator in the amount of \$70.00. Seconded by Peggy Bradshaw. **CARRIED**

Action: EA to add Michelle Gurman to the list of board members receiving the digital copy of the newspaper

6.3: Membership numbers- membership numbers are currently at 175. Winnipeg WI has not renewed, EA has contacted. Several Individual Members have not yet renewed. EA sent a reminder form to each Individual member as well as forms to each member of disbanded institutes. It is believed that this number will increase.

6.4 Draft Budget 2021-22- board members reviewed the draft budget

Motion: Gisela Nolting moved that the draft budget for November 1st, 2021 to October 31st, 2022 be accepted as proposed. Ann Mandziuk seconded. **CARRIED**

6.5 New Board member orientation package revision was circulated and accepted by the board.

Action: Michelle Gurman to send signed Code of Conduct to the MWI office for filing

6.6 Annual Report: Committee chairs to provide a short report of the activities of November 1st, 2020 to October 31st, 2021 to the office by the first week of February

6.7 The insurance has been reviewed, one covers liability for the board, the other for the members. Content insurance is not included and historically has not been included with our current policies. EA has been in contact with the Cooperators for a quote.

Action: To be added to the Finance Committee agenda for review by the committee.

Action: EA to conduct an inventory of the MWI assets and create an inventory list for the February Finance meeting.

6.8 The Marketing and Promotions Committee recommends that Webber Printing print both the February and December newsletter.

Motion: Moved by Ann Mandziuk to contract Webber Printing to print the February Newsletter

and the December Newsletter for 2022. Seconded by Denise Joss. **CARRIED**

6.9 FWIC Roundtable on Membership report available for the membership to review. Distribution plan - include an article in the MWI newsletter on where to access the FWIC report. FYI

6.10 FWIC request for a presentation on the topic “What was the Spark that brought WI to our province and what is Manitoba most proud of.”

Action: Peggy to request Rose Kieper research MWI’s historical books and submit an article if time allows, deadline is February 19th at 2 p.m. The article will also be submitted the to the office.

Action: Liz to contact a former Morris WI member to determine if Morris has historical documentation which MWI could access.

6.11: Provincial Council of Women Event: Tabled until further information is received

Action: Any information received will be circulated by EA

6.12: Payment of the 2021 Bylaw Review

Motion: Moved by Gisela Nolting that MWI pay the cost of the legal fees for the Bylaw 2021 legal review and preparation in the amount of 1770.56 from the Forever Fund. Seconded by Liz Chongva. **Carried.**

Action: EA to contact Sensus to advise of the change of amount. Amount will be transferred pending the completion of the year-end review by Sensus.

7. COMMITTEE REPORTS

7.1 Executive – No report as there was no meeting held in December

7.2 AGM 2021 & MWI Women’s Education Day – Tabled to April

7.3 Marketing & Promotion –

- Fee structure and sample ad was circulated to the board for business advertising in the newsletter
- Poster has been sent to all branches and e-mail follow up completed
- Discussion of further Zoom sessions
- The newsletter deadline is February 1st.

7.4 Bylaw & Policy – The Committee has prepared an initial draft and shall have the final draft ready for Board approval in February.

7.5 Resolutions – Terms of reference has been reviewed and submitted for board approval.

The committee will meet January 30th and February 7th to review submissions and discuss suggestions related to the process, recommendations will be submitted to the board.

7.6 Scholarship – Peggy Bradshaw has been in contact with RREX. Nothing else to report at this time.

Action: Angela to put an ad on social media regarding the application process for the Scholarships.

7.7 Finance –

- Correspondence received from WCB with reporting form, due February 28th
 - Correspondence from FWIC with year-end reporting form received, due February 1st
 - Draft Budget discussed to be brought to the board meeting
 - Content insurance discussed, to be brought to the board meeting
 - Reviewed the Financial reports for December 2021
 - Newsletter advertising to be brought to the board meeting
 - Membership renewals have not all been received, FWIC membership fees include \$3.50 to FWIC and \$1.50 to the Adelaide Hoodless Homestead Museum
 - EA to request Red River Ex Foundation Scholarship fund balance
- Action:** EA to request a year end statement for the MWI financial records.
- Finance committee to recommend Webber Printing be contracted to print both the February and the December 2022 newsletters

7.8 IPG- Update on the Cactus. IPG has a new building

7.9 FWIC –

- A calendar fundraiser was discussed but there is no interest,
- a projects committee is gathering 3 years of resolutions from provincial branches to see where they can combine and work together as a national approach
- created a policy regarding vaccinated and unvaccinated staff
- training modules for enhance WI member leadership skills are underway

7.10 MB Agriculture and Resource Development –

- Correspondence regarding the Manitoba Protein Summit has been circulated to the membership via email
- Derek Johnson, MLA for the rural riding of Interlake-Gimli, was sworn in as the new Minister of Agriculture. MWI to send a congratulatory tweet to the new Minister on Twitter.
- Department renamed to Department of Agriculture
- MWI to contact Minister Johnson's personnel regarding the signing of the WI Proclamation on February 19th
- Engage MB is seeking participants to attend the Engage discussions
- Interlake Ag Dept is involved with the Livestock Feed and Transportation Program.

7.11 Agriculture & Rural Development-

- Michele Gurman joined the committee.
- The Manitoba Ag Days are postponed
- Covid causes a backlog in the supply chain. Some farmers did not get all their fertilizer in fall. Some parts are taking a long time to get. Now there is talk about a pesticide shortage. Container supply is tight as well, causing delays in shipments of soybeans to Asia as well as other products
- Paterson Global Foods is constructing an oat mill inside the perimeter northwest of Winnipeg at Centre Port. This mill will be able to process 250,000 metric tons of oats per year.
- Several agricultural food processing companies built at Centre Port. This area would be interesting to tour as part of or instead of Women's Day

7.12 Nomination – Names are needed for the positions of President, President-Elect and Eastern Region Rep.

7.13 Strategic Plan – A slightly modified version of the plan was circulated to the **board** for review and approval.

7.14 Made in Manitoba Project – A \$100.00 donation from Domain WI was sent to the Indigenous Shelter in their region. EA has sent in accumulation of funds donated by members and reported amounts to Peggy Bradshaw. Many WI branches have sent monies or goods to shelters in excess of what has been reported to the committee.

This is the 4th year of projects, previous projects were Port in a Storm, Spence Street Backpacks for Students, Brandon Bear Clan and this year the Domestic Abuse Shelters.

7.15 Restructuring Committee – The Restructuring Committee discussed the suggestion received by the Board, from a 'Southwest A' WI member, that the "A" be removed from the Southwest A regional name. The issue will be put on the MWI AGM mail in ballot for members to vote on retaining or removing the "A" for the Southwest A region.

8. In-Camera Session: Entered into In-camera at 11:15 a.m.

In-Camera Session ended at 11:29 a.m. with the following announcement:

The Marketing and Promotions Committee discussed creating a book of COVID Stories, where women in Manitoba can contribute stories of their experiences during the pandemic, to be compiled into a digital document. The purpose of this project is to preserve history as previous pandemics are lacking information, especially from an agricultural, rural and women's perspective. Announcement regarding this project to occur February 19th on Zoom (during WI day), submissions to be accepted until the end of April with a tentative release date in September. A subcommittee has been formed to focus on the coordination of this project. The board approved the implementation of this project.

Next Board Meeting Date: March 16th, 2021 at 9:30 a.m. via Zoom

Adjournment: Moved by Janice Harrison. Adjourned by Debra Barrett at 11:30am