



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

January 17th, 2024

PRESENT:

Debra Barrett	President
Liz Chongva	Acting President Elect
Debra Barrett	WI/FWIC Representative
Mallory Makinson	Office Administrator
Heather Cummings	MB Government Appointed Member
Michele Gurman	MB Government Appointed Member
Jacqueline Chartrand	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 9:02 a.m.

1. Adoption of the Agenda

Motion: Moved by Michel Gruman that the agenda be adopted as amended.

Seconded by Ann Mandziuk. **CARRIED**

Amendments – addition of items 7:13 and 7:14

2. Approval of Minutes for November 15th, 2023

Motion: Moved by Michele Gurman that the minutes from the Board Meeting held November 15th, 2023 be approved as amended. Seconded by Gisela Nolting.

CARRIED

Corrections - heading change agenda to minutes, item 7.3 add word materials after conference

3. Acceptance of the Financial Reports

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

4. CORRESPONDENCE

4.1 FWIC Invoice for Membership fee (due February 1st)

Decision: MWI will not submit fees on free memberships. FWIC has been made aware of this decision.

4.2 STARS Air Ambulance

STARS provided a receipt and a thank you letter for the donation from MWI.

5. OA Report

Report reviewed and filed

- the addition of a presentation recording on the MWI YouTube channel takes about two hours to edit and install

Decisions: MWI documents to use the term Office Administrator for the first reference in documents followed by the abbreviation (OA) in latter references.

Action: Mallory to add Zooming Monarchs Institute on the MWI website

6. UNFINISHED BUSINESS

6.1 Recruitment to Vacant Board Positions

Regional representatives are required for President-elect and for both the Southwest and Northwest Regional reps. **Issue** – no Pres-elect to step into President position at AGM.

Decision: keep the bimonthly board meetings to ensure timely responses to business matters.

Action: Debra and Ann to include an article in the newsletter describing how the President position has changed and been simplified over the last couple years.

6.2 You Tube Ad Hoc Committee

i- Should we post the MWI AGM

Decision: the AGM will not be recorded for addition on the WI YouTube channel

ii-Should we post the MWI Women's Day speakers

Decision: Speakers will be approached to determine their willingness to have their presentation posted on YouTube.

6.3 Website Review

Website changes which require Barry McKay Consulting is a minimum of \$300.00 per hour.

Action: Mallory to add a link to any institute with a Facebook page and include a contact name for the institute, if requested

6.4 AGM & MWI Women's Day registration fees and speaker costs

Decision: Fees will be kept at \$25.00 for the 2024 MWI Women's Day.

6.5 AGM Book of Reports

Action: Committee Chairpersons are to submit their yearend committee reports to Mallory by January 30th.

7. NEW BUSINESS

7.1 Review of policy 22 with regard to an emergent/emergency status

Decisions: Add a subsection 22.2 Titled Emergent/Emergency Resolutions

An emergency/emergency resolution must be:

- a current issue
- be time sensitive
- be requested after the stipulated deadline for receipt of resolutions.

Resolutions which are not time sensitive and/or received after the submission deadline will be referred to the Resolutions Committee for the following year, and

Action: the Executive Committee will determine if a resolution meets the criteria of an emergent/emergency resolution.

7.2 Scheduling Format for AGM

Motion: Moved by Ann Mandziuk to hold a mail in vote for the 2024 AGM. Seconded by Heather Cummings. **CARRIED**

7.3 MWI Charitable receipts format

Action: Bylaw and Policy Committee to draft a Policy describing the process for the receipt of donations, the process to administer the donation, and the authorized MWI personnel/board members to be receipts signatories.

Motion: Moved by Ann Mandziuk that official tax receipts be offered for monetary donations of \$20.00 or more by the Office Administrator or designated board signatory. Seconded by Jacqueline Chartrand. **CARRIED**

7.4 FWIC Triennial Conference 2024

FWIC posts updates weekly on their social media.

Action: Mallory to distribute promotional materials received from FWIC on the 2024 Triennial to MWI members.

Decision: MWI Board delegates to the Triennial may apply for compensation for their registration fees. Compensation will be determined based on the number of delegates attending, their attendance at all Triennial business sessions, and the available funds in the FWIC delegate account.

7.5 Funding Request Application process and deadline

Action: Mallory to email Debra a copy of the last application letter submitted to MB Agriculture for updates.

Action: Debra will phone Thelma to discuss the funding request letter in the morning of Thursday, January 18th.

