

Waves of Hope
Board Meeting
September 18, 2006 5:30 PM
Public Health Services – The Town Centre



Present: Helen Lewandoski, Shirley McNeely, Sheila Taylor (arrived at 6:00 p.m.), Sharon Young, Helen Rankin (Recorder). Special guest: Helen Forsyth (5:30 – 6:20 p.m.)

Regrets: none

1.0 Welcome and call to order at 5:43 p.m. (S. Young). Despite the small number attending, decision made to continue with the meeting.

2.0 Additions to Agenda

8.2.3 Questions about fund-raising

8.3.3 Motions

3.0 Approval of June 13, 2006 minutes:

- Correction to 8.4.1, second last line. Change “MAP” to “MPA”
Motion: that the June 13, 2006 minutes be accepted as corrected:
Helen Rankin/Sharon Young. Carried.

4.0 Special Guest: Helen Forsyth was present to discuss approval of new members.

- Helen F. met with 3 prospective paddling members at one of the team practices at Minnedosa Lake. Two have submitted completed applications: Carol Fulford (Glenboro) and Gail Bordian (Brandon). A third individual, Stacey Candy was present, but has not yet submitted an application.
Motion: that E. Carol Fulford and Gail Bordian be accepted as new “paddler” members for the 2006-07 membership year: Helen Forsyth/ Sharon Young. Carried.
- Membership dues for the upcoming year are due in October 2006. Helen F. will either collect, or have the prospective members contact Shirley McNeely regarding payment of fees. Note: membership will take effect once dues are paid.
- Helen F. will also talk to Marilyn Dickson or Edna Verhelst regarding linking these new members with a buddy/mentor and providing them with team binders. She will also talk to Joyce Hopper regarding team shirts.
- Darlene Vickers is willing to sponsor prospective “shore team” member Natasha Bolby. Decision: Helen F. will invite Natasha to attend the upcoming Team Fall Meeting on September 30th. She will also e-mail an application form to Darlene Vickers to pass along to Natasha.

5.0 Correspondence

- Invoice from Ventures re: ribbon magnets (\$762.75) and Canadian Customs and Revenue Agency Registered Charity Return Summary. Both passed to Sharon Young on July 26th.
- Invoice and policy for Accident Insurance (Guild Insurance) – passed to Shirley McNeely on August 9th.

6.0 Business Arising from the Minutes

6.1 Helen Rankin read aloud the following motions passed by the team at Minnedosa Lake (June through August), when gathered for paddling practice. Attendance at each meeting was as follows: 22 members (June, 14, July 12, August 2nd), 23 members (July 19), 24 members (July 26), and meets the quorum requirement. One item of business (approval of expenditures) conducted at each meeting.

- 6.1.1 June 14, 2006: Motion: to ratify the Boards' motion of June 13, 2006 approving the payment of \$1504.19 for expenses incurred. This amount includes the dragon boat insurance, and the \$950 premium for member liability insurance. Edna Verhelst/Sheila Taylor. Carried.
- 6.1.2 July 12, 2006: Motion: To approve payment for travel (bus rental) of approximately \$2500 to Kenora, ON for festival August 12-13, 2006, as well as \$750 for festival registration. Jody Parsonage/Joyce Konopski. Carried.
- 6.1.3 July 19, 2006: Motion: To secure an auditor (Cyndi Solon of the firm *Duncan, Sabine, Collyer Partners LLP*) in 2006 at an estimated cost of \$700-900. Shirley McNeely/Darlene Vickers. Carried.
- 6.1.4 July 26, 2006: Motion: To approve the expenditures for the following invoices:
 - 1. \$173.78 (including GST and PST) for two team lifejackets from Stream N Wood
 - 2. \$762.75 (including GST and PST) for 300 ribbon magnets @ \$2.25 each from Ventures, Brandon RHA
 - 3. \$668.75 (including GST and PST) for registration for the Wheat City Dragon Boat Festival (September 23, 2006) by the early bird deadline (July 31, 2006).

Moved by Kathy Cameron/Betty Stewart. Carried.

Secretary's note: In total, 3 lifejackets were ordered and received. See Treasurer's Report (8.1.2) for motion regarding payment for a 3rd lifejacket.

- 6.1.5 August 2, 2006: Motion: To approve fee for facilitator Cec Hanec for the fall team meeting in the amount of \$500 plus GST, PST, return travel (between Winnipeg and Clear Lake), and overnight stay. Gail Smith/Helen Lewandoski. Carried.

6.2 Guidelines for Team Use of Logo – no report.

6.3 Constitution Review, policy recommendations – tabled. Joyce Hopper will get together with other team members to review the suggested changes, and will report back to the Board at a later date.

