

**Waves of Hope Inc. Board Meeting
March 22, 2007
Child and Adolescent Treatment Centre**

Present – Avis Bootsman, Jody Parsonage, Norma Jean Coates, Helena Neustater, Darlene, Mary, Joyce Hopper, Betty Stewart, Helen Forsyth, Jennifer Gallant

Regrets – Edna Verhelst, Helen Lewandowski

1.0 Welcome and Call to Order

Meeting called to order at 6:29 pm.

Darlene Vickers offered welcoming remarks.

2.0 Additions to the Agenda

9.9 The social committee is not reporting tonight.

2.2 Helen Forsyth added to the agenda.

Helen provided information on new prospective member Judy Brownlee. Helen, Betty and George met with her briefly last night. Betty Stewart will be Judy's mentor. Another woman, Sue Rolo, has expressed interest in joining the team and has paddled before with another team. Betty Stewart made the motion that we accept Judy Brownlee as a member. Seconded by Joyce Hopper. Motion passed.

3.0 Approval of the Minutes

Jody Parsonage moved that the minutes be adopted as circulated. Mary Pearce was seconder.

4.0 Correction to the AGM Minutes

4.1 The membership committee will be chaired by Helen Forsyth.

4.2 Joyce Johnson is not the chair of "Team Attire". She is considering being the co-chair for the Social Committee.

5.0 New Board Orientation

Darlene Vickers circulated a new board orientation manual. The following highlights were discussed:

Helen Forsyth, Shelley Foster and the co-captains didn't feel it was necessary to attend all the board meetings. We currently have 11 board positions. Because Joyce Hopper fills two positions, we have 10 board positions, making the quorum 5. The quorum for the team as a whole is 11, perhaps up to 12, based on current team numbers. Jody is exploring the possibility of getting an assistant for the Festival and Demonstration committee.

All board members have voting rights and are expected to attend all meetings. If a board member is unable to attend a meeting, they are to send a replacement. Members at large can make presentations, but they don't have the privilege of making a motion or voting.

Board members are expected to guide the team and to ensure that the team mandate is carried out. Questions and diversity of opinions are welcome.

Each member will be expected to do a monthly committee report and to present same at the meeting. If there is an issue that will require significant discussion at the board meeting, please advise Darlene or Jennifer prior to the meeting so that time can be set aside on the agenda. In these cases, members are encouraged to make a presentation at the board meeting. We will deal with all the small issues at the board level and only take the larger issues to the team meetings.

In the past, the board has sponsored educational seminars for members related to issues relevant to the team. If anyone is interested, there are seminars available through Volunteer Manitoba.

The board will operate using Roberts Rules of Order.

The board has agreed to give our mailing list to the Breast Cancer Centre of Hope and Breast Cancer Action Manitoba. Darlene will follow up to determine who is responsible for removing names from the mailing list.

We became a corporation in February 2000. Schedule A in the manual outlines the expectations and limits of being a corporation.

We became a charitable organization in 2002. Since that time, the team has filed the charity information return. This year the auditor will complete this return for us.

We are a not for profit, charitable corporation and with that comes a great deal of responsibility. None of our funds can be used for personal benefit. We can use our money for traveling expenses, hotel and food while we're at a festival. No monetary gifts may be given to members. Giving gifts to ill members continues to be a grey area.

Job descriptions were drafted in January 2002. Each member is asked to review her job description. Joyce Hopper will follow up with members to develop guidelines for their respective committees.

We have trademarked our name "Waves of Hope" and the dragon symbol and members are encouraged to use these trademarks. If drafting letters, include the inc. after "Waves of Hope".

Our Lawyer is David Swayze of Meighen, Haddad and Co. and Darlene will be the contact for him. Our auditor is Cindy Solon of Duncan, Sabine, Collyer Partners LLP and Helena will be the contact for her.

