

WAVES OF HOPE
EXECUTIVE MEETING – April 10, 2006
CENTRAL UNITED CHURCH LIBRARY

Present: Chair - Joyce Hopper, Helen Lewandoski, Joyce Konopski, Helen Rankin, Shirley McNeely, Monique Dufresne, Darlene Vickers, Sharon Young (arrived at 5:05 p.m.)

Regrets: Helena Neustater

- 1.0 Welcome –Joyce Hopper
Meeting called to order at 4:36p.m.
- 2.0 Additions to the agenda – There were no additions.
Item 5.1 Business Plan and Budget deferred until after Sharon Young's arrival.
- 3.0 Minutes of March 13, 2006 meeting – deferred to next Executive meeting for approval/correction.
- 4.0 Correspondence
 - 4.1 Invoice from Ventures for color copying (amount = \$273.60) has been paid.
 - 4.2 Boat trailer registration is due.
Motion: That the invoice from MPIC for the amount of \$54.00 be paid.
Helen Rankin/Monique Dufresne. Carried
 - 4.3 Menu and Price List received from Corporate Catering (Dave and Linda O'Rourke, 1525 – 18th Street, Brandon 728-6458). Corporate Catering catered the September 2005 team meeting. The menu/price list was passed to Monique, as one option to consider for ordering food for the upcoming May 6 Team Meeting. Monique will give info to Penny Sboto to consider for future catered team social events.
 - 4.4 A letter, CD, and invitation to participate in the "International Dragonboats for the Cure (major sponsor: French Dressing Jeans International) to be held in Windsor, Ontario, July 14 – 16th, 2006 has been received. Info passed to Darlene Vickers who will pass it on to Jody Parsonage.
 - 4.5 An "Info for Registered Charities" response form has been received from Revenue Canada. Later in the year Revenue Canada will be offering information sessions with a focus on the "Registered Charity Information Return" (including GST/HST, Disbursement Quota, Sanctions and important reminders). Date, time, and location still to be determined. If Waves of Hope is interested in receiving an invitation to attend, we must complete the response form.

Motion: That the response form be completed, indicating that Waves of Hope is interested in attending the information session, and to return the completed form prior to the May 9/06 deadline. Darlene Vickers/Helen Lewandoski. Carried. Shirley McNeely has agreed to complete and mail the form.

- 4.6 Sharon Young has received an e-mail invitation to a “Thank You” reception for all volunteers who have supported Canadian Breast Cancer Foundation (CBCF). The event will be hosted by CBCF at the Holiday Inn, Airport West (Winnipeg) on May 9/06 from 6:00 p.m. – 8:30 p.m. RSVP to be sent to Rebecca Liu by Monday April 24th. Joyce K. will include this as an item in the newsletter.

5.0 Business Arising

- 5.1 Business Plan and Budget – draft copy on file.

Sharon Young reviewed the draft business plan and budget. Some numbers need to be reworked. Sharon will update and bring to next Executive meeting. The next draft will be presented for approval as the budget for the current year.

6.0 New Business

- 6.1 Team meeting, May 6 2006

- 6.1.1 As per request of Edna Verhelst, the item, “team quilt decision” will be added to the May 6th agenda.
- 6.1.2 In order to plan for food and refreshments for the meeting, we need know how many members will be attending. Monique Dufresne will follow up with Communications (Arlene Wood) asking that members RSVP whether or not they will be attending. Monique will arrange a catered lunch. Cost of the lunch will be covered by “Because We Care” funds, as the meeting is part of team building.

7.0 Committee Reports

- 7.1 Treasurer – Shirley McNeely

- 7.1.1 Shirley McNeely presented the Treasurer’s financial report. Copy on file. The largest disbursement of funds has been for the jewellery that was ordered.

Motion: That the financial report be accepted as presented. Shirley McNeely/Helen Lewandoski. Carried.

- 7.1.2 Jewellery invoice has been paid, as noted in financial report. Sharon Young unveiled the fuchsia colored fabric purchased for displaying the

jewellery at the Fashion Show. The fabric drapes beautifully, is washable, and will be used as part of the background for displaying the jewellery.

Motion: that Sharon Young be reimbursed for the cost of the material (= \$25.45). Helen Rankin/Monique Dufresne. Carried.

- 7.1.3 Team Spirit and Support have requested an additional \$100.00 for their ongoing activities

Motion: that \$100.00 be approved for Team Spirit and Support. Joyce Hopper/Darlene Vickers. Carried. The cheque will be payable to Marilyn Dickson.

