

WAVES OF HOPE
EXECUTIVE MEETING – Public Health Services Conference Room
January 22, 2002 at 6pm

PRESENT: Sharon Young – chair, Edna Verhelst, Helen Rankin, Norma-Jean Coates, Joyce Johnson, Helena Neustater

1.0 Welcome – Sharon Young

2.0 Additions to Agenda

- 2.1 Update on Dr. Don McKenzie award application

3.0 Correspondence

- 3.1 Norma-Jean got a thank you card from Mr. Bates (re carved dragon boats)
- 3.2 letters, cards and teddy bear have gone to Christine Ste. Marie in hospital in Winnipeg
- 3.3 Helena has been in contact with Sandy Smith, who is in charge of the application for the Order of Canada for Dr. McKenzie. Dr. McKenzie received an award last year and we now have to wait to put in the application for the Order of Canada. So we have time, but we need to get someone to look after getting our information and support for this to application to Sandy Smith.

4.0 Minutes from January 8, 2002 Executive Meeting

- 4.1 Verheltz changed to Verhelst

5.0 Business Arising from Minutes

- 5.1 Annual Open House
 - 5.1.1 -Sharon has made up posters to be placed in appropriate places
 - Ann Phillips will air Open House on her programs
 - Notice in various papers such as “Our Voice” etc.
 - 5.1.2 brochures are available but need to have 2001 sponsors affixed
 - 5.1.3 Members should wear team t-shirts and name tags for identification
 - 5.1.4 The Hope Centre display board will be ordered for that night
 - 5.1.5 Special invitations to go to people such as Mona Franklin, Diane Granger, etc. Sharon will make poster into card size invitations and mail
 - 5.1.6 Edna will do floral arrangement to be drawn for a door prize
 - 5.1.7 Greeters, Sharon, Helen, Helena and Edna as float

5.2 AGM Planning

- 5.1.2. In the absence of a manager, Sharon will be designated as chair
- 5.1.3 Edna will do a summary of activities and ask Betty Stewart to help for the manager’s report
- 5.1.4 Social Committee will arrange for snacks
- 5.1.5 Nomination Committee – Norma Jean says she will chair and ask Marg Stirling to assist

- 5.3 Job Descriptions**
Manager Job description, as prepared by Charlotte Potyondy, and other position descriptions will be placed on board at Open House for members to look at and make suggestions for additions or deletions
- 5.4 Manager-** no decision from Helen Forsyth, she is invited at attend AGM
Suggestion that perhaps a co-manager from within the team would be helpful
- 5.5 Training**
Colleen Wilson has indicated she wants to be involved and Shelley Dougherty is wanting to help, they will be asked to attend Open House And AGM
- 5.6 Gift for Drew Mills** – Sharon has purchased tickets for the Country Valentine concert and gift certificate at the Keg (these have been given to Drew)
- 5.7 Scrapbook Bee** –Suggestion that we set a date, -Jacquie Philip-Loucks has offered to assist
- 6.0 New Business**
- 6.1 Fund-raising: Sharon and Marg Stirling will attend a Job's Daughters meeting on Sunday, they have advised they want to make a donation.
- Sharon will also follow-up on the UCT Fountain at the Shoppers Mall
 - 6.2 Insurance/ownership on trailer- Helena talked to Charlotte and it is thought that the trailer is insured under the Kingdon's insurance as long as it is in their shed. Once we use it to move the boat, we must insure it.
 - 6.3 Web Site – CBCN – information to go on this site should be prepared by February 15, Sharon will ask Penny Sboto if she could do this
 - 6.4 Drum set – Motion that Helena pay \$40. for the large drum, the snare drum and the stands. Helen Rankin, Joyce Johnson, carried
 - 6.5 Survey Results – plan to present a tentative plan for 2002, from the results of the survey, at the AGM
- 7.0 Next Meeting: Monday, February 11, 2002 at Edna's home.** We will meet at Tim Hortons at 5pm and go out together

Recorded by Helena Neustater