The team is now using the accrual accounting method. This method gives a more accurate picture of our finances, as it notes accounts receivable, accounts payable and investments. The budget has been developed and is to be followed. Passing the budget at

the AGM gives us the freedom to purchase items above the \$200 as long as the cost is within the budgeted amount. Anything that is not in the budget over \$200 needs to be approved by the team. We can do an approval via email only if we do so by a positive response.

We have committed funds in our accounts, including “Because We Care” and memorial donations. “Because We Care” is to be spent locally and not on out of town festivals. Money should be spent on giving back to the community and strengthening community support and outreach. The store manager suggested we use these funds to purchase a computer. We currently have \$6835.61 in that committed fund. We also have memorial funds of \$460.00. The custom in the past has been to spend that money as a memorial to the deceased member. Revenue comes from fundraising, sponsorship, and receiptable donations (including general, designated and memorial donations).

The expense report form was reviewed. Committee expenses will flow through the committee chair, who will then complete an expense report and submit same to Helena. Members are encouraged to submit expense claims prior to meetings.

Rosemarie Blair has agreed to take over updating the photos and biographies in the team manuals.

We have 40 members signed up to “Waves News”.

Darlene, Helena and Jennifer will each have a supply of letterhead.

Question asked about team liability insurance. Our policy covers team members as well as guests in the boat.

Mary Pearce has all of the promotional material if members are doing community presentations.

Betty advised that the membership application will need to be changed to reflect the different categories of membership.

6.0 Correspondence

6.1 Jennifer Gallant passed along a renewal form received from the Canadian Breast Cancer Network to Helena Neustater. This renewal has already been submitted and paid.

7.0 Action Plan

The action plan was not reviewed as it has recently been reviewed and updated.

8.0 New Business

8.1 Recognitions

A presentation was made by Norma Jean Coates proposing that Sharon be recognized for her contribution as a team manager, as well as for her role in creating the “Waves of Hope” dragon boat team.

Motion made by Norma Jean Coates that we make a one-time recognition for Sharon. Seconded by Jody Parsonage. Motion passed. Norma Jean will look for a gift and come back to the board for approval of amount to be spent.

8.2 Acquisition of Computer

Motion made by Betty Stewart that we purchase a laptop to be used by the Waves of Hope. Seconded by Avis Bootsman. Motion passed.

Motion made by Betty Stewart that we purchase the Acer AS3050 notebook computer, including a one-year warranty, external mouse, 2 memory sticks and a carrying case. Seconded by Joyce Hopper. Motion passed. Decision made not to explore the option of purchasing a power point projector at this time.

8.3 Spring Meeting

Norma Jean Coates moved that we schedule the Spring Meeting for May 26, 2007 at Central United Church from 10 am to 2 pm. Seconded by Helena Neustater. Motion passed.

9.0 Committee Reports

9.1 Treasurer – Helena Neustater

Helena presented a profit and loss summary for January through December 2007. Copy on file. As of March 22, 2007, total expense is \$415.82 and net income is \$676.31. Helena Neustater moved the adoption of this report and that we pay receipts in the amount of \$149.32 to cover office supplies and postage as discussed. Seconded by Mary Pearce. Motion passed.

9.2 Fundraising – Helen Lewandoski

Helen Lewandoski has advised that she will be placing a jewellery order. She plans to look into purchasing grocery tote bags as a fundraiser providing that there is approval from the board to put the logo on them. Betty Stewart moved that we advise Helen to seek price quotes on the grocery totes. Seconded by Jody Parsonage. Motion passed. A list of available fundraising items was circulated.

Some discussion as to the use of the logo. Joyce Hopper circulated draft guidelines for use of the logo. Members are to review same prior to next meeting for discussion.

9.3 Public relations/ Outreach – Mary Pearce

Motion made that we pay receipts in the amount of \$14.72 to Darlene Vickers for the history book and \$196.23 to Caroline Campbell for scrapbooking supplies. Seconded by Norma Jean Coates. Motion passed.