7.0 New Business

7.1 Team Meeting, September 30, 2006, at Marg Rycroft's home, Clear Lake. She has room to sleep up to 10 people overnight (Friday or Saturday). Those who are interested, are to contact Marg directly.

- 7.1.1 Agenda: The time for meeting has been changed. We need to meet from 10:00 a.m. to 4:00 p.m. to accomplish all the work to be done on team building and strategic planning. For catering purposes we need to have an idea of the number of people planning to attend. Those who want

to car pool will depart from the Humpty's on the North Hill at 8:30 a.m..
Decision: Joyce Konopski will include above info in upcoming newsletter. She will also contact Marg R. for specific directions on how to get to her home so the info can be included with the newsletter.

7.1.2 Expenditures for lunch and refreshments: Motion: That we spend up to \$300.00 for lunch and refreshments for the meeting. Sheila Taylor, Helen Lewandoski. Carried.

7.1.3 Letter for team members: Cec Hanec, facilitator, has forwarded a letter to Sharon Young, asking that team members receive a copy and work through the questions that are posed in order to prepare for the team meeting. Decision: Sharon Y. will e-mail copies of the letter to the team via Arlene W. and will make paper copies to distribute at the upcoming team practice. If there are any members who still have not been notified via the above methods, Helen Rankin will mail them a copy (regular mail).

7.1.4 Arrangements for facilitator: Motion: that we book a room at Smokey Hollow Resort for one night's accommodation for the facilitator. Sharon Young/Helen Rankin. Carried. Sharon Young will make the reservation.

8.0 Committee Reports

8.1 Treasurer – Shirley McNeely

8.1.1 Revenue Canada: Traveling Road Show, September 13, 2006
Helen Lewandoski, Joyce Hopper, Darlene Vickers, Helena Neustater and Shirley McNeely attended and thought the presenters did a good job of covering material of benefit to the team e.g. filing information return, GST rebates.

8.1.2 Financial report (copy on file). Highlights are as follows:
- Funds in current account (prior to disbursements) = \$8299.55 (includes transfer of \$1000 from savings and receipts of \$1872.73).
- Disbursements = \$6952.37 (major expenses of travel and insurance), leaving bank balance in current account of \$1347.18 as of September 18, 2006.
- Combined balance of chequing and savings accounts = \$24, 994.39 as of September 18, 2006.

Motion: to accept the financial report as presented. Shirley McNeely/ Helen Lewandoski. Carried.

- Payment of expenditures

Outstanding expenses include: copies/postage \$9.67, flowers for Mary Gobeil flower ceremony/tribute \$36.64, bus driver's accommodation \$94.30, Stream 'N Wood \$85.31 (3rd life jacket).

Motion: that the above expenditures (\$236.12) be approved for payment. Shirley McNeely/Sheila Taylor. Carried.

8.1.3 2007-08 Budget: Discussion of Process

- Shirley McNeely needs more information to complete year-end inventory e.g. pens, emery boards, magnets, jewellery. Shirley will prepare an information sheet to be distributed at the fall meeting. Accurate inventories at year-end are vital for the transition to the

“accrual” method of accounting. Discussion about the budgeting process ensued. Shirley suggested that the Nominating Committee be reconvened now, in order to have input of interested candidates as the 2007 budget is prepared. Discussion followed and decision made not to reconvene Nominating Committee at this time.

Decision: Sharon Young will circulate a notice to Committee Chairs, and request that they submit, by the end of October 2006, their estimated budget requirements for 2007. The notice will also request that receipts for expenses be handed to the Treasurer in a timely manner, so that expenses can be reimbursed and records kept up to date.

Decision: The Executive will prepare the proposed 2007 Budget for presentation to the Board at the January 2007 Board Meeting.

Note: A copy of the proposed 2007 budget, the 2007 AGM agenda, and proposed constitution changes are to be sent to members 30 days prior to the scheduled AGM, as per constitution.

8.2 Fund-raising – Helen Lewandoski

8.2.1 Helen L. did not attend the Volunteer MB Fundraising workshop on September 13th, but would be interested if offered again.

8.2.2 Pink Bracelets - alter selling price? There are a number of bracelets left, and they are no longer selling well. Discussion ensued. Motion: That we reduce the selling price of pink bracelets to \$3.00 each, effective immediately. Helen Lewandoski/Sheila Taylor. Carried.

Bracelets will be available for sale at our display at Wheat City Dragon Boat Races (September 23), and at the mall display (Brandon Shoppers Mall) at the end of October.

8.2.3 There needs to be a decision made regarding fund-raising priorities. What are we fund-raising for? Do we still want to pursue corporate sponsorship? Will we do poinsettia fund-raiser this year? What about calendar sales? It is hoped that some of these questions will be answered at the Fall Team Meeting.

