

WAVES OF HOPE

TEAM MEETING – May 6, 2006

PUBLIC HEALTH CONFERENCE ROOM – TOWN CENTRE

10:00 a.m. – 2:00 p.m.

Present: Facilitators: Joyce Hopper and Sharon Young

Recorder: Helen Rankin

Kathy Cameron, Marg Rycroft, Gaileen Kingdon, Joyce Konopski, Darlene Vickers, Marg Stirling, Bettery Stewart, Norma Jean Coates, Krista Greeniaus, Sandy Robinson, Monique Dufresne, S\Bev Schaeffer, Sheila Taylor, Shirley McNeely, Gail Smith, Jody Parsonage, Iris Reilly, Mary Pearce, Penny Sboto , Helen Lewandoski (arrived at 12:53 p.m.)

1.0 Welcome – Joyce Hopper

The meeting was called to order at 10:10 a.m.. Joyce H. reviewed housekeeping items, then outlined the goals for the day with agenda items and the time line presented on a flip chart. Goal: to complete the work and dismiss at 2:00 p.m.

Agenda items included: Team Executive Overview/Goals and Team Priorities, Guidelines for Logo use by Team members (group work at tables), Constitution Review, Team Building Energizer, Charitable Organizations 101, Social Committee items and viewing of Waves of Hope marketing video during lunch, Public Relations, Festivals and Demonstrations, and Fund Raising,

2.0 Goals for 2006-07 – Sharon Young

2.1 Overview of Executive Goals

2.1.1 Communication and coordination of team activities. Sharon expressed concern that members not experience “burn out” as a result of too many demands made upon them. Monique Dufresne has a new role: Communications. She is the contact person for team members to bring items of concern to the Executive.

2.1.2 Fiscal responsibility/accountability. This includes learning more about being a registered charity organization and sharing the info with membership as well as reviewing/revising the Constitution in consultation with the team. We have a responsibility to follow the Constitution and Revenue Canada guidelines, as our activities and finances are under the watchful eye of the government. Members of the Executive plan to attend the Revenue Canada “travelling road show” to be held later in the year, and will inform membership as more info is made available. Interested members can download info from the Revenue Canada web site regarding regulations governing registered charities. A working group

headed by Betty Stewart has been asked to review the current Constitution and bring forward recommendations.

- 2.1.3 Marketing the team/seeking a corporate sponsor. George McLeod (coach) has championed the idea of corporate sponsorship because of his concern that the team was working too hard to fund raise. With corporate sponsorship, the need to fundraise would decrease, but not entirely disappear. Note: Revenue Canada sets limits on the amounts that a registered charity can raise.

Thanks from the team were expressed to Darlene Vickers for her involvement in creating the marketing video. The purpose of the video is to gain the attention of a potential sponsor so that we can be invited to make a formal presentation to the organization.

We need to have a standard look or “branding” developed for all team communications e.g. web site, stationery, anything on which the logo is displayed.

- 2.2 Team Priorities, as per the Business Plan
 - 2.2.1 Raise awareness regarding breast cancer and early detection, active participation of all members, health of members including training, team building
 - 2.2.2 Compete in Dragon Boat Racing in festivals and provide demonstrations as part of outreach. This also includes equipment and team attire.
 - 2.2.3 Participate in outreach and education activities related to breast cancer. This includes educational support, and partnering with other organizations as appropriate.
- 3.0 Use of the Waves of Hope logo by team members.
 - 3.1 The logo with its strong symbolism has significance and meaning to our team. It promotes what we believe in. Copyright of our logo was approved in 2005. This protects the team from use of our logo by “outsiders”. The use of our logo by individual team members raises the following questions:
 - What guidelines should apply to the use of our logo by team members?
 - What process should team members follow if they wish to reproduce, or use the logo for personal use?
 - 3.2 Task: Team members wrote their answers to these questions, shared responses at their table, identified the top two priorities and appointed a spokesperson to share with the larger group. Table responses were recorded on the flip chart, with opportunity for large group discussion. Highlights include:
 - The logo is for the team and is something that should be available to all i.e. the general membership.