7.6 Strategic Plan Review

Strategic Plan revisions for 2023/2024 to 2025/2026 tabled to February for an email meeting.

7.7 AGM 2024 Resolutions

- Breast Health
- Manitoba Flag Redesign
- Body worn Cameras for all Police and Justice Officials
- International Nurse Training Requirements

Motion: Moved by Ann Mandziuk to present the Resolutions as written to on the AGM mail in ballot for a membership vote. Seconded by Jacqueline Chartrand. **CARRIED**

7.8 Provision of Free Memberships

Decision: MWI may provide free membership to MWI Women's Day or to Institutes holding recruitment events. These memberships are for a one year period and for new MWI members only.

Motion: Moved by Ann Mandziuk that MWI provide one free membership at the AGM and offer a maximum of 4 additional free memberships to Institutes holding recruitment events. Seconded by Liz Chongva. **CARRIED**

7.9 AGM 50/50 Raffle

Decision: a 50/50 Raffle will be conducted at the AGM to be staffed by the Grosse Isle WI volunteers.

7.10 Door Prizes at the AGM/Women's Day

Decision: Door prizes if provided would not be publicly drawn. Winners will only be announced prior to adjournment of the AGM.

7.11 Draft a Statement regarding MWI Zoom Events Recorded for Social Media

Action: Debra and Ann to draft a statement to be read prior to presentations being recorded for posting on the MWI YouTube channel or social media.

7.12 Amplifying MWI by Publicizing Resolutions

Decision: The current practice of resolutions being adopted by the membership prior to public distribution will remain.

Action: Board members will clarify for members or non-members the rationale behind resolutions being available for public distribution only after being voted on and officially adopted by the MWI membership.

7.13 WI Proclamation

Action: Mallory and Debra to meet on zoom to finalize the proclamation documents on Thursday, Jan 18th for submission to the Minister. An in person meeting with the Minister of Agriculture will also be requested in the letter.

7.14 Appointment of an Independent Reviewer for the MWI Yearend Financial Statement

Decision: MWI to research the availability of recruiting a reviewer for the 2023-2024 yearend.

Action: Ann and Debra to research possible reviewers and obtain:

- fee for service quotes
- their credentials which meet CRA requirements
- experience at preparing yearend financial statements, and
- their references for discussion at the February 8th Board AGM meeting.

8. COMMITTEE REPORTS

Reports reviewed and filed

8.1 Executive – Debra Barrett

The Executive Committee meet in December, to discuss the MWI office hours during the Christmas holiday season. **Decision:** The MWI Office would be closed from December 22nd, 2023 to January 8th, 2024. The accumulated overtime hours of the OA would be used during the closure to provide a consistent salary.

The Committee provided feedback to assist in OA's performance evaluation in January 2024.

8.2 **AGM 2024 and MWI Women's Day – Gisela**

- Grosse Isle has decided not to provide Event “Swag” Bags for the AGM/Women's Day, a note pad and pen will be provided
- Should MWI offer a draw for one year free MWI membership, referred to the January MWI board meeting
- The schedule, speaker costs, and registration fees will be confirmed by January for discussion at the January Board meeting.

8.3 **Marketing & Promotion – Ann Mandziuk**

Scheduled zoom presentations;

- January 17th Farm Gate Sales – speaker A. Beaton
- February 8th Manitoba Women Entrepreneur series begins with a presentation on Prairie Oils
- March 21st Women Construction Company Owner – Terry Urban
Gluten Free Products – Amanda Lynn
- April 18th or May 16th Online Coffee Sales – Heather Klassen
Restaurant Ownership and Management – Chris Powell
and Lisa Buchanan

8.4 **Bylaw & Policy – Debra Barrett**

The Board policy revisions have been made and an updated version will be provided to the Board.

8.5 **Resolutions – Debra Barrett**

Debora Durnin-Richards is chairing the Resolutions Committee for 2023-24. There were four (4) resolutions received by November 30th with an emergency resolution provided to the committee for their January 3rd meeting. The emergency resolution was withdrawn.

Nominations are required for the Chairperson position for 2024-2025. Person must be experienced in leading a group discussion, have well honed writing skills and an ability to be diplomatic when required.

The Committee requires clarification on:

- what is an emergent/emergency resolution – definition required,
- criteria to determine an emergency status, and
- format used to write and review an emergent/emergency resolution.

8.6 **Scholarship – Gisela Nolting**

Committee members are on hiatus until the 2023-2024 applications are received in May 2024 for review.