- 7.1.4 Sharon Young presented an invoice from *Frame Ups* for the framing and triple matting of a limited edition print that will be used as a fundraiser at the upcoming Fashion Show. Total value of the invoice is \$211.83, with *Frame Ups* donating \$100.00 of the cost as a “Gift in Kind” (to be receipted as a donation), leaving a balance of \$111.83 to be paid.

Motion: That the amount of \$111.83 be paid to Frame Ups. Helen Lewandoski/Joyce Hopper. Carried.

- 7.2 Fundraising – Helen Lewandoski

- 7.2.1 Henderson Photo - Calendar

Helen L. has been playing “phone tag” with *Henderson Photo* regarding costs and what all is involved in this type of fund-raising venture. She expressed concern that there is market saturation for calendars as fund raisers. We would need to have them ready for October and sales would need to take place over a very short period i.e. before December 31st. Helen L. will follow up on this idea for 2008.

- 7.2.2 Jewellery price list. Copy on file.

Gold is available in 10kt or 14kt in white or yellow gold. All gold pieces will be special order. Chains are not available in gold. The selling price includes GST, and shipping/postage.

Motion: That the prices for the gold jewellery (not the silver jewellery) be raised by \$5.00 per item as listed on the current price list, to ensure postage costs are covered. Helen Rankin/Darlene Vickers. Carried. Joyce Konopski will check with Gail Smith regarding the price increase and then include the info in a newsletter to inform membership.

- 7.3 Public Relations – Darlene Vickers (for Sheila Taylor)

- 7.3.2 Marketing Video

The marketing video is ready and will be shown to the team on May 6. We still need to develop a marketing package. The team needs to discuss corporate logos i.e. how much are we prepared to “give up” if we are successful in finding a corporate sponsor e.g. being prepared to give up

other fundraising, such as the Yard Sale. This will be an agenda item at the fall team meeting.

7.3.3 Run for the Cure survey results

29 members responded. 1 would captain a team. 1 will participate. 16 will do the “Survivor” lap”. 11 cannot participate.

7.3.4 Team History Book

Darlene Vickers is in the “quality control” stage at present i.e. proofreading. This stage includes new pages where photos have been found since last printing. Events History - copies in History Book. Annual Team photo – may be taken at Brandon Festival.

7.3.5 Miscellaneous info items: Copy on file

- Traveller’s Day parade. Sheila Taylor has not heard from the parade organizers yet. Will call again if has not heard by mid-April.
- Sheila was interviewed by ACC radio.
- Merle Darling and Jennifer Gallant did a great job of promoting the Fashion Show and the team on the Noon Show on April 7.
- Joyce Hopper and Darlene Vickers will be doing a power point presentation on Breast Cancer and Waves of Hope to the Arthritis Support Group on May 9.
- All brochures (= 1000) now have the correct website info (labels affixed).
- The Website has been, or will be, updated re: calendar, sponsors (removing last year’s sponsors), jewellery (adding), changing Bosom Buddies web link to their new address, contact info, and Fashion Show.
- Business cards are needed for new Executive members Helena Neustater and Helen Rankin. Sheila has two sheets on hand. New packet of 25 sheets including tax = \$5.69.

7.4 Festivals and Demonstrations

Jody Parsonage not present to give a report. This will be an item for the May 6 Team meeting.

7.5 Team Spirit and Support

7.5.1 Request for addition funds – previously dealt with under 7.1.3

7.6 Team Communications – Monique Dufresne

No report, except that Monique’s e-mail address has changed to mdufresne@westman.wave.ca. Joyce Konopski will include this info in the newsletter.

7.7 Team Attire – Joyce Hopper

- 7.7.1 Team jackets: 6 orders are in. There was some discussion regarding how many times jacket purchase would be subsidized for an individual member. At the March 13, 2006 executive meeting a motion was passed (7.6.1) that each new member pays half the cost of a new team jacket, including the logo embroidery. Addition of name to be paid by the member.

Motion: That the cost of replacement jackets to be covered 100% by the member. Sharon Young/Helen Lewandoski. Carried.

7.7.2 Scarves

There was discussion and clarification regarding the number of “pink ribbon” scarves that each member could purchase. Each member will have the chance to purchase one “pink on black” and one “pink on pink” scarf at \$5.00 each. Any remaining scarves will available for sale at the Fashion Show at a cost of \$10 (as a fundraiser).

- 7.7.3 Attire inventory: one pair of size medium wind-pants, one pink bag (currently used for storage), one pink visor.

8.0 Date of next meeting: Monday May 8, 2006 at 4:30 p.m. at Central United Church.

9.0 Meeting adjourned at 6:20 p.m.

Respectfully submitted,

Helen Rankin, Secretary