



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

June 21st, 2023

PRESENT:

Debra Barrett	President
Liz Chongva	President Elect
Denise Joss	WI/FWIC Representative – on leave
Mallory Makinson	Office Administrator
Heather Cummings	MB Government Appointed Member
Michele Gurman	MB Government Appointed Member
Jacqueline Chartrand	Eastern Regional Rep
Maria Christine Diores	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 9:10 a.m.

1. Adoption of the Agenda

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

Amendment – addition of Item 8.17

2. Approval of Minutes for March 15th, 2023

Motion: Moved by Gisela that the minutes from the Board Meeting held March 15th, 2023 be approved as circulated/amended. Seconded by Ann Mandziuk. **CARRIED**

3. Acceptance of the Financial Reports

Motion: Moved by Ann Mandziuk that the financial reports for March 2023 be accepted as circulated/amended. Seconded by Liz Chongva. **CARRIED**

Motion: Moved by Gisela Nolting that the financial reports for April 2023 be accepted as circulated/amended. Seconded by Michele Gurman. **CARRIED**

Motion: Moved by Ann Mandziuk that the financial reports for May 2023 be accepted as circulated/amended. Seconded by Liz Chongva. **CARRIED**

5. CORRESPONDENCE

5.1 OA Report

Busy time figuring everything out.

Company credit card has arrived in the OA's name

June/July newsletter was distributed

6. UNFINISHED BUSINESS

6.1 Recruitment to Vacant Board Positions

Discussion: Recruitment needs to begin now to fill vacant positions and ensure the ongoing viability of MWI.

Positions to be filled for 2023/2024 are President-elect, North Regional Rep., FWIC Board rep. Installation of new board members volunteers to take place in September.

6.2 Establishment of a You Tube Ad Hoc Committee

M&P discussing this issue, no decisions to recommend thus far.

Scottish Women's Institute (SWI) have a functioning You Tube page for those interested

6.3 Website Review Ad Hoc Committee

Action plan discussed at M&P meeting. No recommendations thus far.

Action: Debra to forward to Mallory and Board members the suggestions/comments received from the board to date.

Action: Board members are to send Mallory a new photo of themselves for the website. A quality high resolution photo is requested.

Action: Mallory to add a link on the M|WI website to the MWI You Tube page

6.4 Purchase of Office Computer and Printer

Staples has the compatible hardware and software required.

Action: Mallory is to purchase the new computer and printer now that the company credit card has been received.

7. NEW BUSINESS

7.1 Policy Review

Policy 7. **Board Structure** changes noted in yellow

Manitoba Women's Institute (MWI) operates under The Women's Institute Act of Manitoba. Governance is provided through the structure of a provincial board as directed in Bylaw 2021.

The provincial board serves to co-ordinate the activities of the organization on a provincial scale and link with other provincial, national, and international organizations.

Institutes and Individual members serve their local communities and local geographic areas.

Membership in Manitoba Women's Institute (MWI) brings with it an affiliation with the national Federated Women's Institutes of Canada (FWIC) and group membership with the international Associated Country Women of the World (ACCW).

Policy 8. **National Organization – FWIC**

In February 1919, representatives of the Women's Institute in different Provinces met in Winnipeg and organized nationally. The first National president was Mrs. Arthur Murphy, "Janey Canuck", of Edmonton.

The Federated Women's Institutes of Canada is a federation of provincial Women's Institutes. The objectives of the federation are to:

- Provide a united national voice for all Women's Institutes of Canada
- Initiate national programs and provide resource material
- Provide a medium of inter-communication among the units of the Federation
- Provide leadership in the promotion of Canadian agriculture and community living
- Develop responsible citizens through the study of issues of national and international importance.

Triennial conventions sponsored by FWIC allow MWI members the opportunity to meet women from across the country, by in-person, electronic or by virtual means.

The day-to-day business of the Federation is governed by a board of directors with representatives from across Canada. Each provincial Women's Institute elects a representative to the executive to serve as an officer to the FWIC board.