8.7 **Finance – Debra Barrett**

The Committee met on January 15th to discuss:

- Correspondence from Westoba that CEBA was paid in early 2023
- Sensus Response to Letter of Engagement for the 2022-2023 year end review
- December Financial Reports
- AGM and MWI Women's Day Expenses
- Yearend Review – Seek an alternate Provider (maybe outside Brandon)
- Correspondence regarding the annual fees for the Canada Area President's 2023-2024 expenses.

8.8 IPG – Heather Cummings

No new updates beyond the spring opening of the Cactus House

8.9 FWIC – Debra Barrett

- Copies of all FWIC Board meeting highlights continue to be included in the MWI newsletter to ensure all members receive up to date accurate information.
- The Online Auction provided an income of \$1200.00 to FWIC. The FWIC Board determined that holding an auction should be an annual event.

8.10 MB Agriculture – Thelma Blahey

A written report will be provided to the MWI office.

8.11 Agriculture & Rural Development – Gisela Nolting

- Manitoba Ag Days will be in Brandon January 16-18, 2024. Check out the interesting speakers and topics.
- Keystone Agricultural Producers, KAP, are celebrating 40 years of representing Manitoba's farmers. The annual meeting is in Winnipeg January 23-24, 2024. Please check out the website: kap@kap.ca
- Manitoba got very little snowfall so far. Some areas of the province are still dry.

8.12 Nomination – Liz Chongva

Request for Board assistance to identify members who may be interested in board positions and refer their names to Liz.

8.13 Strategic Plan – Debra Barrett

Liz and Debra reviewed the remaining sections of the Strategic Plan for approval at the January 2024 board meeting. A request to table the plan to February will be submitted.

8.14 Made in Manitoba Project – Michelle Gurman

Lap quilts continue to be donated by members to their local PCH, palliative care or hospitals. Pictures of the lap quilts for publication continue to be collected.

8.15 Restructuring Committee – Debra Barrett

This committee will continue to be on hiatus for the 2023-2024 year. A vote will be prepared for the AGM recommending the renaming of the regions Eastern, Interlake, West, South, North and Winnipeg.

8.16 ACWW – Gisela Nolting

At our November zoom meeting Nick Newland talked about the advocacy work at ACWW with UN partnerships, and he explained the link between advocacy and projects. The coordinators voted not to have a meeting in December.

In December we were invited to “Winter Afternoon Tea” with our ACWW President Magdie de Kock. She talked about the festive atmosphere in her living room. She is Hertzoggies Koekies, a South African specialty named after J.B.M. Hertzog, the Prime Minister from 1924 to 1939. It looks like a butter tart filled with apricot jam and coconut meringue on top. You can google the recipe.

She talked about the “Campaign of 16 Days of Activism against Gender-based violence from November 25 to December 10, 2023.

Tish Collins talked about the “Women’s Empowerment Summit” in Khovd, Mongolia. For more information the ACWW website.

9. In-Camera Session

Action: MWI will establish a list of grant applications which occur annually deadline for future consideration by MWI as funding sources for special projects.

Next Board Meeting Date: February 8th, 2024 at 9:00 a.m. to review the AGM 2024 format and documentation.

10. Adjournment

Motion to adjourn moved by Michele Gurman. Meeting adjourned by Debra Barrett at 10:51 a.m.

Draft Schedule to Proceed with a Mail in AGM 2024 Vote

<u>Issue</u>	<u>Completion Date</u>	<u>Send out to membership</u>
Special Board Meeting	February 8, 2024	
Resolutions 1-4	February	February newsletter
Motions to accept Resolutions 1-4	January 17, 2024	February 8, 2024
Year-end Financial Statement	February 15, 2024	February 26, 2024
Motion to accept Financial Statement	February 20, 2024	February 26 , 2024
Motion to contract with An independent Accounting for incoming year's review	February 20, 2024	February 26, 2024
AGM 2023 draft Minutes		
Motion to accept AGM 2023 Minutes	February 20, 2024	February 26, 2024
Proceed with mail in AGM vote for 2023-2024 business	February 20, 2024	February 26, 2024
Motion to hold a mail in vote for the 2024 AGM	January 17, 2024	
Receipt of Committee & Board Reports	January 30, 2024	February 26, 2024
AGM 2024 Book of Reports	February 20, 2024	February 26, 2024 Email and by mail for members without email
Receipt of Mailed in Ballots	Rec'd by April 12, 2024	Postmarked by April 5, 2020