



Waves of Hope

Board Meeting

April 20, 2009 5:30PM

Scotia Bank, Brandon, Manitoba

Board Members: Carol Fulford, Betty Berg, Rosemarie Blair, Merle Darling, Kathleen Christensen, Kathy Cameron/Annette Beatty, Diane Harrington, Betty Stewart, Sheila Taylor
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1.0 Call to Order

Carol Fulford

Called to order at 5:40pm with a welcome.

2.0 Approval of Agenda

Motion by Betty Stewart to approve agenda as distributed, **Seconded** by Merle Darling, CARRIED

3.0 Approval of last minutes (March 16, 2009)

Rosemarie Blair

Under item 7.7 and 7.10, where it states report is received and attached; all board members do not receive a copy of the committee reports. In future, the secretary will submit a brief synopsis of the report. There was discussion over item 7.5 not showing our ideas on functions; this was covered under item 8.1 as per the agenda. The minutes will follow the agenda items. **Motion** by Sheila Taylor to approve minutes with minor changes, **Seconded** by Betty Berg, CARRIED

4.0 Treasurer

Betty Berg

4.1 Financial Report

Motion by Betty Berg to approve cheques #724 to #733 inclusive, **Seconded** by Sheila Taylor, CARRIED

Cheque #	Paid To	Amount
724	Marg Rycroft – Wigs for Look Good/Feel Better	\$545.51
725	BPO Dunwoody – Audit	\$2,520.00
726	CBCF – Return on Windsuit Grant	\$647.49
727	Meighen Haddad & Co – Filing Corp Tax	\$20.10
728	Auto Pac – Boat Trailer Registration	\$66.00
729	Betty Berg – Portable Filing Box	\$36.26
730	Brandon Sun – Yard Sale Ad	\$15.20
731	Murray Spratt – Caretaker Set Up/Clean Up (yard sale)	\$50.00
732	Leech Printing – 7 Plaques Mounted (chemo units)	\$464.13
733	Mary Pearce – Float	\$100.00

Attached is Profit & Loss Budget vs Actual, statement dated Jan 1 to Apr 20, 2009

5.0 Secretary

Rosemarie Blair

5.1 Correspondence

19 Mar 09	Email on upcoming telephone education workshops on Survivorship
19 Mar 09	Email – CBCN March Outreach E-Blast
30 Mar 09	Email – Report and request for money on CBCF windsuit grant
3 Apr 09	Email on Volunteer MB Regional Spring 2009 Training Calendar
3 Apr 09	Email on introduction BFL Canada Inc on Dragon boat Festival Insurance
8 Apr 09	Email invitation to Team Captains for Saskatoon Dragon boat Festival Social
16 Apr 09	Email on 26 th Annual Volunteer Awards Dinner in Winnipeg

6.0 Committee Reports

6.1 Policy/Guidelines

No report

6.2 Festivals and Demonstrations

6.2.1 Saskatoon, July 24, 25 and 26

Kathy Cameron has checked on 6 hotels; 2 hotels rooms are all booked. The Radisson is across the bridge and they have 12 rooms with 1 Queen bed and 1 double pullout for \$129... For a 15 minute drive, there is the Comfort Inn which is across town. They have 4 rooms with a Queen bed for \$110 and 8 suites with a King bed/Livingroom with a hideaway at \$120. . They have a free breakfast but no pool. After some discussion, it was decided that we would book into the Radisson Hotel. Kathy also checked out 3 bus lines; two were from Brandon with an identical price. Brandon Bus lines have really good reviews and Prairie Coach has so-so reviews. The cost is \$2,625. to include a 47 passenger Coach with bathroom, paid hotel room for the driver and a 25% deposit is needed to confirm. We have budgeted for the bus but the cost exceeds the budget quote; we will need to go to the team to cover the extra costs which we can do at a practice. The early out-of-town registration is \$750.00 which saves us \$100. this includes free entry to the Rotary Village and the Friday night challenge.

6.2.2 Demos

Nothing is organized as yet. Kathy has Sandy Lake in mind. Merle mentioned Neepawa during their Lily Festival on Lake Irwin. This is usually near the end of July.

