

WAVES OF HOPE
EXECUTIVE MEETING – NOVEMBER 21, 2005
CENTRAL UNITED CHURCH LIBRARY

Present: Sharon Young – Chair, Joyce Hopper, Shirley McNeely, Sheila Taylor, Helen Forsyth, Jennifer Gallant, Joyce Konopski

Regrets from: Diane Harrington, Joyce Johnson

1.0 Welcome – Sharon Young
Meeting called to order at 6:33 p.m.

2.0 Additions to the agenda
7.5 Purchase of electronic equipment

3.0 Minutes of October 17, 2005 meeting
An error was noted: **7.1.5** The ribbon magnets are not ready. They are now on the third test of coating to make sure it will not destruct.
We will let members know when the magnets are ready.
Minutes adopted as amended.

4.0 Correspondence

- 4.1** Invoice October 14 from Shippam & Associates Inc. for \$1,725.34 for 1000 pink silicone bracelets @ \$1.49 each. Passed to Shirley and has been paid.
- 4.2** Invoice October 13 from Ventures for \$36.06 for signs and other items for the display board. Passed to Shirley and has been paid.
- 4.3** Invoice October 13 from Leech Printing for \$28.50 for mounting a supplied picture. This was the award for Sarah, our water skier. Passed to Shirley and has been paid.
- 4.4** A donation November 3 of \$200 from the Brandon Hills Community Fireflies. Passed to Shirley.
- 4.5** Brochure for a Workshop on Addictions being held in Winnipeg, March 27 & 28, 2006. Passed to Sharon as it may be of interest in her workplace.
- 4.6** CBCN Network News. Circulated. Includes a pamphlet for a conference entitled Reasons for Hope sponsored by Canadian Breast Cancer Alliance and taking place in Montreal May 6-8, 2006. Sharon suggests that Sheila attend.

5.0 Special Team Guests

- 5.1 CIBC Run Draws:** Krista Greeniaus
Krista not able to attend tonight. Deferred to next meeting.
- 5.2 Fashion Show Update:** Jennifer Gallant/Merle Darling(not here tonight)
Jennifer presented the plans for the show, including a budget, as developed by this year's committee. It will be held April 26 & 27, 2006 at the First Presbyterian Church. Discussion included suggestions for a group

that could be hired to help with set up and clean up and ideas about designating some of the fashion show revenue to some specific use or project. If earmarked for a project it should be made public on the tickets or programs. The plans appear well thought out and were positively received. Jennifer will prepare an information item to be sent out to the members including a request for ideas for designation of proceeds.

Motion: That we accept the proposed budget for the 2006 Fashion Show.

Jennifer/Sheila Carried

Copy of the report on file.

5.3 Memorial Donations Update: Helen Forsyth

Helen presented information she has found re memorials for Phyllis Low, Lindsey Young & Silvio Sboto.

The plan for a suitable memorial for Phyllis is to place a plaque, hopefully one made by Harold Stewart, and a rose bush in the Memorial Garden in Foxwarren. Helen will ask Donna Zimmerman to check out details for how to follow up this plan next summer.

Discussion on how to best use the designated funds in honour of Lindsey and Silvio. Ideas included park benches at both the Discovery Centre and Minnedosa beach as well as the purchase of a bed at the hospital. Concern expressed about vandalism of outdoor facilities.

Motion: That the team use the memorial fund of \$2439.00 in honour of Lindsey Young and Silvio Sboto towards the purchase of a bed for the “A Bed For You / A Bed For Me” campaign of the Brandon RHA, with the balance of \$2561.00 to be taken from our Safeway Because We Care fund.

Helen/Shirley Carried

Sharon will write a letter to Janice Meadows to inform her of this decision.

6.0 Business Arising from the Minutes

6.1 Business Plan and Budget

Since we are so close to year end the budget will be updated in January. Sharon & Shirley will then do a projected budget for the next two years.

6.2 Guidelines for use of our logo

Deferred until next meeting giving Sharon time to meet with our lawyer.

6.3 Policy for Team Equipment Use – Sharon Young

Draft #3 was reviewed with minor adjustments made. Final draft will be ready for next meeting.

6.4 Team Mileage Rate Policy Draft – Joyce Hopper

Joyce presented the draft outlining the policy for mileage for members doing outreach presentations or taking educational sessions relevant to the team.

Motion: That we approve the draft for the team mileage rate policy. Joyce H./Sheila Carried

The intention is to have the policies ready for distribution to the members with the AGM agenda.

6.5 Waiver Form: release of name/address – Joyce Hopper

It has come to Sharon's attention that since our membership list would be sent only for Manitoba breast cancer newsletters, the current legislation may cover the situation and make it unnecessary to have our own waiver form. Sharon will contact FIPPA for further information.

6.6 Review of minutes of Sept 24 team planning meeting

Discussion of items thought to be most important to the members present at the meeting. Concerns expressed about team communication have been addressed; see 7.2.1 of October 17 exec minutes. There was considerable interest in attending the Kenora Festival and also in a number of possible demos at Rivers, Ninette and Sandy Lake. A bus trip with the whole team together was a popular choice and would work for a trip to Kenora. Recommended for follow up by the Festivals & Demonstrations Committee.