- Personal use of the logo by a team member should be submitted by a written request to be approved/not approved by Executive.
- Use of the logo should be “appropriate”. This term was not defined. Someone commented “no towels”. The question of a “tattoo” was also raised
- The logo should be professionally done/reproduced for outside use e.g. corporate sponsor.
- There is an established process in place (Team Attire) for considering items with a logo that could be made available for all team members to wear e.g. team attire, jewellery
- At public events the logo should appear prominently.
- The logo should not be used at events not related to breast cancer or team events
- “What should be done with old t-shirts that have the logo on them?” “Should they be returned to the team instead of being donated to a used clothing store.?” “Do we want others not associated with the team wearing our logo?”
- The logo should be available for promotion by the team member, as long as there is no financial gain and no commercial benefit.

Decision: After considerable discussion it was decided that the Executive will draft a set of guidelines for team members’ personal use of the logo and bring back to team membership. It was understood that any guidelines that are developed would apply to new situations, and not be retroactive. A “grandfather” clause will protect personal items previously created with the team logo.

4. Constitution Review – Betty Stewart

Betty thanked the constitution committee members for all the hard work completed to date, then reviewed the relevant articles of the Constitution and the associated recommendations. Note: A copy of the Constitution Report, including the twelve recommendations is appended. It is important to remember that the proposed changes have just been submitted, are not yet approved, and are not yet in effect.

Points of clarification:

- Assisting members with the costs of travel. A concern had been previously raised about whether it is appropriate to do this. Betty has checked and it is covered by our Constitution, and was approved as part of an amendment on July 31, 2002 “Item #4 . . . for the charitable purpose of purchasing equipment, assisting with the cost of travel [underlining added], and cost of entry fees . . .
- A comment was raised by Shirley McNeely about the “guidelines for new members being outdated. Edna Verhelst responded by saying that these have been updated, and are in current use.

- The 2002 “Draft” Job Descriptions need to be updated.
- Beginning with the next Executive Committee meeting, scheduled for May 8/06, Executive Committee minutes will be circulated to general membership. This is a change from current practice. How this change will affect the communications/newsletter activities will be discussed. We want to avoid duplication, yet keep information flowing in a timely fashion.

5.0 Lifestyle Break

6.0 Team Building Exercise – Sharon Young

Two groups with roughly the same number were formed. Each member was to complete and affirm in a positive way the statement, “I believe the team should _____” then throw the ball of yarn to someone across the circle, while holding on to the end of the yarn ball. This continued around the circle with many opportunities to speak, resulting in a “web” of support, created by all the positive comments.

7.0 Charitable Organizations 101 – Sharon Young

This item has been deferred to a later date as it was not possible to get a local “expert” in to speak to the group because of the intense workload of the tax season.

8.0 Lunch (catered meal of soup, wraps, and dessert)

8.1 Social Committee Planning - Penny Sboto presented info about tentative social events i.e. nothing confirmed yet.

- May 18 “Celebrity” party at Trails West Motor Inn. Come dressed up as your favorite celebrity. Prizes will be given for first and second place. This is your chance to sing, dance, recite poetry, whatever. All celebrity talent welcome. The restaurant no longer has German food, but banquet or menu choices are available for approx. \$14.00 each plus beverage. Be ready to vote for Miss Waves of Hope and Princesses #1 and #2. This is also the night to reveal your Secret Pal, so remember to bring your gift if you have one to give.

- June 24: Wheat City Dragon Boat Races in Brandon. Chemo Savvy is coming out on the bus. They are bringing one team. We plan to have a pot luck supper at the Discovery Centre. Chemo Savvy has been invited, but have yet to confirm. Cost would be about \$5.00 each that covers hall rental, liquor permit, and wine. Each WofH member to provide a potluck item. Wine would be provided at no charge.

- July 26 – BBQ for members and spouses/partners at Minnedosa lake. Cost approx. \$4 each.

- August 20: Demonstration somewhere. Location TBA. Spouses/partners included. Would be a pot luck event.