6.2.3 Peterborough

The cost for this festival is \$280. a person which includes a \$5.00 IBCPC levy. The cost includes on water practices to include transport; opening and closing ceremonies; Saturday gala dinner; bbq hosted by the Mayor; individual ID tags; souvenir bag; souvenir program; lunch on both race days; bottled water at the site; transport from official recommended accommodations to race site, opening/closing ceremonies, practices and Saturday night gala plus other commemorative event items. We can bring this up at the Spring Team meeting.

6.3 Captain/Coach

The Sportsplex availability expects to be there until 2013. There is no immediate concern

6.4 Boat and Equipment

6.4.1 Transportation of Boat while Kingdons away

As Ron and Gaileen will be away touring the “North”, leaving on May 17th arrangements have been made with Jake N. to bring the boat to practices once we get on Lake Minnedosa. It will remain in storage in the shed at the Kingdons’ place and Jake will pick it up from there. As we had a good clean up session at the end of last year, Ron feels the boat will not need painting or varnishing at this time; they will reassess this fall. Ron will have the wheel bearings on the trailer done before they leave on holidays.

6.4.2 Retrieving Life Jackets

Betty has been in touch with Shelley and she will send her life jacket with Marilyn when she is coming to practice. At this point I told her to keep the life jacket until Marilyn is better. The other life jacket is with Dawn Williams and I will contact her again after the Fashion Show. Gaileen has Sharon’s life jacket and I have her paddle. The paddles that are being donated by

the Kiwanis Club of Brandon have been ordered and Warren at Stream and Wood will contact us when they arrive.

6.4.3 Tarp

Ron took the tarp in to Glen Mattice in Nov. He checked on Thurs. and it was still in the same place. However Glen will check it and probably replace the bungee cords. This will result in less expense than originally expected.

6.4.4 Tent

As we would have to pay extra to bring a tent to Winnipeg, the only time we would use this tent is once in Brandon. We need to get costs and how easy the tent would be to put up; TABLED to next meeting.

6.5 Social

6.5.1 Caterers

Diane Harrington and Joyce Johnson will look after lunches for our Minnedosa practices. At functions where we need food we can perhaps look at getting it catered. We have a smaller group this year and we are all busy. We would assess the need for food on the type of social get together on a case by case.

6.5.2 Alumni Pot Luck

There is no date or event planned for now.

6.6 Public Relations/Outreach

6.6.1 Fair April 3

Everything seemed to go very well. Many members were sick, away or had other commitments for this event. We will likely be asked back again for next year.

6.6.2 Chemo Pictures

Kathleen will put together a press release and send it over to Sheila about the pictures. This will be done after the Fashion Show when things will quiet down a little more. We were allotted \$1,250. for this project and we came way under budget.

6.6.3 Display Board and Banner

Do we need to upgrade our display board and banners? There was talk about possibly getting a new banner but the ones we have now are just fine. We have two banners for the Brandon Festival and we just need to change the dates. We can update our display board with new pictures to include newest members. Betty S. will pick up the display board and banners from Kathleen for the Fashion Show.

****Carole Fulford added that she attended a workshop on learning to be a Facilitator for Support Groups. The group is looking at making cards with all the support numbers on it; the brochures have all the names on the pamphlets.

6.7 Team Spirit & Support

6.7.1 Parting Gifts

Sheila has been away for two weeks. Her idea for parting gifts was way too much money. She looked at metal dragon boats to hang keys on as an idea. Edna and Sheila will look to keep to \$40.

6.8 Communications

6.8.1 Alumni

There is no newsletter at this time. Tabled to next meeting.

****The website domain has been renewed to April 19, 2010. Information on the site has all been updated.

****Currently have 22 members signed up to Waves_News. We still need the Jan 2009 Board minutes to be loaded. The draft AGM minutes are loading waiting for the final draft. The following AGM committee reports are missing: Policy, Team Attire and Boat & Equipment.

6.9 Team Attire

6.9.1 Status on Uniforms

Kathy is looking after our new member, Ruth Albertson. Joyce Johnson is holding all the team attire items at her home for now. We have some T-shirts already so we should be okay for now. We have no ideas at this time for team attire.

