



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

March 15th, 2023

PRESENT:

Debra Barrett	President
Liz Chongva	President Elect
Denise Joss	WI/FWIC Representative - regrets
Angela Pickett	Executive Administrator - regrets
Heather Cummings	MB Government Appointed Member - regrets
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 9:00 a.m.

1. Adoption of the Agenda

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

2. Approval of Minutes for January 18th and February 15th, 2023

Motion: Moved by Ann Mandziuk that the minutes from the Board Meeting held January 18, 2023 be approved as circulated. Seconded by Gisela Nolting. **CARRIED**

Motion: Moved by Michele Gurman that the minutes from the Board Meeting held February 15, 2023 be approved as circulated. Seconded by Liz Chongva. **CARRIED**

3. Acceptance of the Financial Reports

Motion: Moved by Ann Mandziuk that the financial reports for December 2022 be accepted as circulated. Seconded by Michel Gurman. **CARRIED**

Motion: Moved by Gisela Nolting that the financial reports for January 2023 be accepted as circulated. Seconded by Ann Mandziuk. **CARRIED**

Motion: Moved by Liz Chongva that the financial reports for February 2023 be accepted as circulated. Seconded by Michele Gurman. **CARRIED**

5. CORRESPONDENCE

5.1 EA Report

The office has been a busy place! I have had many projects on the go, the Annual Report has been sent to members along with the voting package.

The Newsletter was printed out and mailed to each member.

The COVID stories collection was finalized, sent to contributing members, and added to our webpage.

Member numbers are currently at 154.

Many website updates were completed (by me) as well as a few by Barry McKay along with the COVID stories collection.

I attend the office and check the mail frequently, emails and phone messages daily.

Social media numbers are steady, we are getting more contributions from local Institutes.

AGM preparations are ongoing for the mail-in vote.

Finances are up to date, minutes books are current, and all the filing is continual completed.

Many other duties were also performed, this is just a summary of my duties.

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 Sensus Invoice

Motion: The Finance Committee per Debra Barrett, chairperson recommends the MWI Board submit payment to Sensus Partnership of Chartered Accountants as invoiced in the amount of \$3578.40 for their preparation of the MWI 2021-2022 Reviewed Financial Yearend Statement.

Motion: Moved by Gisela Nolting that MWI submit payment in the amount of \$3578.40 to Sensus for their review and preparation of the 2021-2022 MWI yearend financial statement. Seconded by Ann Mandziuk. **CARRIED**

6. UNFINISHED BUSINESS

6.1 Recruitment to Vacant Board Positions

Regional representatives are required for President-elect, Eastern and North Regional reps.

6.2 Establishment of a You Tube Ad Hoc Committee

Task is mainly editing submitted videos prior to posting on MWI's social media.

6.3 Website Review Ad Hoc Committee

Marketing & Promotion Committee members will take the lead in reviewing and bringing suggested changes to the Board. Meeting with EA on March 27 or 28th at 9am.

Decision: The website board will meet to review and discuss possible website changes on March 28th at 9 am.

Action: Debra to inform Angela of the date and time for the review discussion.

6.4 Purchase of Office Computer and 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.

Motion: Moved by Liz Chongva that MWI 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. Seconded by Michele Gurman. **CARRIED**

7. NEW BUSINESS

7.1 Policy Review

Policy 4. Fee Structure

To belong to MWI, fees are due at the time of joining and at the beginning of each fiscal year, November 1st. Each member pays an annual fee, as determined by the board to fund the operations of the organization. All memberships must be in compliance with section 9 of the Act, as amended from time to time

Fees for members who join an institute are due and payable through that institute.

Fees for members who join as an Individual Member are due and payable directly to the MWI provincial office. Fees are made up as follows:

4.1 Institute Fee

Each institute has the right to determine its membership fee. If the fees do not cover the provincial fees, the institute must raise monies to take care of its obligations.

4.2 Virtual Institute Fee

Each institute has the right to determine its membership fee. If the fees do not cover the provincial fees, the institute must raise monies to take care of its obligations.

4.2 Individual Membership Fee

Each person who joins as an individual member and is not affiliated with an institute is required to pay an annual fee as determined by the provincial board. A portion of this fee, as decided annually by the provincial board to cover costs incurred in communication with that member.

4.3 Associate Membership Fee

An individual or group whose aims are consistent with MWI and pays a membership fee directly to MWI in an amount set by the Board. Associate members have no voting privileges.

4.4 Provincial Fee

Provincial fees are assessed to each member to cover items such as affiliation fee, delegate fund for FWIC Triennial Conventions, delegate fund for ACWW Triennial Conference, officer and committee expenses, *Institute News*, website, and other expenses. At the beginning of each fiscal year, institutes and individual members are required to pay a membership fee determined by the provincial board. This fee is based on the needs, current membership and is determined by the budget.