- September 9: Winnipeg Dragon Boat Festival. Supper at the Spaghetti Factory on Saturday night for those that want to participate.
- October 26: Halloween Party (pot luck) with “white elephant” gift exchange. Spouses/partners invited.
- December 9: Christmas Party

Those attending were asked to complete a survey and return to Social Committee at the end of the meeting. The feedback requested included:

- Do you want to carry on with Secret Pals for another year? (Yes or No)
- Do you want to nominate a Miss Waves of Hope with 2

Princesses? (Yes

or No)?

- Do you want to entertain Chemo Savvy on June 24 at a cost of \$5.00 each plus prepare food for potluck? (Yes or No)
- Any ideas about social activities you’d like to see? _____
- Should we pay our own way (i.e. costs) for the BBQ - would be about \$3-4 each (Yes or No)
- Some things I would like to see our Social Committee do _____
- Ideas for Christmas Party? _____

8.2 Viewing of the Waves of Hope marketing video – Darlene Vickers

CKX has put the video together at no cost, with much input from Darlene V. and Sharon Y. It is the final product for the current year. Darlene expressed thanks to Mary Pearce, Sharon Young, Norma Jean Coates, Sheila Taylor, and Jody Parsonage for being interviewed and sharing from the heart. This resulted in a very emotive video.

The next step is to develop a presentation package that will capture the interest of a potential sponsor, and set the stage for an invitation to appear for a formal interview with the corporation board.

Due to equipment malfunction, Darlene was unable to show the power point presentation/DVD developed by Arlene Wood and Darlene for use at our recent Fashion Show. The presentation captures who we are, what we do, community support people, practices at Minnedosa, the clip of the water skier at Sandy Lake.

Gail Smith’s daughter Lindsay videotaped the Fashion Show on the Thursday evening. It is “a bit rough” for the first half, but “great” for the second half. Gail has the Master copy. Those wishing to make their own copy are to

contact Gail. Darlene added that it had already been converted to DVD format to be used with presentations and displays.

9.0 Public Relations – Sheila Taylor

- 9.1 Travellers Day Parade, scheduled for Saturday June 10. There was general agreement that enough people were interested to take part (need 12-15). Those not able to walk the parade route can sit in the boat. Sheila will make sure there is someone available to haul the boat for the parade, as the Kingdons likely will not be available.
- 9.2 Carberry has started a community Breast Cancer support group and Shirley will be their first speaker.
- 9.3 The 2004 scrap book is completed. Spaces have been/will be left for pictures of Trevor McNeely (Shirley's husband - 2004) and Sylvio Sboto (Penny Sboto's husband - 2005) to acknowledge their passing.
- 9.4 Linda Baker's request from last year, that the team take part in Binscarth's July 1 celebrations. Decision pending – may try to coordinate with memorial tribute to Phyllis Low.
- 9.5 Phyllis Low memorial. The team discussed planting a rose bush in the Foxwarren Memorial Garden in honour of Phyllis. Definite plans need to be made soon, so that it can be accomplished this planting season. Penny Sboto also mentioned that at the Misericordia Nurses Alumnae Dinner (held annually in June) alumnae who have passed away are honored, usually by presentation of a book. Phyllis graduated from the Misericordia Hospital.
Motion: That Waves of Hope donate a book to Misericordia Nurses' Alumnae in memory of Phyllis Low. Penny Sboto/Shirley McNeely. Carried. Krista Greeniaus offered to provide a copy of "Riding the Dragon". Darlene Vickers will provide a book plate suitable for the donated book. Penny will take the book to the Alumnae dinner.
Motion: That Waves of Hope plant a rose bush, with appropriate donor plaque, in Phyllis' memory at the Foxwarren Memorial Garden. Marg Stirling/Edna Verhelst. Carried. The details will be coordinated between Team Support and Public Relations, so that family can be invited and the town's administration made aware.

