



**MANITOBA WOMEN'S INSTITUTE (MWI)
Board Meeting Minutes**

January 18th, 2023

PRESENT:

Debra Barrett	President
Liz Chongva	President Elect
Denise Joss	WI/FWIC Representative
Angela Pickett	Executive Administrator - regrets
Heather Cummings	MB Government Appointed Member
Michele Gurman	MB Government Appointed Member
Vacant	Eastern Regional Rep
Vacant	Southwest Regional Rep
Vacant	Northwest Regional Rep
Thelma Blahey	MB Ag Representative
Gisela Nolting	Winnipeg-Interlake Regional Rep
Ann Mandziuk	Home Ec. Rep

Call to Order 9:17 a.m.

1. Adoption of the Agenda

Motion: Moved by Michele Gurman that the agenda be adopted as amended.
Seconded by Liz Chongva. **CARRIED**

2. Approval of Minutes for November 16th, 2022

Motion: Moved by Denise Joss that the minutes from the Board Meeting held November 16th, 2022 be approved as circulated. Seconded by Michele Gurman. **CARRIED**

3. Acceptance of the Financial Reports

Motion: Moved by _____ that the financial reports for December 2022 be accepted as circulated/amended. Seconded by _____. **CARRIED**

Tabled to February 2023

5. CORRESPONDENCE

Clarification on Erland Lee Award – Institute submitting a nomination is required to pay FWIC \$15.00. Nomination criteria provided by FWIC. Woodmore to submit a nomination.

5.1 EA Report

EA REPORT January 2023

The office has been a busy place for the last couple of months! Membership packages have been received, entered in spreadsheets and receipts sent. 157 have been received to date.

Information is being gathered for the Annual Report. My goal would be to have the bulk of the report complete by the end of January.

The Sensus financial review will be completed once the engagement letter is signed.

Filing, minute books and Book of Motions have been updated.

The computer has been backed up onto the external drive and many website additions have been performed.

Regular posting on social media has maintained our numbers. The Zoom presentation for Sheila North has generated a lot of interest.

The phone messages are checked daily, emails answered daily, and mail checked 2-3 times a week.

These are the highlights of the last couple of months, many other duties performed.

5.2 Recognition Certificate awarded

Woodmore has requested a certificate for Debbie Melosky.

Fisher Branch has requested certificates for Bernice Enstrom and Pearl Homick

5.3 Fork River accounts finalized

Fork River transferred their surplus funds in the amount of \$42.00 to MWI.

5.4 WCB yearend report

February 1, 2023 is the deadline for submitting the MWI yearend report.

Action: Angela to complete and submit the report.

5.5 Erland Lee Award Nomination Process

FWIC nomination process received and filed.

6. UNFINISHED BUSINESS

6.1 Correspondence to Institutes re Copyright Expiration Deadline

Action: Informational article will appear in the next newsletter.

6.2 Queen Elizabeth II Platinum Jubilee Medal nominations

No response received. However, medal are still being provided by some MLA.

6.3 Communication with CRA regarding Bylaw 2021

CRA has been contacted twice with no response forthcoming. Issue presumed closed.

6.4 Virtual Institute

Co-chairs are Ann Mandziuk and Diane Burelle

Rotating note takers

Two (2) new members in January

TOR written for the institute

A woman from Ontario has joined, she wants to start a virtual group in Ontario

Deemed a suitable institute format for snowbirds

7. NEW BUSINESS

7.1 Land Acknowledgment

Decision: Land Acknowledgment for MWI will be put before the membership in 2024 after a thorough research of the issue.

7.2 AGM Ballot & Membership feedback questions

Decision: to place a ballot question about renaming Northwest region to Northern. MWI cannot disband the region as that would require a Bylaw change.

7.3 Resolutions 2022-2023 TOR and Template

Received, reviewed and filed

7.4 Recruitment to Vacant Board Positions

Regional representatives re required for Eastern, Southwest and Northwest Regions.

