

**WAVES OF HOPE**  
**EXECUTIVE MEETING**-Public Health Services Conference Room  
January 8, 2002, at 6p.m.

**PRESENT:** Sharon Young – chair, Edna Verheltz, Helen Rankin, Norma Jean Coates, Joyce Johnson, Helena Neustater  
Guest: Helen Forsyth

- 1. Welcome! Call to order**
- 2. Additions to Agenda**
  - 2.1** transfer of ownership of trailer as 5.8
  - 2.2** web page as 5.9
- 3. Correspondence**
  - 3.1.** bill for post office box, received by Helena, given to Helen Rankin
- 4. Minutes of September 19, 2001 meeting**
  - 4.1 highlighted by Sharon
- 5. Business Arising**
  - 5.1 Don McKenzie – Order of Canada nomination** – Helena has spoken to Charlotte she has this info and Helena will get it from her
  - 5.2 Team Evaluation and Suggestion Survey** – Sharon has made a summary of this survey which was distributed to executive and will be reviewed at next meeting
  - 5.3 Team Manager** – Helen Forsyth is considering this position, she will meet with Charlotte.
    - 5.3.1** Job description is not done, suggested that this could be done at the AGM, (together with job descriptions of coach, equipment manager, special project manager,) with the input from all members, then ask a few people to make a final description. (Eunice and Penny were suggested)
  - 5.4 Equipment –**
    - 5.4.1 the tarp** is not done yet, Charlotte said she will call Glen's Upholstery to check on it
    - 5.4.2 the trailer** needs to be registered under the team name, Charlotte got the necessary documentation to do this
    - 5.4.3 the life jackets** are at Marg Stirling's house, she has numbered them and they should be ready for distribution at the first practice

**5.5 Revenue Canada Application for Charitable Status** - Helena reported that it is very nearly done, just need to copy a video, and then it will be submitted

**5.6 Gift for Drew Mills** – Sharon is going to purchase tickets to the Country Valentine show and a gift at a restaurant, Helen gave her a cheque for \$100. to cover costs

**5.7 Sherry Grieder – Piece by Peace** – Sharon does not have a telephone number for this organization and there does not appear to be a listing in the directory. Anyone knowing where to contact her please let Sharon know.

**5.8 Transfer of ownership of trailer** – Helena advised that she believes this is done

**5.9 Web page** – Charlotte has advised that she has spoken to the people who have done the work on the page and asked for an account which has not been received

## **6. Committee Reports**

**6.1 Financial Report** – Helen Rankin circulated a report

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**6.2 Fund Raising Committee** Sharon Young

**6.2.1. Raffle** – gross - \$791. expenses - \$134.79, net profit \$656.21

**6.2.2 Special project** – Sharon is looking for pictures, will talk to Colin from the Brandon Sun and look at having note cards made, and is also

looking at

making a cookbook, this could take up to 2 years

**6.2.3 Pins** – Marg Stirling has the pins, it has been suggested that the pins should have our name on them, but it is agreed to keep them as they are

**6.2.4 UCT Fountain at the Shoppers Mall** will be followed up on by Sharon

**6.3 Team Spirit** – Edna Verheltz

**6.3.1** Edna is still working on the profiles.

**6.3.2** It is agreed that we need to update the binder team picture each year, the is just over \$70. per year

**6.4 Public Relations** – Sharon Young

**6.4.1** A Thank to sponsors has been published in the Brandon Sun

**6.4.2** The winners of the raffle were published in the Brandon Sun

**6.5 Social Committee** – Norma Jean Coates

**6.5.1** Feb 6<sup>th</sup> was set as a date for our open house and Valentine's Party to be held at Central United Church, suggested that this could be aired on the noon show with Ann Phillips, Look Good Feel Better day, various papers, etc.

Sharon has info on the various avenues to make events known to the public

**6.5.2** Norma Jean will instruct the phoning committee about what she needs each member to bring

**6.5.3** the membership application form needs to be updated and be available for

the Open House, Helena will contact Marg Stirling to see if she has it on a disc

**7. NEW BUSINESS**

- 7.1 DATE FOR AGM** - set for February 20 at Central United Church
- 7.2 Open House** -date set for February 6, at Central United Church combined with Valentines party
- 7.3 Education Session** – none this year
- 7.4 Business Plan Update** – table till next meeting
- 7.5 New Brochure for 2002** – hopefully ready for Open House, Sharon will talk to Leech Printing about costs
- 7.6 YMCA Donation** – it is noted there was much less help from Y staff than during the first year  
**MOTION:** that we donate \$1000. this year  
Norma Jean/Joyce carried  
Cheque given by Helen to Helena for mailing
- 7.7 Central United Church donation** – **MOTION:** that we donate \$200. this year  
Norma Jean/Edna carried  
Cheque given to Helen to Sharon for mailing
- 7.8 Team Insurance** – table to next meeting
- 7.9** Westoba Credit Union donated \$500. to the Drums and Dragons Festival. Helen asks if that money should be returned because the Festival did not happen.  
Sharon says the money was donated to the team and can be kept
- 7.10** Our scrapbook needs updating, suggested that we have a work bee to do this

**8. Date of Next Meeting –**

- 8.1** Executive Meeting – January 22, 2002
- 8.2** Training – to start February 27, 2002, Sharon will talk to YMCA about times available, and talk to Colleen about her involvement. Norma Jean says Shelley Dougherty is interested in assisting with our training, she will invite her to our Open House
- 8.3 The following were tabled to next meeting**
  - nominating committee
  - Festivals – where, who will coordinate
  - demonstrations and public awareness events e.g. Travellers Day Parade, team communication i.e. newsletter, email communication, etc.
  - Fund-raising activities
  - social events
  - boat maintenance – more reflectors for trailer

**9. Adjournment 8:30 pm**

Recorded by Helena Neustater