10.0 Festivals and Demonstrations for 2006 – Jody Parsonage

- 10.1 Survey results: Surveys had been circulated to active paddlers. 25 were returned (including one from George McLeod, trainer); 10 paddlers still need to respond. Monique D. will follow up with these people.
 - 10.1.1 Availability of Paddlers for Festivals/Races
 - June 24th: Wheat City Dragon Boat Races to be held in Brandon. 21 paddlers available + one "possible" (Edna Verhelst). Decision: Yes, we will participate.
 - September 9th and 10th: Winnipeg Dragon Boat Festival: 23 paddlers available + one "possible" (Sharon Young). Decision: Yes, we will participate.

- August 13th and 14th: Kenora Dragon Boat Races: 14 paddlers are available. There is interest in possibly entering this event.
Decision: Jody to get more information.

10.1.2 Bus Travel

The survey had also asked respondents to consider the idea of the team traveling by bus to attend festivals. 17 of the respondents were in agreement. 1 said yes, but not to Winnipeg; 1 said yes, if spouses were included. Discussion ensued. There was general support for this idea.
Decision: The order of priority for filling the available seats on the bus should be as follows: actual paddlers first, then shore team and associate members, then spouses.

10.1.3 Asking other paddlers to paddle in our boat at races.

With regard to inviting other paddlers to join our team if we are “short” paddlers at an event, 20/25 respondents agreed with inviting outside paddlers. At the team meeting the comment was made that we should invite outside paddlers only after available Waves of Hope paddlers have been given the opportunity to paddle i.e. a WofH paddler would be given preference, even if a novice, over an outside experienced paddler. With regard to the number of outside paddlers in the boat, the most frequent survey result was that there should be at least 18 Waves of Hope members in a mixed team. At the meeting there was general consensus that the outside paddlers should wear Waves of Hope shirts and yellow life jackets (PFDs). This means that extra shirts and life jackets need to be available at festivals where we know we will be short of paddlers.

10.1.4 Availability for Demonstrations

17 respondents said yes, with practice night preferred for scheduling demonstrations. Preferred locations included Sandy Lake (8), Ninette (3), Minnedosa (1), Lake Irwin (1), Brandon (1), Rivers (4), Clear Lake (3). At the team meeting Oak Lake and Souris (as part of their week-long 125th anniversary celebrations in July were mentioned. Decision made to hold wind up social event/demo at Sandy Lake at end of the season. Rivers and Souris are possible demo sites – Jody to look into this further.

11.0 Boat issues: Gaileen Kingdon

11.1 The dock is in at Minnedosa Lake.

11.2 Maintenance: There is not enough work needing to be done to warrant a work party. The varnish is in good shape except the steering oar. There is really nothing urgent that needs to be done now. Some decals need replacement, but we lack instructions on how to do this correctly. Sharon Young suggested contacting Ventures or an auto-trim/autobody shop for advice. Some volunteers may be needed for specific work.

11.3 Life jackets needed for the 4 new members. 1 is available. Gaileen will check with Willa to see if there are extras. There are lots of spare paddles.

Motion: That the team purchase the necessary number of life jackets needed to equip the team. Betty Stewart/Gail Smith. Carried.

11.4 Ron and Gaileen will be away for all of June and one week in July.
During that time Jake and Helena Neustater will be responsible for getting the boat to events, parades, practices etc.

11.5 There needs to be a plan in place to notify members when practice is cancelled due to weather or lake conditions.
Decision: The captains will develop criteria for decision to cancel, and how this info will be communicated to members – likely via e-mail. For those who do not have access to e-mail, they should check with Kathy or Annette,

11.6 Practice at Minnedosa Lake begins on Wednesday May 17. Meet at the Petro-Canada parking lot, the corner of Trans Canada Highway and 1st Street at 5:15, with the last car departing at 5:30. Arrive Minnedosa at 6 p.m.. Begin warm-up and on water by 6:30 p.m. Last dryland session on Monday, May 8.

12.0 Fundraising – Helen Lewandoski

12.1 Rhinestone Ribbon Pins supplied by Souris Corner Closet. 38 of the original 40 pins are available for sale at \$5 each. If all sold, we would make a \$100 profit.

