



## MANITOBA WOMEN'S INSTITUTE (MWI)

### Board Meeting Minutes

November 16<sup>th</sup>, 2022

#### 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	Acting Home Ec. Rep – regrets

**Call to Order 9:05 a.m.**

**Installation of Liz Chongva as President Elect for 2022-2023**

#### 1. Adoption of the Agenda

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

Amendments – insertion of agenda item 5.3 Correspondence from ACWW Canada Area President.

#### 2. Approval of Minutes for September 21<sup>st</sup>, 2022

**Motion:** Moved by Liz Chongva that the minutes from the Board Meeting held September 21<sup>st</sup>, 2022 be approved as circulated. Seconded by Heather Cummings. **CARRIED**

### **3. Acceptance of the Financial Reports**

**Motion:** Moved by Gisela Nolting that the financial reports for October 2022 be accepted as circulated. Seconded by Michele Gurman. **CARRIED**

**Motion:** Moved by Gisela Nolting that the financial reports for the 2021-2022 Year-end be accepted and submitted to Sensus for review as circulated. Seconded by Liz Chongva. **CARRIED**

**Action:** EA to submit the 2021 year-end financial documents to Sensus for review.

## **5. CORRESPONDENCE**

### **5.1 EA Report**

Report reviewed and filed.

### **5.2 Recognition Certificates**

Certificates have been updated for recognition of members and institutes.

## **6. UNFINISHED BUSINESS**

### **6.1 Correspondence to Institutes re Copyright Expiration Deadline**

**Action:** Debra to prepare and distribute information regarding copyright expiration on materials prepared by MWI institutes/members and reference the need for Institutes and members to create a sustainability plan for their documents. EG. Transferring the copyright of the Institutes to the Local Government/Municipal offices.

### **6.2 Queen Elizabeth II Platinum Jubilee Medal nominations**

An email has been sent to Minister Johnson's personnel requesting clarification on the process for submitting nominations.

### **6.3 Communication with Canada Revenue Agency (CRA) regarding Bylaw 2021**

Discussions took place with CRA and their concerns appear to have been satisfied and the matters put to rest.

### **6.4 Virtual Institute**

The Board was provided with the virtual branch's advertisement to create public awareness and clarify the registration process.

## **7. NEW BUSINESS**

### **7.1 Draft Budget for 2022-2023**

**Recommendation:** The Finance Committee, per Debra Barrett, Chair recommends that the Board approve the Draft 2022-2023 Budget as presented.

**Motion:** Moved by Denise Joss that the Board approve the Draft 2022-2023 Budget as presented. Seconded by Gisela Nolting. **CARRIED**

## 7.2 **General Liability, Accident and Content Insurance with Cooperators**

**Motion:** Moved by Liz Chongva that the Cooperators general liability, accident, and content insurance policy fees in the amount of \$698.00 be paid by the policies expiration of November 27, 2022. Seconded by Denise Joss. **CARRIED**

**Action:** Debra to inform the Executive Administrator of the Board's approval to pay the Cooperator fees for 2022-2023. Future Insurance fees will be paid annually under the operational expenses account.

## 7.3 **Resolutions 2022-2023 Deadline**

Resolutions must be submitted to the MWI office by January 13<sup>th</sup>, 2023 at 4 pm.

## 7.4 **Recruitment to Vacant Board Positions**

A letter of resignation was received from the Eastern Rep. due to personal circumstances.

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

**Action:** Debra to approach a Wheat City member regrading a board rep for the Southwest Region, a Silverton members for a Northwest Region, and Eastern WIs for the Eastern Region.

## 7.5 **Establishment of a You Tube Committee**

**Action:** Gisela to approach a Grosse Isle member to determine her interest in being on the committee.

Tabled to January for further discussion.

## 7.6 **Training on Grant Writing**

Training is available regarding available grants and ow to structure the grant application to request monies for digitizing MWI records/archival material. Ann, Liz and Debra will participate in the training.

## 7.7 **Year-end Committee Reports**

**Deadline of December 10<sup>th</sup>** for 2021-2022 Committee reports to be submitted to the office.

## 7.8 **FWIC Membership Rally**

Event will be held November 16<sup>th</sup> at 6 pm (CST) for those who would like to attend.

Focus is sharing ideas to boost membership.