8.3 Public Relations – Sheila Taylor

8.3.1 Marketing video: There was further discussion regarding seeking corporate sponsorship. This item to be addressed at the Fall Team meeting so have membership input. Simple marketing kits have been prepared (to be shown at Fall Meeting).

8.3.2 Summary of activities since June 2006 Board Meeting
- Newspaper: Traveller’s Day Parade picture in Wheat City Journal on June 15th; Souris demo: picture in Brandon Sun, as well as a write-up and picture in Souris Plaindealer.

- Internet: team advertised on <Brandon.com>; website updated on a regular basis

- Television: Team shown doing chant and paddling, plus Gail Smith interviewed at Winnipeg festival. Shown as lead item on Global news at 6 p.m.

- Talks: Diane Harrington and Gaileen Kingdon spoke to 20 members of Minnedosa Health District Auxiliary.

- Brochures: rural members have been given brochures to place in their home communities. Brochures have been placed in Brandon at the following locations: Western Medical Clinic (x2), Brandon Clinic (x2), Medical Arts, Brandon Regional Health Centre (x3), Women's Centre, Canadian Cancer Society, Dr. S. Dhalla's office.
- Other: WofH team pins were given to each member of the Kenora team at their festival; picture enlarged and backed for placement on the back of the display board; pictures placed in "Run for the Cure" awards; history book updated with memorials.
- Upcoming: Brandon festival; CIBC "Run for the Cure"- display board will be in Discovery Centre; Link to Pink, Brandon region: 9 members taking part – other WofH members in Assiniboine region are also taking part; Display in Brandon Shoppers Mall, October 27th and 28th (Friday, Saturday).
- Two receipts submitted to Treasurer at today's meeting (September 18th), to be reimbursed to Darlene Vickers: Wal-Mart \$2.20 and Leech Printing (color copies) \$2.00. Amount used from credit account at Don's Photo = \$44.87; balance left on account = \$53.30 (credit balance)

8.3.3 Motions:

August 12, 2006 Team Meeting. The following motion was made by team members attending the Kenora Festival: Motion: That each member from Kenora receive a Waves of Hope pin. Mary Pearce/Sheila Taylor. Carried.

September 18, 2006 Board Meeting: That an ad be placed in the Wheat City Journal in October, thanking sponsors and supporters for their support for the 2006 paddling season. Sheila Taylor/Shirley McNeely. Carried.

8.4 Festivals and Demonstrations – Jody Parsonage. Report presented by Sheila Taylor and summarized below. Copy on file.

8.4.1 Festival updates.

8.4.1.1 Kenora: Total of 22 paddlers, plus 3 shore team, plus 4 spouses and one Mom rode the bus. Race results were 3:05:86; 3:26:09; 3:15:83 - a great showing even when compared to the Dragon Tamers who came in at 3:01:26; 3:04:18; and 3:02:89. Not only did they have home water advantage, they also fill the boat with some imports from the Kenora Paddling Club because they do not have enough breast cancer survivors.

8.4.1.2 Winnipeg: 23 paddlers, plus 2 associate (members who couldn't paddle), plus George (trainer) who made the difference! Results were 3:06; 3:01; and **2:48!!** Everyone enjoyed refreshments at the next practice courtesy of George.

8.4.1.3 Upcoming Brandon races: to date 23 paddlers expected. First race will be at 10:00 a.m. and the day over by 5:00 p.m. according to Karen. When schedule completed, it will

be posted on the website www.mpa.mb.ca. There will be three races, and a rose ceremony. Team to provide flowers.

8.4.1.4 Next year 2007 Possibilities:

Brandon, Saskatoon, Thunder Bay – no dates yet

Winnipeg – September 8/9

Regina – September 1

Kenora – August 12

8.4.1.5 Year 2008 – 10th Anniversary! Halifax, N.S.???????

8.4.2 Souris 125th Anniversary demo on July 3rd. Very warm reception and well-received response. It was a good opportunity to reach this geographic area.

8.4.3 Winnipeg 2007 registration. Decision was made at the Winnipeg Festival not to pre-register at this point (fee for 2007 early bird deadline due at end of Winnipeg Festival), so that team options can be kept open for alternate festivals in 2007.

8.5 Team Communications - no report

8.6 Other:

8.6.1 Boat and Equipment: some scales need to be replaced.

8.6.2 Team Spirit and Support – no report

8.6.3 Team Attire – no report

8.6.4 Social Committee – there may be a Halloween event. Details to follow.

8.6.5 Team Captains – no report

8.6.6 Trainer: George will get in touch with the YMCA early this fall to get the best access to gym and pool.

9.0 Date of next meeting: Thursday, October 26, 2006 at 5:30 p.m. Town Centre

10.0 Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Helen Rankin, Secretary