FWIC Delegate Fund

A portion of each Manitoba member's provincial fee is used to assist in sending one or more voting delegates to the Triennial Convention of the FWIC. The amount determined for this purpose varies and is reviewed regularly by the provincial board.

Policy 9. International Organization – ACWW

In 1929, representatives of rural women's organizations were invited to meet with the International Council of Women, as there was a growing feeling of a need for an international organization. Under the leadership of Lady Aberdeen and Mrs. Alfred Watt, an international rural women's organization was formed. In June 1933, at a meeting in Stockholm, Sweden, the constitution was adopted and the name "The Associated Country Women of the World" was accepted.

The members of Associated Country Women of the World (ACWW) are representatives of many races, nationalities, and creeds.

The aims of ACWW are to:

- Raise the standards of living and education of women and their families all over the world through community development projects and training
- Promote international goodwill, friendship, and understanding among women everywhere
- Work together for the relief of poverty and sickness, the protection and preservation of health, and to promote and encourage education
- Work for equal opportunities for women by the elimination of discrimination because of gender, race, nationality, religion, or marital status
- Act as a forum on international affairs for rural women, speaking for them with an informed voice in the Councils of the world.

ACCW holds a world conference (the Triennial Conference) every three years. Each member society may be represented, and individual members can attend. Canada Area conferences are arranged periodically through Area Presidents, by in-person, electronic or virtual means.

ACWW, in common with many other international non-governmental organizations, has been granted consultative status with certain United Nations' agencies. This allows a voice for rural women and homemakers at UN meetings and keeps the

United Nations informed about ACWW members' work, views, problems, and needs. It also enables ACWW to keep its members informed about the work of the United Nations.

International Conference Delegate Fund

Word International will be changing as per Item # 7.5

A portion of each Manitoba member's provincial fee is used to send at least one delegate to International Triennial Conferences, such as the ACWW's world conferences. The amount determined for this purpose varies and is reviewed regularly by the provincial board

7.2 ACWW Triennial World Conference

Motion: Moved by Ann Mandziuk to approve the payment of the registration fees and travel costs to a maximum of 40% as per policy, in the amount of \$2,886.46, to Gisela Nolting who will be representing the Manitoba Women's Institute and voting on our behalf. Seconded by Jacqueline Chartrand. **CARRIED**

Action: Gisela to submit an expense form to the MWI Office Administrator.

Motion: Moved by Gisela Nolting to approve the payment of the registration fees, to a maximum of \$126, for Debra Barrett who will be representing the Manitoba Women's Institute virtually. Seconded by Ann Mandziuk. **CARRIED**

7.3 FWIC AGM Invitation

AGM to be held on July 11th, 2023. Attendance is in in-person or virtually. Requested a donation of \$20 to cover the hybrid technical support costs. A tax receipt will be issued.

7.4 Financial Reports for March, April, and May 2023

Rescinded, dealt with in Item #3

7.5 Renaming of the Bank Accounts which contain the title ACWW

Motion: Moved by Ann Mandziuk that the Finance Committee recommend the Manitoba Women's Institute rename the ACWW Delegate account 00009 to the **International Travel Delegate Fund** 00009 and ACWW Project account 00002 to the **International Project Fund** 00002. Seconded by Liz Chongva. **CARRIED**

Motion: Moved by Jacqueline Chartrand that the title ACWW be removed from all MWI banking accounts. Seconded by Michele Gurman. **CARRIED**

Discussion regarding appropriateness of using the term International as it may lead to misinterpretation that the funds apply to travel opportunities beyond the ACWW Triennial World Conference.

Action: Gisela to research the terminology/name being used in the other Canada Area Coordinators' provinces.

Action: Debra will email all Board members the suggested new account name, to replace the title ACWW on the MWI banking accounts, for a vote by email.

7.6 Request to host the ACWW Canada Area Conference in 2025

Decision: MWI will not consider hosting the 2025 Conference.

7.7 ACWW Triennial World Conference 2026

Discussion regarding the resolutions process, conference format, Malaysian traditions, gifts and entertainment provided to conference attendees. Full write up in the June/July Institute News.