Preregistration required, **email Registrations@fwic.ca**

## 7.9 **Board Meeting Reports**

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

### 7.10 MWI Website Review

Volunteers are required to review the MWI website to determine areas for requiring updates, structural changes, and ensure ease website is user friendly. One member has volunteered to assist with further recruitment to be requested in the newsletter.

Tabled to January

**Action:** Thelma to research funding sources for website redevelopment.

**Action:** Debra to prepare an advertisement for the MWI Newsletter

### 7.11 Committee Structure 2022-2023

Denise volunteered to sit on the Nominations Committee. One more person from the Southwest Region will be recruited.

**Action:** Debra to request assistance in identifying a Board rep from a former President in the Southwest Region.

## 8. COMMITTEE REPORTS

### 8.1 Executive – Debra Barrett

The Committee met October 19<sup>th</sup> to discuss:

- Establishing a You Tube Committee for promoting MWI starting with a request to Woodmore and Fisher Branch for a short video on their institute's accomplishments/proud moments,
- A Policy for Institute Conflict,
- Tech requirements for board meetings,
- AGM and Women's Day events.

### 8.2 MWI Women's Day – Ann Mandziuk

Planning meeting to take place in December.

**Action:** Debra to email Committee members for possible meeting dates.

### 8.3 AGM 2023 – Debra Barrett

Planning meeting to take place in December.

**Action:** Debra to email Committee members for possible meeting dates

### 8.4 Marketing & Promotion – Ann Mandziuk

- The Committee is holding zoom presentations featuring 'Manitoba Women in Leadership Roles.' Minister Rochelle Squires will be the first presenter on Thursday, November 17<sup>th</sup> at 7 pm. The focus will be benefits and challenges of women assuming traditionally male dominated roles. The Leadership presentations will resume in January.
- Monday, December 5<sup>th</sup> at 7pm there will be a zoom discussion featuring

members best Christmas/Holiday decorating ideas.

- The Committee reviewed the Strategic Plan and made plans to work on those goals not yet completed.
- The Virtual Branch has held their third meeting, have chosen their co-chairs and are anticipating more members due to the meeting format which does not require travel.

#### 8.5 **Bylaw & Policy – Debra Barrett**

The Committee has finalized the draft policy manual for Board use is attached for review, comments required by December 1<sup>st</sup>, 2022 Polices will be added or amended as required.

**Action:** Board members to review the draft Board Policy Manual and submit comments/suggestions/edits to Debra by December 1<sup>st</sup>, 2022.

#### 8.6 **Resolutions – Debra Barrett**

The letters were forwarded to the appropriate Ministers, MP James Bezan, & CRTC All resolutions were provided to Minister Johnson, MB Agriculture.

#### 8.7 **Scholarship – Gisela Nolting**

Nothing to report at this time.

#### 8.8 **Finance – Debra Barrett**

The Committee met on November 14<sup>th</sup> to discuss:

- Correspondence form ACWW Area Canada Rep - Linda Hoy  
**Decisions:** 1-MWI to send funds once per year to keep down costs when sending MWI's membership fees  
2-Forward members donations and deduct bank fees from the monies  
3-Transfer and money exchange fees shall be paid from the monies being sent to ACWW.
- CRA Issue with ACWW financial transfers  
Issue appears to be finalized as MWI has not received any further requests for information.
- Renewal of Forever Funds at maturity  
Funds matured on Nov 5<sup>th</sup> and 7<sup>th</sup>; both were reinvested for another year to capitalize on the higher interest rates.
- Financial reports for October 2022

**Motion:** Finance Committee per Debra Barrett, chairperson recommends that the financial reports for October 2022 be accepted as circulated. Seconded by Gisela Nolting. **CARRIED**

- Financial Reports for the 2021-2022 Year-end

**Motion:** Finance Committee per Debra Barrett, chairperson recommends that the financial reports for the 2021-2022 Year-end be accepted and submitted to Sensus for review as circulated. Seconded by Liz Chongva. **CARRIED**

- A policy regarding board members recognizing the passing of fellow board members through personal donations.