Other recommendations noted in Outreach, Education & Support were to publicize what we do with a one pager that could go into pamphlets for women's groups, purchase of equipment for use at the Mall and other presentations, and an education for members re giving community talks. Sheila commented that the education would be focussed on how to use the equipment.

Next general team meeting is planned for May, 2006.

7.0 New Business

7.1 Revenue Canada – Traveling Roadshow

Revenue Canada has a Traveling Roadshow of information sessions for registered charities. Sharon suggests that we have a "tax man" attend our May general meeting to outline to the membership the implications and responsibilities of being a charitable organization. Thought to be an excellent idea as most of us have little understanding of this topic. Sharon will attempt to make this arrangement.

7.2 Westman Breast Cancer Support Group request

A request for a donation of \$1000 has been received from Helena Neustater representing this support group. The money would be used for honorariums for speakers and other educational pursuits. Discussion re the fact that there are 5 members in this group and there are other possible ways in Brandon to meet these interests. Sharon will write a letter to accompany our cheque encouraging them to take advantage of the bi-monthly "Taking Charge" speaker series at the Nurses Residence sponsored by the Canadian Cancer Society.

Motion: That we give \$200 to the Westman Breast Cancer Support Group as a one time start-up donation. Sheila/Shirley Carried

7.3 Nominating Committee

Brief survey of executive members planning to step down. Sharon will contact those not present re their intentions. Formation of a nominating committee will be necessary.

7.4 Date for AGM

Depending on whether our dryland training this year is Wednesday or Thursday (we will have the meeting on our gym day), the date chosen for the 2006 AGM is Wednesday, February 22 or Thursday, February 23.

7.5 Purchase of Electronics

The plan has been use some of the Because We Care fund to upgrade our equipment in order to make presentations more up-to-date. This will involve the purchase of a laptop, projector and perhaps a DVD player which could accompany the display board. Discussion re how best to go about this. Sharon will follow up, seeking advice from the IT people with the RHA and Darlene as to the most appropriate equipment. The goal will be to make this purchase before the end of December.

8.0 Committee Reports

8.1 Treasurer/Fund-Raising – Shirley McNeely

8.1.1 Financial Report

The report as presented by Shirley shows the bank balance to date at \$4,290.26. The plan 24 balance is \$24,326.89 giving a combined balance of \$28,617.15. Complete report filed.

8.1.2 Honorariums for Central United & Y.M.C.A.

General feeling during discussion was that the amounts donated should be increased.

Motion: That we donate \$1200 to the Y.M.C.A. for use of the gym & pool for our 2005 training season. Shirley/ Joyce K. Carried

Motion: That we donate \$500 to Central United Church for use of their facilities in 2005. Joyce K/ Shirley Carried

8.1.3 Membership fees

Shirley has a list of the 37 members who have paid; Helen F will check on the intentions of those who have not yet paid.

8.1.4 Fund-Raising

- Poinsettia sale is well underway. Orders must be in by November 26, delivery date is the afternoon of December 2.
- Ribbon Magnet re-order—see **3.0**
- Jewellery: Sharon has been checking with Sporty Jewels, a contact made through A Breast in a Boat, re the making of our logo into silver jewellery. She has sent Denise Relke the info necessary and should soon have a breakdown of the actual costs.

8.2 Public Relations/Outreach – Sheila Taylor

8.2.1 Shoppers Mall Display- October 21

Sheila reports a successful day with much interest shown in the display and numerous items sold.

8.2.2 Display in Minnedosa - November 10

Diane arranged a display/sale of clothing by Erin Brown in Minnedosa and had our display board there with brochures and items for sale. Good awareness day.

8.2.3 Marketing Video

The video is almost complete but needs some redoing before unveiling.

8.3 Team Spirit and Support

Edna has been working on getting pictures prepared as a gift for a couple of the members but has not been satisfied with the choices of photo. Sharon will contact Don's photo with a view to having a combination of two photos made as a solution.

8.4 Team Attire – Joyce K for Joyce Johnson

Joyce has been working on obtaining more shirts for support members and more jackets for new members. Ruth Webber has been making the shirts for us. She advises that there is not enough of the white material left and feels that it would be better for us to buy several meters of the fabric so that there would always be some on hand. We would then pay her for the labour and the cost of the shirt would be about the same as previously (\$53.58). Decision is to tell Joyce to go ahead with this plan.

T. M. Fusion Inc., the company that made our jackets no longer has the hot pink colour and thinks it will be difficult to obtain. They suggest that we go with a black jacket. Some discussion re local companies, Summit or Regent, but no real concrete suggestions. Will require research.

9.0 Next meeting

January 9, 2006 at 6:30 p.m. at Central United Church..

Meeting adjourned at 9:43 pm

Recorded by Joyce Konopski