7.5 Establishment of a You Tube Committee

Woodmore to record a cheese making presentation.

Fisher Branch to record a walk through of their park in the spring.

Action: AGM & Women's Day Committee to record women at the event stating why they are WI members.

Action: AGM & Women’s Day Committee to create a photo booth at the two events with dress up materials and paper shapes for the women to write why they are part of WI.

7.6 **MWI Supporter (membership category)**

Common term used by other organizations is “Friends of . . .”

Decision: MWI will create a Supporter subcategory of the Affiliate Membership provided in Bylaw 2021.

Action: M&P Committee to advertise the Affiliate Membership and the Supporter subcategory in the newsletter. Membership fee will be the approved annual fee but will not include voting privileges on MWI matters.

7.7 **Year-end Committee Reports**

Deadline NOW for 2021-2022 Committee reports to be submitted to the office.

Motion: Moved by Denise Joss that Webber Publishing be contracted with to print the MWI AGM 2023 Book of Reports. Seconded by Liz Chongva. **CARRIED**

7.8 **FWIC Leadership Modules**

Modules to be held at 6 pm (CST) on Zoom

January 18th Topic - Communication Strategies

February 1st – Leadership & your Leadership Style/Identity

7.9 **Board Meeting Reports**

Due the first week of each month with a Board meeting.

7.10 **MWI Website Review**

7.11 **Committee Structure 2022-2023**

Amendment – change MAHA to MAHE

7.12 **MWI Communication with Public/Media**

Decision: MWI will communicate via media releases and article in local media outlets. The focus will be to amplify MWI work to the public.

Decision: MWI Will communicate our approved Resolutions to local and provincial media outlets for public awareness.

7.13 **Protocol for Inviting Minister and MLAs to MWI Public Events**

Invitations to Ministers are to include:

- invitation by email
- ensure all event details are included

- provide as much lead time as possible

7.14 MWI Membership Cards for Travelers

A card would be good for networking when travelling.

Decision: MWI to provide a hardcopy card by post or an e-card, as required.

Action: M&P to conduct a question at the AGM and Women's Day to determine if a card is beneficial to the membership.

7.15 MWI Proclamation for February 19th, 2023

Request was provided to the Minister of MB Agriculture. Minister to inform MWI if he will be signing a proclamation and forwarding by mail or with a in-person meeting at his office.

8. COMMITTEE REPORTS

8.1 Executive – Debra Barrett

The Executive Committee did not meet in December as there were no business transactions requiring review in December.

8.2 AGM 2023 and MWI Women's Day – Ann Mandziuk Debra Barrett

Decision: The AGM will be held the evening of Friday, April 28th and the MWI Women's Day on Saturday, April 29th.

- The events will be hybrid and held in the Dugald Community Hall.
- Liz Chongva will discuss the lunch menu with the Dugald Caterer
- Denise Joss will seek items and prepare the swag bags
- Debra Barrett will receive the registrations (mail or email)

8.3 Marketing & Promotion – Ann Mandziuk

- The Committee continues to hold zoom presentations featuring 'Manitoba Women in Leadership Roles.' The second presenter will be Sheila North, she will present on January 19th.
- No decision on programming for Zooming Monarch to date

8.4 Bylaw & Policy – Debra Barrett

Board members were to present their comments and edits in writing prior to the January Board meeting. No comments/edits were received, please review and provided Debra with your comments by January 25th.

8.5 Resolutions – Debra Barrett

The Resolutions Committee will begin work on January 17th, 2023. Anyone who would like to sit on the committee please let Debra Barrett know.

8.6 Scholarship – Gisela Nolting

Motion: Moved by Denise Joss that Rose Kieper be requested to write the 2021-2022 Scholarship report for the Annual Book of Reports. Seconded by Ann Mandziuk.

CARRIED

Action: Ann will include an article about the two (2) scholarship winners in the newsletter.