### 8.9 International Peace Gardens – Heather Cummings

The IPG CEO reported the Cacti House is almost completed, landscaping will begin this winter, with the Grand Opening taking place on July 8<sup>th</sup>, 2022

### 8.10 FWIC – Denise Joss

- FWIC Across Canada Book Club: Continues on Nov 24. To find out more details and to receive the link contact Elizabeth at [fwicacrosscanadabookclub@fwic.ca](mailto:fwicacrosscanadabookclub@fwic.ca).
- FWIC Fundraiser Online Auction: The on-line auction wrapped up on Nov 1 raising approximately \$700 for FWIC. Thank you to those that donated items and those that bid on the thirty-nine items. This may become an annual event for FWIC.
- Media Workshop: The workshop was held on Tuesday, October 25<sup>th</sup> and offered suggestions and ideas for setting up a Facebook page for your branch or district. If you missed this workshop, it is now posted on the FWIC WI Canada YouTube Channel. To obtain the handout that accompanies the workshop, email Lynn MacLean at [president-elect@fwic.ca](mailto:president-elect@fwic.ca).
- Remembrance Day: President Margaret laid a wreath on behalf of FWIC WI Canada in Ottawa.
- Membership: This follows the discussion held last November and will take place on Wednesday, November 16<sup>th</sup> beginning at 7pm ET. This event is open to all members. To attend you must register at [registrations@fwic.ca](mailto:registrations@fwic.ca). Note: Tonight
- Invitation: FWIC issued an invitation for the two candidates that are running for Canada Area President to say why they are running. This will take tentatively take place before the FWIC Board meeting on January 9<sup>th</sup>, 2023
- Reminder: The last three modules have been moved to the winter months.  
Module: Goal Setting Jan 4  
Goal Setting-Part 2 Feb 1  
Module: Leadership Identity - March 1
- Next Meeting of the Board of Directors: Monday, December 5, 2022, at 7 pm ET

Other comments:

- FWIC Assets: Homestead property listed as \$1.00 as that was the cost. Although its sale value would be close to \$750,000. (Asked for clarification at the last meeting)
- Grant Money for Out-Door Areas: Pavilion changes and bathroom additions could make this property a place for outdoor weddings etc. to generate funds.

### 8.11 MB Agriculture – Thelma Blahey

- The MB Ag office met for an in-person branch meeting at Ft. Whyte, for the first time since 2019.
- MWI's use of virtual technology and future use of a hybrid meeting format was recognized
- An announcement on the assignment of a new MB Agriculture Deputy Minister should be forthcoming soon. The retired /deputy Minister is assisting with transitional changes until January 6<sup>th</sup>, 2022.
- A posting for a branch manager in the Interlake area has been circulated.

### **8.12 Agriculture & Rural Development – Gisela Nolting**

- Check out the free e-book online at: [agriculturemb150.ca](http://agriculturemb150.ca) “150 Years of Farming in Manitoba”. I looked through it, very interesting.
- Check out “cover crops” pertaining to your farm as well as your garden.
- “Agriculture in the Classroom” : check out their website. You find a lot to do with children under “resources and activities.” There is even a scholarship available

### **8.13 Nomination – Liz Chongva**

The President Elect position was advertised a second time in the November/December newsletter, to date there are no applicants/nominations. Liz Chongva will be installed as the President Elect for the 2022-2023 fiscal year.

### **8.14 Strategic Plan – Debra Barrett**

The Strategic Plan will serve to direct the board’s work as the new board begins their work. The Marketing & Promotions Committee has reviewed the document to ensure the committees responsibilities are accomplished for the 2022-2023 year.

### **8.15 Made in Manitoba Project – Debra Barrett**

The Committee requires a Chair. The current committee members are unable to chair the committee. The approved project of a Food Drive for Food Banks in the regions of Manitoba Harvest was initiated on the October 10<sup>th</sup>, Thanksgiving Day.

Wheat City completed their Food Drive in late October. Fisher Branch is scheduled to complete their Food Drive on November 18<sup>th</sup>. Woodmore is in the process of holding their annual Food Drive.

### **8.16 Restructuring Committee – Debra Barrett**

An institute in western Manitoba has begun to discuss disbanding due to the elderly ages of most members, some members will remain as individual members. These members will be provided with an invitation to join the Virtual Institute.

### **8.17 ACWW – Gisela Nolting**

Please collect, raise and or donate funds for their projects. Some Institutes collect coin at every meeting, some have fund raising events, and some donate a flat amount. That money should be sent to the MWI office with your membership fees once a year.

ACWW had several zoom meetings about how to raise funds. Most people want to donate to causes close to home.

## **9. In-Camera Session**

No actions required.

**Next Board Meeting Date: January 18<sup>th</sup> , 2022 at 9:00 a.m.**

**Adjournment:** Motion to Adjourn: Moved by Michele Gurman.  
Meeting adjourned by Debra Barrett at 10:21 a.m.