

Waves of Hope Board Meeting

October 26, 2006 5:30 PM
Central United Church



Present: Helen Lewandoski, Sheila Taylor, Joyce Hopper, Monique Dufresne, Penny Sboto, Helen Rankin (arrived 5:45), guest Helen Forsyth (5:30 – 5:50)

Regrets: Sharon Young, Shirley McNeely, and Jody Parsonage

1.0 Welcome – Call to order at 5:30. As the Secretary was delayed; Monique Dufresne took notes until the Secretary's arrival.

2.0 Additions to the Agenda - none

3.0 Approval of last minutes (September 18, 2006).

Motion: That the minutes of September 18, 2006 be accepted as circulated. Moved Penny Sboto/Helen Lewandoski. Carried.

4.0 Special guests:

4.1 Helen Forsyth - Membership:

4.1.1 Helen F. presented information about Natasha Bolby's application for membership. Sponsor: Darlene Vickers.

Motion: That Natasha Bolby be accepted as a shore team member. Helen Forsyth/Monique Dufresne. Carried.

4.1.2 Establishing guidelines for Alumni membership (for approval at AGM). There was discussion of this category of membership, specifically what would be its purpose, what news do former members want, is it just to keep in touch with the social activities, is it that former members still care about people on the team and what is happening with the team in general, would there be any costs associated with this category e.g. distribution of info (e-mail or postage) fee for "alumnae" members? Creating an additional membership category requires revision to the Constitution. It was felt that further team input is needed on this question. **Decision:** Once a constitution revision working group has been convened, Joyce H. will include this issue as part of the work to be accomplished prior to the 2007 AGM.

4.2 Trainer: George McLeod was unable to be present but did provide info about dryland training options for 2007 at the Sportsplex. Only Wednesday evenings are available. There are three options:

Option 1: 1 hour Aquafit 7:30-8:30 (regular fee applies and open to public?) + ½ hr paddling (starting at 8:15 or 8:30 and costs extra \$16.50 per class – lifeguard fee?)

Option 2: ½ hour Aquafit 7:30-8:00 (regular fee applies and open to public?) + ½ hour paddling (8:00-8:30) – no additional cost.

Option 3: ½ hour specialized Aquafit for breast cancer survivors only 7:30-8:00 (\$15 instructor fee) + ½ hour paddling (8:00-8:30 - no additional cost).

Cost of training is \$6/person/session ("drop in") OR \$42/10 classes (adult) or \$32/10 classes (senior); OR \$73/20 classes (adult) or \$53/20 classes (senior). There was some discussion of these options. One concern raised was that a one hour session that includes both Aquafit and Paddling is too short a time for rural people to make

the trip to Brandon “worthwhile” – that the entire session should be at least 1 ½ hours. The age for defining ”senior” rates is not known at this time. Questions remain: how to absorb or subsidize costs of training for team members? How to do it fairly and equitably e.g. is it available to paddlers only or to associate and shore team members? It was felt that the Board needs more information and perhaps more member input before making this decision: Deadline: November.

5 Correspondence

- 5.1 Thank you cards were received from Natasha Bowlby (for chance to paddle in Kindred Spirit this summer), Andy Gobeil (for team support and flower tribute at Mary’s funeral), from Mary Gobeil herself (thanking those who made visits), Minnedosa Health District Auxiliary (presentation by Gaileen and Diane at their September meeting), and Dode Kilpatrick (for plant and support from the team).
- 5.2 Request from Kathy Cameron to have the motion made at the team meeting following practice on September 20/06 be entered into the formal minutes. Topic: tent rental
There were 27 members present = quorum.
Motion: To spend a maximum of \$400.00 to rent a tent to be used at the Brandon festival. G. Smith/J. Johnson. Carried.
- 5.3 “Thank you” notes on behalf of the team have been sent to the following:
Westman Paddling Association re: Wheat City Races (Penny Sboto), to both branches of the CIBC for all their efforts on behalf of Run for the Cure (Sheila Taylor) and also the Victoria Inn for sponsoring dinner for the Waves of Hope models at the PEO Fashion Show on October 18th (Sheila Taylor).