ACWW Triennial World Conferences are now organized and coordinated by ACWW with the King and Queen of Malaysia being very involved in facilitating the conference.

The next Triennial will take place during the Tulip Festival in Ottawa, Canada during the last week of April 2026.

7.8 FWIC Triennial Conference 2024

Triennial will be held in Nova Scotia during September 2024. Information will be shared as it is received at MWI.

7.9 Donation request from FWIC for their online auction.

Motion: Moved by Liz Chongva that MWI donate 2 gift cards for the FWIC online auction in the amounts of \$50.00. Seconded by Ann Mandziuk. **CARRIED**

7.10 MWI Communication with Public/Media

Action: Board members are to submit the names and contact information of media persons and/or outlets to the MWI office to establish a current list of media contacts.

7.11 Collection of Data on Donations made by MWI Institutes and Members (for statistical purposes)

Action: Debra to put an article in the August/September newsletter explaining the rationale behind collecting donation information from all MWI institutes and members

7.12 Summer Office Hours

Traditionally the office is closed for July and August, except for the first week of each month at the contracted hours of 14 hours per week to allow for completion of the bank reconciliation and financial reports.

7.13 **Strategic Plan Review**

Changes suggested: Replace term Executive Administrator (EA) with the current term Office Administrator (OA).

8. **COMMITTEE REPORTS**

8.1 **Executive – Debra Barrett**

The Executive Committee met on April 10th, 2023 to discuss

- Cancellation of storage room access to nongovernment organizations
- Resignation of Angela Pickett
- Establishment of a recruitment plan
- Change of job title in order to more accurately reflect the duties of the office staff person
- Board business will be conducted by the Executive for July and August. Should an issue arise that requires a full Board decision the matter will be dealt with by a short board meeting or by an email discussion.

8.2 **AGM 2023 and MWI Women’s Day – Debra Barrett**

- Feedback has been very positive. Tech support for the hybrid meeting was flawless.

Decision: Attendees voted to hold a one day event next year with the AGM for an hour in the morning followed by the Women’s Day speakers

- Concern expressed that there is little opportunity to discuss resolutions in a formal setting, suggestions offered.

8.3 **Marketing & Promotion – Ann Mandziuk**

- We have ideas for Zoom Presentations for the fall.
- Website updates – Mallory is going to be working on some updates.
- Social media – we looked at some ideas for different posts that could be made on different days of the week. Mallory will be working on several ideas – stay tuned for our new look posts. We still need posts from local groups. She is able to prepare about a month worth of posts and save them to be posted on specific days.
- We talked about the need for a protocol for what disbanding groups could do their books, etc. We do need to ask recently disbanded groups what they did with their information. Provincial archives have some records from branches.
- Mallory would like a picture of each board member for the website. A head shot that is high resolution and good quality. Please send one to Mallory ASAP, please.
- Mallory has a daily theme for the MWI social media platforms

- Board members must like or share the posts to ensure MWI becomes prominent within the Facebook algorithm.
- Two potential Zoom presenters have been approached for the fall.

8.4 **Bylaw & Policy – Debra Barrett**

Board members suggested edits from the March meeting were incorporated into the Policy Document.

8.5 **Resolutions – Debra Barrett**

The Resolutions Committee were voted on by 104 members. All Resolutions were approved by the membership.

8.6 **Scholarship – Gisela Nolting**

Applications have been received from the Red River Ex Foundation for review by the Committee. Rose Kieper had decided to remain as Committee Chair for 2023.

8.7 **Finance – Debra**

The Finance Committee met on June 12th to discuss

- **Financial reports for May 2023** were reviewed and filed.
- Discussion regarding renaming the accounts which include the Associate Country Women of the World (ACWW) title to comply with ACWW requirements that no accounts, correspondence, etc. include their title or acronym ACWW without their consent.
- **Motion:** Moved by Ann Mandziuk that the Finance Committee recommend the Manitoba Women’s Institute rename the ACWW Delegate account 00009 to the **International Travel Delegate Fund** 00009 and ACWW Project account 00002 to the **International Project Fund** 00002. Seconded by Liz Chongva.
CARRIED
- **Office Administrator report** reviewed and filed
Currently, 156 members.
- **AGM & MWI Women’s Day** expenses have been received and a full report on the accounts will be available for September. Some expenses were submitted late therefore the reconciliation is not complete.