A presentation was made to the sorority Beta Sigma Phi at Knox United Church on March 19. The topic for the evening was “Women in Sport”. Darlene Vickers and Mary Pearce told the group about dragon boat racing using a power point presentation. Breast self-exam cards, pens and pink notepads were also given out. Darlene and Mary were each presented with a yellow rose and one for someone on the team who needed a lift. Barb Laluk also gave a thank-you card with a personal cheque in the amount of \$50.00. It is suggested that the team give Barb and her husband a ride in the boat this summer. The presentation went well and resulted in the sale of five fashion show tickets. Wave of Hope thank-you cards were sent to the Sorority and to Barb Laluk. Mary suggested that presentations always be made by at least two people and that a third be ready to help if one of the presenters is unable to attend.

A presentation has been requested by Family Visions Inc. and will occur on March 30. This group of mentally challenged adults will be donating a basket for the fashion show. It is hoped that the presentation will help the group know who they are making this gift for and that they will have fun seeing some of our pictures and perhaps singing some songs. Presenters are Sheila Taylor and Mary Pearce.

9.4 Festivals and Demonstrations – Jody Parsonage

Jody plans to do a survey to determine team interests. Consensus that Jody will send this out to the team and report back next meeting.

9.5 Team Communications – Avis Bootsman

No report as of yet. Avis plans to contact Monique Dufresne to learn more about her duties in this position.

9.6 Team Attire – Joyce Hopper

Joyce has been having members try on shirts and jackets at practises. Members have said that they like the current shirt but wish that they were longer. The plan is to get everyone a new shirt for next year. We currently have 3 shirts left and are in need of more due to the number of new members. Joyce has found a company in Penticton that has the same fabric as our current shirt. Decision made not to place an order at this time but Joyce will get a price quote on 6 shirts.

9.7 Boat and Equipment – Betty Stewart

Boat insurance has been reviewed. The insurance covers the boat while it is stored in the Kingdon’s shed. If the boat is removed from the shed, it is not covered unless it is stored in a secure locked facility or hooked to the truck. Betty

is exploring several options for alternate boat storage for when the Kingdon's are away.

Betty has had no one respond to her request to replace cracked paddles. There are currently four members without paddles. George feels we need 6 extra paddles. Betty contacted the man in Vancouver who originally supplied our paddles. The price of a lightweight paddle is \$45.00 each, tax included. The paddles would be shipped on the bus and we would pay the shipping upon receipt. Betty has contacted Chemosavvy to see where they purchased their paddles. Mary Pearce advised that we might be getting some money for paddles from a group from Crocus High School. Decision reached to purchase 9 paddles as designated in the budget and action plan.

We currently have three lifejackets in three different sizes. There are five members who do not have life jackets. At Stream and Wood, they have the same lifejackets we currently have and will give them to us for \$76.49 plus tax each. To purchase 3 lifejackets, the total cost would be \$259.29. Motion made by Betty Stewart that we order 5 life jackets in total, to be taken to the team for approval. Seconded by Jody Parsonage. Motion passed.

Joyce Hopper discussed the policies and procedures. She proposed that we make a new member checklist to ensure that new members are aware of all the ins and outs of the team. She requested three or four members to assist in developing same. Avis Bootsman will put a request in the newsletter for volunteers.

9.8 Team Spirit and Support – Norma Jean Coates

Norma Jean advised that she only has \$23.00 left and is in need of more funds. She will be advanced \$100 in keeping with the budget. Bev Schaffer is home after having been in hospital for two days. Three members were visited this month. Norma Jean asked that members advise her of any members in need of support. Norma Jean is having team members sign a card for George's birthday.

Helen Rankin requested that the website be updated to reflect that we are now practising at the Sportsplex rather than at the Y. She also suggested that the video of the team pulling a water skier be sent to "America's Funniest Home Videos"!

9.9 Social Committee – Shelley Foster

No report submitted.

10.0 Date of Next Meeting

Next meeting scheduled for April 16, 2007 at 5:30 pm.

11.0 Adjournment

Betty Stewart moved that the meeting be adjourned at 8:44 pm.

Recorded by Jennifer Gallant