Motion: That we sell the rhinestone pins at \$5.00 each, with the pins to be made available to members first. Helen Lewandoski/Gail Smith. Carried.

12.2 Ribbon Magnets. The outer layer has peeled. All the unsold ones were sent back to Ventures as we were not happy with the quality. Approximately 50 were sold in Vancouver. Ventures has stated that the problem cannot be fixed. Helen L. reports that despite the outer covering peeled away, the color has remained vibrant. The team has never had to pay the cost of the magnets because of the problem with quality control.

Motion: That the team approve the paying of expenses incurred with the original order, retrieve the remaining magnets from Ventures, and sell them as a fund-raiser. Monique Dufresne/Marg Rycroft. Carried.

12.3 Team Quilt. Discussion ensued regarding what to do with the quilt made by team members.

Motion: That the quilt be offered as a raffle prize, with the draw to be made at the last show of the 2007 Fashion Show. Gail Smith/Edna Verhelst. Carried.

12.4 Fashion Show. In order for expenses to be reimbursed, members need to submit invoices as soon as possible to Treasurer. If received prior to Monday, May 8, they will be presented at the Executive meeting. Otherwise reimbursement will be delayed until after the June Executive meeting.

13.0 “Parking Lot” Items

13.1 **Motion:** That we pay the invoice (= \$244.88) for today’s lunch. Shirley McNeely/Jody Parsonage. Carried.

13.2 Winner of door prize: Edna Verhelst

13.3 Kathy Cameron has forms for the Survivor Lap for those who want to participate in that portion of the Relay for Life.

- 13.4 General announcement: Epicure sale (gourmet spices) at Penny Sleshinski's home (Brandon Hills Estates, Lot 4) next Saturday, May 13/06, from 2:00-4:00 p.m.
- 14.0 Closing remarks – Joyce Hopper
- 15.0 Meeting adjourned at 2:15 p.m.

Respectfully submitted,

Helen Rankin, Recorder

Appendix A – 4.0 Constitution Review Report from Constitution Working Group

Constitution Report: May 2, 2006

Article 3: The quorum for the AGM shall be twenty (20%) of the total membership. This would remain the same. However where it states that quorum for the Directors meetings should be fifty (50%) of the members of the board, it should be changed to: 2/3 of the number required to attend Board Meetings. I.e: 20% of 50 is 10 and 2/3 of 10 = 6.

Article 5: Defining members: We have been calling Shore team members support members. Shore team members do have voting rights while support members do not. Support members are sponsors. Support means money! We also have Associate members who are non-paddlers but with rights and privileges of paddling members. The question of in-active members arises: Some members are in-active not by their choice. At the present time they may not be able to paddle / participate actively and should be excused from active duty, but remain on the roster. All members should be encouraged to be more active through participation on a committee and attending team functions.

Article 5.3: re membership process is in effect.

Article 6: Membership Fees: membership year should remain the same as stated in the constitution: October 1st. Some teams do charge more for people paddling in the boat but this may cause a problem with people who we want to take for a leisure paddle / ride in the boat or want to paddle leisurely, not competitively. We may consider a possible increase in fee for next year by \$10.00 to cover expenses such as new shirts, jackets, etc. This would make the fee \$35.00 for a year for all members. This would be decided on at the end of this season (Oct. 2006).

Honourary / Life Membership: Should we be giving a person such as Vicki Galloway / Mary Gobeil a Life Membership? Should we be adding something like this into a policy section in our Manual? It does state in the constitution voluntary non-attendance, which may be waived by the Executive for the following reasons: illness, financial hardship, physical and / or emotional stress, and / or other reasons.

Article 8: Board of Directors: Recommend that the size should be: Team Manager / Assistant Team Manager / Treasurer, Secretary, committee heads for: 1. Team Communications (Phoning, e-mail contact, newsletter): 2. Team Equipment (team attire / boat and equipment): 3. Social , Membership and Support: 4. Fund-raising (Poinsettias, Fashion Show, Yard Sale, Others as designated): 5. Public Relations (Web-site, Display

Board, History Book, Scrap-booking, Business Cards): 6. Team Captain (Festivals / Demonstrations). One person from each committee is designated as Chairperson and will attend the Board meetings and have voting rights. The Chairperson has the right to designate an alternate who has voting rights. At each meeting a brief written report should be presented to the Board: i.e. Fashion Show committee. The written report is summarized and will then go out to the members along with the minutes.