8.8 **IPG – Heather Cummings**

International Peace Garden (IPG) upcoming fundraising events have been received by MWI.

8.9 **FWIC – Debra Barrett**

FWIC reports to the membership via the newsletter will contain the actual FWIC Board meeting highlights. Highlights from the June 5, 2023 Board meeting are:

- **FWIC BOOK CLUB:** The Book Club will continue in September. More details will be available in the fall.

- EBOOK: Reminded that the FWIC E book is available for purchase from the FWIC online store.
- FWIC AGM: to be held as a hybrid event on July 11, 2023. Cost will be a donation to FWIC (donations of \$20 and above will receive a charitable tax receipt). The registration form is attached as well as the credentials form. Lunch will be \$15. Provinces are requested to send in the names of their voting delegates. **DONE**
- FWIC AGM REPORTS: Each province is reminded to send in a report on their past year's activities. These reports are due June 6, 2023, and are to be emailed to Lynn MacLean. **DONE**
- ONLINE AUCTION: FWIC will hold its second online auction from Oct 10 to Nov 14th. Auction items are to be a minimum of \$25 and each province is invited to contribute a minimum of three items. A picture and description of the items are to be sent to Lynn by September 18, 2023
- FWIC COMMUNICATIONS COMMITTEE: The Communication Committee is looking for three volunteers. One to help with the website, one to liaise with the provinces, and one to work on promoting resolutions. This would be about four hours per month.
- NATIONAL CONVENTION PIN 2024: Reminder of the competition that is being held to create a convention pin to commemorate the 23rd national convention. Entries should be emailed to info@fwic.ca or mailed to the National Office. Entries will close on January 1, 2024. The winner of the design will receive free registration for the national conference in Nova Scotia.
- DONATIONS: President Margaret Byl would like to receive information on the amount and types of donations that are made by provinces and branches. Please send to info@fwic.ca.

8.10 MB Agriculture – Thelma Blahey

Province of MB is requesting community feedback on their changes to the crown lands process/policy. Provincial residents may sign up to be part of the consultation process.

Action: Thelma to send the link for the consultation process for Mallory for distribution to the Board.

8.11 Agriculture & Rural Development – Gisela Nolting

No news to share at this time.

8.12 Nomination – Liz Chongva

Nominations for President-elect, FWIC Board Rep. and a North Regional rep. are required.

Action: The Nominations Committee will continue to submit request via newsletter articles and make personal contact with possible candidates.

8.13 Strategic Plan – Debra Barrett

The Board will continue to review one (1) section of the Strategic Plan at each board meeting to determine compliance and to update, as required.

8.14 Made in Manitoba Project – Michelle Gurman

Two project suggestions have been received from Woodmore, they are Huddle Manitoba and the Sunshine Fund.

8.15 Restructuring Committee – Debra Barrett

Suggestion from a member from the AGM comments is to rename the regions as: North, South, East, West, and Interlake. Require a title for Winnipeg area.

8.16 ACWW – Gisela Nolting

Canada Area Coordinators next meeting is in July.

ACWW is recruiting for a staff person to coordinate the Area Coordinators.

8.17 Membership Renewal with Agriculture in the Classroom (AITC)

Motion: Moved by Gisela Nolting to renew the MWI membership at the fee of \$150.00.

Seconded by Liz Chongva. **CARRIED**

9. In-Camera Session

No discussion

Next Board Meeting Date: September 20th , 2022 at 9:00 a.m.

Adjournment : Motion to Adjourn: Moved by Michele Gurman. Meeting adjourned by Debra Barrett at 11.02 a.m.