6.0 Business Arising from the Minutes

- 6.1 Guidelines for Team Use of Logo by team members – update – Monique
These guidelines are not yet complete. The Web site guidelines are too general and need to be tweaked for a charity group. **Decision:** Monique will present at November Board meeting.
- 6.1 Constitution Review; Policy recommendations – Joyce H.
The working group has not met yet. The plan is to meet as a small group in November. Suggested group size = 4 (likely Joyce Hopper, a Board member and two members-at-large). Task: to separate constitution, policy, by-laws, and other issues to determine priorities for completion by AGM. **Decision:** Joyce H. will report back at the November Board meeting.

7.0 New Business

- 7.1 Team planning day update (Sept 30 – 06) – Changes to first draft of Action Plan are to be sent to Sharon Young by October 30th (next Monday).

8.0 Committee Reports

- 8.1 Treasurer – Shirley (presented by Joyce H.)
 - 8.1.1 October financial statement
Total receipts = \$2347.10 (CUPE Donation, membership fees, jewellery sales and other merchandise sales).
Total disbursements = \$1456.16 (includes September team meeting costs = \$915.38)
Balance as at October 26 = \$2243.12 (chequeing)
Combined balance (chequeing and savings) = \$25,869.42
Motion: That the Treasurer’s Report be accepted as circulated. J. Hopper/
H. Rankin. Carried.

The Treasurer requested that expenses incurred by Annette Beatty (mileage to attend workshop in Winnipeg + workshop registration fee = \$210.76) and Jake Neustater (boat transport = \$224.19) be approved for payment.

Motion: that the expenses for Annette Beatty and Jake Neustater be approved for payment, subject to team approval, with Sharon Young to undertake contacting the team for approval. H. Rankin/S. Taylor. Carried.

The Treasurer also presented itemized miscellaneous expenses totalling \$317.78 (each item less than \$150.00) for approved for payment:

Motion: That the itemized miscellaneous expenses be approved for payment. H. Rankin/S. Taylor. Carried.

Decision: Since Sharon Young is handling finances while Shirley McNeely is away, Helen Rankin will forward the itemized list of expenses to Sharon Young for payment.

8.1.2 CUPE donation (\$663) – thank you required

Decision: Helen R. will send out formal thank you both to CUPE Local #4242 and to Joyce Johnson for suggesting that WofH be the recipient of the proceeds.

8.1.3 2007 Memberships

There were 23 paid memberships by October 20. A reminder will be put into the newsletter about renewal and to send dues to Sharon Young while Shirley McNeely away. Members can also mail dues to Waves of Hope box number.

8.1.4 Request for Inventory review

Inventory process is underway in PR and Fundraising (all subcommittees). In September, all team members received an e-mail or paper copy of the Treasurer's request for inventory to be completed by December 31st. The inventory is to include saleable items, give-aways (e.g. pink pens), and equipment (life jackets, paddles).

8.1.5 2007 budget process – Shirley, Sharon, Helen L. – no report.

Decision: Defer to November meeting. **Expectation:** All Committee heads are to prepare a tentative budget for 2007 as soon as possible.

8.1.6 Motion for Approval of expenditures – YMCA and Central United Church.

There was discussion of this issue about whether to give the same amounts as last year (actual dollar figure not available at the meeting). There was some discussion about increasing the donation to the church as dryland training was done there, rather than at the YMCA. It was felt the group needed further clarification about amounts appropriate in keeping with the amount of time the facilities were used.

Decision: defer this item to the November Board meeting

Whatever the decision, it will require team approval, as over \$150.00

8.2 Fund-Raising – Helen L.

8.2.1 Inventory of merchandise items is underway. Helen Lewandoski is developing an inventory sheet to keep track of saleable items (fund-raisers) on an ongoing basis i.e. year-round. The form may be suitable for promotional items as well.

8.2.2 Fashion Show 2007 update

Sandy Robinson has said she would be a Co-Chair. A second person needs to be found. Merle Darling and Jennifer Gallant prepared a comprehensive binder outlining what is involved in organizing the event. The immediate priority to set the date and book the facility. The remaining work begins in January. Decision made to include this as an item in the next newsletter. It is critical to get someone ASAP or the Fashion Show is in jeopardy if the leadership is not in place in November.

8.2.3 Poinsettia sales

Sylvia Plett will take the orders. Deadline is November 24th.

Members are to collect money (\$16/plant; for each plant sold \$5.50 goes to the team) and give to Shirley McNeely by the deadline date. Pick up will be December 6. Members will be given further info via the newsletter re: pick up times. The pick up times will not be flexible, as it has to do with the packaging of the plants.