This fee makes each member a member of the MWI and the FWIC and a group member of the ACWW. The provincial board of MWI pays the FWIC and ACWW affiliation fees.

The FWIC affiliation fee is broken down with 2/3 of the fee going towards FWIC operations and 1/3 going towards the upkeep of the Adelaide Hoodless Homestead Museum.

An institute or individual member of the MWI is not in good standing if the above fees are in arrears as of February 1st of the fiscal year.

Decision: Approved as written

Policy 5. Rights of Membership

All members of MWI, in good standing, have the right to:

- Vote at annual general meetings, and regional events
- Put forward resolutions
- Stand for election to institute and provincial boards.

Decision: Approved as written

Policy 6. Goals of Manitoba Women's Institute

WI members recognize the need for a group that works for the good of all regardless of religious belief, political affiliation, or ethnic background.

MWI takes action on issues raised by members by:

- ~~• Direct contact with Manitoba's Premier and members of the Legislative Assembly~~
 - ~~• Forwarding membership-supported resolutions to the appropriate government agencies, legislators, or companies~~
 - ~~• Providing education and skills development for women~~
 - ~~• Networking with organizations which share similar interest.~~
- Providing education and skills development for women
 - Networking with organizations which share similar interests
 - Forwarding membership supported resolutions to the appropriate government agencies, legislators or companies
 - Working with the Manitoba Agriculture Minister, keeper of the Manitoba Women's Institute Act, and members of the Legislative Assembly.

Educational Focus of MWI

Activities focus on the mission statement of the organization. Institutes are encouraged to plan meetings using study topics falling under these areas. By planning their program using this method, institutes ensure a balanced yearly program.

Educational focuses include:

- a) Agriculture and Rural Development
- b) The Family
- c) Personal Development
- d) Community Development...Locally and Globally
- e) Environment

This may be conducted by in-person, electronic or virtual means.

Decision: Approved with noted amendments

7.2 ACWW Triennial World Conference

Rescinded

Tabled to June 2023

7.3 FWIC AGM

Rescinded

Tabled to June 2023

7.4 Financial Reports for December, January and February 2023

Rescinded

Dealt with in agenda Item 3

7.5 Virtual Group for Pen Pal Meet and Greet

Decision: Refer the matter to the Marketing & Promotions Committee

7.6 Invitation to Attend the ACWW Triennial World Conference Virtually

Board members informed that all may register and virtually attend the conference.

7.7 Celebration of Life for AGM

Traditional Policy - Institutes are responsible to place their former member's name for inclusion in the Provincial Book of Remembrance.

- Institutes are responsible to cover the cost of \$25.00

7.8 Committee Structure 2023-2024 (Board preferences)

Decision: Board members chose to remain on the committees they sit on for 2023-2024.

7.9 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.

7.10 MWI Proclamation for February 19th, 2023

Received by email and posted to MWI social media platforms.

8. COMMITTEE REPORTS

8.1 Executive – Debra Barrett

The Executive Committee did not meet in February due to the special Board meeting held to finalize AGM decisions.

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

The Tech person for the hybrid meeting has been retained. The contract includes set up, equipment as required, take down and recording of the event.

All AGM agenda items have been finalized, a meet and greet evening will take place after the AGM with refreshments.

All Women's Day agenda items have been finalized. The swag bags continue to be worked on and should prove to be interesting.

8.3 Marketing & Promotion – Ann Mandziuk

- Virtual Presentations –
 - March 16 Elisabeth Harms Pulses
 - April 13, 2023 Lepp sisters from Rivers Tulepps who are on Instagram farm as well as other entrepreneurial endeavours

- Working on YouTube videos for MWI
- COVID Stories – working on promotion of our stories
- Women in Leadership – do we continue with the series or go in a different direction? Women Entrepreneurs was suggested
- Newsletter deadline April 1, 2023 This will be an email one. June 1 is the next deadline – ACWW report if Gisela is home in time.

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, therefore three (3) to four (4) policies will be reviewed, amended or approved at each board and executive meeting. Once approved the policies will be inserted into a Board Policy Manual.

8.5 **Resolutions – Debra Barrett**

The Resolutions Committee completed their review of the resolutions and submitted the final version for input on the AGM voting ballot. The majority of the Resolutions Committee has decided to remain on the committee for 2023-2024.

The deadline to receive resolutions will be changed to November 30th starting in 2023 to meet the deadline for the mail out of future AGM materials.

8.6 **Scholarship – Gisela Nolting**

Rose Kieper was approached to assume the Scholarship Chair position; she has not confirmed her acceptance to date.

8.7 **Finance – Debra Barrett**

Finance Committee February 2023 Board Report

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

The Finance Committee met on February 13th to discuss:

- **Review Sensus Yearend Financial Statement**

Motion: Moved by Gisela Nolting that the Finance Committee recommend the Board accept the MWI Yearend Financial statement for 2021-2022 as prepared, by Sensus. Seconded by Liz Chongva. **CARRIED**

- **Financial reports for January 2023** reviewed and filed.