8.7 Finance – Debra Barrett

Finance Committee January 2023 Board Report

Committee: Debra Barrett (Chairperson), Liz Chongva, Gisela Nolting, Ann Mandziuk, Angela Pickett (EA)

The Finance Committee met on January 9th, 2023 to discuss:

- Monies from Linda Hoy re: Saskatchewan’s Madge Watt Memorial Funds Monies were received and deposited
- Erickson WI disbanding, members will be provided with individual or virtual membership applications.
- Sensus Questions had questions regarding their review. Questions were answered and an extensive engagement letter has been received from Sensus for MWI signature.
- Financial reports for December 2022 were reviewed and filed.
Saskatchewan’s Mrs. Alfred Watt funds will be credited to MWI’s Watt funds. ACWW membership is “British” 69 pounds, the usual yearly fee was paid.
- Executive Administrator report noted the office computer and printer are old and may not be able to be upgraded to a standard required by the EA. Angela to determine if MWI requires a laser or ink jet printer.

Motion: The Finance Committee per Debra Barrett, chairperson recommends the MWI Board purchase a laptop computer with Windows 11, Microsoft Office Small Business package, with Microsoft Office including Publisher and Windows operating system including a printer capable of providing MWI requirements. Plus IT expertise to set up the system. Seconded by Liz Chongva. **CARRIED**

8.8 IPG – Heather Cummings

The new Cactus House grand opening is expected to take place in July 2023.

There has been no update from IPG regarding the planting of two (2) plum trees in the MWI picnic area.

8.9 FWIC – Denise Joss

- A lot of repairs to the Hoodless Homestead Museum, repairs paid for by \$50,000 in donations and grants.
- Museum focus is to create a center that can be used rent out for private and public gatherings to generate income.
- Linda Zelm from FWIO has taken over the museum management.
- Advocacy theme is to focus on resolutions or issues which can be advocated for across Canada. E.g.- Forensic evidence expertise for medical personnel to collect the evidence as per legal requirements.
- Discussion underway to create a bursary to assist staff in upgrading their forensic training.

8.10 MB Agriculture – Thelma Blahey

- MB Agriculture's new deputy minister is Brenda DeSerranno, she has transferred over from the Treasury Board.
- Interlake Agric. team is expecting a new manager as the recruitment process has closed.
- Leanne Sprung has assumed the position of Superintendent of Agriculture Services.
- Thelma Blahey has assumed the new role as web editor for resources and form access
- Members are encouraged to sign up for the "Growing Agriculture Newsletter"

8.11 Agriculture & Rural Development – Gisela Nolting

- 4-H celebrating 110th Anniversary
- Gisela to put an article about the anniversary in the MWI newsletter
- 4-H in Manitoba started in Roland, Mb in 1913.

8.12 Nomination – Liz Chongva

- Require a President-elect
- Board to provide names of possible nominees to Liz

8.13 Strategic Plan – Debra Barrett

The next steps for the approved Strategic Plan will be for the Committees to review each their committee's focus to ensure the document accurately reflects each committee's 2022-2023 focus and goals.

8.14 Made in Manitoba Project – Debra Barrett

The Committee requires a Chair and ideas for a 2022/2023 project. The current committee members do not want to chair the committee.

8.15 Restructuring Committee – Debra Barrett

Erickson has begun the process to disband.

8.16 ACWW – Gisela Nolting

- FWIC to hold an Area Canada candidates forum. Both candidates Linda |Hoy and Marie Kenny will communicate their reasons for seeking the position of Canada Area President to the ACWW Board.
- Canada Area President to hold a Q&A for those planning to attend the in-person or virtual ACWW Triennial World Conference in Malaysia in May 2023.

9. In-Camera Session

No discussion.

NOTE - Board members chose to include committee reports as part of the agenda rather than the usual practice of including reports as attachments.

Next Board Meeting Date: February 15th , 2022 at 9:00 a.m. (Focus: AGM 2023 only)

Adjournment : Motion to Adjourn: Moved by Ann Mandziuk. Meeting adjourned by Debra Barrett at 11:15 a.m.