6.10 Fundraising

6.10.1 CBCF Grant Final Report

Final report was submitted on March 29 to CBCF. We received a grant of \$5,500. but our actual expenses were \$4,852.51. We mailed a cheque for \$647.49 back to CBCF for the unused portion.

****No news on the Scotia Bank grant.

6.10.2 Fashion Show

Fashion show plans are well under way. Each Chair is looking after their part and everything seems to be under control. We just need to sell out all our tickets. Kathleen will be CBC to do a blurb on the Fashion Show and put it in the Brandon Sun's What's Happening, Westman Cable as well as the on-line calendar. Merle Darling made the following **MOTION**: That Waves of Hope not make presentation to Chair of current and future Fashion Shows, Garages Sales, Wheat City Dragon Boat Race Festivals. This was **SECONDED** by Sheila Taylor and **CARRIED**. After much discussion it was agreed that as members of the team, we do not need to be singled out for special thank you's.

6.10.3 WCDBR Fundraiser

The date has been set for September 19th and the contract has been signed today. Gail Bordian is Chair and will get lots of help from her daughter, Dawn Meek. Merle Darling made the following **MOTION**: That we pay fore dinner for Waves of Hope Executive members, Fundraising Chair, Chair of WCDB Race Festival and MPA representatives, Liz and Catherine, in the amount of \$61.27, for the signing of the contract on April 20, 200. This was **SECONDED** by Betty Stewart and **CARRIED**.

****The garage sale was a huge success. Money collected was \$2,451.17, donation to the caretaker of \$50. for a profit of \$2,401.17 – Missing the bill for the Brandon Sun ad of \$15.20 for an adjusted profit of \$2,385.97. Merchandise was sold at the garage sale.

****Merchandise inventory sold since March 16 will be reported at the May Board meeting as Lynda is away on vacation.

****We will need to start looking at what we are going to do for the Peterborough Festival next year. We can Google sites right now and ask for air miles to help our team with travel expenses. We can check the Air miles site for donations. There was also discussion on business/employee grants availability.

Motion by Betty Stewart to adopt all the committee reports, **Seconded** by Kathleen Christensen, **CARRIED**

6.0 Business Arising from the Minutes

6.1 AGM Unfilled Positions

We have no Assistant Manger right now and we really need ideas on how to find someone to take on this position.

6.2 Storage

Gail Bordian is going to look into this at Kullberg's and let Carol know. Kathleen has company coming and need all the PR stuff out of her home by end-May.

6.3 Spring Team Meeting

This meeting will be held on the 30th May at the Elton Collegiate. The church ladies are organizing a lunch of soup, sandwiches and dessert. Sheila was asked by Carol to find out costs and if able, to have Ngarie Abernathy come in and speak on Grief and Loss. Kathy mentioned that we could walk for ½ hour at lunch. We should spend some time with brainstorming ideas.

6.4 Natasha Bowlby Request

Natasha is did not attend the coaching training.

6.5 Karen Swatsky Water Color Painting

Sheila framed 4 prints for the upcoming Fashion Show. There were lots of pictures from Karen Swatsky and Carol would like to take some back for use in Glenboro.

6.6 Status on Wigs, Vanity Chair, Turbins

The wigs have been purchased and are being used by the Look Good Feel Better program. Will need to check with Marg Rycroft on the status of the Vanity Chair and Turbins.

7.0 New Business

****With regards to the Wheat City Dragon Boat Race, the accounting part in the large tent was not a good place to handle this. Need to own a tent to handle all the money for this event. The committee will have to look after this issue – perhaps someone can bring their trailer.

****Models for the Fashion Show need to be there ½ hour before showtime. The kitchen staff will be starting at 0930.

****We were looking at participating in the Travellers Day Parade every second year however; this is a really good way to advertise for the Brandon Dragon Boat Festival in September. The festival is on the 6th of June and Kathleen will have to check with Jake to see if he can bring our boat.

****The Relay for Life this year is on the 29th of May.

9.0 Dates & Location of next meeting – May 25, 2009 time 5:30pm at Scotia Bank

10.0 Betty Stewart motioned to adjourn the meeting at 8:26pm.

Carol Fulford, Team Manager

Rosemarie Blair, Secretary