This would be a Board of Directors of 10 people. Each member of the team should receive minutes of the meetings as stated in the constitution under duties of the secretary. This could easily be done through email and would not be costly. This will improve communications.

Article 9: The authority of spending up to 150.00 without the approval of the membership could be increased to 200.00. Provision must be given to the Executive of the Board of Directors to pay obvious, necessary operating expenses such as insurance, rent (YMCA, Central church), race entry fees, and operating expense floats for such things as Fashion Show and Yard Sale. This could be done at a “early in the year” general planning meeting, practice or even a social event by calling for a simple motion. Where it becomes a problem is when there are large expenses paid without membership knowing where the money is going. All members are responsible to submit receipts for payment 7 days prior to Board meetings. NO RECEIPT / NO PAY.

Regarding the budget, it should be in the hands of the board members prior to the approval meeting so they have time to review it. All board members need to have input into the budget as they know what their committees need and can forecast for the coming year. The budget should be circulated to the membership and reviewed frequently, and possibly statements could be put out on a spread sheet illustrating the budgeted amount / actual amount spent.

Article 13: Duties of the Team Manager: #6: Gather and submit all necessary forms and waivers from members. This should be changed to: that the committee chair, relative to the waiver form, collect and submit them. A copy of all waiver forms may be placed into a Policy section of the Team Manual. This change would have to be done through a resolution presented at the AGM.

Article 14: The books should be audited for our own protection and the protection of our executive.

Recommendations:

1. An audit of the books should be done immediately. This should be done by someone outside of the membership of the Waves of Hope who understands the workings of a corporation / charitable organization. We should hire someone to do our year end income tax return / charitable donations return / corporation tax return. This should be budgeted for in our yearly budget regularly.

2. That we develop a Policy section to our Manual. This would include duties of the various committees, board members, and the general procedures of the organization. There was a draft in 2002 of Duties and committees. Each committee chair would have an input into the list of responsibilities / duties.
3. An assessment of the constitution / Policy Manual take place every two years as the needs of the organization does change. This is an evaluation on what is working and what is not.
4. Every member of the Waves of Hope must / should participate on a committee of their choosing, appointed if necessary. This will give committees more people to generate ideas and help with a commitment to the organization. This would not be mandatory for 1st year participants.
5. A charity can reimburse reasonable out-of-pocket expenses to the members. Therefore, we may consider allowing some of our money for travel expenses of paddlers traveling to practice at Lake Minnedosa or festivals.
6. The presentation of Honorary / Life Memberships should be examined.
7. Increase the amount of expenditure allowed by the Executive to be increased to \$200.00 before going to the membership for approval. This would be put into a motion for the next AGM.
8. The duties of the Team Manager would no longer be to distribute and collect the waivers. The committee chair, relative to the waiver form, will collect and submit them. This change would have to be done through a resolution presented at the AGM.
9. To ease the job of our treasurer, we must receipt every request for payment. A hand-written reasonable facsimile is sufficient, signed by the person with the bill, if explained. i.e. small number of discs, making a salad, etc.
Written reports should be handed to the secretary where feasible to ease her job.
10. We need clarification of policy regarding outreach. We need a definition of what actually is our interpretation of OUTREACH regarding our own membership.
11. The Membership committee should inform the appropriate people of names and addresses of new members and any changes to the membership list. This is especially important to someone like the treasurer.
12. Roberts Rules should be used as a basic guide-line when conducting meetings, taking into consideration our by-laws.

Notes:

It states in the Maintaining a charity's registered status that we are not to try to meet our disbursement quota by exchanging gifts with other registered charities. This is something that has to be watched!

The more information we have the more informed we are!!

There will be a survey developed and sent to the members following this meeting.