Monies received from disbanded Saskatchewan's Madge Watt Fund to be deposited into the MWI Madge Watt Endowment Fund. Funds to be carried in MWI operations until the maturity date of the Endowment Fund then deposited..

- **Executive Administrator report** reviewed and filed

Currently, 153 members. FWIC membership fees have been paid in full.

Decision: Board decision of 2021 not to take out a membership with the Agriculture Hall of Fame will remain in effect.

- **AGM & MWI Women's Day** – hybrid technology quotes

-MWI budget 2022-2023 provides for funding technological expertise for AGM and MWI Women's Day hybrid events.

-Three quotes requested; quote accepted is for \$3365.00 from AVentpro.

-Costs to purchase, insure and store equipment for inhouse provision of hybrid meetings would exceed \$6000.00 and not be guaranteed to sync with available internet and equipment in rental venues. In house expertise would also not be available

Decision: Payment of hybrid technology to be made from the MWI chequing account.

Motion: Moved by Gisela Nolting to recommend that the MWI Board proceed with the quote provided by AVentpro to deliver technological expertise and equipment for the MWI AGM 2023 & Women's Day events. Seconded by Ann Mandziuk. **CARRIED**

- **AGM 2023 & MWI Women's Day Budget**

Decision: To accept the budget as drafted.

- **Made in Manitoba Funds**

Decision: Funds received from members from October 2022 to February end 2023 will be donated to Manitoba Harvest for food bank provisions.

Finance Committee March 2023 Board Report

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

The Finance Committee met on March 13th, 2023 to discuss:

- Financial reports for February 2023 reviewed and filed
- Executive Administrator report reviewed and filed
- Donation towards AGM & Women's Day events received from the Oakbank Credit Union in the amount of \$500.00 for sponsorship of MWI Women's Day.
- Made in Manitoba 50/50 Raffle for Harvest Manitoba Food Bank logistical and license requirements to be researched and brought to the Made in Manitoba Committee
- ACWW Delegate funds discussed.

Motion: Moved by Liz Chongva to recommend that the MWI Board compensate Gisela Nolting for 40% of her costs to attend the ACWW Triennial World Conference

and represent MWI as our voting member according MWI policy, namely her registration fee and flight costs. Seconded by Ann Mandziuk. **CARRIED**

8.8 IPG – Heather Cummings

No report

8.9 FWIC – Denise Joss

No report

Update – FWIC Book Club has a stable membership, coordination of the club has been transferred among FWIC Board members.

8.10 MB Agriculture – Thelma Blahey

- New program called SCAP – provides for up to five (5) years of funding for a specific project. Applications available after April 1, 2023.
- MWI liaison will be attending training to assist in facilitating Community and Economic Development in the Interlake.

8.11 Agriculture & Rural Development – Gisela Nolting

- March 12-18 is Canadian Ag Safety Week. For more information visit: agsafetyweek.ca
- KAP elected a new president: Jill Verwey from Portage la Prairie
- “Do More Ag” is running a survey about “ Mental Health in the Canadian Agricultural Industry. If you want to participate visit their webpage.

8.12 Nomination – Liz Chongva

- Person who approached for the Southwest Rep. position has reported she is unable to accept the nomination.
- Person recruited for the North Rep. position will be requested to assume the Southwest position.
- Eastern, North and President-elect remain unfilled
- Board to provide names of possible nominees to Liz

8.13 Strategic Plan – Debra Barrett

The Board will begin reviewing one (1) section of the Strategic Plan at each board meeting, starting in May, to determine compliance and to update, as required.

8.14 Made in Manitoba Project – Debra Barrett

Michele Gurman has volunteered to assume the role of Chair for 2023-2024, Debra will assist as required. The Committee will be requesting input from members in the next newsletter for ideas for the 2023/2024 project.

8.15 Restructuring Committee – Debra Barrett

Committee on hiatus as there are no current issues.

8.16 ACWW – Gisela Nolting

- Question of what percentage of donations is used for administration came up a few times. Their answer is: It is impossible to separate, administration cost have different meaning to different people. For staff salaries refer to page 28 of the annual accounts. Page 27 of the 2021 annual report summary shows ACWW spent more than half of their entire income (donations, grants, membership fees, moneys for projects etc.) on funding projects.
- The next coordinators meeting is March 18 via Zoom.

9. In-Camera Session

No discussion

10. Special acknowledgment – a Springfield Wi member has been awarded the Queen Elizabeth II Platinum Medal for her dedication to her community.

Next Board Meeting Date: May 17th , 2022 at 9:00 a.m.

Adjournment : Motion to Adjourn: Moved by Liz Chongva. Meeting adjourned by Debra Barrett at 10:09 a.m.