8.3 Public Relations/ Outreach – Sheila (full report on file)

8.3.1 Marketing video kit has been prepared and includes a folder, DVD, and brochure. For initial contact with potential sponsor, a letter would be added. The Business Plan and budget would be presented at a later time, if the team were invited to make a presentation. Sheila Taylor and those working on marketing, need clear direction from the team regarding what the team is willing to do with a corporate sponsor – i.e. what willing to do and what willing to give up in exchange for sponsorship of some of our expenses. Fundraising would still be required.

8.3.2 *CIBC Run for the Cure*: CIBC tailgate party (Sept 22); display board at the Discovery Centre Oct. 1st; team mentioned in article on Run for the Cure in Wheat City Journal; Krista Greeniaus appeared on the Noon Day show; *Shoppers Mall display*: to take place on October 27 and 28th – still need some members to host the display.

Link to Pink: 11 Waves of Hope members took part in the Brandon Region and several more in the Assiniboine region on October 13th. Helen Lewandoski reports she and her volunteers handled out 230 carnations in Sandy Lake and Erickson.

8.3.3 Request from Healthy Lifestyles Expo that Waves of Hope provide a display. As there was significant cost to this (\$100), and the event takes place the weekend following the mall display (Nov 3rd and 4th), it was decided by the PR Committee not to participate this year. Darlene and Sheila will attend informally.

8.3.4 Sheila brought a sample of a personalized team Christmas card that would be suitable for sending to community groups/businesses/facilities with whom we have regular contact e.g. Town of Minnedosa, Town of Souris, the Brandon Sun etc. The card shows the team in the boat with paddles uplifted, one letter per paddle, spelling S E A S O N'S G R E E T I N G S. Cost for 24 cards is \$23.97 plus taxes and is available through Wal-Mart. Postage costs would be extra.

Motion: that Public Relations purchase 24 Christmas cards now. S. Taylor/ M. Dufresne. Carried.

Decision: Include information about the greeting cards in the newsletter and ask that members submit names of recipients they feel should receive a card.

8.5.5 Public Relations expenses were itemized and submitted for approval for payment:

Motion: that the team reimburse Sheila Taylor mileage for taking display materials to Minnedosa for WI convention (96 km x \$0.38 = \$36.48) S. Taylor/ P. Sbotto. Carried.

Motion: that the team reimburse Darlene Vickers for PR display materials and postage (total = \$23.33). S. Taylor/P. Sbotto. Carried.

8.4 Festivals and Demonstrations – Jody Parsonage- no report

8.5 Team Communications – Monique Dufresne – no report

8.6 Team Attire – Joyce H.

8.6.1 Jackets: The two new paddlers Carol and Gail have team shirts. There are only 3 of the bright pink shirts left. Joyce H. has arranged for Regent Cresting and Just Stitching to come up with sample material - fuchsia color. There are no more team jackets. It is difficult to find a black non-lined wind jacket that is at reasonable costs and pleasing to the eye. Joyce brought a sample jacket (has a hood that rolls into the collar) and is priced at \$30 each (plus \$15 for embroidery on back + \$5 for embroidery of pink ribbon on the front).

Decision: The black jackets Joyce showed are acceptable for 2007. Team jackets will be an agenda item at the AGM. Joyce H. will try to have sample jackets at the AGM for members to try on, if they wish to order a new jacket.

8.7 Other – Boat & Equipment – no report; Team Spirit & Support – no report

Social Committee – Penny Sboto

Christmas Party: Saturday, December 9th, starts at 5:30 p.m. Tickets have been printed and cost \$15.00 each* (see below). Entertainment has been booked – *Prairie Blend* and will cost approximately \$100, and will be paid for out of the cash bar proceeds.

Motion: Since the actual meal cost is \$16.00/plate + taxes + gratuity, the team will subsidize the expenses not covered by dinner ticket sales. H. Rankin/M. Dufresne. Carried.

Motion: That the team pay for dinner tickets for the two volunteers who will be in charge of the cash bar at the event.

H. Rankin/M. Dufresne. Carried.

9.0 Date of next meeting – Monday, November 20, 2006 at 5:30 p.m. Location: TBA

10. Adjournment at 8:25 p.m.

Respectfully submitted,

Helen Rankin, Secretary